



COMMUNITY ADVISORY PANEL (CAP) Guidelines

Mission: Our mission is to advocate for others by sitting on committees and providing input and information based on our experiences. We work to improve communications, legislation, opportunities, services, education, and supports for all consumers.

LRE Board of Directors Bylaws, Purpose of a Consumer Advisory Panel:

Article 7.7.2 The purpose of the Consumer Advisory Panel is to advance the purposes of the Entity by providing input, analysis, and advice to the Board of Directors concerning matters related to the Entity's purposes.

Committee Charge~ The purpose of the LRE Community Advisory Panel is to:

1. Update consumer members on regional and state information
2. Provide an opportunity for the Community Advisory Panel to give input on services and experiences.
3. Have consumer members review and provide comment and suggestions on various issues including, but not limited to, legislative issues, consumer statewide and local events.
4. Connect and link the five Community Mental Health (CMH) boards and their various local CMH consumer councils and committees; by receiving information and taking it back to members' local CMH, to share the information with other consumers and stakeholders as applicable.

Membership

- Members shall be recommended by CMHSP Members. Those recommendations will then be approved by the CAP and then final approval given by the LRE Board.
- Shall consist of primary consumers as defined in the Medicaid manual. (Individuals currently in services or have used services previously).
- Shall represent all four populations: 1) Adults with a Mental Illness (MI); 2) Children with a Serious Emotional Disturbance (SED) and/or their advocate; 3) Children and Adults with an Intellectual and/or Developmental Disability (IDD) and/or their advocate. 4) Adults with Substance Use Disorders
- Representation within each CMH should include geographic representation (various counties across the CMH board) if possible.
- Each of the five CMH Members may have up to 4 representatives from at least one of the above populations.

Terms

- Members shall sit for 3-year terms.
- CMH Directors will be notified 6 months prior to a member's term ending in order to facilitate recruitment of new members.

- Current members will be able to continue to serve on the committee if a new qualified member cannot be found as a replacement, dependent on the CMH Director's decision.
- CMH Directors or members will notify LRE when other members from their CMH leave the group.

Compensation

- Members will receive a meeting stipend and mileage as determined in the LRE policy.

Membership Guidelines

- If a member misses 3 meetings within the year, CMH directors will be notified to determine if any action should be taken including replacement. Attendance is important to ensure proper representation of consumers.
- Members may belong to other consumer advocacy groups, clubs, or drop-ins. Cross communication is important between groups at the various CMH's in order to encourage information sharing.

Meetings

- LRE staff will coordinate the meeting dates, location, work assignments, distribute agendas, meeting minutes and other hand-outs and serve as a liaison to the affiliation. LRE Staff will chair meetings.
- Meetings will take place quarterly (January, April, July, October).
- Staff from the LRE will attend periodically to provide information on their area of expertise.
- Outside speakers may also be invited occasionally to provide additional information.
- Information and assistance will be provided to support members' participation in the committee.
- Members will be prepared to participate at the meetings by reviewing meeting packets and bringing information from their respective CMH organization and consumer committees.

Guidelines will be reviewed annually during the January meeting.