

# RAMSEY COUNTY CHILDREN'S MENTAL HEALTH COLLABORATIVE

## Administrative Structure

### I. Commitments to the Ramsey County CMH Collaborative.

The Ramsey County Children's Mental Health Collaborative has developed specific membership requirements which are agreed to in writing by the member agencies. [Letters must be signed by an official within each agency who has authority to make the required commitments.] Such written response qualifies the agency for full participation in the general membership meetings, with the ability to vote and otherwise participate in policy setting, decision making and other relevant business. [See attachment A for current membership list; attachment B for letters of commitment.]

In these written documents, participating agencies agree to adhere to the Collaborative "Rights and Responsibilities" and state in writing 1) member agency expectations of benefit from participation, 2) contributions they can make to the Collaborative, and 3) specific resources [staff, services, or funds] that could be offered to the Collaborative. Membership requires that this letter designate a specific person as an agency's official representative to the Collaborative.

The "Rights and Responsibilities" are listed below.

#### Agency Membership Rights

- a) The right to attend regular Collaborative organizational meeting and have an agency vote in all Collaborative decisions.
- b) The right to participate in Collaborative committees and hold positions as officers within the Collaborative organizational
- c) The right to make referrals of agency clients to the Collaborative.
- d) The right to retain control over your agency funds, staff, and provision of services to clients. [This does not apply to funds or services committed by members to the integrated wraparound fund.]

#### Agency Membership Responsibilities

- a) Agencies agree to provide appropriate staff participation in the Child and Family Community Care Team meetings for the purpose of assessment of client needs, development of a plan of care, provision of agreed-upon services within that plan of care, and periodic review of client progress for all agency clients that are also active in the Collaborative.
- b) Agencies may also be asked to participate in occasional meetings relative to clients with whom they have formerly been active.
- c) Agencies agree to provide needed client information (within the limits of data privacy) for assessment, planning, progress review, and outcome evaluation for any agency clients that are also active in the Collaborative.

## II. Governance Structure.

- a) General Membership Meeting. A general membership meeting will be held monthly. This is the only body empowered to make official decisions for the Ramsey County Children's Mental Health Collaborative. The general membership may delegate its decision making authority to others. Facilitation of the monthly meeting will rotate among member agencies on a monthly basis.

We continue to use the procedures adopted by the Collaborative during the planning year:

### Decision Making

- 1) Test for consensus once. If consensus is not reached with minor revisions of decision proposal, revert to vote.
- 2) 80% approval of those in attendance is needed to pass a decision by vote.
- 3) Decisions are made by attending members as long as quorum is met. If someone misses a meeting they miss the opportunity to vote on agenda items for that meeting.
- 4) Each member agency has one vote; Ramsey county Corrections, Ramsey County Human Services, and Ramsey County Public Health each have a separate vote. Each parent present has one vote, up to a total not to exceed the number of agency members enrolled in the Collaborative.

### Meeting Schedule and Procedures

- 1) Monthly meetings.
  - 2) Meeting agenda and background materials will be mailed or faxed to members at least 3 working days before the meeting.
  - 3) Quorum consists of at least 9 people, including at least one representative each from mental health, Ramsey County Corrections, Ramsey County Human Services, education, community-based non-profits, and parents. Agencies may be represented by proxy to meet the quorum on specific items.
  - 4) Substitutes are OK; absent members are responsible for updating themselves.
  - 5) Drop ins are OK; however they do not have a vote.
  - 6) Multiple representatives from one agency are OK.
- b) Steering Committee. The Collaborative will have a steering committee which will consist of one representative from each standing subcommittee. The steering committee must include at least one representative each from Ramsey County, mental health/social services providers, education, and parents of children with severe emotional disturbance. If the required representation is not available from among the standing committees, then the Collaborative will appoint additional members to the steering committee to meet this requirement.

The steering committee will organize the work of the Collaborative, monitor tasks,

call meetings and provide general oversight of meeting activities. This committee will set the agenda for the general membership meetings and will be responsible for the schedule of facilitators and recorders.

The Collaborative will designate one member of the steering communication with the Department of Human Services or other governmental organizations.

- c) Collaborative Coordinator. The Collaborative Coordinator will be supervised by three designees of the steering committee. One of these three will serve as the lead contact for supervision. Coordinator job duties are outlined in attachment C [Coordinator job description].
- d) Standing Committees. The Ramsey County Children's Mental Health Collaborative will maintain four standing committees:
  - 1)Governance Committee
  - 2)Outcome/Measurement Committee
  - 3)Service Integration Design Committee
  - 4)Financial Policy CommitteeThese committees are charged with ongoing planning for the development of the Collaborative in the 4 respective areas.
- e) Clerical Support. Clerical support will be provided by the member agencies on an annual rotation. Clerical support functions include maintaining Collaborative mailing lists and the monthly publication of the general membership meeting agenda, previous meeting minutes and committee minutes.
- f) Amendments. This document may be amended as needed by a vote of the general membership, following the procedures outlined above.

### **III. Integrated Wraparound Fund.**

- a) Purpose. The members of the Ramsey County Children's Mental Health Collaborative agree to establish a fund to provide flexible wraparound interventions to children and families served by the Collaborative's Child and Family Care Teams. It is the intent of the Collaborative to have funds and services as directly accessible to the Child and Family Care Teams as possible, and to support the timely, creative, and flexible use of these funds and services in improving and/or maintaining the functioning of the children and families served by the Collaborative.
- b) Participation in the Fund. All collaborative member agencies must participate in the integrated wraparound fund. An agency may participate through the commitment of either money or services \*\* There is no minimum commitment. Money or services committed to the wraparound fund will be under the control and administration of the Collaborative.

\*\*Services may be committed by specifying a certain number of hours of a service that can be accessed free of charge by the Child and Family Care Teams. The value of such a commitment will be equal to the dollar value of the hours of service.

- c) Administration of the Fund.

- 1) Fund Policy. The Collaborative will establish and maintain a set of guidelines regarding the types and amounts of expenditures or service authorizations generally allowable under this fund.
- 2) Oversight. The Steering Committee will provide oversight for the wraparound fund. The committee will monitor the activities of the fiscal agent for the fund, and authorize any payments or services from the fund that are outside of the guidelines set by the general membership. The Steering Committee will provide quarterly reports to the General Membership on fund status and exceptions granted.
- 3) Fiscal Agent. The Collaborative will choose a fiscal agent to provide direct management of the fund. Management may include collecting funds committed by member agencies; disbursing funds; maintaining records of fund activities; etc. If possible the fiscal agent should be a Collaborative member agency.
- 4) Authorized Signer. The Collaborative and the fiscal agent will jointly designate an individual to act as the authorized signer for disbursements from the wraparound fund. A sign-off from this individual will be required before any funds or service authorizations can be used by a Care Team. The signer will review all Care Team requests. The signer will be authorized to approve any request falling within the general guidelines. The signer will refer any requests that fall outside of the guidelines to the Steering Committee for review and approval.