



Northern Arizona Independent Oversight Committee for the Mentally Ill

DEFINITIONS APPLICABLE TO THESE GUIDELINES:

1. RIGHTS:

- A. Adequate, humane, safe services provided in accordance with generally accepted national standards.
- B. All civil and legal rights accorded by law, statute or rule and regulation.

2. CLIENTS:

Client means an individual who is seriously mentally ill and is being evaluated and treated for a mental disorder by or through a regional authority

3. COVERED SERVICES:

Professional case management, psychological, psychiatric, medical, rehabilitation, residential, vocational, transition, medication therapy, outreach, recovery, clinical, inpatient hospitalization, co-occurring, outpatient support, crisis, medically necessary transportation, in home support and respite evaluation and all other services in the Covered Service Guide created by the AHCCCS.

4. Quorum means one person more than half the voting members.

ARTICLE I. COMMITTEE PURPOSE

- A. To promote, and protect the rights of clients. To do all those things which are required of the Northern Arizona IOC (Counties to include Coconino, Mohave, Yavapai, Apache, Navajo, and Gila) by Arizona Revised Statutes, the Arizona Administrative Code, AHCCCS policies and/or court order, as each is applicable and as each may be amended from time to time.
- B. The Committee will provide specific, independent oversight and review to ensure the rights of clients are protected. Efforts will be in alignment as detail in ARS 41-3803, 41-3804 and AAC R9- 21-105 :

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ARTICLE II. COMMITTEE MEMBERSHIP

The Northern Arizona IOC will be composed of at least 7 and not more than 15 voting members: as delineated in ARS 41-3803, 41-3804 and AAC R9-21-105

- A. The term of membership on the Committee FOR VOTING AND NON-VOTING MEMBERS will be for three years or until resignation or removal. Members may serve two consecutive terms. Priority for voting membership shall be in filling the legislatively mandated representatives. Upon conclusion of the first term, a member is eligible to serve a second term by submitting a recommendation from the Committee to the Director for reappointment.
- B. Attendance at all meetings is required. Members with three unexcused absences may be subject to removal from the Committee by Committee vote, in which the absentee member will not be allowed to vote. An excused absence requires 24-hour notice to the Vice Chair. Extenuating circumstances may excuse this notice provision. Within 48-hours after absence, the member must notify the Vice Chair of extenuating circumstances.
- C. Members may be removed from the Committee by a majority vote of the remaining members for good cause. Removal from the Committee shall be by reason of violation of confidentiality laws; a conflict of interest with the purpose, focus or work of the Committee; unexcused absences from three (3) regular meetings; and/or failure to meet the minimum attendance requirements. In the event of violation of attendance requirements as set forth in these guidelines, the Committee may consider the position vacant and proceed to fill such vacancy as stipulated elsewhere in these Operating Guidelines.
- D. Membership on the Committee is contingent upon the member participating in confidentiality training and executing a confidentiality agreement. Members must also receive training in the Arizona Open Meeting Law requirements in person, virtual attendance or on-line video training. ALL MEMBERS SHALL PARTICIPATE IN AT LEAST ONE IOC SITE VISIT EVERY YEAR. THERE SHALL BE A MINIMUM OF TWO IOC MEMBERS (VOTING OR NON-VOTING) ON EACH FORMAL IOC SITE VISIT.
- E. If a member has a conflict of interest the member must recuse himself or herself from both discussions and vote. A conflict of interest arises in any circumstance in which the member's ability to exercise independent judgment, is or may be impaired. Failure to recuse is grounds for removal.

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ARTICLE III. MEETINGS

- A. The Committee will meet quarterly at minimum. One meeting a year will be designated the Northern Arizona Committee annual meeting.
- B. Members of the Committee will be notified of regular scheduled monthly meetings, even when standing meeting dates are in place. Members will be notified five business days in advance if the meeting date, time or place is changed or canceled.
- C. All meetings must comply with the open meeting law as prescribed by statute A.R.S. 38-431 to 431-.09
- D. ANNUAL MEETINGS: The Northern Arizona Committee will attend the Statewide IOC meeting when possible.. The Northern Arizona IOC will hold an annual meeting to be held in the 1st Quarter of the fiscal year.
 - 1. The Officer in charge of the records of the Committee will make a complete record of the members entitled to vote, arranged in alphabetical order. Such records shall be produced and kept open at the time and place of the meeting, and will be subject to the inspection of any interested party.
 - 2. Notice of the time and place of the Northern Arizona Annual Meeting shall be given by the Secretary by mailing, emailing or faxing a copy of the notice to each member at his address of choice, as it appears on the books of the Committee not less than ten days or more than fifty days before such meeting.
- E. SPECIAL MEETINGS: Special meetings of the Members may be called by the Chair or in his or her absence by the Vice Chair, on receipt of a written request from any Member of the Committee. All meetings will be recorded and must comply with Arizona's open meeting law.
 - 1. Members will be notified 5 business days in advance of any special meeting. Notice special meetings may be made via fax, email or telephone call.

ARTICLE IV. ORGANIZATION

- A. The Members must elect a Chair, Vice Chair, and Secretary from the Committee membership. These Members elected shall serve as the Officers and Executive Committee. The term of office shall be one year. The election of officers will occur at the annual meeting. The Chair may appoint Subcommittee Chairs from the Committee's membership as necessary to carry out the business of the Committee.
- B. The Subcommittee Chairs will appoint Subcommittee members as needed.
- C. The Executive Committee is composed of the Chair, Vice Chair, Secretary, and Subcommittee Chairs.

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D. DUTIES OF THE OFFICERS

- A. The Chair, the Vice Chair, or in the absence of both a member of the executive committee shall set agendas and preside over all regular meetings of the Committee and be responsible for the general supervision of the affairs and activities of the Committee.
- B. The Secretary or a member of the executive committee, keeps the minutes and attendance at all meetings, serves as custodian of all mailing lists and official correspondence and submits reports as required.
- C. Committee members must submit agenda items to the Chair seven days prior to the date of the meeting. The Chair will then submit items to ADOA and AHCCCS Liaisons five days prior to the meeting.

ARTICLE V. COMMITTEE GUIDELINES

- A. The Committee will from time to time promulgate guidelines consistent with these guidelines, applicable statutes and validly adopted administrative rules. These guidelines, the guidelines and any amendments thereto shall be submitted to the director of ADOA for approval and shall not become effective until approved.

ARTICLE VI. AMENDMENTS

- A. These guidelines may be amended by a majority vote of the Committee members at any regularly scheduled meeting provided that the proposed amendments are submitted to all members of the Committee not less than 14 days before formal consideration and vote on the amendment. A copy of these guidelines and the operating procedures adopted by this Committee shall be on file with ADOA. .
- B. The guidelines adopted by this Committee shall be amended as required to comply with circumstances and/or changes in the law, rules or policies pertaining to the oversight of programs for persons receiving mental health services from the Arizona Health Cost Containment System. Amendments shall be proposed by the Chair and/or voting committee members may be amended by a vote of the Committee at any regularly scheduled meeting, provided a quorum is present and the proposed amendments have been submitted to all members not less than 30 days before formal consideration and vote on the amendment.