BY-LAWS OF THE Housing and Behavioral Health Advisory Board

ARTICLE 1, AUTHORITY

The Mason County Board of Commissioners have agreed to form a Housing and Behavioral Health Advisory Board (HBHAB) to evaluate the housing, homelessness, mental health and chemical dependency grant awards and provide recommendations to improve the health of Mason County residents.

ARTICLE 2, PURPOSE

The Housing and Behavioral Health Advisory Board shall review and develop recommendations to Mason County's Department of Community Services and County Commissioners in the areas of:

a. Funding prioritization and gap identification;
b. Requests for Proposals (RFP): review, evaluate, score and provide funding recommendations to Mason County Community Services to ensure funding is prioritized in the areas of greatest need;
c. Set community and program goals and ensure alignment of strategic plans;
d. Examine and evaluate the identification of goals, performance measures, strategies, and costs and evaluation of progress towards established goals;
e. Development and/or approval of Policies and Procedures related to the request for proposal process, contract monitoring, performance, and corrective actions; and
f. Define opportunities to better manage services and expected outcomes.

A report containing recommendations on funding priorities should be received by the Board of Commissioners by January 31, of each calendar year beginning in 2019, unless extended by the Board of Commissioners.

ARTICLE 3, MEMBERSHIP

A. The HBHAB shall consist of at least five (5) members from elected officials or entity representation and up to three (3) citizen members which are appointed by the BoCC. The Mason County Board of Commissioners agree that a Mason County Housing and Behavioral Health Advisory Board be established with the following sources for membership:
    - One County Commissioner, designated as Chair
    - One City Council Member
    - One Board of Health member that is not a county commissioner
    - Social Services Funder
    - One representative from each tribal nation with land holdings in Mason County, and
    - Up to three (3) Mason County residents, not employed by Mason County, but not to exceed one resident per Mason County Commissioner district.
    - All members shall serve a four-year term.

B. Board members may appoint by vote Ex Officio, non-voting members to serve in a consultative role that may include positions or organizations that can serve in a consultative role such as:
    a. Medical Officer
    b. Managed Care Organizations
    c. Educational Service Districts or School Districts
C. Minimum Qualifications
    a. Citizen members must reside in Mason County.
    b. Have no direct conflict of interest in any agency contracting with or submitting proposals relating to the funds of this Board. Members or their immediate family will have no commitment, investment, obligation or substantive involvement (financial or otherwise), in any agency contracting with, submitting any proposals to, or is expected to submit any proposals to the collective housing and/or Treatment Sales Tax funds.
    c. A willingness to learn and gain knowledge of programs and services for affordable housing, people experiencing homelessness, in poverty, with mental illness and/or chemical dependency challenges.
    d. An ability to gain an understanding of county-wide strategic plans that identify gaps in services.
    e. A commitment to attend and participate in all Advisory Board activities.
D. Removal of a Board Member: An Advisory Board member may be removed from the Advisory Board by a decision of the Board. The action to remove a member shall be performed only in exceptional circumstances where the member has clearly demonstrated a failure to meet obligations, such as a recurrent pattern of unexcused absences from Board meetings.
    a. In the event of a member being absent for three (3) consecutive regular meetings, or being absent from twenty-five percent (25%) of all meeting in any twelve (12) month period without being excused by the Chairperson shall, at the discretion of the Housing and Behavioral Health Advisory Board the position shall be declared vacant and request the Board of County Commissioners ask for their resignation.
E. A former Board member may submit proposals for funding only following a minimum of (1) full calendar year after the date of their official departure from the Advisory Board.

ARTICLE 4, MEETINGS

Meetings of the Housing and Behavioral Health Advisory Board shall be held monthly on the 4th Wednesday of each month from 9:00 am to 10:30 am in the Mason County Commission Chambers, 411 North 5th Street, Shelton, WA.

Meeting length and frequency may vary as deemed necessary by the Chairperson to fulfill the Advisory Board's responsibilities in a timely manner. Special meetings may be held upon the call of the Chairperson. Mason County staff will coordinate items for the agenda and send to the Chair for approval. The agenda may be amended at the meeting without special notice.

Meetings are covered under the Washington Open Public Meetings Act.

Mason County elected officials, department directors, staff, non-profit Executive Directors and Board Members should serve as a resource to the Housing Advisory Budget Committee and attend meetings as requested.

ARTICLE 5, QUORUM

A majority of the filled positions shall constitute a quorum for the transaction of any business that may come before any HBHAB meeting. If a HBHAB member cannot attend a meeting, he/she agrees to inform Mason County staff at least one working day before the meeting is conducted.

ARTICLE 6, VOTING

Each member including the chair shall be entitled to one vote on any matter of business that may come before the HBHAB. The majority vote of quorum present of the HBHAB shall be necessary to decide any question.

ARTICLE 7, OFFICERS

The Mason County Commissioner shall serve as the Chair of the Advisory Board. The Chair shall be responsible for conducting the meetings and approving the agenda.

A Co-chair may be elected by the members to conduct meetings or approve the agenda when the Chair is absent

A Secretary may be appointed to record, track and post meeting minutes.

ARTICLE 8, RECORDS AND CORRESPONDENCE.

The Housing and Behavioral Health Advisory Board does not have an office through which it conducts its business. Correspondence shall be directed to Mason County Health Department, Attention: Housing & Mental Health Program Coordinator, 415 N 6th St., Shelton, WA 98584. Minutes shall be kept and are considered a public record.

ARTICLE 9, SIGNATURE AUTHORITY

The Chairperson is authorized to sign any necessary documents and only one signature is required.

ARTICLE 10, TRAVEL

No travel expenses shall be reimbursed for Housing and Behavioral Health Advisory Board members.

ARTICLE 11, TRAINING

Your participation is dependent upon attending certain trainings made available by the County during regular business hours (such as Open Public Meetings Act and Public Records). The trainings would be at no cost to you.

ARTICLE 12, AMENDMENTS

The Housing and Behavioral Health Advisory Board on thirty days written notice to the membership, may amend these By-Laws at any regular or special meeting.

APPROVED this 20 day of October, 2020

Kevin Shutty, County Commissioner, Board Chair

Last revised ~~1/29/20~~ 10/20/20