

Integrated Health Planning and Advisory Council (I-PAC) Version 11-13-24

Task #3 - Standing Committees (Per By-laws) and Workgroups

Communication among workgroup members can be attained via teleconference - phone calls, e-mail or a face to face meeting (arrange through Patti Manna 515-393-8088 patti.manna@hhs.iowa.gov)

Teleconference information or Zoom information will be sent to I-PAC members by Patti Manna.

When a chairperson of a committee or workgroup has been chosen by the committee or workgroup - members - please notify Teresa and Patti. The chairperson of the committee or workgroup will be responsible for initiating communication and setting meetings. Each committee or workgroup chairperson should be prepared to present a report at each Council meeting.

Committee/workgroup tasks and projects should reflect the purposes of the I-PAC and contribute toward system transformation and/or improvement (from By-laws)

- 1) To participate in the development of and subsequently review substance abuse prevention, treatment, and recovery services and mental health plans for Iowa provided to the Council pursuant to 42 USC 300X-4 (a) and to submit to the State of Iowa any recommendations of the Council for modifications to the plans
- 2) To serve as an advocate for adults with serious mental illness, substance use disorder, children with serious emotional disturbance, substance use disorder, and other individuals with mental illnesses or emotional problems and/or substance use disorder;
- 3) To monitor, review, and evaluate, not less than once each year, the allocation and adequacy of mental health and substance prevention, treatment, and recovery services within Iowa

Standing Committees as per Bylaws - 3

1. Executive Committee (5)

Chairperson – Teresa Bomhoff

Chair of Monitoring & Oversight Committee – Theresa Henderson

Vice Chairperson: Brad Richardson

Secretary – Kyra Hawley

Chair of Nominating Committee -Jen Gomez

Responsibilities: Meets 1st Friday of each month, will review conflict of interest statements

- 1) Establish the agenda for Council meetings.
- 2) Establish an annual calendar for Council meetings.
- 3) Report, on behalf of the council, to the federal gov't (CMHS, the Governor of Iowa and designated persons or organizations
- 4) Serve as liaison between the Council and other groups and organizations, including the State Mental Health Authority
- 5) Communicate with and regularly report to the Council.
- 6) Monitor the maintenance of records of Council business and deliver any official records to the Mental Health Authority to be maintained in perpetuity.
- 7) Perform other miscellaneous functions, as developed or designated by the Council
- 8) Establish ad hoc committees and workgroups as needed.

2. Nominations Committee (5) -

Brad Richardson

Jen Gomez -**Chair**

Todd Lange

Patricia Whitmarsh

Vienna Hoang

Responsibilities:

1. The Nominations Committee shall conduct outreach to diverse communities.
2. The Nominations Committee shall nominate persons for the offices of Chairperson, Vice-Chairperson, and Secretary for consideration by the entire Council.
3. The Nominations Committee shall be responsible for soliciting and reviewing applications for Council membership and making recommendations to the Council. A Council vote accepts or does not accept the application for membership.

3. Monitoring and Oversight Committee (5)

Jenn Day

Theresa Henderson, **Chair**

Jessica Goltz

Kyra Hawley

Rachel Cecil

Responsibilities: Meets 2nd Thurs 8 months of the year. They do not meet in July, August, Nov and December.

- (1) Review and comment on work plans submitted by contractors;
- (2) Review and comment on budget expenditures made pursuant to the Combined Block Grant Application;
- (3) Review and comment on procedural issues connected with the Combined Block Grant Application;
- (4) Monitor and comment on the state of the mental health system in Iowa; and report or make recommendations for action to the full Council; and
- (5) Monitor and comment on the outcomes of recommendations adopted by the full Council.

The 3 Standing Committees are limited to 5 voting members as per the bylaws. Others can attend the committee meetings but cannot vote. Workgroups do not have a limit on the # of members who can participate and vote on the issues of the workgroup.

Orientation workgroup- Todd Lange, Todd Noack, Member/Orientation packets Jen Riley
Mentoring new members
Jan each year – Review council member responsibilities

Block Grant Education workgroup

Theresa Henderson, Christina Maulsby, Monica Van Horn
Teach what the Block Grant contains in 3 sessions

5 Workgroups – very limited and irregular meeting times

Block Grant Feedback to IHHS grant writers (MH/SUD)

- ✓ Teresa Bomhoff
- ✓ Brad Richardson
- ✓ Theresa Henderson
- ✓ Monica Van Horn
- ✓ Todd Lange
- ✓ Todd Noack

Bylaws /Policy/Procedures Workgroup

Michael Kaufman, Chairperson
Adjust Bylaws and Council policy based on Council direction.

Steering Committee – strategic plan implementation

Teresa Bomhoff Todd Lange
Brad Richardson Mary McKinnell
Kyra Hawley

Workgroups - which ones do you want to volunteer for?

Council members shall each volunteer to be part of at least one standing committee or workgroup. The Executive Committee may appoint uncommitted members to appropriate committees or workgroups. If no volunteers for a workgroup, it will be tabled for possible inclusion next year.

Nancy Hunt
Ellen Schardt
Jenny Erdman, Medical Rep
2 vacant positions when filled

- A. The Executive Committee shall create and appoint workgroups to carry out any necessary Council business or activities that are not expressly provided for in these bylaws.
 - B. Workgroups shall reflect the adopted priorities of the Council and may change accordingly.
 - C. Members of workgroups shall be responsible for setting and attending meetings, if necessary, beyond any workgroup meeting prior to a Council meeting.
 - D. Monitor the realignment actions and legislative actions of IHHS for the workgroup's targeted topic. Advise the Council of pertinent events/actions, policy changes affecting their targeted topic. Make recommendations for further education on the targeted topic.
 - E. Workgroups shall prepare and present to the full Council their business or activities at regular intervals as directed by the Executive Committee.
- Each monthly workgroup will need to provide a report on their progress at each Council meeting (7-8 minutes each)
Time allotted will depend on the multitude of changes to report.

Monthly Workgroups

<p>Children's Issues</p> <p>Jessica Goltz Christina Maulsby Patricia Whitmarsh Hannah Olson</p>	<p>Cayleen Mesecher Linda Dettman</p>	<p>Substance Use/Misuse</p> <p>Todd Lange Edward Wollner Brianna Steffe Dr. Shaad Swim</p>	<p>Public Safety</p> <p>Possible focus</p> <p>Supreme Court Justice speech Multiple trans bills in legislature Mental health courts (4 in Iowa – has the governor put a moratorium on any new specialty courts Re-write Chapter 229 commitment law LWV report – Bringing Economic Justice to the Justice System CIT training for Police/Fire/EMS Kills by police</p> <p>-----</p>
<p>Older Adults</p> <p>Kristin Rooff Teresa Bomhoff Kyra Hawley Joel Wulff - Chairperson</p>	<p>CCBHC – Service Alignment</p> <p>Megan Marsh Todd Lange Mary McKinnell</p>		
<p>Strategic Planning – public facing</p> <p>Teresa Bomhoff Michael Kaufman Kristin Rooff</p> <p>Todd Noack (suggested a tri-fold for marketing)</p> <p>*Advocate and be a part of the lobbyist system - Teresa ---need to change our name at the lobbyist website and start making declarations Team decisions on declaration decisions *Overall look at workgroup projects/2025 strategic plan</p>			

[Standing Committees](#)

Executive Board – 1st Friday of month – 10 AM to Noon

Nominations – meets as needed to consider new applicants, monitor attendance and conduct election processes

Monitoring and Oversight - Meets 2nd Thurs 8 months of the year. They do not meet in July, August, Nov and December.

[Workgroups – very limited and irregular meeting times](#)

- Orientation workgroup
- Block Grant Education workgroup
- Block Grant Feedback to IHHS grant writers (MH/SUD)
- Bylaws/Policy/Procedures Workgroup
- Steering Committee – complete strategic plan for 2025 – future years to be done when more is known about agency realignment strategic plans

[Monthly Workgroup meetings](#)

Children's Issues - 4th Monday of every month 9:30 AM to 10:30 AM

Substance Use Disorders – 3rd Thursday of every month 3:00 PM to 4:00 PM

Older Adults – 2nd Wednesday of every month 12:00 PM to 1:00 PM

CCBHC – 2nd Monday of every month 2:00 PM to 3:00 PM

Strategic Planning – 4th Wednesday of every month 2:00 PM to 3:00 PM