COUNTY AGENDA REQUEST

Department:	Commissioners	Presenter(s):	Jack Krakeel
Meeting Date:	Thursday, November 15, 2012	Type of Request:	Old Business

Wording for the Agenda:

Appointment of a member to the Region Six Mental Health Regional Planning Board.

Background/History/Details:

In 2010, Georgia's Mental Health Services underwent extensive changes when the Georgia Department of Behavioral Health and Developmental Disabilities (GDBHDD) was established. Part of those changes involved Fayette County being removed from the Region Three Mental Health Planning Board to the Region Six Health Board. As part of the reorganization, counties were asked to reappoint existing members and any new members without defining terms of service so that the Commissioner of the GDBHDD could ensure staggered terms. (After staggered terms are established, ongoing appointments will be for three years each.)

Due to its population size, Fayette County has three seats on the Region Three Mental Health Board. Both Leslie Edwards and Jackie Begg have been appointed to fill two of the three seats. There is one vacancy left. Recently, Fayette County received a phone call from a citizen who desires to be named to the Region Six Mental Health Board.

The Region Six Mental Health Board is suggesting that the new appointee serve a term which will begin immediately and, in order to maintain staggered terms, will expire on June 30, 2017.

At the November 7 Workshop Meeting, the Board agreed to provide nominations at the November 15 Workshop.

What action are you seeking from the Board of Commissioners?

Appointment to the Region Six Mental Health Regional Planning Board.

If this item requires funding, please describe:

Not Applicable.

Has this request been considered within the past two years?	Yes	If so, when?	Wednesday, November 7, 2012
Is Audio-Visual Equipment Required for this Request?*	No	Backup Provided with Request?	Yes

**** All audio-visual material must be submitted to the County Clerk's Office no later than 48 hours prior to the meeting. It is also your department's responsibility to ensure all third-party audio-visual material is submitted at least 48 hours in advance.***

Approved by Finance	Not Applicable	Reviewed by Legal	
Approved by Purchasing	Not Applicable	County Clerk's Approval	Yes
Administrator's Approval	Yes		

Staff Notes:

Fayette County GEORGIA

Where Quality Is A Lifestyle

To: Jack Krakeel, Interim County Administrator

From: Floyd L. Jones, County Clerk

Date: October 8, 2012

Subject: Region Six Mental Health Planning Board Appointments and Vacancy

I have some information that was recently provided to me for your consideration and direction.

In 2010, Georgia's Mental Health Services underwent extensive changes when the Georgia Department of Behavioral Health and Developmental Disabilities (GDBHDD) was created. With these changes, Fayette County was removed from the Region Three Mental Health Board (comprised of counties comprising the Atlanta Regional Commission) and was placed into Region Six Mental Health Board.

As part of the subsequent reorganization, counties were asked to reappoint existing members and any new members without defining expiration of terms so that the Commissioner of the GDBHDD could establish and ensure that terms of service are staggered. The number of seats allotted to each County is determined by the County's population. Currently, Fayette County is allotted three seats.

In October 2011, Ms. Leslie Edwards was appointed by the Fayette County BOC to serve on the Mental Health Board for a term to be determined by the "Regional Director" or Commissioner. Supporting documentation for Ms. Edward's appointment shows that it was understood that two other appointments would need to be designated to fill the remaining seats on the Mental Health Board. On February 23, 2012, the Fayette County BOC appointed Ms. Jackie Begg as the second representative the Mental Health Board with a term to commence on March 1, 2012 and to expire on February 28, 2015. (Both of these appointments also filled unexpired terms for both John Lane who had to resign due to scheduling conflicts and Harriett Steele who passed away while on the Board, and records of their appointments are attached to this memo.)

Recently, I was contacted by Ms. Veronica Terry, the Board Support Services Worker, for the Region Six Mental Health Planning Board about the County's appointments. After obtaining information on who was appointed by the Fayette County BOC and their terms, Ms. Terry has indicated that the Mental Health Board's records will reflect the following:

1) Leslie Edwards completed Mr. John Lane's term, and that this partial term expired on June 2012. Then, Ms. Edwards began her first full term on the Region Six Mental Health Board beginning July 2012 and is set to expire June 2015.

2) Jackie Begg is currently completing Harriett Steele's appointment which is set to expire in 2013. Then, she will begin her first full term which will expire in 2016. (The appointment dates for Ms. Begg are different than what the Board set at the February 23, 2012 BOC meeting.)

Fayette County has one remaining, vacant position that needs to be filled for the Mental Health Board. On Friday afternoon, just before 3 pm, I received an email from Ms. Terry pertaining to the vacancy. The email contained cover letter, by-laws, and an application which are also attached to this memo. (Ms. Terry indicated she would contact me in about a week concerning about the vacancy.)

What makes this somewhat interesting is that around 4:00 p.m., approximately an hour after receiving the email from Ms. Terry, I received a phone call from [redacted] expressing interest in filling the vacancy. (Due to the timing of the email and the phone call from [redacted], I have to wonder if word is out about the last vacancy—it just seems too coincidental.) [redacted] has asked for someone in the County to explain to her how to apply for the position, and to contact her at [redacted].

My intention for this memo is to inform you of the staggered terms for Ms. Edwards and Ms. Begg as set by the Mental Health Board, and to seek your direction on how to proceed with filling this third, vacant position. If you need any further information from me I will be glad to provide it.

FLJ

Attachments

COUNTY AGENDA REQUEST

Department:	Board of Commissioners	Presenter(s):	Commissioner Horgan
Meeting Date:	Thursday, October 13, 2011	Type of Request:	New Business

Wording for the Agenda:

Consideration of the appointment of Leslie Edwards to the Region Six Mental Health Regional Planning Board for a term to be determined by the Commissioner of the Georgia Department of Behavioral Health and Developmental Disabilities.

Background/History/Details:

The Board of Commissioners is required to make appointments to two boards related to the delivery of Mental Health Services. There is the McIntosh Trail Community Services Board which is more involved with the direct delivery of local mental health services, and the Region Six Regional Mental Health Planning Board which evaluates and plans services for a 31 county area from a regional perspective, with the ability to influence funding. Mental Health services in Georgia underwent sweeping changes in 2010. The Georgia Department of Behavorial Health and Developmental Disabilities was created and mental health services were moved from underneath the Department of Human Resources to the new agency. Fayette County was moved out of Region 3 (same counties as ARC) to Region Six.
With the reorganization of the regional boards, counties are being asked to reappoint existing members and any new members without defining the expiration of terms. The Commissioner of the Georgia Department of Behavioral Health and Developmental Disabilities will establish the initial terms of all the Board's members to ensure they are staggered. In the future, new terms will be for 3 years each with term limits. This Board meets every other month in Thomaston.

Ms. Edwards is a well-known local businesswoman, active in the community. She holds a degree in mental health.

What action are you seeking from the Board of Commissioners?

Consideration of the appointment of Leslie Edwards to the Region Six Mental Health Regional Planning Board for a term to be determined by the Regional Director.

If this item requires funding, please describe:

N/A

Has this request been considered within the past two years?	No	If so, when?	
Is Audio-Visual Equipment Required for this Request?	No	Backup Provided with Request?	Yes

STAFF USE ONLY

Approved by Finance	Not Applicable	Reviewed by Legal	Yes
Approved by Purchasing	Not Applicable	County Clerk's Approval	Yes
Administrator's Approval	Yes		

Staff Notes:

The two previous members of this Board were John Lane and Harriett Steele. Mr. Lane can no longer serve because of scheduling conflicts. Ms. Steele recently passed away. In addition to the seat under consideration at this time, the Board will need to fill the two remaining seats on this Board. There have been no changes in the process for making appointments, thus staff has processed this request in accordance with established practice.

COUNTY AGENDA REQUEST

Department:	Board of Commissioners	Presenter(s):	Commissioner Horgan
Meeting Date:	Thursday, February 23, 2012	Type of Request:	New Business

Wording for the Agenda:

Consideration of the appointment of Ms. Jackie Begg to the Region Six Mental Health Regional Planning Board for a three-year term to commence on March 1, 2012, and end on February 28, 2015.

Background/History/Details:

The Board of Commissioners is required to make appointments to two boards related to the delivery of Mental Health Services. There is the McIntosh Trail Community Services Board which is more involved with the direct delivery of local mental health services, and the Region Six Regional Mental Health Planning Board which evaluates and plans services for a 31 county area from a regional perspective, with the ability to influence funding. Mental Health services in Georgia underwent sweeping changes in 2010. The Georgia Department of Behavioral Health and Developmental Disabilities was created and mental health services were moved from underneath the Department of Human Resources to the new agency. Fayette County was moved out of Region 3 (same counties as ARC) to Region Six which is headquartered in Columbus. This Board meets every other month in Thomaston. Each county is allotted seats on the Regional Board based on population. Fayette County has three seats. Currently only Ms. Leslie Edwards has been appointed to sit on the Board which leaves two vacancies. Previous member Harriett Steele died last fall. Mr. John Lane resigned because of scheduling conflicts.
Regional Board members should have some background and knowledge of mental health issues, either via education, advocacy or as a consumer of services or a close relationship with a consumer of services. Ms. Begg has an educational background and experience in special education.

What action are you seeking from the Board of Commissioners?

Consideration of the appointment of Ms. Jackie Begg to the Region Six Mental Health Regional Planning Board for a three-year term to commence on March 1, 2012, and end on February 28, 2015.

If this item requires funding, please describe:

N/A

Has this request been considered within the past two years?	No	If so, when?	
Is Audio-Visual Equipment Required for this Request?	No	Backup Provided with Request?	Yes

STAFF USE ONLY

Approved by Finance	Not Applicable	Reviewed by Legal	Yes
Approved by Purchasing	Not Applicable	County Clerk's Approval	Yes
Administrator's Approval	Yes		

Staff Notes:

The two previous members of this Board were John Lane and Harriett Steele. Mr. Lane can no longer serve because of scheduling conflicts. Ms. Steele recently passed away. In addition to the seat under consideration at this time, the Board will need to fill the two remaining seats on this Board. There have been no changes in the process for making appointments, thus staff has processed this request in accordance with established practice.

Georgia Department of Behavioral Health & Developmental Disabilities
Frank W. Berry, Commissioner

DBHDD Region Six Office
3000 Schatulga Road • Columbus, GA • 31907-2435 Phone: 706-565-7835 • Fax: 706-565-3565

DBHDD

Fayette County, Georgia County Board of Commissioners
140 Stonewall Avenue West
Fayetteville, GA 30214
Attn: Floyd Jones, County Clerk
C/O: Herbert Frady, Chair

Dear Chair

This time of year for Regional Planning Board members shifts to obtaining input from the Region's area stakeholders, providers, individuals and their families, advocates or persons with an interest in behavioral health, developmental disabilities and addictive diseases; serving adults, children & youth, our aging, veterans and the persistent homeless populace; in relation to how current services have been beneficial, the implementation of upcoming services and areas of concern.
Without complete representation from all 31 counties within Region 6 an opportunity to better assist in means of provider assistance or maintaining consumer wellness could be missed.

Therefore let's continue to work together in filling current vacancies: Chattahoochee (1), Coweta (1), Crawford (1), Dooly (1), **Fayette (1),** Heard (1), Henry (2), Houston (1), Macon (1), Quitman (1), Spalding (1), Stewart (1), Webster (1).

Please refer to the Regional Planning Board's Bylaws for appointments in accordance with the population requirements and other guidelines established under Article V-Membership and Composition 5.1.

Your assistance is appreciated on this matter.

Sincerely,

Veronica D. Terry

Veronica D. Terry, Board Support Services Worker
DBHDD-Region 6 Regional Planning Board
Telephone: (706)568-2150

CC: Lee Johnson, Region Coordinator
David Kitchens, Chair

File

BYLAWS
OF
REGION SIX
MENTAL HEALTH, DEVELOPMENTAL DISABILITIES, AND ADDICTIVE DISEASES
REGIONAL PLANNING BOARD
Final Approval: 08/17/11

Table of Contents

ARTICLE I - NAME 2
ARTICLE II - PURPOSE 2
ARTICLE III – DUTIES AND FUNCTIONS OF THE BOARD 3
ARTICLE IV – POWER AND AUTHORITY OF THE BOARD 4
ARTICLE V – MEMBERSHIP AND COMPOSITION 4
ARTICLE VI - QUORUM 7
ARTICLE VII - OFFICERS 7
ARTICLE VIII - MEETINGS 8
ARTICLE IX – COMMITTEES 8
ARTICLE X - PARLIAMENTARY PROCEDURE 9
ARTICLE XI - AMENDMENTS 9

BYLAWS
OF
REGION SIX
MENTAL HEALTH, DEVELOPMENTAL DISABILITIES, AND ADDICTIVE DISEASES
REGIONAL PLANNING BOARD
Final Approval: 08/17/11

ARTICLE I - NAME

1.1 Name. Pursuant to O.C.G.A. section 37-2-4.1(b), there is created a separate regional mental health, developmental disabilities and addictive diseases planning board for each regional office. The planning board for the Region 6 Regional office shall be known as the Region Six, Mental Health, Developmental Disabilities, and Addictive Diseases Regional Planning Board, herein after called Region Six R.P.B. and/or Board.

1.2 Principal Office of the Board. The current office of the Region 6 R.P.B. is located at 3000 Schatulga Road, Building Four, Columbus, GA 31907; provided however that the board may conduct official business anywhere within the region of the board, or the State of Georgia, in accordance with the State's Open Meetings Act.

1.3 Geographical Area. Region Six is a clearly defined geographical area including the following thirty-one (31) counties:

Butts	Dooly	Macon	Randolph	Troup
Carroll	Fayette	Marion	Schley	Upson
Chattahoochee	Harris	Meriwether	Spalding	Webster
Clay	Heard	Muscogee	Stewart	
Coweta	Henry	Peach	Sumter	
Crawford	Houston	Pike	Talbot	
Crisp	Lamar	Quitman	Taylor	

ARTICLE II - PURPOSE

The purpose of the Region 6 R.P.B. shall be to provide and facilitate coordinated and comprehensive planning for Region 6 in conformity with standards and procedures established by the Department of Behavioral Health and Developmental Disabilities (DBHDD) hereafter called the Department. "Disability" means mental or emotional illness, developmental disability, or addictive disease. "Disability Services" means services to the disabled or services which are designed to prevent or ameliorate the effect of a disability. "Mentally ill" means having a mental illness" and "Mental Illness" means a disorder of thought or mood which significantly impairs judgment, behavior, capacity to recognize reality, or ability to cope with the ordinary demands of life. "Developmental disability" means a severe, chronic disability of an individual that:

(A) Is attributable to a significant intellectual disability , or any combination of a significant intellectual disability and physical impairments;
(B) Is manifested before the individual attains the age of 22;
(C) Is likely to continue indefinitely;
(D) Results in substantial functional limitations in three or more of the following areas of

major life activities:

i. Self-Care;
ii. Receptive and expressive language;
iii. Learning;
iv. Mobility;
v. Self-direction; and
vi. Capacity for independent living; and

(E) Reflects the person's need for a combination and sequence of special interdisciplinary, or generic services, individualized supports, or other forms of assistance which are of lifelong or extended duration and are individually planned and coordinated.

"Addictive Diseases" means a chronic, often relapsing, brain disease that causes compulsive alcohol or drug seeking and use despite harmful consequences to the individual who is addicted and to those around him or her.

ARTICLE III – DUTIES AND FUNCTIONS OF THE BOARD

3.1 The Region 6 R.P.B. shall assist the Region Six Regional Office in preparing, in consultation with consumers and families, community programs, hospitals, other public and private providers, and appropriate advisory and advocacy groups, an annual plan for the provision of all disabilities services in the region.

3.2 The Region 6 R.P.B. shall, in consultation with consumer and families, Community programs, hospitals, other public and private providers, and advisory and advocacy groups, assess local needs, identify gaps in services, recommend priorities of services, and garner support with local officials for needed services. The Region 6 R.P.B. shall provide an official voice for consumers and their families in the planning of disability services in the Region.

3.3. The Region 6 R.P.B. shall encourage the development, in cooperation with the Department, of private and public providers of programs and disability services which respond to the needs of consumers and families of consumer within the Region.

3.4 The Region 6 R.P.B may receive complaints and grievances and will forward the complaints and grievances to the Regional Office for resolution in accordance with the Policy and Procedures of the Regional Office. The Regional Office Staff shall inform the Planning Board of the resolution(s) provided for any complain(s)/grievance(s) forwarded to the Regional Office by the Planning Board.

3.5 The Region 6 R.P.B. shall assure the highest achievable level of public awareness and understanding of both available and needed disability services by:

i. Promoting public awareness of Mental Health, Developmental Disabilities, and Addictive Diseases disorder issues.
ii. Speaking out on behalf of consumers and their needs.
iii. Promoting needed services and effective services.

iv. Helping the public better understand consumers and their needs for services.

3.6 The Region 6 R.P.B. may visit disability service facilities and programs for educational and learning purposes to enhance the planning process.

3.7 Each regional planning board shall engage in disability planning including job supports and housing within its region and shall perform such other functions as may be provided or authorized by law.

ARTICLE IV – POWER AND AUTHORITY OF THE BOARD

4.1 The Region 6 R.P.B. shall have the authority to provide and facilitate coordinated and comprehensive planning for its Region in conformity with minimum standards and procedures established by the Department

4.2 The Region 6 R.P.B. shall be an advocate for consumers.

ARTICLE V – MEMBERSHIP AND COMPOSITION

5.1 General. The Board shall be composed of members appointed by the governing authority of each county within the region. Appointments shall be in accordance with the population requirements and other guidelines established as follows:

A) Each county with a population of 50,000 or less, according to the most current United States decennial census shall appoint one member to the Board;

B) Each county with a population of more than 50,000, according to the most current United States decennial census, shall appoint one member for each population increment of 50, 000 or any portion thereof;

C) The counties within the region and their authorized number of appointees are: Butts (1), Carroll (3), Chattahoochee (1), Clay (1), Coweta (3), , Crawford (1), Crisp (1), Dooly (1), Fayette (3), Harris (1), Heard (1), Henry (5), Houston (3), Lamar (1), Macon (1), Marion (1), Meriwether (1), Muscogee (4), Peach (1), Pike (1), Quitman (1), Randolph (1), Schley (1), Spalding (2), Stewart (1), Sumter (1), Talbot (1), Taylor (1), Troup (2), Upson (1) and Webster (1)

(Georgia 2030 Population Projection by O.P.B. for 2010. 03/12/10)

5.2 Appointment The county governing authority shall appoint a consumer of disability services, a family member of a consumer, an advocate for disability services, or a local leader or business person with an interest in behavioral health and developmental disabilities. For counties with more than one appointment, the county governing authority shall seek to ensure that such appointments represent various groups and disability services (Counties with more than one appointment shall ensure that appointments to the board do not represent the same disability service.)

5.2.1 The county governing authority may appoint the school superintendent, a member of the

board of health, a member of the board of education, or any other elected or appointed official to serve on the Region Six Planning Board, provided that such person meets the qualifications of 5.2 above and such person does not serve on the community service board.

5.2.2 A person shall not be eligible to be appointed to or serve on a Regional Planning Board if he or she is prohibited by the following:

(A) A member of a Community Service Board, The Department of Human Resources or The Department of Community Health which serves that region: or
(B) An employee or board member of a private or public entity which contracts with the services within the region; or
(C) An employee of such regional office or board member of any private or public group, organization, or service provider which contracts with or receives fund from such regional office.
(D) An employee or board member of the Department, Department of Human Resources, or The Department of Community Health.

5.3 A person shall not be eligible to be appointed to or serve on a Regional Planning Board if such person's spouse, parent, child, or sibling is a member of that Regional Planning Board or member, employee, or board member specified in (A), (B), (C), or (D) of paragraph 5.2.2 No person who has served a full term or more on a regional board or Regional Planning Board may be appointed to a community service board until a period of at least two years has passed since the time such person served on the regional board or the Regional Planning Board.

5.4 The various county governing authorities shall ensure that appointments are reflective of the cultural and social characteristics, including gender, race, ethnicity, and age characteristics, of the regional and county populations.

5.5 A majority of the appointments to the Region Six Planning Board shall be consumers of disability services and family members of consumers.

5.6 The initial term of a new member of a Regional Planning Board shall be determined by the Commissioner in order to establish staggered terms on the board. At such time as the terms of the members of the board are equally staggered, the term of the members of the Regional Planning Board shall be for a period of three years and until the members successors are appointed and qualified. *A* member may serve no more than two full consecutive terms.

Any board member who serves an initial term of less than three years may be eligible to be reappointed for two full consecutive three-year terms. The chairperson and vice chairperson of the Regional Planning Board shall be elected from among the members of the board to serve a term of one year with the option of reelection for an additional one-year term.

5.7 <u>Resignation, Removal, and Vacancies;</u>

5.7 (1) The term of a Regional Planning Board member shall terminate upon resignations, death, or inability to serve due to medical infirmity or other incapacity. A board member may resign by giving written notice to the respective appointing county governing

authority, with a copy to the Chairperson of the Board. In the event of resignation, death, or inability to serve of any Board member, the respective county governing authority shall fill the vacancy, as soon as possible, by an appointment for the balance of the vacant term.

5.7(2) The unexcused absence of any Board member from three (3) consecutive meetings of the Board, or a majority of the meetings of the Board during any calendar year, shall result in the Board considering his/her seat vacated. An excused absence is one caused by unavoidable prior commitment, illness, or person emergency. The Executive Committee shall make a final decision on excused absences. The Region 6 R.P.B. Chairperson shall send notification to the delinquent Board member (and Chairperson of his/her county governing authority) after two absences as a reminder. Once the Executive Committee determines the seat to be vacated, contact will be made with the Chairperson of the county governing authority for appropriate action.

5.7 (3) The Region 6 R.P.B. Chairperson shall notify the county governing authority of any vacancy in Board membership or the expiration of any term of a Board member (90 days prior to the expiration date). Notice shall include the specific appointment needs as they relate to the composition (consumers, family member, disability group, ethnic representation) of the Board. Vacancies on the Board shall be filled in the same manner as the original appointment.

5.8 Consumers, Family and Disability Group Representation:

5.8 (1) Each Board member shall be required to declare his/her status as a consumer, family member advocate or other interested citizen. The member will also be asked to declare which area of disability services that he/she considers as their primary interest(s). However, a member may support more than one disability. A list shall be maintained by the Region 6 R.P.B. of all Board members, as well as their declared status and/or disability interest(s).

5.8 (2) The Region 6 R.P.B. shall seek to ensure that, as new members are appointed, the requirements are met when a county governing authority is notified of any vacancy or expiration of term, the notice shall include an overview of the current composition of the Board, particularly as it relates to consumer/family representation and disability service interests. In written correspondence to the county governing authority appropriate qualifications for the new appointment shall be outlined. In addition, the county governing authority shall be notified as to variances between demographic composition of the Board and demographic composition of the region, focusing on such factors and gender, race and age. The county governing authority shall be notified that appointments are to be reflective of the cultural and social characteristics of the region and new appointments must meet specific needs of Board composition as specified in notification to the County governing authority.

5.9 Each member of the Regional Planning Board may, upon approval of the Regional Coordinator, receive reimbursement for actual expenses incurred in carrying out the duties of such office in conformance with rates and allowances set for state employees by the Office of Planning and Budget and the same mileage allowance or use a personal car as that received by all other state officials and employees or a travel allowance of actual transportation cost if traveling by public carrier.

5.10 Members of the Region 6 R.P.B. will abide by the "Code of Ethics for Members of Boards, Commissions, and Authorities" and the "Conflict of Interest" statutes.

ARTICLE VI - QUORUM

6.1 Thirty percent of the appointed Region Six MHDDAD Planning Board members shall constitute a quorum except to amend the bylaws (see Article XI, Section 11.2). The action of the majority of those present at any meeting shall constitute the action of the Board except as otherwise provided in these bylaws.

6.2 A quorum of any committee of the Board shall be a simple majority of the members thereof. A majority vote of those members who are present and voting shall be required for approval of any proposal, except as otherwise provided herein.

ARTICLE VII - OFFICERS

7.1 Officers of the Region Six MHDDAD Planning Board shall consist of a Chairperson, a Vice-Chairperson, and a Secretary. Executive Committee shall be comprised of the Chairman, Vice-Chairman and Secretary. The Executive Committees duties shall consist of: tracking attendance, final decision maker on excused absences, and assist the chair in committee creation and/or membership.

7.2 The Chairperson shall be the principal officer of the Region Six MHDDAD Planning Board. The Chairperson shall preside over all meetings of the Regional Board, call special meetings as needed, appoint committees, and generally supervise and direct all action of the Region Six MHDDAD Planning Board consistent with pertinent existing legislation. The Chairperson shall be elected from among the members of the Board to serve a term of one year with the option of reelection for an additional one-year term.

7.3 The Vice-chairperson shall be elected from among the members of the Board to serve a term of one year with the option of reelection for an additional one-year term. The Vice-chairperson shall generally lend positive assistance to the Chairperson in the conduct of the business of the Board and shall, in the absence or inability of the Chairperson, perform all duties of the Chairperson.

7.4 The Secretary to the Board shall keep or cause to be kept and preserve the Minutes and records of all meetings of the Board and Executive Committee, shall notify members or cause notification of the Board in writing of all meetings, and perform such other duties as may be delegated to him/her by the Chairperson. The Secretary shall be elected by the members of the Board annually.

7.5 The members of the Board elected to the Leadership Council shall serve as the Board's liaison maintaining contact with other Boards and/or MHDDAD associations, council, and governmental planning units. The Leadership Council representative shall be elected by the members of the Board annually.

7.6 The election of officers of the Region Six MHDDAD Planning Board shall be held at the June meeting of the Board. Officers elected will begin their terms of office the first day of July of that calendar year. The Region 6 Planning Board shall appoint a nominating committee, sixty (60) days prior to the

election. The Nominating Committee shall present a slate of officers to the Board at the June meeting. Board members may make further nominations from the floor.

7.7 Should the office of the Chairperson, Vice-chairperson, or Secretary become vacant other than by removal, an election to fill the unexpired term shall be held as soon as reasonably possible following the office becoming vacant. Any Board member may make nominations and any Board member may place his/her own name for nomination.

ARTICLE VIII - MEETINGS

8.1 The Region Six MHDDAD Planning Board shall meet not less than once every two months, beginning on July 1 and continuing through the next June 30, which time frame shall be the fiscal year for the Board. Meetings shall be publicly announced by the Board, in conformance with the provisions of the "Open Meetings Act".

8.2 Special meetings of the Region Six MHDDAD Planning Board may be called for any purpose by the Chairperson, or the Vice-chairperson in the event of the Chairperson's disability; upon the written request of one-third of the members of the Board; or upon written request of any agency, organization, or individual whose request is deemed appropriate by the Chairperson of the Board. The Secretary of the Board shall notify or cause to be notified all members of the Board of the date, time, and place of such special meeting at least 24 hours prior to such meeting. Public notice shall be provided in accordance with the "Open Meetings Act".

8.3 When it is determined necessary by the Board to reschedule, relocate, cancel, or close a meeting to the public, such action shall be in conformance with pertinent provisions of the "Open Meetings Act".

8.4 A record shall be made and maintained of all meetings of the Board, standing and special committees of the Board, and conference telephone calls of the Board. Copies of the record of meetings shall be distributed to the members of the Board and to the county governing authority. Such record shall conform to the requirements of the "Open Records Act".

ARTICLE IX – COMMITTEES

9.1 The Region 6 RP.B. Shall have an Executive Committee; membership of which, shall be the elected officers of the Region 6 R.P.B.

9.1(1) Quorum. At all meetings of the Executive Committee, the presence of three (3) members shall be necessary and sufficient to constitute a quorum for the transaction of business.

9.1(2) The minutes of the Executive committee meetings shall be distributed to the membership of the Board.

9.2 Standing, Special, or Ad Hoc Committees may be appointed by the Region R.P.B. Chairperson (except Nominating Committee) for the proper conduct of the Region 6 R.P.B. business and such committees shall report directly to the Regional Planning Board.

9.3 The Nominating Committee (5 members) representing different counties shall be elected by the Planning Board at the regular scheduled February meeting for the purpose of nominating officers for the new year.

9.4 All committee meetings shall be held in conformance with the provisions of the "Open Meetings Act".

ARTICLE X - PARLIAMENTARY PROCEDURE

10.1 The rules contained in the current edition of Robert's Rules of Order, Newly Revised, shall govern the Board in all cases to which they are applicable and in which they are not inconsistent with the Constitution or laws of Georgia, these Bylaws and any special rule, which the Board may adopt. The Board may appoint a parliamentarian for the Board.

ARTICLE XI - AMENDMENTS

11.1 Bylaws of the Region Six MHDDAD Planning Board shall be submitted to MHDDAD for review and approval prior to their adoption by the Board. Written approval of the Commissioner of MHDDAD must be obtained prior to the adoption of bylaws.

11.2 The Bylaws may be amended by a two-thirds vote of the appointed membership of the Region Six MHDDAD Planning Board, provided that the proposed amendment was submitted in writing to the entire membership at least ten (10) days prior to such meeting and written approval of the amendment was obtained from the Commissioner.

11.3 Amendments shall be effective immediately upon their adoption unless a specific effective date is included in the motion to adopt.

DBHDD

DBHDD Region 6

Region Six DBHDD Planning Board Application

Applicant Information

Full Name:			
	Last	*First*	*M.I.*
Address:			
	Street Address		*Apartment/Unit #*
	City	*County*	*State*	*ZIP Code*
Home Phone: ( )		Alternate Phone: ( )	
E-mail address:			

Which is the best form of contact to reach you?
Best time to reach you?

Interest Information

Service Interest (check all that apply)

☐	Mental Illness	☐	Developmental Disabilities	☐	Addictive Diseases
☐	Mental Illness/Addictive Diseases				

Category of Membership:

☐	Consumer	☐	Family member of consumer
☐	Other	**If other choose from:** Advocate, Elected Official, MH/AD/DD Professional, Interested Citizen	

Reason for interest in serving on the Region Six BHDD Planning Board:
(please include any relevant experience or skills which would contribute to the operations of the Board)

I am not currently a provider or Board member of any agency receiving public mental health, mental retardation, or substance abuse funding, nor am I in any position which would result in a conflict of interest, while serving as a Planning Board Member.

Signed: Date:

NOTE: If you would like to include additional information, please feel free to do so on additional pages.

All information will be solely for the use of the Region 6 Planning Board and DBHDD.

Floyd Jones

From:	Veronica Terry <vdterry@dhr.state.ga.us>
Sent:	Thursday, October 18, 2012 8:20 AM
To:	Floyd Jones
Cc:	Leland Johnson
Subject:	Re: Checklist for Regional Planning Board Appointment
Attachments:	ATTESTATION2012.pdf; Board Attestation.docx

Good morning Floyd

Here is the Board member checklist per our conversation yesterday afternoon, should you have any questions please feel free to contact me at this email address or telephone number of (706)568-2150 Thanks again for your prompt response to all request.

Sincerely,

Veronica D. Terry, Board Support Services Worker

Georgia Department of Behavioral Health & Developmental Disabilities
Frank W. Berry, Commissioner

DBHDD

DBHDD Region Six Office
3000 Schatulga Road • Columbus, GA • 31907-2435 Phone: 706-565-7835 • Fax: 706-565-3565

Dear Region Six County Board of Commissioners,

The Region Six Regional Planning Board and its members would like to thank you all for your hard-work in filling your respective county vacancies.

An Attestation was drafted by the Behavioral Health Developmental Disabilities Legal Department which should help to recognize whether or not a potential candidate is ineligible to serve on the Regional Planning Board.

Attached is the Attestation form that will allow County Board of Commissioners to identify a conflict of interest to serve. It is provided to you to use or not to use-if you choose to use the form please provide a copy to the Regional Office.

The Region Six Regional Planning Board hopes this attestation will prove to assist in determining eligible.

Your continued diligence on this matter is appreciated.

Sincerely,

Veronica D. Terry

Veronica D. Terry, Board Support Services Worker
DBHDD Region Six Regional Planning Board
3000 Schatulga Rd. Columbus GA. 31907
Telephone: (706)565-2150 Fax: (706)565-3565 Email: vdterry@dhr.state.ga.us

CC: Lee Johnson, Regional Coordinator
David L. Kitchens, Chairman

File

ATTESTATION OF POTENTIAL REGIONAL PLANNING BOARD MEMBER

The purpose of this document is to certify that I am eligible for appointment to the **REGION 6** Regional Planning Board.

I _____, do solemnly affirm the following:
(Print Full Name)

- ✓ I am not of a community service board that serves this region
- ✓ I am not an employee or board member of a public or private entity that contracts with the Department of Behavioral Health and Developmental Disabilities-(DBHDD), the Department of Human Services (DHS), or the Department of Public Health (DPH), to provide health, mental health, developmental disabilities, or addictive disease services within this region.
- ✓ I am not an employee of the Regional Office of this region.
- ✓ I am not an employee of this regional office or employee or board member of any private or public group, organization, or service provider which contracts with or receives funds from this regional office.
- ✓ I am not an employee or board member within the Department of Behavioral Health, Department Human Services, or Department of Public Health.
- ✓ I do not, on behalf of myself or any business, or for any business that I or my family has a substantial interest in, transact business with this region's planning board.
- ✓ I am not the spouse, parent, child, or sibling of a board member of the Regional Planning Board or of any of the members or employees mentioned above on this list.
- ✓ I have no motivations of private or personal interest that would make my appointment improper or appear improper.

Signature of Board Member /Date

DBHDD

Georgia Department of Behavioral Health & Developmental Disabilities

Frank E. Shelp, M.D., M.P.H., Commissioner

CHECKLIST FOR REGIONAL PLANNING BOARD APPOINTMENT

This checklist is designed to provide guidance in selecting members of the Regional Planning Boards for the Georgia Department of Behavioral Health and Developmental Disabilities. For more specific guidance, please contact legal counsel.

Board Member Selection Criteria

The board member appointee:

- Must be reflective of the cultural and social characteristics, including gender, race, ethnic, and age characteristics of each disability group, of the regional and county populations, and may be appointed from clinical professional associations/ advocacy groups including but not limited to:
- Georgia Mental Health Consumer Network, People First of Georgia, the Georgia Parent Support Network, National Alliance on Mentally Illness (NAMI) Georgia, the American Association for Retired Persons, Georgians for Children, Mental Health America of Georgia, Georgia ARC Network, and the Georgia Council on Substance Abuse and their local chapters and affiliates

It is in the public interest to avoid appointments that are conflicts of interest. "Conflict of interest" means an individual has multiple interests and uses his or her official position to exploit, in some way, his or her position for his or her own direct, unique, pecuniary, and personal benefit.

To avoid these conflicts, the following **persons** are **INELIGIBLE FOR APPOINTMENT:**

- A member of the community service board that serves the region where the regional planning board appointment is pending
- An employee or board member of a private or public entity that contracts with the Department of Behavioral Health and Developmental Disabilities (DBHDD), the Department of Human Services (DHS), or the Department of Public Health (DPH) to provide health, mental health, developmental disabilities, or addictive diseases services within the region
- An employee of the regional office of the region where the planning board appointment is pending

- An employee or board member of any private or public group, organization, or service provider that contracts with or receives funds from the regional office where the planning board appointment is pending
- An employee or board member of DBHDD, DHS, or DPH
- A person who, for himself or on behalf of any business or for any business that he/she or his/her family has a substantial interest, transacts such business with the Regional Planning Board
- The spouse, parent, child, or sibling of a board member of the Regional Planning Board or of any of the members or employees mentioned above on this list
- A person whose appointment has the appearance of impropriety or motivations of private or personal interest

Authority: O.C.G.A. §§37-2-5, 45-10-20, 45-10-22, 45-10-90, 45-10-3, 37-2-6, 45-10-21, 45-10-1, 45-10-24, 37-2-4.1, Ga. Exec. Order No. 1201-2 (January 10, 2011)