

BEHAVIORAL HEALTH ACADEMIC REVIEW COMMITTEE BYLAWS

Established January 2009

I. NAME AND LOCATION

The name of the committee shall be the Behavioral Health Academic Review Committee (BHARC) a subcommittee of the Tribal Behavioral Health Directors Committee (TBHDC). The office of the BHARC, for the transaction of business, shall be the Behavioral Health Aide Program office at the Alaska Native Tribal Health Consortium (ANTHC).

II. ORGANIZATIONAL YEAR

The organization year shall be January 1 to December 31.

III. PURPOSE

As a standing subcommittee of the TBHDC, the purpose of the BHARC shall be the following:

1. Review, propose amendments, and recommend approval of *Standards and Procedures* for Behavioral Health Aide/Practitioner (BHA/P) training and certification in Alaska by the Community Health Aide Program Certification Board (CHAPCB).
2. Respond to requests from standardized training and education programs seeking to demonstrate alignment with BHA/P curriculum requirements, systematically review each program to determine if it meets the BHA/P curriculum requirements, and summarize their findings and recommended course of action to the requesting program. The BHARC shall recommend approval by the CHAPCB any program determined to meet the BHA/P curriculum requirements.
3. Systematically evaluate all training and education programs with a CHAPCB BHA/P Training Center designation and provide a summative report of the program evaluation to CHAPCB.
4. Provide guidance and feedback during the revision processes and ultimate approval of the Behavioral Health Aide Manual (BHAM).

IV. MEMBERSHIP

1. The BHARC shall consist of voting members representing the organizations that are actively involved in BHA/P training as follows:
 - a. Three licensed behavioral health clinicians or behavioral health professionals, as defined in the CHAPCB Standards and Procedures, who are employed by the Indian Health Service, a tribe, or tribal organization, provided that at least:
 - i. One must be actively involved in the clinical supervision of BHA/Ps at their organization,

- ii. One must be actively licensed in the field of behavioral health, and
 - iii. One must be actively engaged in clinical practice.
 - b. One CHAPCB Member Representative, appointed by the TBHDC.
 - c. Three Behavioral Health Aides employed by the Indian Health Service, a tribe, or tribal organization.
 2. The term of membership for each individual will be for two years and the person may be reappointed. Eligibility for membership requires a reasonable commitment to meeting attendance.
 3. The BHARC may invite non-voting partners representing organizations that often interact with the Behavioral Health Aide workforce as follows:
 - a. Program support staff from the ANTHC Behavioral Health Department.
 - b. The Tribal Liaison representing the State of Alaska Department of Behavioral Health and/or a State designee to the BHARC.
 - c. Faculty, instructors, or other staff representing academic institutions, training entities, or tribal health organizations hosting trainings for use towards BHA/P certification.
 - d. Other partners might include those that serve similar clinical or community populations as BHA/Ps.
 4. Guests should notify the Chair regarding BHARC attendance prior to the meeting. Guest participation is allowed at the discretion of the Chair and will have no vote.

V. OFFICERS

1. Officers of the BHARC shall be: Chair, Vice Chair, and Secretary.
2. Officer terms shall be one year for each office.
3. The Vice Chair position shall be elected every year with this person acting as Vice Chair for one year and serving as Chair for the following year.
4. Elections will be held at the last meeting of the organizational year.
5. The Chair shall preside at all meetings and is an ex-officio member of all subcommittees. The Chair will have no vote except in the case of a tie.
6. The CHAPCB Representative will report directly to the TBHDC, at their next scheduled meeting, following each BHARC meeting.

- 7. The Vice Chair will act as Chair in the absence of the Chair and when so acting, will have all the powers of the Chair. The Vice Chair shall succeed as Chair should the office of the Chair become vacant.
- 8. The Secretary shall review and approve for distribution, the minutes of the committee meeting to BHARC Members and the TBHDC executive committee, within one month of the BHARC meeting. Copies of all records shall be maintained in the BHA Program office at the ANTHC.

VI. MEETINGS

- 1. BHARC shall meet at least four times per year. The meeting shall precede the quarterly TBHDC meetings.
- 2. The BHA Program at ANTHC shall distribute notice of the meeting and agenda at least two weeks prior to the meeting. The agenda will be set by the Chair in consultation with the ANTHC BHA Program staff.
- 3. Each voting member present shall be entitled to one vote. Voting matters shall be determined by simple majority vote.
- 4. Approval of curriculum can only be made by the BHARC if a quorum is first established. A quorum shall consist of a minimum of four members at least two of whom must be licensed behavioral health clinicians or behavioral health professionals.
- 5. The Chair may call special meetings of the BHARC. Advance notice shall be given to all members with the purpose of the meeting delineated.
- 6. The Chair, with the advice and consent of the BHARC, shall be authorized to appoint subcommittees as necessary to accomplish the purpose of the BHARC.

Brenda Byrd

BHARC Chair
Brenda Byrd, MA, BHA III

03/04/2021

Date

DocuSigned by:
Victoria Kildal

TBHD Committee Chair
Victoria Kildal, LPC

3/5/2021

Date

DATE REVISED: March 5, 2020