# H:\UNDERSERVED POPULATIONS\diversity committee\goals-mission-guidelines\DiversityCommittee_logoFinal (2).jpgDiversity Committee

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**GUIDELINES**

**Purpose and Responsibilities**

**Section 1. Authority**

The Diversity Committee is a standing committee of the State Council on Alcohol and Other Drug Abuse (SCAODA).

**Section 2. Purpose**

The purpose of the Diversity Committee is to assist SCOADA’s effort to create a comprehensive substance abuse prevention, treatment, and recovery system by facilitating education, prevention, and cultural competent services for underserved populations. The goal is to support SCOADA’s effort to generate data, identify unmet needs, and recommend cultural competent substance abuse trainings.

**Section 3. Responsibilities**

The Diversity Committee shall do all of the following.

1. Meet at least eight times annually and rotate all meetings between committee members so communities gain a better understanding of the underserved populations’ issues and identify best practices.
2. Members are expected to attend the scheduled meetings in person or via telephone. Members who miss three meetings will be contacted by the Diversity Committee chair, unless those absences have been excused.
3. Provide policy recommendations to SCAODA on substance abuse services provided to underserved populations.
4. Review the data and identify unmet needs of underserved populations based on accurate data and demographic information about the underserved populations.
5. Understand the use of state and federal resources for the provision and administration of programs for the underserved populations.
6. Provide education to SCAODA and others on substance abuse and mental health needs of underserved populations.
7. Assist in developing culturally competent technical assistance for underserved populations.
8. Promote the development and administration of culturally competent delivery systems for community substance use-related services that are sensitive to the needs of all underserved populations.
9. Review the DHS needs assessment and annual report to SAMHSA specific to the underserved population section and make recommendations to SCAODA.
10. Provide public information concerning needs of underserved populations with substance use or related issues.
11. Report to SCAODA what resources are necessary for the Diversity Committee to fulfill its responsibilities.

**Membership**

**Section 1. Authority**

In accordance with SCAODA policy, the Diversity Committee chair must be an appointed member of SCAODA.

**Section 2. Members**

The members shall be appointed by the Diversity Committee chair.

The Diversity Committee strives to have statewide geographic representation, which includes urban and rural populated areas, and to have representation from all underserved populations and those who serve them.

2.1 Ex-officio members

 Ex-officio members may be appointed by the chair to serve on subcommittees and

special task forces that are established by the Diversity Committee. Such individuals may vote and participate fully in the subcommittees and task forces, but may not vote on the Diversity Committee.

2.2 Terms of appointed Diversity Committee members

Approved committee members shall remain on the Diversity Committee until the effective date of their resignation of removal by the chair.

The Chair will be appointed by the SCAODA chair.

2.3 Voting on the Diversity Committee

a. Each member of the Diversity Committee is entitled to one vote.

1. Voting by proxy shall not be allowed (in person & no replacement).

2.4 As soon as reasonably possible after appointment or commencement of a conflicting interest and before voting on any grant, members shall reveal any actual or potential conflict of interest, including any affiliation with an applicant or recipient of substance abuse block grant funds.

2.5 Diversity Committee composition

All members of the Diversity Committee are bound by the code of ethics that applies to SCAODA as set forth in Wisconsin law. The committee will strive to be a diverse group with respect to race, ethnic and geographical origin, sex, disability, sexual orientation, and gender identity. Diversity Committee members may be persons who:

1. Have an interest in and demonstrated knowledge of substance use related services related to underserved populations.
2. Represent statewide advocacy organizations, groups, or individuals concerned with substance use related services.
3. Represent professional and para-professional providers of substance use related services.
4. County agencies concerned with the planning, provision, operation, or use of community or institutional substance abuse services or facilities.

**Committee Meetings**

**Section 1.** **Meetings**

Consistent with the Wisconsin open meetings law, meetings are open to the public and shall be noticed as such as required by Wisconsin open meetings law.

**Conduct of Meetings**

1.1 Meetings shall be conducted in accordance with a modified form of Robert's Rules of Order, except as provided by the bylaws or SCAODA action.

1.2 The committee, or any subcommittee or task force, may authorize participation by telephone conference or similar medium that allows for simultaneous communication between members as permitted by law.

**Section 2. Agendas**

2.1 Prior to every committee meeting, an agenda shall be set by the chair of the committee with support from DHS staff.

2.2 Prior to every committee meeting, a public notice will be posted at 1 W. Wilson in Madison, Wisconsin.

* 1. Agendas shall include approval of minutes from prior meetings, any action items recommended by a subcommittee or a committee member, an opportunity for public comment, and other appropriate matters.
	2. Requests for items to be included on the agenda shall be submitted to the chair two weeks prior to the meeting.

**Staff Services**

DHS shall provide staff services including:

* recording of attendance and minutes of committee meetings
* preparation of draft committee agendas
* arranging committee meeting locations
* finalizing committee correspondence for signature of the committee chairperson
* analyzing pending legislation and current policy and program issues
* preparing special reports and other materials pertinent to committee business

**Reimbursement of Committee Members**

Members may be reimbursed in accordance with Wis. Stats. §15.09.

***Revised at August 8, 2014 Diversity Committee meeting -- Mai Zong.***