



**Resolutions Establishing the CMHF Advisory Council and Approving Its Charter
Introduced by Sandra E. Jiles**

WHEREAS, the Board of Trustees of the Jackson County Community Mental Health Fund, doing business as the Community Mental Health Fund (“Board” or “CMHF”), desires to establish an ad hoc Advisory Council (sometimes referred to herein as “AC”) of CMHF, and

WHEREAS, the proposed charter of the Advisory Council, setting forth the purpose, duties, membership criteria and term of the Advisory Council, has been submitted to the Board and is attached hereto (“Charter”).

RESOLVED, that the Advisory Council is established as an advisory committee in support of CMHF.

RESOLVED, that the attached Charter is approved and the Advisory Council will have the purpose, duties, membership criteria and term as set forth therein or as may be otherwise prescribed from time to time by the Board; provided that (i) the Advisory Council is not a committee of the Board and will not have or exercise any of the powers or responsibilities of the Board, including with respect to the oversight and direction of CMHF, its staff and programs, and (ii) none of the members of the Advisory Council will be considered trustees of CMHF, unless separately appointed, designated or elected as such.

RESOLVED, that unless the Board provides otherwise, the Advisory Council may make, alter, and repeal rules and procedures for the conduct of its business, recruitment and admission of members, selection of leadership from among its members, and interaction with and reporting on Advisory Council meetings and activities to the Board; provided that in the absence of such rules and procedures the Advisory Council will abide by the rules and procedures of CMHF pursuant to its Bylaws, policies and procedures, and provided further that Advisory Council members and leadership serve at the pleasure of the Board, which reserves the right to appoint or remove such members and leadership,

RESOLVED, the Board may from time to time and at its own discretion, authorize and provide funding and other support to the Advisory Council for facilitation, training, logistics, and projects.

RESOLVED, to the extent practicable, members of the Advisory Council will be subject to the governance policies and procedures of CMHF, including with respect to the disclosure and management of conflicts of interest. To the extent applicable, neither sovereign immunity nor indemnity protections are extended to AC members. CMHF Policy Number 245, Conflicts of Interest, shall be included in AC guidance materials.

RESOLVED, Members of the Advisory Council serve as volunteers without pay. Mental health agencies with staff serving as members of the Advisory Council shall receive no preferential consideration because of their participation in the AC.

Adopted unanimously October 16 26, 2023



Supporting equitable and quality
mental health care in Jackson
County, Missouri.



Advisory Council Request for CMHF Charter

Advisory Council of the Community Mental Health Fund Request for Charter

1. Request

The Advisory Council (AC) requests that the CMHF Board of Trustees (Trustees) formalize certain rights and charge it with certain responsibilities which are stated below, to support it in carrying out its purposes, maintaining membership, meeting regularly, and making participation beneficial.

2. Purposes

The AC will uphold and advance the mission of the Community Mental Health Fund (organization), which is to support a network of quality mental health services for persons with mental illness that are equitably accessible and responsive to the varied and unique needs of Jackson County Missouri residents.

The overall purpose of the AC is to advise the Community Mental Health Fund's (organization's) staff and Trustees on matters impacting community mental health services in Jackson County, Missouri.

The AC will limit its advice and supporting activities to matters relevant to the organization's programs and DEIBA (Diversity, Equity, Inclusion, Belonging, & Accessibility) efforts.

To achieve these purposes, the AC's scope may include, but not be limited to:

- Identifying DEIBA best practices, technical assistance needs and resources.
- Assessing the impact of programs and projects.
- Serving as an ad-hoc partner on short-term projects such as the creation of guidance information, giving opinions, and convening meetings and events.
- Serving as a non-political advocate for the organization.
- Integrating personal growth and group exploration of DEIBA to enhance the achievement of the above purposes.

The AC has no separate organizational standing and cannot compel the Board, staff, funded agencies, or other persons or entities, to act on its recommendations.

3. Benefits for Members

In addition to supporting the organization by carrying out its purposes, the AC will provide experiences that will benefit members, with the aim of making AC participation

meaningful, with opportunities for professional and personal growth. Through this work members will have opportunities to:

- Inform, educate, and add to the effectiveness of the Organization as it works to carry out its strategies and goals.
- Engage with people with diverse skills and experiences.
- Complement the skills of the Board of Trustees.
- Share professional expertise, insights, and experiences to develop emerging Board leaders.
- Experience valuable networking opportunities with peers.
- Engage in personal growth and group exploration of DEIBA to enhance the achievement of the above purposes.
- Engage in robust discussions that help assist the organization in responding to needs and trends in community mental health.
- Build relationships and interpersonal skills through authentic communication to gain a larger DEIBA perspective and expand interpersonal growth.

4. Membership

- The AC will consist of a maximum of 12 members serving as volunteers.
- Terms will be two consecutive years.
- The AC aims to be comprised of people with diverse skills and experiences, including but not limited to people with lived experience, people engaged in the non-profit and private sectors, and other members of the public.
- Members may not include CMHF staff.
- To be considered for membership, potential new members must complete an application, which will be available on the CMFH website.
- Selection of members will be made by the AC. Upon acceptance new members will receive a letter of notification and welcome packet with details of meetings, logistics, AC roster, the current Charter, relevant organization policies, and selected DEIBA information.
- AC members must adhere to the Organization's Policy Number 245, which deals with conflicts of interest. A copy will be included in the AC Welcome Packet.
- Members who are absent without reasonable cause from three successive meetings will be considered to have resigned their seat. The AC will move to fill the vacant seat.

5. Leadership and Meetings

- From time to time the AC will review and determine its leadership structure and select its own leadership. The AC acknowledges that the Trustees retain rights of removal or replacement of members and leadership.
- The AC may select or constitute working groups from time to time to review information or carry out projects. Such groups shall not have powers of a committee of the Trustees.

- The AC may hold meetings and carry out other work with the support of a facilitator. The facilitator may assist in planning meeting agendas and supporting other purposes and projects as needed.
 - The AC will meet approximately ten times per year on the fourth Wednesday of every month.
 - Written notices of upcoming meetings will be emailed to members at least seven days before a meeting.
 - Meetings shall be held at the CMHF office or other locations as needed.
 - Records of each meeting will be kept in an electronic format using existing meeting agenda as a template and available upon request. Results of votes, when taken, shall be recorded.
 - Recommendations and reports to the Organization shall be made in writing.
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“We strive for high standards for effective services and participant experience.”