

# **BYLAWS OF MENTAL HEALTH RESPONSE ADVISORY COMMITTEE**

Adopted 9/8/2023 as amended N/A

## **Article 1. Name**

The body shall be known as the Mental Health Response and Advisory Committee (“MHRAC”). This committee is established under the terms of the settlement agreement between *United States of America v. City of Cleveland, No. 1:15-cv-01046*.

## **Article 2. Purpose and Duties**

In accordance with the Settlement Agreement between the US Department of Justice (DOJ) and the City of Cleveland, the purpose of the MHRAC is to foster relationships and build support between the Cleveland Division of Police (“CDP”), the community, and mental health providers and to help identify problems and develop solutions designed to improve outcomes for individuals in crisis.

The MHRAC shall:

- Provide guidance to assist the City in developing and expanding Crisis Intervention Team (“CIT”) and the number of crisis intervention certified responders.
- Review data collected by the CIT and crisis intervention certified responders for the sole purpose of facilitating program guidance.
- Provide guidance to CDP on the development of protocols that govern the release and exchange of information about individuals with known mental illness behavioral health disorder to facilitate necessary and appropriate communication while protecting their confidentiality.
- Conduct an annual analysis of crisis intervention incidents to determine whether CDP has enough specialized CIT officers, whether it is deploying those officers effectively, and whether specialized CIT officers, call-takers, and dispatchers are appropriately responding to people in crisis.
- Recommend appropriate changes to programming, policies, procedures, and training regarding police contact with individuals in crisis.
- Consider new and current response strategies for responding to the needs of individuals experiencing homelessness or individuals perceived to be or actually suffering from severe mental illness diagnoses.
- Identifying training needs and providing guidance on effective responses to a behavioral crisis event.

- Seek to enhance coordination with local behavioral health systems, with the goal of connecting individuals experiencing homelessness or individuals perceived to be or actually suffering from severe mental illness diagnoses with available services.
- The Advisory Committee will provide an annual public report to CDP that will be made available on the City of Cleveland website, which shall include recommendations for improvement, training priorities, changes in policies and procedures, and identifying available mental health resources.

### **Article 3. Leadership**

It shall be the responsibility of the Cleveland Department of Public health (“CDPH”) to facilitate the activities of the MHRAC.

### **Article 4. Membership**

The MHRAC will be composed of 23 members. The MHRAC shall include CDPH, CDP Crisis Intervention Coordinator and representation from specialized CIT officers. The MHRAC will also seek representation from the Cleveland Municipal Court’s Mental Health Docket, the Ohio Criminal Justice Coordinating Center of Excellence, Cuyahoga County’s Alcohol, Drug Addiction, and Mental Health Services Board (“ADAMHS Board”), FrontLine Services, and any other relevant Cuyahoga County mental health organizations, such as advocacy organizations, homeless service providers, area hospitals, and interested community members. Members will draw on their experiences and subject matter expertise to inform recommendations to CDP and the City of Cleveland while always striving to work collaboratively to serve the larger community rather than representing the specific interests of agencies or interest groups. Members shall be appointed by CDPH.

### **Article 5. Terms of Office**

If a member chooses to terminate their service with the MHRAC, that member will provide no less than a 30-day written notice to the Chair/Co-Chairs. It shall be the responsibility of CDPH to seek a replacement member.

### **Article 6. Quorum**

A quorum is required to conduct business, i.e. recommendations of policies, procedures and training methods and recommendations regarding program development and expansion. A majority of the MHRAC’s membership shall constitute a quorum. The MHRAC may establish an electronic form of communication where MHRAC members may discuss MHRAC topics. However, a majority vote of the members present shall be required to carry a motion, proposal or resolution. Business requiring a quorum vote will be added to the meeting agenda at least five days before such a meeting unless the nature of the meeting is such that shorter notice cannot be avoided. All members shall have voting rights.

Upon notice to the MHRAC member and consensus from the MHRAC, a member may be recommended for dismissal from the MHRAC for the following reasons: failing to attend three consecutive meetings without prior notification unless an emergency prevents such

notification, and failure to collaborate with the MHRAC in achieving its goals and tasks.

### **Article 7. Meetings**

The MHRAC will meet every two months on a virtual platform and open to the public. All committee members are required to attend a majority of meetings. Advance notice is encouraged if any member must miss a meeting. Members shall contact the MHRAC co-chairs with scheduling conflicts. Meeting agendas will be prepared and provided to members along with appropriate briefing materials. Minutes will be prepared by CDPH staff and disseminated one week prior to the next regularly scheduled meeting. Notice of the date, time, place and agenda of meetings shall be emailed or otherwise given to each member at least five days in advance of the meeting. The notice shall also be posted on [www.ClevelandHealth.org](http://www.ClevelandHealth.org) at least five days in advance of the meeting.

### **Article 8. Subcommittees**

The MHRAC may form subcommittees as it decides may be necessary to address designated topics and provide input to the Committee as a whole for further consideration. MHRAC members may volunteer to Chair or co-Chair a Subcommittee and will be approved by CDPH. Subcommittee meetings should be open to the public and information regarding how to access the meeting should be posted at least five days in advance of the meeting. Subcommittee leaders may recruit non-MHRAC members to participate in their subcommittee.

### **Article 8. Rules of order**

- Members shall be respected for the perspective, knowledge and experience they bring to the discussion.
- Each member is expected to listen well, avoid interrupting, and be open to new ideas.
- Each member is expected to be respectful of the time commitment. We will begin each meeting on time and end on time, unless a time extension is agreed to by the group.

### **Article 9. MHRAC Records**

All official records of the MHRAC shall be made available for public inspection on a website hosted by the City of Cleveland. Meetings will be virtual and the recordings will be posted on the City of Cleveland website.

### **Article 10. Execution of Recommendations**

As the MHRAC is charged with providing guidance and making program recommendations, the following process shall be used to create an MHRAC recommendation.

1. Any MHRAC subcommittee may jointly author a recommendation for referral to the full committee. Or, any 2 MHRAC members may jointly author a recommendation for referral to the full committee.
2. Authors can request for their recommendation to be heard in any regular MHRAC meeting. The authors should present a document to the MHRAC leadership at CDPH with at least 72 hours notice in advance of any upcoming MHRAC meeting. The document should include the complete text of the requested recommendation,

as well as any ancillary information about why the authors view the recommendation as necessary and actionable for MHRAC.

3. CDPH MHRAC leadership will set the agenda for each MHRAC meeting, and determine the timing of discussion on any recommendation. Any recommendation presented by MHRAC members or committees must be heard during one of the subsequent three (3) meetings from the date on which it is submitted to CDPH MHRAC leadership.
4. Any recommendation must be heard by the full MHRAC committee at least once prior to a vote. A recommendation may receive a same-day vote; any MHRAC member may also move to table the recommendation for one (1) meeting cycle, at which point the recommendation will be heard in the following MHRAC meeting.
5. Recommendations that are approved by a quorum of the MHRAC membership will be adopted.
6. Recommendations that are adopted by the MHRAC committee must be formalized by MHRAC CDPH leadership as a written letter on city letterhead to be sent to:
  - a. The Mayor of Cleveland
  - b. The Chief of the Cleveland Division of Police
  - c. The Commissioner of the Cleveland Department of EMS
  - d. The CEO of the Cuyahoga ADAMHS Board
  - e. All members of the Cleveland Police Commission
  - f. Any other directly impacted stakeholder, as determined by the leadership at CDPH
  - g. Every member of MHRAC

#### **Article 11. Amending the By-Laws**

These by-laws may be amended at a regular meeting of the board by a vote of two-thirds of the voting MHRAC members present at the meeting. The member or members proposing the amendment shall submit an amendment package that includes: a draft of the precisely worded amendment, the current part of the by-law to be amended, and a draft of the by-law as it will read if the amendment is adopted. The amendment package should also include the name of the member or members who are proposing the amendment and the rationale for offering the amendment. It may also include other information such as whether a committee or board endorses or opposes the amendment. To provide adequate notice, the amendment package will be provided to the Committee at the meeting prior to the meeting

at which the vote will be taken. Votes shall be counted and the results are to be recorded in the minutes.

#### **Article 12. Public Input**

The agenda and schedule of the MHRAC meetings shall be developed and agreed upon by the MHRAC members. Public community input into MHRAC is a critical component of this body's activity. Public input shall be received by MHRAC through sub-committee meetings, which may be open to public participation, through electronic means such as emails or through Internet surveys, or through regularly scheduled public comment sessions as part of regular MHRAC meeting agendas. The MHRAC may set reasonable time limits or comment limitations in order to facilitate committee functioning and ensure access to a range of community members' input.