

**State Advisory Committee on Substance Abuse Services**  
**December 7, 2010      9:00AM – 3:00PM**  
**Country Inn/Suites, 5353 North 27<sup>th</sup> Street, Lincoln, NE**  
**Draft Minutes**

**Present:** (7) Corey Brockway, Ann Ebsen, Janet Johnson, Linda Krutz, Vicki Maca, Brenda Miner, Randy See

**Absent** (5): Shree Ezell, Jay Jackson, Rand Wiese, Laura Richards, Delinda Mercer

DHHS Staff Present: Scot Adams, Sheri Dawson, Jim Harvey, Alexandra Castillo

**Guests Present:** Dennis Vollmer, Joshua Robinson

**Welcome/Introductions**

Chairperson Ann Ebsen called the meeting to order at 9:03 a.m. Committee members briefly introduced themselves.

**Attendance – Determination of Quorum**

Roll call was taken and it was determined a quorum was met.

**Approval of September 21, 2010 Minutes**

Motion was made by Randy See and seconded by Corey Brockway to approve the September 21, 2010 minutes. Motion adopted by unanimous voice vote.

**Approval of Agenda**

Motion was made by Brenda Miner and seconded by Randy See to approve today's agenda. Motion adopted by unanimous voice vote.

**Public Comment**

No public comment.

**Division Updates**

**Independent Peer Review Contract – Dennis Vollmer**

**Attachment A**

Dennis Vollmer, NABHO (Nebraska Association of Behavioral Health Organizations)

Mr. Vollmer reviewed his power point presentation and explained the list of providers to be reviewed is developed and provided by the Division based on providers receiving block grant funds. The reviews are conducted by peer providers. The six providers reviewed were: Mary Lanning in Hastings, Heartland Counseling in O'Neill, Community Mental Health Center in Lincoln, Nova in Omaha, Human Services Inc. in Alliance and Good Will Industries in Grand Island. The review report is submitted to DBH staff, Nancy Heller. The NABHO Review report is important and the information is included in the Substance Abuse and the Mental Health Block Grant. Trauma informed care has been added to the review list to improve the quality of services.

The number of providers reviewed is a specific percentage as determined by the Substance Abuse Prevention and Treatment Block Grant. Currently the number of Substance Abuse providers reviewed is low.

**Committee comments:**

The Peer Provider review is good and is another level of review.

Committee likes knowing the review information.

Committee would like to know what the next steps.

Committee would like a copy of NABHO report at the March 2011 meeting.

What providers and services are being reviewed in 2011 and what are the approaches of the deficient level programs?

Mr. Robinson briefly explained LMEP attempts to offer classes statewide and offer more ASAM/advanced classes.

- The number of core classes is up but class attendance drops when CEUs are not needed.
- Video conferencing is not very strong and is costly. LMEP is asking the Regions for help to increase the attendance at courses that are offered through Video Conferencing.
- LMEP has offered 18 classes via Video Conferencing. A list of classes was distributed.
- Classes are available to others not only to Substance Abuse Providers.
- Ethics Course is 15 CEUs and TAP wants to expand the Core Ethic Class to 21 CEUs. Students' evaluations are always stating that 3 days of ethics are needed to absorb it all.
- The ASI/CASI classes are filled quickly and results in a waiting list. The number of instructors is low and LMEP is working on expanding the number of instructors for ASI/CASI classes.
- LMEP has taken over the ASI/CASI initiative by grading exams and sending out the ASI/CASI training letters to individuals, providers and probation.
- TAP is working on holding a "travelling" Criminogenics Course that would cover 6 cities in Nebraska in 6 days.

Committee comments:

- \* Ethnicity is never covered enough.
- \* Asked Joshua to write an options paper to expand CEU hours to the Core Ethic class and send to Ms. Nancy Herdman.
- \* To invite Nancy Herdman, Counselor Certification Specialist, DHHS Licensure Department.
- \* Many crimes are related to abuse of ethics.
- \* Disciplinary actions based on ethical demographics violations by Licensed Alcohol/Drug Abuse Counselors.
- \* What is the age range of the recently certified Alcohol/Drug Abuse Counselors?
- \* Committee is concerned with the low amount of hours covered in the Core Ethics Class.
- \* Attorneys need to get legal CEUs and would be interested in the ethnic class.
- \* To have DBH explore CEU approval with the DHHS Licensing Department.
- \* Suggestion was made to keep attorneys in the know on classes being offered. Class information can be sent to public defenders in each district.

**State Quality Improvement Team (SQIT) Update - Sheri Dawson**

Ms. Dawson mentioned DBH is continuing with the Tuesday Data call and will complete a report at the end of December on what is working, what reports to retain and what needs to be improved. The Tuesday Data call includes; Magellan, the 6 Regional Administrators and providers. The overall waiting list has decreased since the last quarter. The waiting list depends on the service. This quarter the longest wait for primary population is: Therapeutic Community at 34.3 days, Community Support is 30.5 days, Intensive Outpatient is 24 days, Dual Disorder Residential is 20 days and Short Term Residential is 14 days. In general the waiting list is 2-4 weeks depending on the program, primary population and capacity. Short Term Residential and Therapeutic Community are utilized more by the primary population.

The additional to the target primary population is Children and Family services court involved and non court involved. The data report shows that out of 180 individuals on the waiting list, 18 were involved in Children and Family Services and 5 were court involved. The data report shows 75% of the individuals moved from the waiting list were because they entered into treatment.

Committee's concern is in the low number of court involved. What education is provided to data collector in terms of who is the primary population?

There are 2 Quality Initiatives through our Statewide Quality Improvement Team: 1) Co-Occurring disorder service delivery and 2) Consumer and Family Survey. Six workgroups within the Co-Occurring team meet after each meeting and go over strategies, actions and outcomes. The initiatives are: creating awareness for change, develop infrastructure, work force in education and training, screening assessment treatment, planning treatment, evidence based practice, financial & data and other kinds of partnerships. Consumer & Family Survey, DBH collected 119 surveys, and are getting common questions to be more efficient and looking at the process to make it meaningful.

## **Director's Report – Director Scot Adams**

[http://www.hhs.state.ne.us/Behavioral Health/](http://www.hhs.state.ne.us/Behavioral_Health/)

The Strategic Plan is our method to get ready for Health Care Reform for the environment of an uncertain future. We had 3 consultants provide guidance in the development: Tom Kirk, Monica Oss and Sherry Mead. The 5 major strategies are on cost effectiveness. A final plan should be complete by December 31, 2010.

Director Adams welcomes comments to the Strategic Plan prior to December 30, 2010 and at the public hearing on LR513 on December 14, 2010. The plan is to have the State Plan for unicameral to discuss it.

There was a short discussion on moving the Substance Abuse committee meeting to another facility. Committee members stated strongly the importance of a facility with easy access to parking and location. Director Adams agreed with their comments and decided to continue holding the Substance Abuse meeting at Country Inns and Suites.

## **State Advisory Committee on Substance Abuse Services Bylaws**

### **Attachment C**

Jim Harvey presented the committee Bylaws for their review and possible changes. The committee reviewed and discussed the Bylaws and decided to make changes to the Bylaws and vote on the changes at the March 8, 2011 meeting when there may be more members present.

The following changes are:

Article 5, **Officers**, Section 2, Secretary to change the title to be "Second Vice Chairperson".

Article 5, **Officers**, Section 3, Term delete all wording present and add "At any time that a member cannot complete the term of office a new election shall be held to fill the vacancy. "

Article 5, **Officers**, Section 4, Executive Committee to change the title of Secretary to "Second Vice Chairperson".

Motion was made by Brenda Miner and seconded by Linda Krutz to make the suggested changes, review the changes and vote at the March 8, 2011 meeting. Motion adopted by unanimous voice

## **Election of officers**

The committee discussed the election of officers and decided to have DBH staff, Alexandra e-mail members on their interest in holding an officer's position. The voting on the election of officers will take place at the March 8<sup>th</sup> meeting.

## **IDTA – In Depth Technical Assistance- Vicki Maca**

Federal Assistance is offered to the Division of Medicaid and Long Term Care, Division of Children and Family Services, Division of Behavioral Health, Division of Public Health, Court System via Probation and Court Improvement Process. The assistance is for 18 months and no money is involved. The technical assistance is from National Center of Substance Abuse and Child Welfare. Good things are in the works towards state infrastructure. There are five workgroups: Data work group, Best practices, Screening and Assessment, Training and Work Force, and a Funding workgroup.

## **Substance Abuse Prevention Treatment Block Grant Core Tech Review - Jim Harvey**

Mr. Harvey mentioned the Division had a Core Technical Review on the prevention and treatment program in October 2010. The reviews went well. The quality improvement data was very important to the review. The reviewers mentioned they could see great changes and practice developed by Nebraska and are now going to look at the possibility of including them on the National level.

Jim stated the Health Reform is important and the Division was required to submit an addendum of 6 pages to the block grant SAMHSA will be changing the Substance Abuse and the Mental Health block grant. The grants will merge into one Block Grant and will be submitted the same date, October 1, 2011. Plus the Notice of Grant will change and will cover a two year period.

### **State Epidemiology – Jim Harvey**

Mr. Harvey mentioned the Substance Abuse Grant was submitted by the deadline of October 1, 2010. The Division received a request for revision for the SABG. The opening comments were GREAT! There are a small series of things that do need some added information. The one specific item is related to Epidemiology. The Division was told the application did not provide adequate description on the role of the State Epidemiology plays in the planning process for treatment planning and establishing State Substance Abuse and Prevention goals. The Division did utilize Epidemiology data and it was reported but more treatment information is needed.

The Nebraska Substance Abuse Epidemiology workgroup specifically focuses on prevention. The Substance Abuse committee does provide advice to the Division on Substance Abuse services. Would The Substance Abuse committee consider taking the role of providing advice to the Division on forming treatment needs and treatment goals for the State of Nebraska. To prepare the committee the Division would need to provide the committee data, fiscal information and clinical data.

#### **Committee comments:**

The disparity is the funding between the SA and MH services. There needs to be equality in the funding. The Division will work on getting the information to the committee in the future.

### **Public Comment**

No public comment.

### **Agenda**

Peer Review 2011 – DBH/Jim

Licensure Certification – Josh Robinson & Nancy Herdman

Approval of Bylaw

Election of officers

### **Adjournment & Next Meeting Date**

Motion was made by Randy See to adjourn the meeting and seconded by Linda Krutz. Motion adopted by unanimous voice

The next meeting date is **Tuesday, March 8, 2011** at Country Inn and Suites.

Meeting adjourned at 4:00 PM.

Prepared by: Alexandra Castillo, Staff Assistant

Approved by: Jim Harvey, Federal Resource Manager  
Division of Behavioral Health

Date 2/17/11

## Attachment A

### NABHO Peer Review Summary

December 7, 2010

#### Overview

- 6 Peer Reviews were conducted in 2010
- Agencies selected were obtained from a list of eligible programs provided by the Department of Health and Human Services
- Programs were selected by NABHO representing a geographical and categorical cross section of services

#### The Agencies

- 2 programs receiving substance abuse block grant funding
- 1 program receiving women's set aside funding
- 1 program receiving mental health block grant funding
- 1 program that did not receive federal funding

#### Peer Review

- Program/Clinical Standards
  - Client Rights
  - Program Structure
  - Assessment
  - Service Planning
  - Continuing Care Planning
  - Documentation
  - Program Evaluation

### Peer Review

- Administrative Standards
  - Organizational Leadership
  - Fiscal Administration
  - Strategic Planning
  - Health and Safety
  - Information Management
  - Human Resource Management
  - Quality Improvement

### Peer Review

- 2 reviewers
- 1 day review
- 1 reviewer focuses on Program Standards
- 1 reviewer focuses on Administrative Standards
- At the end of the day preliminary findings are discussed
- Strengths and areas for improvement are highlighted
- A final report is sent to the program for their review

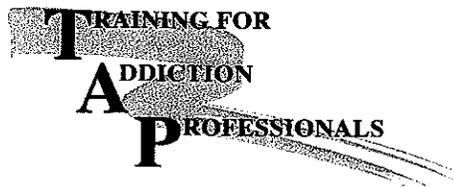
### Scoring

- Commendation 255-360
- Strong Program 175-254
- Program in need of consultation/assistance < 174

\* All 6 programs scored above 255

### Peer Review Trends

- Trauma informed care was a consistent area in need for improvement. Various levels of expertise and implementation noted.
- Overall lack of inclusion of patients, past clients, and consumers in strategic planning and governance.
- Establishing a methodology and process to measure meaningful outcomes.



Contract: DHHS-BH-FY11-SA COUNSELOR TRNG

**Contacts:**

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 TAP Program Coordinator: Joshua Robinson (402) 483-4581 ext. 282 [jrobinson@lmep.com](mailto:jrobinson@lmep.com)  
 TAP Program Assistant Coordinator: Nancy Folkert (402) 483-4581 ext. 328 [nfolkert@lmep.com](mailto:nfolkert@lmep.com)

**Core Education**

Course Title	Hours	Date	Location	Instructor	# of Participants
Alcohol/Drug Assessment	30	July 12-15, 2010	Sidney, NE Region I	Cindy Betka, LADC	11
Clinical Treatment Issues	30	July 26-29, 2010	Grand Island, NE Region III	Peg Mohlman, LADC	14
Medical/Psychosocial Aspects	45	August 16-21, 2010	Lincoln, NE Region V	Robert Walton, LADC, LMHP	30
Multicultural Counseling	30	September 13-16, 2010	Lincoln, NE Region V	Charles Thiessen, LADC, LMHP	20
Human Growth and Development	30	September 29 – October 2, 2010	Lincoln, NE Region V	Rose Suggett, PhD	7
Counseling Theories and Techniques	45	October 4-9, 2010	Lincoln, NE Region V	Julie Langholdt, CPC, LMHP	10
Clinical Treatment Issues	30	October 25-28, 2010	Lincoln, NE Region V	Kim Spargo, LADC	21
Professional Ethics and Issues	15	November 4-5, 2010	Lincoln, NE Region V	Topher Hansen, JD Charles Thiessen, LADC, LMHP	16
Group Counseling	45	November 15-20, 2010	Lincoln, NE Region V	Cindy Betka, LADC	14
Alcohol/Drug Assessment	30	December 6-9, 2010	Lincoln, NE Region V	Larry Duncan, LADC, LMHP	27

## Continuing Education

Course Title	Hours	Date	Location	Instructor	# of Participants
*Gender Matters	6	August 30, 2010	Host Site: Lincoln, NE Satellite Site: Norfolk, NE**	Kim Carpenter	22
*An Entry into ASAM Criteria	6	September 10, 2010	Host Site: Lincoln, NE Satellite Site: North Platte, NE**	Jerome Barry, LADC, LMHP	22
*Screening & Referral of Mental Health Disorders	6	October 22, 2010	Host Site: Lincoln, NE Satellite Site: Norfolk, NE**	Kate Speck, PhD, LADC	6
* Counselor Competency and Preparation for the LADC Examination	6	November 8, 2010	Host Site: Lincoln, NE Satellite Site : Kearney, NE**	John Herdman, PhD, LADC	10
*Roles & Responsibilities of the Substance Abuse Counselor	6	November 9, 2010	Host Site: Lincoln, NE Satellite Site: Kearney, NE**	Jerome Barry, LADC, LMHP	5
*Clinical Supervision in the 12 Core Functions	6	December 3, 2010	Host Site: Lincoln, NE Satellite Site: Scottsbluff, NE	Jerome Barry, LADC, LMHP	13

\* Courses offered video conferencing (Region I, II, III, IV, or VI).

\*\*Site cancelled due to less than five (5) participants registered.

## Criminal Justice Trainings

Course Title	Hours	Date	Location	Instructors	# of Participants
*Addictive & Criminal Behaviors of Adolescent Girls	6	July 9, 2010	Host Site :Lincoln, NE Satellite Site: Scottsbluff, NE**	Cindy Betka, LADC	28
*Substance Abuse Group Facilitation with Criminal Offenders	6	July 19, 2010	Host Site: Lincoln, NE Satellite Site: Kearney, NE**	Christine Salvatore, LMHP, LMFT	13
*Utilizing Evidence Based Practices in Addictions Treatment Settings	6	October 15, 2010	Host Site: Lincoln, NE Satellite Site: Scottsbluff, NE**	Christine Salvatore, LMHP, LMFT	24

\* Courses offered video conferencing (Region I, II, III, IV, or VI).

\*\*Site cancelled due to less than five (5) participants registered.

**ASI/CASI Trainings**

<b>Course Title</b>	<b>Hours</b>	<b>Date</b>	<b>Location</b>	<b>Instructors</b>	<b># of Participants</b>
CASI	20	August 6-7 and September 3, 2010	Lincoln, NE Region V	Kate Speck, PhD, LADC Cindy Betka, LADC	24
ASI	20	August 27-28 and September 24, 2010	Lincoln, NE Region V	Brad Shay, LADC, LMHP Robert Walton, LADC, LMHP	25
ASI	20	September 24-25 and October 22, 2010	Lincoln, NE Region V	Pam Kaliff, LADC, LMHP Gail McCoy, LADC, LMHP	25
CASI	20	December 10-11, 2010 and January 21, 2011	Lincoln, NE Region V	Kate Speck, PhD, LADC Cindy Betka, LADC	25

### January – June 2011 Core Education Trainings

Course Title	Hours	Date	Location	Instructors	Cost
Medical/Psychosocial Aspects	45	January 10-15, 2011	Lincoln, NE Region V	Charles Thiessen, LADC, LMHP	\$375.00
Clinical Treatment Issues	30	February 7-10, 2011	Lincoln, NE Region V	Kim Spargo, LADC	\$310.00
Multicultural Counseling	30	February 21-24, 2011	Lincoln, NE Region V	Charles Thiessen, LADC, LMHP	\$255.00
Alcohol/Drug Assessment	30	March 7-10, 2011	Lincoln, NE Region V	Larry Duncan, LADC, LMHP	\$275.00
Counseling Theories and Techniques	45	March 21-26, 2011	Lincoln, NE Region V	Ted Hill, PhD, LADC	\$380.00
Group Counseling	45	April 11-16, 2011	Lincoln, NE Region V	Cindy Betka, LADC	\$380.00
Medical/Psychosocial Aspects	45	May 16-21, 2011	North Platte, NE Region II	Cindy Betka, LADC	\$375.00
Professional Ethics and Issues	15	May 23-24, 2011	Lincoln, NE Region V	Topher Hansen, JD Charles Thiessen, LADC, LMHP	\$115.00
Human Growth and Development	30	June 27-30, 2011	Lincoln, NE Region V	Rose Suggett, PhD	\$310.00

### January – June 2011 Continuing Education Trainings

Course Title	Hours	Target Date	Location	Instructor	Cost
*Counselor Competency and Preparation for the LADC Examination	6	February 4, 2011	Host Site: Lincoln, NE Satellite Site: Kearney, NE	John Herdman, PhD, LADC	\$75.00
*The Roles & Responsibilities of the Substance Abuse Counselor	6	February 18, 2011	Host Site: Lincoln, NE Satellite Site : Scottsbluff, NE	Jerome Barry, LADC, LMHP	\$75.00
*Substance Abuse Treatment for Persons with Co-Occurring Disorders	6	April 8, 2011	Host Site: Lincoln, NE Satellite Site: Kearney, NE	Larry Wilson, LADC	\$75.00
*An Entry into ASAM Criteria	6	May 13, 2011	Host Site: Lincoln, NE Satellite Site: Scottsbluff, NE	John Herdman, PhD, LADC	\$75.00
*Effects of Commonly Abused Illicit Drugs	6	June 3, 2011	Host Site: Lincoln, NE Satellite Site: North Platte, NE	Larry Duncan, LADC, LMHP	\$75.00

\* Courses offered video conferencing (Region I, II, III, IV, or VI).

**January – June 2011 Criminal Justice Trainings**

<b>Course Title</b>	<b>Hours</b>	<b>Target Date</b>	<b>Location</b>	<b>Instructors</b>	<b>Cost</b>
*Motivational Interviewing for Criminal Offenders	6	January 28, 2011	Host Site: Lincoln, NE Satellite Site: North Platte, NE	Kate Speck, PhD, LADC	\$75.00
*Adult Offenders: Understanding & Utilizing the Criminogenic Needs in TX	6	March 18, 2011	Host Site: Lincoln, NE Satellite Site: Norfolk, NE	Larry Duncan, LADC, LMHP	\$75.00
*Working with Substance Abusing Women Offenders	6	July 10, 2011	Host Site :Lincoln, NE Satellite Site: North Platte, NE	Robin Hinrichs, LADC, LMHP	\$75.00

\* Courses offered video conferencing (Region I, II, III, IV, or VI).

**January – June 2011 ASI/CASI Trainings**

<b>Course Title</b>	<b>Hours</b>	<b>Target Date</b>	<b>Location</b>	<b>Instructors</b>	<b>Cost</b>
ASI	20	February/March 2011	Lincoln, NE Region V	Brad Shay, LADC, LMHP Robert Walton, LADC, LMHP	\$130.00
CASI	20	March/April 2011	Lincoln, NE Region V	Kate Speck, PhD, LADC Cindy Betka, LADC	\$130.00
ASI	20	April/May 2011	Lincoln, NE Region V	Pam Kaliff, LADC, LMHP Gail McCoy, LADC, LMHP	\$130.00
ASI	20	May/June 2011	Lincoln, NE Region V	Brad Shay, LADC, LMHP Robert Walton, LADC, LMHP	\$130.00
CASI	20	May/June 2011	Lincoln, NE Region V	Kate Speck, PhD, LADC Cindy Betka, LADC	\$130.00

\* Actual dates and locations have been confirmed as of today's date.

- TAP has successfully added a course titled *An Entry into ASAM Criteria*. This course was first held on September 10, 2010 and had 22 participants attend. The TAP Program will offer this course twice per fiscal year for a total of 12 hours of continuing education. The TAP Program will host this course at a main Lincoln site in Region V and video conference this course to Regions I, II, III, IV and VI, subject to venue availability. A minimum of 5 participants shall be registered in each specific region, or that specific region's video conference site will be cancelled.
- The TAP Program continues to work with the Nebraska Department of Correctional Services to provide a number of unique training opportunities for counseling professionals throughout the year. On July 21 and 22, the TAP Program and NDCS hosted a training featuring guest speaker, Dr. David Mee-Lee from California. Over the course of this two-day training, 95 participants attended. Following the success from this training, another series of trainings to be held in spring 2011 are currently being discussed.
- On December 10, 2010 the Mid-America ATTC and TAP have partnered to offer a low cost CEU training focusing on LGBT issues in substance abuse.
- With the support of the Lincoln Medical Education Partnership, the TAP Program is in the process of scheduling its own prevention conference to be held in Lincoln in the spring of 2011. Leading this effort are the TAP Program, School Community Intervention Program (SCIP) and Region V as well as Bryan LGH's Independence Center and Lincoln Public Schools and Lincoln Public Schools.
- The TAP Program is currently working on putting together a TAP Tour for 2011. This project will allow TAP to offer six courses over six days covering all of Nebraska's Behavioral Health Regions. Overall course content and instructor(s) have not been determined as of today's date.

**Tentative TAP Tour Schedule:**

- |           |                  |            |
|-----------|------------------|------------|
| • June 13 | Sidney NE        | Region I   |
| • June 14 | North Platte, NE | Region II  |
| • June 15 | Grand Island, NE | Region III |
| • June 16 | Columbus, NE     | Region IV  |
| • June 17 | Lincoln, NE      | Region V   |
| • June 18 | Omaha, NE        | Region VI  |

**BY-LAWS**  
**As Amended January 2009**

**Article I – Name of Organization**

The name of the organization shall be the State Advisory Committee on Substance Abuse Services (SACSAS).

**Article II – Purpose**

As provided in Nebraska Revised Reissued Statutes Section 71-815, the committee shall be responsible to the Division of Behavioral Health and shall (1) conduct regular meetings, (2) provide advice and assistance to the Division relating to the provision of substance abuse services in the State of Nebraska, (3) promote the interests of consumers and their families, (4) provide reports as requested by the Division, and (5) engage in such other activities as directed or authorized by the Division. (71-815-sec 2)

**Article III – Membership**

**Section 1**

**Appointments:** The committee shall consist of twelve members appointed by the Governor. Members of the committee shall have a demonstrated interest and commitment and specialized knowledge, experience, or expertise relating to the provision of substance abuse services in the State of Nebraska. The committee shall consist of twelve members appointed by the Governor and shall include at least three consumers of substance abuse services. (71-815 sec 1)

**Section 2**

**Length of Term:** Four of the initial members appointed by the Governor shall serve for three years. Four of the initial members appointed by the Governor shall serve for two years, and four of the initial members for one year. As the terms of the initial members expire, their successors shall be appointed for terms of three years.

**Article IV – Voting**

**Section 1**

**Quorum:** Seven (7) voting members of the Committee present at any called meeting shall constitute a quorum. Once established, a quorum shall be deemed to continue throughout the meeting. All Committee business shall be conducted by a simple majority vote of members present at a meeting in which a quorum is established.

**Section 2**

**Conflicts of Interest:** A conflict of interest is created through the existence of circumstances where the actions of a member may have an effect of direct financial

benefit or detriment to the member, a member of his/her family, employer, business associate, or business in which the member owns a substantial interest. A member shall disclose the conflict to the Committee and abstain from voting on issues on which there is a conflict. Meeting minutes shall record the name of a member(s), who abstains from voting.

## Article V – Officers

### Section 1

**Selection:** Officers of the Committee shall be a Chairperson, Vice-Chairperson and Secretary. Initial Officers shall be appointed by the Division of Behavioral Health at the first meeting and will be elected by the Committee annually thereafter. In the event of a vacancy, the Committee will elect a member to serve the unexpired term of office.

**Section 2:** The duties of the Officers shall be:

Chairperson – Preside at all Committee and Executive meetings and perform any other duties designated by the Committee.

Vice-Chairperson – Shall act for the Chairperson in his/her absence.

✓ 2ND VICE CHAIRPERSON  
Secretary – Shall act for the Chairperson and Vice-Chairperson in their absence. Shall perform other duties as designated by the Chairperson or Committee.

Section 3 Add "At any time that a member cannot complete the term of office a new election shall be held to fill the vacancy."

✓ Term: No officer shall serve more than three consecutive one-year terms.

~~Section 4~~

**Executive Committee:** The Executive Committee shall consist of the Chairperson, Vice-Chairperson and Secretary. A Chairperson may call the Executive Committee together with the agreement of the Division at his/her discretion.

2ND VICE CHAIRPERSON

## Article VI – Meetings

### Section 1

**Frequency:** Meetings of the Committee shall be held regularly.

### Section 2

**Conduct:** Meetings shall be held in accordance with the requirements of the Nebraska Public Meetings Law, Neb. Rev. State. Sections 84-1408 through 84-1414. Business should be conducted according to Roberts Rules of Order.

### Section 3

*okay to keep*

**Notice:** The time, date and location of the next meeting should be determined prior to adjournment of the preceding meeting. Notification of the time, date and location of the next meeting shall be sent within two weeks to all members absent from the preceding meeting. Within thirty days, but not less than seven days prior to the next meeting, the Division shall mail a written reminder and meeting agenda to each Committee member at his/her last known official address. Public Notice of Committee meetings and agendas shall be made by posting to the State of Nebraska Public Meetings Calendar on the internet.

**Section 4**

**Duties of the Division:** The Division of Behavioral Health shall provide an orientation to each new Committee member, produce meeting minutes, maintain records of the Committee, and provide secretarial support to the Committee.

**Section 5**

**Expenses:** Committee members shall be reimbursed for actual and necessary expenses in the performance of their duties as provided in Neb. Rev. State. Sections 81-1174 through 81-1177.

**Article VII – Committees**

With the written agreement of the Division, the Chairperson may appoint or otherwise establish ad-hoc task forces comprised of Committee and non-committee members to accomplish a specific task which is relevant to the purpose of the Committee.

**Article VIII – Amendments**

There shall be a review of the Bylaws a minimum of every three years. A two-thirds majority vote of all Committee members will be required to amend the Bylaws. No Bylaws shall be considered for amendment unless notice of the same shall have been established as part of the meeting agenda, and a copy of the proposed changes has been mailed to members within thirty days, but not less than seven days, prior to the meeting at which the vote will take place.

All alterations, amendments, or new by-laws adopted by the Committee are subject to the approval of the Director of the Division of Behavioral Health or the designated representative for the Director.

\_\_\_\_\_  
Committee Chairperson

\_\_\_\_\_  
Date

**71-815 State Advisory Committee on Substance Abuse Services; created; members; duties.**

(1) The State Advisory Committee on Substance Abuse Services is created. Members of the committee shall have a demonstrated interest and commitment and specialized knowledge, experience, or expertise relating to the provision of substance abuse services in the State of Nebraska. The committee shall consist of twelve members appointed by the Governor and shall include at least three consumers of substance abuse services.

(2) The committee shall be responsible to the division and shall

- (a) conduct regular meetings,
- (b) provide advice and assistance to the division relating to the provision of substance abuse services in the State of Nebraska,
- (c) promote the interests of consumers and their families,
- (d) provide reports as requested by the division, and
- (e) engage in such other activities as directed or authorized by the division.

**Source**     Laws 2004, LB 1083, § 15; Laws 2005, LB 551, § 5; Laws 2006, LB 994, § 94.

**BY-LAWS**  
**As Amended January 2009**  
**Proposed changes – March 8, 2011**

**Article I – Name of Organization**

The name of the organization shall be the State Advisory Committee on Substance Abuse Services (SACSAS).

**Article II – Purpose**

As provided in Nebraska Revised Reissued Statutes Section 71-815, the committee shall be responsible to the Division of Behavioral Health and shall (1) conduct regular meetings, (2) provide advice and assistance to the Division relating to the provision of substance abuse services in the State of Nebraska, (3) promote the interests of consumers and their families, (4) provide reports as requested by the Division, and (5) engage in such other activities as directed or authorized by the Division. (71-815-sec 2)

**Article III – Membership**

**Section 1**

**Appointments:** The committee shall consist of twelve members appointed by the Governor. Members of the committee shall have a demonstrated interest and commitment and specialized knowledge, experience, or expertise relating to the provision of substance abuse services in the State of Nebraska. The committee shall consist of twelve members appointed by the Governor and shall include at least three consumers of substance abuse services. (71-815 sec 1)

**Section 2**

**Length of Term:** Four of the initial members appointed by the Governor shall serve for three years. Four of the initial members appointed by the Governor shall serve for two years, and four of the initial members for one year. As the terms of the initial members expire, their successors shall be appointed for terms of three years.

**Article IV – Voting**

**Section 1**

**Quorum:** Seven (7) voting members of the Committee present at any called meeting shall constitute a quorum. Once established, a quorum shall be deemed to continue throughout the meeting. All Committee business shall be conducted by a simple majority vote of members present at a meeting in which a quorum is established.

**Section 2**

**Conflicts of Interest:** A conflict of interest is created through the existence of circumstances where the actions of a member may have an effect of direct financial

benefit or detriment to the member, a member of his/her family, employer, business associate, or business in which the member owns a substantial interest. A member shall disclose the conflict to the Committee and abstain from voting on issues on which there is a conflict. Meeting minutes shall record the name of a member(s), who abstains from voting.

## Article V – Officers

### Section 1

**Selection:** Officers of the Committee shall be a Chairperson, Vice-Chairperson and Secretary. Initial Officers shall be appointed by the Division of Behavioral Health at the first meeting and will be elected by the Committee annually thereafter. In the event of a vacancy, the Committee will elect a member to serve the unexpired term of office.

**Section 2:** The duties of the Officers shall be:

Chairperson – Preside at all Committee and Executive meetings and perform any other duties designated by the Committee.

Vice-Chairperson – Shall act for the Chairperson in his/her absence.

Second Vice Chairperson – Shall act for the Chairperson and Vice-Chairperson in their absence. Shall perform other duties as designated by the Chairperson or Committee.

### Section 3

**Term:** At any time that a member cannot complete the term of office a new election shall be held to fill the vacancy.

### Section 4

**Executive Committee:** The Executive Committee shall consist of the Chairperson, Vice-Chairperson and Second Vice Chairperson. A Chairperson may call the Executive Committee together with the agreement of the Division at his/her discretion.

## Article VI – Meetings

### Section 1

**Frequency:** Meetings of the Committee shall be held regularly.

### Section 2

**Conduct:** Meetings shall be held in accordance with the requirements of the Nebraska Public Meetings Law, Neb. Rev. State. Sections 84-1408 through 84-1414. Business should be conducted according to Roberts Rules of Order.

### Section 3

**Notice:** The time, date and location of the next meeting should be determined prior to adjournment of the preceding meeting. Notification of the time, date and location of the next meeting shall be sent within two weeks to all members absent from the preceding meeting. Within thirty days, but not less than seven days prior to the next meeting, the Division shall mail a written reminder and meeting agenda to each Committee member at his/her last known official address. Public Notice of Committee meetings and agendas shall be made by posting to the State of Nebraska Public Meetings Calendar on the internet.

#### **Section 4**

**Duties of the Division:** The Division of Behavioral Health shall provide an orientation to each new Committee member, produce meeting minutes, maintain records of the Committee, and provide secretarial support to the Committee.

#### **Section 5**

**Expenses:** Committee members shall be reimbursed for actual and necessary expenses in the performance of their duties as provided in Neb. Rev. State. Sections 81-1174 through 81-1177.

### **Article VII – Committees**

With the written agreement of the Division, the Chairperson may appoint or otherwise establish ad-hoc task forces comprised of Committee and non-committee members to accomplish a specific task which is relevant to the purpose of the Committee.

### **Article VIII – Amendments**

There shall be a review of the Bylaws a minimum of every three years. A two-thirds majority vote of all Committee members will be required to amend the Bylaws. No Bylaws shall be considered for amendment unless notice of the same shall have been established as part of the meeting agenda, and a copy of the proposed changes has been mailed to members within thirty days, but not less than seven days, prior to the meeting at which the vote will take place.

All alterations, amendments, or new by-laws adopted by the Committee are subject to the approval of the Director of the Division of Behavioral Health or the designated representative for the Director.

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Committee Chairperson

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Date

**71-815 State Advisory Committee on Substance Abuse Services; created; members; duties.**

(1) The State Advisory Committee on Substance Abuse Services is created. Members of the committee shall have a demonstrated interest and commitment and specialized knowledge, experience, or expertise relating to the provision of substance abuse services in the State of Nebraska. The committee shall consist of twelve members appointed by the Governor and shall include at least three consumers of substance abuse services.

(2) The committee shall be responsible to the division and shall

- (a) conduct regular meetings,
- (b) provide advice and assistance to the division relating to the provision of substance abuse services in the State of Nebraska,
- (c) promote the interests of consumers and their families,
- (d) provide reports as requested by the division, and
- (e) engage in such other activities as directed or authorized by the division.

**Source**     Laws 2004, LB 1083, § 15; Laws 2005, LB 551, § 5; Laws 2006, LB 994, § 94.