Coordinated System of Care Governance Board
Bylaws
State of Louisiana

Article I
NAME

The name of this organization shall be the “Coordinated System of Care (CSoC) Governance Board”, and may be referred to in these bylaws as “CSoC Governance Board”, or the “Board.” The creation of the Board is authorized by **BJ 2011 - 5**. The CSoC Governance Board shall reside in the Louisiana Department of Health and Hospitals.

Article II
PURPOSE

The CSoC Governance Board shall oversee the implementation and administration of a statewide coordinated system of care (CSoC) for Louisiana's at-risk children and youth with significant behavioral health challenges or co-occurring disorders. The CSoC project is a cross-departmental project of the Office of Juvenile Justice, the Department of Children & Family Services, the Department of Health and Hospitals, and the Department of Education, in conjunction with family member’s representative of the CSoC’s target population. The CSoC organizes a coordinated network of a broad, flexible array of effective services and supports for a defined population. It integrates care planning and management across multiple agencies and has supportive policy and management infrastructure.

The CSoC values are defined as:

- Family-driven and youth-guided
- Home- and community-based
- Strength-based and individualized
- Culturally and linguistically competent
- Integrated across systems
- Connected to natural helping networks
- Data-driven, outcomes oriented

Goals of CSOC implementation include:

- Reduction in out-of-home placements in the current number and future admissions of children and youth with significant behavioral health challenges or co-occurring disorders.
- Reduction in the state's cost of providing services by leveraging Medicaid and other funding sources as well as increasing service effectiveness and efficiency and reducing duplication across agencies.
- Improving the overall outcomes of these children and their caretakers being served by the coordinated system of care.

The Board shall, as a body, set policy for the governance of the CSoC. The Board is responsible for decision-making, establishing policy and monitoring adherence, setting standards, defining target populations, providing multi-departmental oversight, directing use of multiple funding sources, directing the implementing agency, and monitoring quality, cost, and adherence to standards.

Article III
GOVERNANCE BOARD

1) Number: The Board shall consist of nine (9) members. The members shall include:

   a) The Agency head or designee from each of the following departments: the Department of Children and Family Services; Department of Health and Hospitals; Department of Education; and the Office of Juvenile Justice. If a designee is assigned, he or she must have the authority to act on behalf of the agency head and the designee function must be assigned as a primary duty.
   b) One (1) representative from the Governor's Office.
   c) Two (2) family representatives and one (1) non-voting youth representative, who are recommended by the CSoC Statewide Coordinating Council (SCC)and appointed by the CSoC Governance Board. The initial recommendations will be made by the Family Support Organization (FSO) state level workgroup.
   d) One (1) advocate representative recommended by the CSoC SCC, based on nominees submitted by stakeholder groups. The initial recommendations will be made by the FSO state level workgroup.

2) Appointment

   a) The family/youth representatives shall be meet the criteria outlined in the CSoC SCC policy.
   b) The advocate representative shall meet the criteria outlined in the CSoC SCC policy.

3) Terms

   a) Department Heads or their designees will serve for the length of their Cabinet appointment.
   b) The term for the first family representative appointee shall be for two (2) years and the second family representative shall be for a one (1) year during the initial year, followed by two (2) year terms thereafter.
   c) The non-voting youth representative shall serve a term of two (2) years.
   d) The advocate representative shall serve a term of two (2) years.
   e) Family/youth and advocate rrepresentatives may serve an unlimited number of terms, but must be reappointed every two years to do so.

4) The following circumstances shall constitute grounds for removal of any board member:

   a) Conviction of a felony
   b) Unexcused -aabsences of three (3) consecutive regular meetings or a total of five (5) meetings in a calendar year. If an Agency Head or designee misses

three consecutive meetings, it shall be the responsibility of the Chair to notify the Governor's office, copying he Head/Designee.

c) Code of ethics violation.

5) Process of Removal

a) If the Chair or Vice Chair receives information or knowledge that in his or her opinion indicates any of the above circumstances have occurred, the Chair or Vice Chair shall first provide notice of the circumstance to the affected Board member. The notice shall be in writing and shall contain a clear statement of the alleged circumstance. The identity of the person reporting the alleged circumstance shall remain confidential, if possible.

b) A notice shall be placed on the agenda of the next Board meeting, which is at least ten (10) days following the notice given to the Board member, at which time the matter shall be discussed. The board member may request that the discussion be held in private.

c) The Board must agree by consensus (majority vote when necessary) whether to remove the affected board member. A notice of removal will be sent to the Governor’s office.

d) If the State Ethics Commission has investigated the alleged ethics violation and issued final recommendations, the Board shall accept the Commission’s recommendations and act in accordance with those recommendations.

6) Vacancies

Procedures for filling a vacancy created by the removal, resignation, or death of any Board member prior to the end of the member’s term shall follow those used for initial appointments.

7) Compensation

Each board member shall serve without compensation, but shall be reimbursed for expenses and mileage at the same rate set by the Division of Administration for state employees for each day in actual attendance at board meetings or for representing the board in an official board-approved activity. State employees must follow their agency’s travel guidelines.
Non state employed Board members may be reimbursed for appropriate expenses as determined by the Board.

8) Code of Ethics

All Board members shall be subject to the State Code of Governmental Ethics. No member of the Board or of his immediate family shall own or have any interest or part in any public or private organization, business, company, or entity conducting business of any kind with the Board.

Article IV
OFFICERS

The Officers of the Board shall consist of a Chairperson and a Vice Chairperson to be elected by the full Board at the annual meeting.

1) Duties: The officers shall perform the duties prescribed by these bylaws, the parliamentary authority adopted herein and those assigned by the Board or which normally pertain to the office. The duties shall include, but not be limited to, the following:

   a) The Chairperson
      i. Shall be the Head of one of the Departments.
      ii. Shall be the principal officer of the Board.
      iii. Shall be elected by a majority vote of the Board.
      iv. Shall make all necessary decisions regarding the operations of the Board including preparing, and or approving the draft agenda, and presiding at all meetings of the Board.
   b) The Vice Chairperson
      i. Shall assume such duties as may be assigned by the Chairperson or the Board.
      ii. Shall in the absence of the Chairperson preside at all Board meetings and execute all the duties of the Chairperson.

2) Voting
   a) Officers shall be determined by majority vote.
   b) No member shall be entitled to vote by proxy.
   c) All other actions of the Board must also be taken by majority vote, if necessary.

3) Term
   a) The term of office for any officer appointed by the board shall be for one (1) year and shall begin at the close of the annual meeting.
   b) No officer may serve more than two (2) consecutive full terms in the same office.

4) Removal
   a) The subject of removal of any officer must be placed on the agenda of any regular or special meeting to be considered.
   b) Any officer may be removed from office by a majority vote of the Board.

ARTICLE V
MEETINGS

All meetings of the Board and its committees shall be open to the public except where Executive Sessions are permitted under the Louisiana Open Meetings Law. All meetings shall follow Louisiana's Open Meeting Laws. Meetings shall be held at the principal office or at such other place as from time to time may be determined by the Chair or by the Governance Board and specified in the notice of such meeting.

1) Regular Meeting: The regular meeting of the Board will be held at a minimum of six times annually. Notice of regular meetings shall be given no less than twenty-four (24) hours prior to the meeting.

2) Special Meetings: Special meetings may be called by the Chairperson or at the request of three (3) members of the Board. The purpose of the meeting shall be stated in the call. Except in cases of emergency, at least three days' notice shall be given.

3) Annual Meeting: The annual meeting shall be the first regular meeting of each fiscal year.

ARTICLE VI
QUORUM

A quorum of a simple majority of the members serving on the board shall be required to conduct official business of the Board.

ARTICLE VII
COMMITTEES

The Board does not require itself to govern through standing committees, but will have two standing committees which will be the Quality Assurance Committee and a Finance Committee. Ad hoc committees will be established to address specific needs as they arise.

1) The Quality Assurance Committee

   a) Shall consist of a designee with expertise in quality improvement and assurance from each agency and a minimum of one (1) family representative.
   b) Functions:
      i. Promote, coordinate, and facilitate the active exchange of successful programs, practices, procedures, lessons learned, and other pertinent information of common interest to QA based on a quarterly review of the quality improvement strategy, including discovery activities and system improvement activities.
      ii. Identify streamlined techniques and benchmarked practices that enable cost-effective implementation of QA processes and programs through a quarterly review of the quality improvement strategy, including discovery activities and system improvement activities.
      iii. Formulate recommendations on the Board's position on issues related to quality assurance and quality improvement.
      iv. Formulate recommendations on the Board's position on implementation of Quality assurance and quality improvement activities for the CSoC that are conducted by the State Management Organization, pursuant to the policies and procedures established and subject to the approval of the State Purchasing Organization and Medicaid agency.
      v. Monitor the adequacy of the implementing agency's oversight of the CSoC.
      vi. In coordination with the State Purchaser, arrange for an independent evaluation of the CSoC's commitment and adherence to its values and principles as outlined in the waiver and SPAs.
   c) Shall meet at least quarterly.

2) The Finance and Audit Committee
   a) Shall be chaired by the Board Chair.
   b) Shall consist of the Undersecretaries/assistant superintendent of each agency and a minimum of one (1) family representative.

c) The duties and the responsibilities of the Finance Committee will include but not be limited to:
   i. The identification and management of financial resources necessary to fund the various components of the CSoC.
   ii. Ensuring the state maximizes available funds.
   iii. Reviewing and making recommendations regarding the funding dedicated to support the implementation and administration of the CSoC for Louisiana's at-risk children and youth with significant behavioral health challenges or co-occurring disorders.
   iv. Review on a continuing basis the financial status and needs of the CSoC and recommend policies for securing resources.
   v. Facilitate the development of and adherence to the necessary MOUs to support CSoC implementation.
d) Shall meet at least quarterly.

3) Ad Hoc Committees:
   a) The Governance chairperson shall appoint special committees as necessary to carry out the mandate of the Board.
   b) Each committee shall consist of a specific number of members set by the Chairperson and be given a specific charge.
   c) Membership will be determined by the Board members and based on specific member expertise.
   d) After the work of the special committee is completed and a report made to the Board, it shall dissolve without action of the Chairperson of the Board.
   e) The State Coordinating Council shall be utilized to procure parental input when necessary.

ARTICLE VIII
PARLIAMENTARY AUTHORITY

The rules contained in the current edition of Robert's Rules of Order Newly Revised shall govern the Board in all cases in which they are applicable and in which they are not inconsistent with these bylaws and special rules of order the Board may adopt.

ARTICLE IX
AMENDMENT OF BYLAWS

These bylaws may be amended, revised or repealed, in whole or in part, by a majority vote of the Board at any regular meeting or at a special meeting called for that purpose The proposed change or summary of the proposed changes to be made shall be made available to all Board members at least 30 days prior to the date of the meeting at which they will be considered.

These Bylaws adopted on the _____ day of _____, _____, at its regularly scheduled Board meeting at which a quorum was present and said Bylaws were adopted by two-thirds vote of members in attendance.

Member:_____

Member:_____

Member:_____

Member:_____

Member:_____

Member:_____

Member:_____

Member:_____