

IDAHO
STATE EPIDEMIOLOGICAL AND OUTCOMES WORKGROUP
BYLAWS

ARTICLE I: NAME

The name of this state-level advisory committee, currently funded by the Strategic Prevention Framework Partnership for Success (SPF PFS) grant beginning in October 2018 through 2023, shall be known as the State Epidemiological and Outcomes Workgroup, herein referred to as the SEOW.

ARTICLE II: MISSION STATEMENT

The SEOW shall assist the State through prevention assessment, planning, implementation, and monitoring efforts to improve behavioral health among all Idahoans.

ARTICLE III: PURPOSE

- A. The purpose of the Idaho SEOW is to promote the strategic use and dissemination of mental health and substance use disorders prevention and intervention data. The SEOW informs Idaho's stakeholders in behavioral health policy, program development, decision-making, resource allocation, and capacity building.
- B. The SEOW shall:
 - a. Annually develop a statewide needs assessment based on the collection and analysis of epidemiological and other national, state, and community level data.
 - b. Examine health disparities, inequalities, and related behavioral health¹ consequences, risk factors, protective factors, environmental exposures, and social determinants (including but not limited to gender, race, ethnicity, and age).
 - c. Assist the Office of Drug Policy (ODP) in setting prevention priorities.
 - d. Compile, provide, and maintain behavioral health data measures in an online dashboard. The SEOW will review the dashboard annually.
 - e. Promote the SEOW as a statewide resource for data dissemination, interagency relations, and technical assistance for behavioral health-related epidemiological (population health) issues.
 - f. Remain sustainable despite funding gaps.
 - g. Incorporate analyses of behavioral health risk and protective factors.

¹ Behavioral health encompasses mental health and substance abuse.

- h. Facilitate behavioral health data sharing across stakeholders in accordance with confidentiality per state and federal statute and administrative rule.
- i. Acts as the state's Evidence-based Practices Workgroup to evaluate the efficacy of substance abuse prevention programs.

ARTICLE IV: MEMBERS AND ROLES

- A. Funders: ODP provides funding for necessary tasks of the SEOW. Further, the role of ODP will be to provide a SEOW coordinator to participate in meetings, supply a regular meeting space, act as a liaison between the Substance Abuse and Mental Health Services Administration (SAMHSA) and the SEOW for technical assistance, ensure that the SEOW adheres to the due date of the annual needs assessment, and offer other support (e.g., scheduling meetings, formatting agendas, sending meeting minutes, etc.) as identified by the Chairperson.
- B. Membership: The SEOW shall consist of individuals who possess data-related skills or data decision-making authority and who have a general interest in improving behavioral health.
- C. Representation: The SEOW should have representation from agencies including but not limited to: Idaho Department of Correction, Idaho National Guard, Idaho Office of Drug Policy, Idaho Department of Education, Idaho Department of Juvenile Corrections, Idaho Department of Health and Welfare (Public Health and Behavioral Health), the Administrative Office of the Courts, and the Idaho Statistical Analysis Center.
- D. Membership Quorum and Roles: The number of participants on the SEOW shall not be limited. The SEOW shall consist of members who possess data expertise (i.e., accessibility, management, analytical, etc.). The SEOW may consist of members from various sectors of the state (i.e., state agencies, grassroots organizations, community organizations, clergy, military, higher learning institutions, etc.).
 - a. Recommendations for membership may be made at meetings.
 - b. The primary records of the SEOW meetings shall be the minutes of each meeting. The minutes shall indicate the time, place, members present, and actions taken.
 - c. The duties of a member are to:
 - i. Attend monthly SEOW meetings and sub-committee meetings.
 - ii. Be vocal and contribute to the dialogue in the meetings.
 - iii. Provide feedback and constructive criticism of products produced by the SEOW.
 - iv. Be informed about the SEOW's mission, purpose and responsibilities.

- v. Serve on subcommittees and offer to take on special assignments.
 - vi. Inform others about the SEOW.
 - vii. Suggest possible members to the SEOW that will make significant contributions to the mission for the SEOW.
 - viii. Inform the SEOW members about your respective organizations current issues, events, programs, etc. as it relates to the shared vision of the SEOW.
- E. Subcommittees: The Chairperson is authorized to appoint subcommittees as needed to achieve the goals of the SEOW. The primary records of the SEOW subcommittees shall be a brief overview of each meeting. The overview shall indicate the time, place, members present, and actions taken.
- F. Voting: All elections and questions shall be decided by a majority vote of the members present.
- G. Attendance: Members should notify the Chairperson if they are unable to attend. Members who are not able to attend meetings may designate another representative from their agency/organization/institution to attend the SEOW meetings.

ARTICLE V: OFFICERS

- A. Officer: The only officer of the SEOW shall be the Chairperson. A Co-chairperson will be designated by the SEOW Chairperson as needed. The Chairperson shall preside over all meetings of the SEOW.
- B. Both the Chairperson and Co-Chairperson will serve one-year terms.
- C. The voting for the Chairperson shall take place during the first meeting in December or as needed. Nominees may either volunteer or be recommended by the members.

ARTICLE VI: MEETINGS

- A. Monthly Meetings: The SEOW shall hold monthly meetings unless otherwise called for by the SEOW Chairperson. The general meetings will be held on the third Thursday of the month, if not a legal holiday.
- B. Notice of Meetings: Notice of place and purpose of all meetings will be served, either personally or by e-mail to each person who appears on the books of the SEOW as a member. Upon receipt of the meeting notice, members are required to respond with their intent to attend to the Chairperson or SEOW coordinator.
- C. Special Meetings: Special meetings of the membership may be called at any time by the Chairperson or Co-Chairperson.

ARTICLE VII: CONTRACTS

No officer, agent, or employee shall give any power or authority to bind the State of Idaho by any contract or engagement, or to pledge its credit, or render it liable pecuniary for any purpose or any amount of the SEOW.

ARTICLE VIII: ADOPTION AND AMENDMENTS

Only members of the SEOW shall have power to make, alter, amend, and repeal the bylaws of the SEOW of affirmative vote of a majority, provided, however, that such action shall be proposed at a regular meeting. The bylaws of the SEOW shall be reviewed as needed upon the recommendation of a member of the SEOW, and such recommendations be submitted to the members of the SEOW for consideration and approval, and then submitted for final approval to the SEOW.

Bylaws adopted: 10/18/2018

Amended: 12/17/2020 - Amendment to Article V: Officers, Section C. - Changed election date from August to December.