

**PERTAINING TO THE REPEAL AND REENACTMENT OF RESOLUTION NO. 42-22  
FOR THE PURPOSE OF CHANGING THE COMPOSITION OF THE LOCAL  
BEHAVIORAL HEALTH ADVISORY COUNCIL**

**WHEREAS**, pursuant to Section 10-904 of the *Health-General Article* of the Annotated Code of Maryland, the Health Officer for the County is responsible for: (1) the mental health services program in the county; and (2) supervising generally the mental health services and facilities that the county health department provides or supports;

**WHEREAS**, the Board of County Commissioners established the Calvert County Local Behavioral Health Advisory Council on October 19, 2022, by Resolution No. 42-22, which set forth the Council's composition, duties and responsibilities;

**WHEREAS**, Section 10-309 of the *Health-General Article* of the Annotated Code of Maryland, was amended to require the governing body of a county to appoint an individual with mental health care for veterans or individuals serving in the military to the Council; and,

**WHEREAS**, the Board of County Commissioners desires to amend the Council's composition, duties and responsibilities to be consistent with Section 10-309 of the *Health-General Article* of the Annotated Code of Maryland, as amended.

**NOW, THEREFORE, BE IT RESOLVED** by the Board of County Commissioners of Calvert County, Maryland, that Resolution 42-22 BE and hereby IS repealed and reenacted with amendments upon the effective date of this Resolution as set forth in Exhibit A attached hereto and made a part hereof;

**BE IT FURTHER RESOLVED** by the Board of County Commissioners of Calvert County, Maryland that, in the event any portion of this Resolution is found to be unconstitutional, illegal, null or void, it is the intent of the Board of County Commissioners to sever only the invalid portion or provision, and that the remainder of the Resolution shall be enforceable and valid;

**BE IT FURTHER RESOLVED** by the Board of County Commissioners of Calvert County, Maryland that the foregoing recitals are adopted as if fully rewritten herein; and

**BE IT FURTHER RESOLVED** by the Board of County Commissioners of Calvert County, Maryland that this Resolution shall be effective upon recordation without publication of a fair summary.

**DONE**, this 29<sup>th</sup> Day of April, 2025, by the Board of County Commissioners of Calvert County, Maryland.

BK0076PG0316

RE: Calvert County Local Behavioral Health Advisory Council

Aye: 5  
Nay: 0  
Absent/Abstain: 0

ATTEST:

**BOARD OF COUNTY COMMISSIONERS  
OF CALVERT COUNTY, MARYLAND**

  
Katie Brittain, Clerk

  
Earl F. Hance, President

  
Todd Ireland, Vice-President

Approved for form and legal  
sufficiency:

  
Mark C. Cox Sr.

  
Pamela R. Lucas, Deputy County  
Attorney

  
Catherine M. Grasso

  
Mike Hart

Received for Record..... 511 ....., 2025  
at..... 3:45 o'clock..... P..... M. Same day  
recorded in Liber KPS No. .... 70 .....,  
Folio..... 315 ..... COUNTY COMMISSIONERS  
ORDINANCES AND RESOLUTION.



EXHIBIT A  
CALVERT COUNTY LOCAL BEHAVIORAL HEALTH  
ADVISORY COUNCIL BYLAWS

**.1 Composition**

- A. Non-voting members
  - 1. The Health Officer for Calvert County
  - 2. The Director of the LBHA
- B. Voting Members are those who reside or work in Calvert County
  - 1. Standing members are individuals whose employment within their organization requires their membership on the council. Standing members can formally appoint a designee to the Council on an annual basis. Standing members include
    - a. The County Behavioral Health Director
    - b. A representative of the County Commissioners
    - c. The Director of the Local Department of Human Services
    - d. The Director of the Department of Juvenile Services
    - e. The Director of the Department of Parole and Probation
    - f. The State's Attorney for the County
    - g. The District Public Defender
    - h. The local Sheriff
    - i. The superintendent of local schools
    - j. The Director of the local Department of Aging
    - k. A County Administrative Judge of the Circuit Court
    - l. A County Administrative Judge of the District Court
    - m. The Administrator of the local Detention Center
    - n. A representative of a State inpatient facility that serves the county
    - o. In jurisdictions with designated State inpatient beds located in a general hospital, a representative from that facility
  - 2. The following positions will have designated term limits as outlined in section .2 below:
    - a. A practicing physician
    - b. A representative of the local hospital
    - c. At least 2 individuals who are currently receiving or in the past have received behavioral health services
    - d. A parent of an adult with a behavioral health disorder
    - e. A parent of a child or adolescent with a behavioral health disorder
    - f. A local behavioral health advocacy agency
    - g. A local behavioral health rehabilitation or housing program
    - h. At least 2 providers of behavioral health services that are not physicians
    - 1. At least one of these providers will have experience with mental health care for veterans or individuals serving in the military.

- i. A provider of behavioral health prevention services
- j. A member of the general public who is knowledgeable and active on behavioral health issues that affect the community.
- k. A member of the clergy who is knowledgeable about treatment of behavioral health disorders.

## **.2 Term of Membership**

- A. Members of the Local Behavioral Health Advisory Council are appointed by the Calvert County Board of Health. A membership application will be submitted to the Calvert County Board of County Commissioners for review and approval.
- B. Each voting member shall serve a term of three years, beginning on the first day of July following appointment to the Council.
- C. Initial appointments shall be staggered so that one-third of members' terms end each year.
- D. Any member serving 2 consecutive full 3-year terms, may not be reappointed for 2 years following completion of the second term unless there is no replacement member to fill the vacant position.
- E. Removal
  1. A voting member serves at the pleasure of the Board of County Commissioners and may be removed from office by:
    - a. Action of the Board of County Commissioners with cause
    - b. Pursuant to a resolution of the Advisory Council adopted at a regular meeting subsequent to the meeting during which the resolution for removal was introduced, provided at least one of the following applies:
      1. Failure to attend 50% of meetings during a 12-month period
      2. Failure of a member to reveal to the Council a potential or actual conflict of interest that he or she may have with respect to any matter before the Council.

## **.3 Officers**

- A. Chairperson
  1. The Chairperson of the Local Behavioral Health Advisory Council will serve a 2-year term and may be reelected for no more than 3 consecutive terms. Elections shall be held annually in April and the term shall begin on July 1 through June 30. The Chairperson will be selected by the majority of the Voting Members of the Committee.
  2. The Chairperson is responsible for:
    - a. Calling and presiding over all meetings of the Council.
    - b. Coordinating the activities of the Council.
    - c. Preparing the agenda for the meeting of the Council.
    - d. Appointing the Chairpersons and members of any ad hoc and standing committees.

- e. Serving as ex-officio on standing and ad hoc committees, when a conflict of interest is not present.
- f. Representing the opinion of the Committee to the public.

**B. Vice Chairperson**

1. The Vice Chairperson of the Local Behavioral Health Advisory Council will serve a 2-year term and may be reelected for no more than 3 consecutive terms. Elections shall be held annually in April and the term shall begin on July 1 through June 30. The Vice Chairperson will be selected by the majority of the Voting Members of the Committee.

**C. Vacancies**

1. Should a vacancy occur in the Chairperson and/or Vice Chairperson position:
  - a. Term limits may be waived with the approval of the majority of voting members of the Council.
  - b. The LBHA Director can serve in the role(s) temporarily until the vacancy can be filled.

**.4 Meetings, Notice, Rules of Procedure, Minutes, and Staff Support**

- A. A meeting is the convening of a majority of voting members (quorum) for the consideration or transaction of LBHA business.
1. Regular meetings shall occur 6 times per year, at a time and place agreed upon by resolution of the Council except that any regular meeting can be canceled by the Health Officer or the LBHA Director provided that at least 5 meetings are held each calendar year.
  2. A special meeting may be held provided that:
    - a. The meeting is requested by either the Health Officer or LBHA Director or by request of at least 3 voting members made in writing to either the Health Officer or LBHA Director.
    - b. Notice of the meeting, including date, time, place, and agenda, is sent to each member at least 7 calendar days prior to the meeting.
    - c. Matters considered at the meeting are limited to the agenda contained in the notice of the meeting.
    - d. The meeting is held at a time and place reasonably convenient for all members to attend.
  3. Unless otherwise stated or implied in these policies and procedures, meetings shall be conducted, and business transacted according to Robert's rules of order.
  4. All meetings are open to the public except that the Council may meet in closed session or adjourn an open session to a closed session in accordance with the Annotated Code of Maryland, Article State Government 10-508, Open Meetings Law.
  5. Any member of the Council may submit to the Chairperson an item for the agenda. Whenever possible this shall occur at least 2 weeks before the scheduled date of the

meeting. The agenda for regular meetings of the Council shall be distributed to members at least 1 week prior to the scheduled meetings.

6. The LBHA Director or their designee is responsible for keeping written minutes of each meeting and for sending a copy of these minutes to each member prior to the next regular meeting.
  7. Minutes shall set out each item considered, the action taken on each, and each recorded vote, giving sufficient detail so that anyone who examines the minutes would be able to understand what the issue was.
  8. Members with any conflicts of interest are expected to make a declaratory statement on it and refrain from voting on the issue(s). No member of the Council may cast a vote on any matter that would provide direct financial benefit to that member or otherwise give the appearance of a conflict of interest.
  9. Minutes of closed meetings shall not be made public unless the majority of the Council votes in favor of disclosing them. However, the minutes of the next open meeting shall state:
    - a. The time, place, and purpose of the closed session.
    - b. A record of how members voted on the motion to close the session.
    - c. A citation of the provision of the Open Meetings Act that allowed the meeting to be closed.
    - d. A listing of the topics of discussion, persons present, and each action taken during the closed session.
  10. Staff support for all Advisory Council activities is provided by the LBHA Office of Administration.
- B. Ad hoc and standing committee meetings may be convened whenever necessary. Each Ad hoc and standing committee will report on the progress of their work at regularly scheduled Council meetings.

#### **.5 Powers and Duties**

- A. In general, the Advisory Council has the responsibility of reviewing and commenting on activities of the LBHA's Office of Administration with respect to behavioral health needs assessment, program planning, allocation and use of public funds, and assurance that all publicly funded behavioral health services in Calvert County are cost effective and meet acceptable standards of quality.
- B. At least annually the Council shall:
  1. Review and approve the Calvert County Local Behavioral Health Authority Annual Plan.
  2. Review and approve the allocation of public grant funds to providers for behavioral health services.
- C. In the event that a dispute arises between the Council and the LBHA Director, the Health Officer may act as moderator and/or refer the dispute to the Board of Health for resolution.

RE: Calvert County Local Behavioral Health Advisory Council

- D. By means of oral or written reports from the LBHA Director at regular meetings, the Council shall keep itself informed of the day-to-day activities of the LBHA that involve the Council's general area of responsibility.
- E. The Council shall approve all revisions to the Policies and Procedures Manual.