

**Operating Rules for
The Mental Illness and Drug Dependency
Oversight Committee
June 19, 2008
(Updated June 24, 2010/Accepted August 26, 2010)
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A. Purpose

The Mental Illness and Drug Dependency (MIDD) Oversight Committee is an advisory body to the Executive and Council. The purpose of the Oversight Committee is to ensure that the implementation and evaluation of the strategies and programs funded by the MIDD sales tax revenue are transparent, accountable, collaborative and effective.

The MIDD Oversight Committee is a unique partnership of representatives from the health and human services, mental health, substance abuse, domestic violence, sexual assault, homeless, public health, hospital systems, health care, housing, cities, advocates and criminal justice communities. Recognizing that King County is the countywide provider of mental health and substance abuse services, the committee will work to ensure that access to mental health and chemical dependency services is available to those who are most in need throughout the county, regardless of geographic location.

In the broadest sense, the committee is a voice for all the tax payers in King County, who want to realize the greatest possible value from the MIDD sales tax, *“to prevent and reduce chronic homelessness and unnecessary involvement in the criminal justice and emergency medical systems and promote recovery for persons with disabling mental illness and chemical dependency by implementing a full continuum of treatment, housing and case management services.”* (From King County Ordinance 12320).

B. Responsibilities

The committee will make recommendations based on the best available data. The committee will

1. Review, make recommendations and provide comments to the Executive and Council on the implementation and effectiveness of the county's sales tax funded programs in meeting the five policy goals established in Ordinance 15949.
2. Review and comment on the required quarterly, and annual evaluation reports as specified in Ordinance 15949. The evaluation should determine whether the programs of the MIDD are meeting the specific program goals, and whether the overall MIDD Implementation Plan is meeting the established policy goals.
3. Review, make recommendations and comment on emerging and evolving priorities enhancements for the use of the MIDD sales tax revenue.

4. Serve as a forum to promote coordination and collaboration between entities involved with the MIDD sales tax programs.
5. Educate the public, policymakers and other stakeholders on MIDD sales tax funded programs.
6. Coordinate and share information with other related efforts and groups.
7. At the end of the committee's third year of operation (June, 2011), collaborate with the executive on assessing the structure, membership and responsibilities of the committee.
8. Provide input on priority setting and sequencing for an 8-9 year implementation process, including guidance on the timing of the implementation of programs and on the appropriateness of the various elements to achieving the goals of the MIDD.

C. Decision-Making

1. A quorum, defined as a simple majority of voting members, must be present in order for action to be taken. If a quorum is not present the action will be tabled and placed on the agenda of the subsequent meeting.
2. The MIDD Oversight Committee will proceed with a consensus model for decision making. When a decision on Oversight Committee action is required, the following steps will be taken:
 - The chair will call for closure of discussion on a matter and summarize the chair's understanding of the committee's position on the issue to be decided.
 - The chair will then determine whether there is consensus by asking whether there are any members who cannot support the Oversight Committee's position on the issue being decided.
 - If members have concerns but are willing to support the Oversight Committee's position, consensus will be reached. The record will reflect any stated concerns.
 - If one or more members are not willing to support the Oversight Committee's position, the chair will call for a vote to be taken at the next meeting, and the issue will be placed on the agenda for action at that meeting.
3. A simple majority of those voting will be required for approval of a matter.
4. When an Oversight Committee member is unable to participate in voting at a meeting, that member will notify the chairs and Oversight Committee staff in advance that he or she will be absent and will identify his or her designee.
5. Members of the Oversight Committee who are ~~separately~~ elected officials or King County agency directors may vote through their designees.

6. Members of the committee who are not ~~separately~~ elected officials or King County agency directors may not designate individuals to vote on their behalf, but may designate individuals to deliver their written vote to the chairs in person at the meeting.
7. The chairs will read the votes of absent members at the meeting, and these votes will become part of the record.
8. No secret ballot or secret voting is allowed.

D. Role of Committee Members

1. Committee members shall attend committee meetings in person as often as possible. Members will not delegate this responsibility to others except in unavoidable circumstances.
2. When a committee member finds it necessary to send a designee, s/he will ensure that the designee is prepared to participate in the meeting. The designees of all members may actively participate in meetings. Only the designees of County members may vote, as described above.
3. Members will acknowledge in committee meetings whether they are speaking for their individual agency or entity and constituents, or whether they are speaking for the committee as a whole.
4. When speaking for the committee in public forums, members will speak with a unified voice, bringing a common message to their stakeholders and to the community.

E. Rules

1. Members will adhere to the committee's Rules of Decorum.
2. Meetings will begin and end on time.
3. Members will come prepared to each meeting.
4. Members will focus their comments on the specific agenda item under discussion, and respect the time allocated to each agenda item.
5. Members or their designees will sit at the table.
6. During meetings, members are asked to put their cell phones or pagers on "vibrate," respond only to urgent calls and step out of the meeting room to conduct the call.
7. Issues that can't be addressed at one meeting will be put in a "parking lot" to be addressed at a subsequent meeting.
8. There will be an open comment period at each meeting of the committee.
9. Upon request, members who are not full-time county employees will be reimbursed for parking expenses in the King County parking garage when attending committee meetings. Reimbursement forms will be available each meeting from MIDD project staff.

F. Meetings

1. Agendas for each meeting will be published a minimum of three days in advance.
2. The regular meetings of the committee shall be held monthly unless otherwise notified. Meetings will be held the fourth Thursday of every month from 12:15 p.m. – 2:15 p.m.
3. All meetings will be held at the King County Chinook Building, (401 5th Avenue, Seattle, WA 98104) unless otherwise notified
4. All meetings are open to the public. Public is not required as a condition of attendance to register name or other information (i.e., signing in is optional).
5. Meeting time and place will be posted on the website of the Department of Community and Human Services to encourage attendance and participation by interested residents of King County.
6. Discussion and decision-making on committee business will not occur by e-mail.
7. Executive sessions may be called at the discretion of the co-chairs for one of the reasons listed in RCW 42.30.110. Such sessions are closed to the public.
8. Involvement of the Public:
 - Provision shall be made for public comment at each meeting. Approved meeting minutes shall be posted on the website of the Department of Community and Human Services, and made available to the public through other means upon request.
 - Public may record a meeting (audio or video) as long as it doesn't disrupt the meeting.

G. Membership, Terms and Duration of the Oversight Committee

The committee shall consist of no more than 30 members, representing a broad range of county and community entities involved in the mental health, substance abuse, domestic violence, sexual assault, homeless, public health and hospital systems. Representative agencies are defined by Ordinance 16077. Committee members, other than separately electeds and King County agency directors or their designees, will be appointed by the Executive and confirmed by Council.

When necessary, new members shall be appointed by the executive and confirmed by Council.

The executive shall appoint oversight committee members to staggered terms in accordance with K.C.C. 2.28.010.C, as follows: one-fourth for one year, one fourth for two years, one-fourth for three years, and the remainder for four years. Upon expiration of their initial terms, or subsequent terms, members may be reappointed for a term of three years.

The committee will continue to operate until all revenue from the tax has been expended and a final evaluation report is submitted to council by the executive. The co-chairs may propose revisions or amendments to the Operating Rules.

H. Conflicts of Interest

Committee members shall comply with the provisions of the King County Code 3.04 Employee Code of Ethics, as applicable.

I. Chairs

The committee will elect co-chairs. One chair will be from a King County government entity and one will be from another agency or entity.

The co-chairs will have the following responsibilities:

1. Working as a team to provide joint leadership to the MIDD Oversight Committee.
2. Collaborating to share the responsibilities of the co-chairs.
3. Facilitating committee meetings.
4. Setting meeting agendas with the assistance of MIDD project staff.
5. Reviewing and approving meeting notes and other relevant materials.
6. Requesting the formation of subcommittees or workgroups.
7. Determining when there is consensus, and when it is necessary to call for a vote of the committee.
8. Serving as spokespersons for the committee as a whole.
9. Ensuring that members are complying with the operating rules
10. Utilizing MIDD Oversight Committee staff to meet the goals of the committee, and facilitate its work.
11. Proposing revisions or amendments to the Operating Rules when the need arises.

Co-chairs will serve for two-year terms.

J. Staffing

The Mental Health, Chemical Abuse and Dependency Services Division of the Department of Community and Human Services, and the Office of Management and Budget will provide staffing to the MIDD Oversight Committee.

The role of MIDD project staff is to support the MIDD Oversight Committee through:

1. Clear and timely communication.
2. Assisting the chairs in preparation of agendas, meeting notes and other tasks.
3. Provision of background information and materials.
4. Timely distribution of materials.
5. Prompt response to questions and concerns.
6. Regular communication with the staff of other relevant efforts and groups.
7. Scheduling meeting room and arranging for meeting refreshments.
8. Ensuring that a summary of each of the regularly scheduled committee meeting is produced and posted on the MHCADSD website.
9. Availability and responsiveness to the needs of the chairs.

Requests from other committee members for staffing support on committee-related projects need to be routed through the chairs.

K. Subcommittees and Workgroups

1. The committee may establish standing subcommittees and ad hoc work groups, based on the needs of the committee, and the discretion of the chairs.
2. Entities whose work is closely related to the MIDD programs may be invited to participate in committee meetings as non-voting members.