



<b>Policy Title:</b>	<b>Advisory Council Membership</b>
<b>Policy #:</b>	<b>01-001-0045</b>
<b>Effective Date:</b>	01/ /2025
<b>Approved by:</b>	SCCCMH Board
<b>Functional Area:</b>	Administrative
<b>Responsible Leader:</b>	Telly Delor, Chief Operating Officer
<b>Policy Owner:</b>	Joy Vittone, Corporate Compliance Supervisor
<b>Applies to:</b>	SCCCMH Staff, Board Members, Direct Programs, Network Providers, Persons Served, Interns, Volunteers

**Purpose:** To align SCCCMH with the Commission on Accreditation of Rehabilitation Facilities (CARF) Standard 1.C.2.a.(1), 1.D.1

### I. Policy Statement

It is the policy of St. Clair County Community Mental Health (SCCCMH) Board to maintain one Advisory Council whose purpose is to obtain the input of individuals served by SCCCMH, families of individuals served by SCCCMH, and other citizens and *stakeholders* in the topical areas determined by management to be brought to the attention of the Council. The Council is advisory in nature and not intended to duplicate staff work or SCCCMH Board policy making. The Advisory Council serves as one avenue of meeting the CARF and MDHHS requirements of (1) seeking input from individuals served and other stakeholders, (2) *consumerism*, (3) and inclusion, by “recognizing and accepting people with mental health needs as valued members of the community.”

### II. Standards

- A.** The Advisory Council: There will be one Advisory Council representing and advocating for children and adults with mental illness or a serious emotional disturbance and individuals with intellectual or developmental disabilities.
- B.** Membership
  - 1. Number: The Council will have between eleven and fifteen (11 – 15) members.

2. Representation: The membership must represent individuals served; family members of individuals served; and other community citizens, stakeholders, advocacy organizations, and service agencies (e.g., RESA, DHHS, MRS, The Arc, etc.). At least one SCCCMH Board member must be a member of the Advisory Council and will act as the liaison to the SCCCMH Board. The geographic areas of SCCCMH: South and SCCCMH: West must also be represented.
  3. Participation: Members must be able to participate and contribute to the meeting.
  4. Application: Individuals who want to be considered for Council membership must complete the application and forward it to the Chief Clinical Officer.
  5. Term: The Advisory Council members will serve three-year terms, beginning in April of each year. Appointments may occur at other times throughout the year if there are vacancies.
- C. Officers:** The Council will elect a Chair and a Vice-Chair who will serve for one-year terms.
- D. Meetings**
1. Annual Meeting: The Council will have an annual meeting in April of each year. The agenda will be developed by the Chief Clinical Officer or designee with the existing Chair and Vice Chair. The first order of business will be to accept nominations for the newly appointed members and to perform the annual election of the Chair and Vice Chair.
  2. Regular Meetings: The Council will meet monthly. In-person attendance is preferred, but remote participation may occur if participation can be ensured.
  3. Agenda: There may or may not be standing agenda items.
  4. Meetings will be held in compliance with the Open Meetings Act.
- E. Voting/Quorum/Rules**
1. A simple majority (over one-half) of the eligible voting members shall constitute a quorum for the transaction of any business at any regular or special meetings of the SCCCMH Advisory Council.
  2. Each Council member may cast one vote.
  3. All matters requiring a vote may be passed with a simple majority vote of members present.
  4. The latest version of Robert's Rules of Order shall prevail.
- F. Duties and Responsibilities:** May include, but are not limited to, priorities in the following areas:

1. Designated policies
  2. Program planning development
  3. The Agency’s Integrated Health environment
  4. Customer service and marketing information
  5. The outcome of the Agency’s Need Assessment
- G.** Committees: The Council may from time-to-time form subcommittees as needed to implement its duties and responsibilities.
- H.** Staff Support: Management will assign a clerical staff and a program staff as support to the Advisory Council.

### III. Procedures, Definitions, and Other Resources

#### A. Procedures

##### Responsibilities

Position	Responsibilities
Chief Clinical Officer	Facilitates appointment of council members

##### Actions - Applicant

Action Number	Responsible Stakeholder	Details
1.0	Applicant	<ol style="list-style-type: none"> <li>1. Complete the SCCCMH Advisory Council Application</li> <li>2. Submit completed application to the SCCCMH Chief Clinical Officer.</li> </ol>

##### Actions – Program Director

Action Number	Responsible Stakeholder	Details
1.0	Program Director	<ol style="list-style-type: none"> <li>1. Ensure application goes to SCCCMH Advisory Council for recommended membership.</li> <li>2. Notify applicant of application status / appointment.</li> </ol>

#### B. Related Policies

N/A

### C. Definitions

1. *Consumerism*: the active promotion of the interest, service needs, and rights of mental health consumers.
2. *Inclusion*: recognizing and accepting people with mental health needs as valued members of their community.
3. *Stakeholder*: an individual or group who has an interest in a particular item, who may or may not have something to gain as a result of their involvement.

### D. Forms

N/A

### E. Other Resources (i.e., training, secondary contact information, exhibits, etc.)

[Exhibit A: St. Clair County Community Mental Health Advisory Council Member Application for Appointment.](#)

### F. References

1. CARF 2023 1.C.2.a.(1), 1.D.1
2. MDHHS – SCCCMH Contract – Inclusion Practice Guideline, Consumerism Practice Guideline
3. PIHP- SCCCMH Contract – Inclusion Practice Guideline, Consumerism Practice Guideline
4. Robert’s Rules of Order
5. Open Meeting Act of Michigan

## IV. History

- Initial Approval Date: 07/2016
- Last Revision Date: 11/2024 BY: Joy Vittone
- Last Reviewed Date: 01/2024 BY: Latina K. Cates
- Non-Substantive Revisions: N/A
- Key Words: advisory council, inclusion, consumerism