

**West Virginia Expanded School Mental Health (ESMH)
Steering Team
OPERATIONG GUIDELINES
Approved: 7.9.13**

ARTICLE I	
Section 1: <u>Name</u>	The West Virginia Expanded School Mental Health (ESMH) Steering Team is co- sponsored by the West Virginia Department of Education (WVDE) and the West Virginia Department of Health and Human Resources (DHHR) and is a partnership of public and private sector, state and local agencies/organizations and communities.
Section 2: <u>Mission</u>	To strengthen policies, practices and services that promote learning and social- emotional well-being for all of WV's youth through a collaborative process that engages schools, families, and community based agencies.
Section 3: <u>Purpose</u>	<ul style="list-style-type: none"> ▪ To establish a cross - systems partnership dedicated to the development and expansion of an expanded school mental health model ▪ To promote family-driven and youth guided practices ▪ To provide guidance for the implementation and evaluation of the WV ESMH approach ▪ To make recommendations to the state WVDE and DHHR as it relates to policy, funding, delivery of services, training and quality improvement for school mental health ▪ To strategically address potential barriers and challenges ▪ Target population: students enrolled in public schools in WV
Section 4: <u>Values</u>	<ul style="list-style-type: none"> ▪ Social well-being is critical to school success. ▪ School mental health programs are a shared responsibility of health and mental health agencies, schools, parents and the community at large. ▪ School Mental Health programs should be strengths-based, student and family-centered, developmentally, culturally sensitive and trauma-informed. ▪ Families, school personnel, students and community stakeholders should be actively engaged in the program's development, oversight, evaluation, policy and continuous improvement. ▪ All students will have access to the full continuum of SMH services and supports regardless of ability to pay. ▪ Coordination and collaboration with other systems of care outside and within the school is essential. ▪ Programs and services should focus on a positive school climate, reducing barriers to development and learning, and be based on evidence of positive impact. ▪ Quality assessment and improvement activities continually guide and provide feedback to the program. ▪ ESMH stakeholders hold to high ethical standards; are committed to children, adolescents, and families; and display an energetic, flexible, responsive, and proactive style in delivering services.
ARTICLE II	
Section 1: <u>Membership</u>	<p>Core membership shall consist of representatives from the following entities:</p> <ul style="list-style-type: none"> ▪ Bureau for Behavioral Health and Health Facilities (BBHFF): Child/Adolescent Division and Substance Abuse ▪ WVDE: OHS, Spec Ed, School Counselors, Dropout Prevention ▪ WV System of Care ▪ Marshall School Health Technical Assistance Center (MUTA) ▪ Direct ESMH service provider(s) ▪ School Student Support Representative ▪ Bureau for Children & Families ▪ Bureau for Public Health ▪ Division of Juvenile Services ▪ Bureau for Medical Services ▪ WV Academy of Pediatrics

	<ul style="list-style-type: none"> ▪ WV Council of Churches ▪ WV School-Based Health Assembly ▪ Family / Youth Representation (State and Regional Networks); PTA <p>Additionally, the ESMH Steering team shall recruit representatives and/or partner with the following entities to align initiatives and achieve ESMH steering team goals:</p> <ul style="list-style-type: none"> ▪ Office of Minority Affairs ▪ RESA Director ▪ Higher Education (counseling, social work) ▪ Superintendents Association ▪ Principals Association ▪ Teachers Unions ▪ WV Supreme Court of Appeals ▪ Community Providers ▪ Others
<p>Section 2. <u>Responsibilities of Members</u></p>	<ul style="list-style-type: none"> ▪ Meet a minimum of six times per year ▪ Barrier Busters--pursue/advocate collectively for changes in funding, policy, practices, contracting methodologies, training, and quality improvement. ▪ Decision Makers-- Consistent integration and decision making across bureaus, divisions, and child serving systems to foster action-oriented and data-informed decisions to improve outcomes and accountability • Communicators-- Maintain a Memorandum of Understanding/foster effective communication strategies with state/local entities. • Chair/participate on work teams. • Relationship Builders-- Provide consultation/linkage to resources within respective areas of expertise; foster relationships that will support the integration of ESMH values/principles within state/local and child serving systems ▪ Liaisons to higher management within their organization.
<p>ARTICLE III</p>	
<p>Section 1: <u>Decision-Making</u></p>	<ul style="list-style-type: none"> ▪ All matters requiring action and adoption shall utilize consensus of members present. ▪ Members can postpone a decision as deemed necessary. ▪ The decision-making model will be reviewed and revised annually as needed.
<p>Section 2: <u>Executive Team</u></p>	<p>The Executive Team will consist of a minimum of five persons:</p> <ul style="list-style-type: none"> ▪ Representative(s) from WVDE ▪ Representative(s) from BBHFF ▪ Representative(s) from MUTA ▪ Co-chairs <p>Responsibilities of the Executive Team include:</p> <ul style="list-style-type: none"> ▪ Oversight of the work plan and agendas for meetings ▪ Recruitment and retention of membership ▪ Assisting the steering team in problem-solving and staying focused on Work Plan goals ▪ Supporting, guiding and communicating with the Marshall University Technical Assistance ESMH Coordinator to troubleshoot and problem solve on issues related to the ESMH Steering Team ▪ Provide an opportunity annually for feedback from Steering Team regarding the functioning, structure, progress toward established purpose, and satisfaction with the executive team and their role on the team.

<p>Section 3: <u>Co-Chairs</u></p>	<p>The Steering Team has a co-chair structure with dual chairs serving for a term of at least one year. It is the responsibility of the Chairs to:</p> <ul style="list-style-type: none"> ▪ Manage meeting time, facilitate meetings, ensure all members are heard, solicit discussion, and support the decisions of the steering team during and after the meetings. ▪ Schedule time to meet with support staff and/or team members as needed to develop agendas, materials, etc for meetings. ▪ Serve as primary spokesperson and provide information and recommendations to state/local stakeholders as it relates to the development/implementation of ESMH.
<p>Section 4: <u>Selection of Co-chairs</u></p>	<p>One meeting per year (May/July) will be set aside to review the role of the co-chairs and to determine by consensus the co chairs for the next year.</p> <ul style="list-style-type: none"> ▪ Each co-chair shall be a member of the steering team; shall be willing to perform duties; may serve multiple terms; will provide notification within 60 days of resigning their position. ▪ Vacancies will be filled within 90 days. ▪ In the event that the steering team determines the current co-chair is not performing duties and responsibilities, a special meeting may be held to re-appoint a provisional co-chair.
<p>Section 5: <u>Committees</u></p>	<p>Committees are established to assist in the development/implementation of ESMH work plan.</p> <ul style="list-style-type: none"> ▪ Standing committees will be established for each Goal in the work plan and will provide on-going support and assistance. ▪ Ad-hoc committees will be organized for specific, short term projects of the work plan. ▪ Committees will be reviewed by the steering team annually. ▪ Each committee will include at least two members of the steering team and/or support staff. ▪ Committees will be encouraged to include members outside the steering team as needed. ▪ Each committee will involve youth / family members or ensure that perspective is represented. ▪ Committee will meet on a regular basis, maintain minutes and attendance and notes ▪ Committee chairs will provide an update on progress toward goals at each ESMH Steering Team meeting. ▪ A list of current committees will be maintained by MUTA staff.
<p>ARTICLE IV</p>	
<p>Section 1 <u>Steering Team Meetings</u></p>	<ul style="list-style-type: none"> ▪ The Steering Team will meet not less than six times a year. ▪ When a conflict with a meeting date occurs, the MUTA coordinator will consult the executive team and may establish an alternate meeting date. ▪ Members may request to attend meetings electronically and accommodations to these requests will be made when available.
<p>Section 2: <u>Special Meetings</u></p>	<ul style="list-style-type: none"> ▪ Special meetings may be called by or at the request of the co-chair or by a simple majority of the Steering Team members. ▪ The Steering Team will have an annual strategic planning retreat.
<p>Section 3: <u>Communication</u></p>	<ul style="list-style-type: none"> ▪ Notification of the agenda, minutes, and/or pertinent information will be sent via e-mail to Steering Team members 6 days prior to the regular scheduled Steering Team meeting. ▪ Members may request agenda items to be considered by the executive team one month prior to the next monthly meeting. ▪ Should a need arise from membership to add an additional item to the meeting agenda, the request needs to be made in writing to the MUTA coordinator one week prior to the meeting. ▪ If needed, the MUTA coordinator will consult with the executive team to decide if the item is appropriate for the upcoming meeting. ▪ The steering committee will seek ways to communicate with and engage family and student representatives.

	<ul style="list-style-type: none"> ▪ MUTA team members will continue to update the ESMH website and review updates with the steering team. ▪ BBHMF members will continue to update the Community of Practice website and review updates with the steering team.
<p>Section 4: <u>Attendance</u></p>	<ul style="list-style-type: none"> ▪ Members are expected to attend regularly scheduled meetings or select a proxy to attend in their absence. ▪ Members/proxies who are absent 2 consecutive meetings without notification to the MU TA coordinator will be contacted by a co chair to discuss their ability and willingness to continue on the steering team. ▪ If a member/proxy is absent 4 meetings in a calendar year, the steering team will determine continuation or removal as a steering team member. ▪ A notification letter will be sent if the decision is made to remove a member.
<p>ARTICLE V</p>	
<p><u>Amendments to the Guidelines</u></p>	<ul style="list-style-type: none"> ▪ Written notice of the proposed amendments shall be sent to the Steering Team members at least 10 days prior to any such meeting at which action to amend the guidelines is proposed. ▪ Any member may pose an amendment to the guidelines by submitting it in writing to the Steering Team. ▪ Consensus of a simple majority shall be required to adopt, amend, or repeal a guideline or to adopt a resolution dissolving the Steering Team. ▪ Steering Team members may participate by telephone for discussion and decision-making purposes. ▪ Members are requested to notify a chair at least 5 days prior to the bi-monthly meeting to ensure participation via telephone. ▪ Steering Team members can designate a proxy to represent their opinions in their absence. ▪ Members can request other Steering Team members to be named as their proxy. ▪ Members are responsible to ensure that proxies are up-to-date on activities and understand the work of the Team. Members will name a designee and provide their name to the Chairs prior to the meeting if they wish to be represented. ▪ The Steering Team shall conduct an annual review of the guidelines.