

# South Carolina Joint Council on Children and Adolescents

## BYLAWS 2016

### ARTICLE I

#### Name

The name of this Joint Council shall be the South Carolina Joint Council on Children and Adolescents (hereafter, the “Joint Council”).

### ARTICLE II

#### Vision and Background of the Joint Council

**Vision:** The children and adolescents of South Carolina are safe, healthy, and educated, and they learn to function well with family and others and to become responsible, productive citizens.

**Background:** The Joint Council was established in 2007 as a collaborative effort to develop a statewide system of care that ensures the efficient, effective delivery of services for children and adolescents. Unique in its membership, the Joint Council was created by the Directors of the state’s child-serving agencies.

Initially, the Departments of Alcohol and Other Drug Abuse Services (DAODAS) and Mental Health (DMH) received grants from the federal Substance Abuse and Mental Health Services Administration (SAMHSA) to improve the state infrastructure for adolescent treatment services. Their departmental collaboration grew into an ambitious project to adopt a common statewide screening tool for treatment, the Global Appraisal of Individual Needs - Short Screener (GAINS-SS). Ultimately, the Directors of DAODAS and DMH were joined by the Director of the Department of Juvenile Justice (DJJ) to propose the formation of the Joint Council on Children and Adolescents. They recruited other similar-minded agency and program directors to address the needs of our state’s youth and their families in a truly collaborative, “no wrong door” approach. The founding leaders were: W. Lee Catoe, Director of DAODAS and Chair of the Joint Council from 2007-2009; John H. Magill, Director of DMH and Chair of the Joint Council from 2009 to 2010 and from 2011 to 2012; William R. Byars Jr., Director of DJJ and Chair of the Joint Council from 2010 to 2011; and, Margaret H. Barber, Director of DJJ and Chair of the Joint Council from 2012 to 2013.

The beginning membership of the Joint Council included DAODAS; DMH; DJJ; Department of Social Services; Continuum of Care, Office of the Governor; Behavioral Health Services Association of South Carolina Inc. (BHSA); South Carolina Primary Health Care Association; South Carolina Commission for Minority Affairs; Faces and Voices of Recovery South Carolina (FAVOR SC); Federation of Families of South Carolina; and youth and family advocates. Since

2007, other organizations and advocates have joined the Joint Council, as listed in the attached Addendum to Bylaws.

Initiatives of the Joint Council have included:

- *No Wrong Door*, a common, statewide approach to screen and refer clients for appropriate service interventions regardless of where they enter the system of care.
- GAIN-SS, a universal screening tool for early identification and referral for treatment of substance abuse, mental health, and co-occurring issues.
- Cross-agency workforce development, which provides cross-training of substance abuse, mental health, and social service professionals and promotes quality standards in training and ongoing supervision opportunities.
- Promotion of culturally competent services and appropriate adherence to SAMHSA's Guiding Principles of Family-Driven Care.
- Adoption of core competencies for the child and adolescent professional workforce.
- Adoption of the "Trauma-Informed System of Care" initiative proposed by the Joint Citizens and Legislative Committee on Children.
- Recommendation of the Cognitive Behavioral Therapy (CBT) model as the evidence-based program for the treatment of co-occurring disorders in youth.
- Creation of the "Breaking Boundaries" initiative, which completed a strategic plan to guide the statewide implementation of a System of Care approach for youth and families.

### ARTICLE III

#### Mission and Goals of the Joint Council

**Mission:** To develop a coordinated system of care that promotes the efficient provision of effective services for children, adolescents, and their families.

**Goals:** The South Carolina Joint Council on Children and Adolescents strives to meet the changing needs of children, adolescents, and their families through a collaborative effort in the development of a system of care for the efficient delivery of services offered by government and private child-serving organizations. The Joint Council shall promote a coordinated continuum of services, supports, and policies that integrate planning and management based upon meaningful partnerships with families and youth. Areas of interest include behavioral and physical health, mental health, substance abuse, developmental delays, child protection and welfare, and juvenile justice.

## ARTICLE IV

### Activities of the Joint Council

Activities of the Joint Council shall include meeting at least twice a year to implement and oversee the tasks of the membership's Memorandum of Agreement (copy attached) and to:

- Develop and update the vision, mission, and values of the Joint Council.
- Develop and maintain the Joint Strategic Plan.
- Appoint the members of the Executive Steering Committee.
- Supervise and provide policy, operational, and budget guidance to the Executive Steering Committee.
- Create and supervise committees and work groups.
- Recruit additional members for the Joint Council.
- Review and consider for action the recommendations of the Executive Steering Committee and other committees and work groups.
- Formulate common public policy recommendations relating to the improvement of services to youth, adolescents, and their families.
- Develop a sustainability plan for successful initiatives begun through the *Breaking Barriers*, *Building Dreams* and *OASIS* grants.

## ARTICLE V

### Membership of the Joint Council

**Section 1.** Joint Council membership shall consist of representatives from the following categories:

- A. Child-Serving State Agencies:** The following state agencies shall be members of the Joint Council, and the Director (or chief executive officer) of each agency shall represent the agencies as members of the Joint Council:
- Department of Alcohol and Other Drug Abuse Services (DAODAS)
  - Continuum of Care, Office of the Governor (COC)
  - Department of Disabilities and Special Needs (DDSN)
  - Department of Education (SCDE)
  - Department of Health and Environmental Control (DHEC)
  - Department of Health and Human Services (HHS)
  - Department of Juvenile Justice (DJJ)
  - Department of Mental Health (DMH)
  - Department of Social Services (DSS)

**B. Community and Other Organizations:** Other state and local government and private organizations shall be members of the Joint Council as elected to membership. These organizations shall be listed in the attached Addendum to Bylaws, which shall be updated as needed. The Director (or chief executive officer) of each organization shall represent the organizations as members of the Joint Council.

**C. Youth and Family Advocates:** Individuals who serve in the capacity of advocates for children and families who are in need of, or who are the recipients of, child services, shall be members of the Joint Council as elected to membership and listed in the attached Addendum to Bylaws, which shall be updated as needed.

**Section 2.** The Joint Council shall have no fewer than nineteen (19) members and no more than thirty-one (31) members. Joint Council membership of the Directors of Child-Serving State Agencies listed in the above Section 1 shall be for the term of their appointments. Joint Council memberships of the Directors (or chief executive officer) of the Community and Other Organizations and of the Youth and Family Advocates shall be as elected as set forth hereinafter.

**Section 3.** The Directors of the Community and Other Organizations shall serve so long as each Director and his/her member organization continues as an active member in good standing of the Joint Council. Youth and Family Advocate members shall serve for a term of two (2) years, so long as they continue as an active member in good standing, and may be re-elected to a second two (2)-year term; thereafter, election to a subsequent term shall follow an interval of at least one (1) year. The number of Youth and Family Advocate members may not exceed twenty percent (20%) of the total Joint Council membership. A Director of a Community and Other Organization and the member organization he/she represents and a Youth and Family Advocate member may be removed from member status of the Joint Council for cause, including absence from participation in Joint Council activities for a period of one year.

**Section 4.** Membership of Community and Other Organizations and of Youth and Family Advocates shall be elected by a majority vote of Joint Council members present and voting at a duly announced meeting. The election of new members shall occur when deemed appropriate by the Joint Council. There shall be a Nominating Committee that shall consist of the Chair, the Chair-Elect, the immediate Past Chair, and other members as may be appointed by the Chair. Joint Council members may propose a nominee for election by submission of a recommendation to the Nominating Committee for its consideration and further recommendation to the Joint Council. Consideration shall be given to elect members or organizations that reflect a proportional inclusion of a broad range of child and family issues and services. Nominations for election to the Joint Council shall be published in writing by the Nominating Committee to Joint Council members at least two (2) weeks in advance of an election.

## ARTICLE VI

### Officers of the Joint Council

**Section 1.** Officers of the Joint Council shall consist of a Chair and a Chair-Elect. The officers shall be elected from among the Directors of the Child-Serving State Agencies by a majority vote of the Joint Council membership.

**Section 2.** Nomination for election to an officer position shall be made by the Nominating Committee, submitted in writing to Joint Council members at least two (2) weeks in advance of the election. The annual election shall occur in the last quarter of each year. Officers shall take office on January 1<sup>st</sup> of each year and shall serve a term of one (1) year. An officer may serve successive terms in the same office.

**Section 3.** The Chair shall preside over meetings of the Joint Council and perform such other duties as are provided by these Bylaws or as directed by the Joint Council. In the absence of the Chair, the Chair-Elect shall function as the Chair; and, in the absence of the Chair and the Chair-Elect, the immediate Past Chair shall function as the Chair.

## ARTICLE VII

### Committees of the Joint Council

**Section 1.** The Chair of the Joint Council, or the Joint Council, may create committees and work groups and assign tasks as deemed necessary. The Chair shall appoint the members and the chair of each such committee or work group. Such committees and work groups may include non-Joint Council members; however, the chair of the committee or work group shall be a member of the Joint Council.

**Section 2.** There shall be an Executive Steering Committee, and its membership shall consist of the Deputy Director, or other designee of the Director, of each Child-Serving State Agency member and the Director (or his/her Deputy Director or designee) of each Community and Other Organization member. The Chair of the Executive Steering Committee shall be appointed by the Chair of the Joint Council. The Executive Steering Committee shall meet at least quarterly, and its duties shall include:

- a) planning, implementing, and supporting the work of the Joint Council;
- b) supervising subcommittees and work groups of the Joint Council;
- c) providing guidance and oversight of issues and projects being addressed by the Joint Council;
- d) considering the recommendations and reports of the Joint Council's subcommittees and work groups and presenting recommendations to the Joint Council; and
- e) performing other tasks or responsibilities as may be assigned by the Joint Council.

## ARTICLE VIII

### Meetings of the Joint Council

**Section 1.** The Joint Council shall meet at least once during each quarter of the year, with additional meetings called by the Chair or by the Joint Council as deemed necessary. Written notice of meetings, agendas, and any other required written notice shall be provided by letter, fax, e-mail, or other electronic transmission to each Joint Council member at least fourteen (14) calendar days prior to the meeting.

**Section 2.** A simple majority of the number of Joint Council members present at a duly noticed meeting shall constitute a quorum to conduct business.

**Section 3.** Members must be present to vote on matters under consideration by the Joint Council. However, the Chair may authorize a vote of the members of the Joint Council by telephone poll or electronic communications. Only duly elected and agency director members of the Joint Council are permitted to vote. Unless otherwise specified herein, all business of the Joint Council shall be decided by simple majority vote of those members that constitute a quorum.

**Section 4.** Joint Council meetings shall be conducted in accordance with *Robert's Rules of Order*, unless otherwise specified herein.

## ARTICLE IX

### Staff Support

The Executive Steering Committee shall provide administrative and staff support services to the Joint Council. The Chair of the Joint Council shall designate a member of the Executive Steering Committee to publish notices to members on behalf of the Joint Council, to attend and prepare minutes of Joint Council meetings, and to provide other staff support and assistance as necessary for the Joint Council to complete its work.

## ARTICLE X

### Amendments to Bylaws

These Bylaws may be amended by a two-thirds majority vote of the membership present at a duly announced meeting of the Joint Council, provided that the proposed amendments have been distributed in writing to members at least fourteen (14) calendar days prior to the announced meeting.

*Adopted this 7<sup>th</sup> day of September 2016*

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Chair, Sara Goldsby  
South Carolina Joint Council on Children and Adolescents

# South Carolina Joint Council on Children and Adolescents

## ADDENDUM to BYLAWS

### I. State Agency Members:

1. Department of Alcohol and Other Drug Abuse Services  
Sara Goldsby, Acting, Director
2. Continuum of Care, Governor's Office  
Petra Clay-Jones, Director
3. Department of Disabilities and Special Needs  
Beverly A. H. Buscemi, Ph.D., Director
4. Department of Education  
Molly Spearman, State Superintendent of Education
5. Department of Health and Environmental Control  
Catherine Heigel, Director
6. Department of Health and Human Services  
Christian Soura, Director
7. Department of Juvenile Justice  
Sylvia Murray, Director
8. Department of Mental Health  
John H. Magill, State Director
9. Department of Social Services  
Susan Alford, Director

### II. Community and Other Organization Members:

10. Behavioral Health Services Association of South Carolina Inc.  
Vernon Kennedy, President
11. Children's Law Center, University of South Carolina School of Law  
Michelle Dhunjishah, Director
12. College of Social Work, University of South Carolina  
C. Tayloe Harding, Interim Dean
13. Faces and Voices of Recovery South Carolina (FAVOR SC)  
Rich Jones, Chairman
14. Federation of Families of South Carolina  
Jenah Cason, Executive Director

15. National Alliance on Mental Illness-South Carolina  
Bill Lindsey, Executive Director
  16. South Carolina Commission for Minority Affairs  
Thomas Smith, Executive Director
  17. Palmetto Association for Children and Families  
Mark Cruise, Chief Executive Officer
  18. South Carolina Primary Health Care Association  
Lathran Woodard, Chief Executive Officer
  19. The Children's Trust of South Carolina  
Sue Williams, Chief Executive Officer
  20. South Carolina Family Connection  
Amy Nienhuis-Holbert, Executive Director
  21. American Academy of Pediatrics  
Fred Volkman, M.D.
  22. University of South Carolina College of Arts and Sciences  
Mark Weist, Ph.D., Director of Clinical Community Programs
  23. Duke Endowment
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24. BlueCross BlueShield of South Carolina  
Erika Kirby, Senior Research Consultant / Grant Manager

**III. Youth and Family Advocates:**

25. Pheobe Malloy
26. Roland Malloy
27. Kelly Troyer

*Certified this 7<sup>th</sup> day of September 2016*

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Chair, Sara Goldsby  
South Carolina Joint Council on Children and Adolescents