

# Behavioral Sciences Regulatory Board

## Expectations for Board Members

### I. Authority

Insofar as the Expectations for Board Members conflicts with or limits any federal or state statute or regulation, the statute or regulation controls.

### II. Mission Statement

The mission of the BSRB, in accordance with the intent of the Kansas Legislature, is to protect and serve the consumers of mental health services and the professionals that offer them, through the issuance of licenses, resolution of complaints and the creation of appropriate regulations, accomplished through efficiency, fairness and respect to all those involved.

### III. Guiding Principles

- A. Persons in Kansas shall expect that licensed mental health providers are qualified, competent, and professional.
- B. Persons regulated by the BSRB shall expect equitable and fair treatment in relation to licensing activities, disciplinary processes and administrative regulations.
- C. The BSRB shall provide all services in a manner that is timely, cost efficient, courteous and competent.
- D. The BSRB shall be guided and led by ethical principles, clear policies, progressive thinking and strategic decision making.
- E. The BSRB shall respect the dignity and worth of all individuals.

### IV. Services

- A. Process license applications and license renewals in a timely manner as defined by pre-established performance goals. These goals are to be set by the Executive Director and communicated to applicants and licensees at the time they initiate a service request.
- B. Take disciplinary action when appropriate.

C. Provide timely information to the public (i.e., mailing lists, list of licensees, maintain current website)

D. Maintain Rules / Regulations and Statutes

## V. Code of Conduct

The purpose of the Code **of Conduct** is to instill and assure the public's trust and confidence in its regulatory board for the licensed professions. That trust must embrace the people who serve on the board, including the qualifications for public service that attracted their appointment.

### A. Integrity

1. A **Board** member of the BSRB **should** have no criminal or professional misconduct record, nor **commit acts that would lead to investigations or complaints**.
2. A **Board** member of the BSRB possesses sound moral principles, e.g. is upright, honest, sincere.
3. A **Board** member of the BSRB has courage of convictions to withstand pressures to be swayed from the public protection agenda.
4. A **Board** member of the BSRB **should be** honest about personal agendas and leaves them outside the boardroom.
5. A **Board** member of the BSRB **should** reveal any actual or perceived conflicts of interest and appropriately recuse themselves from decisions or actions in those areas of interest.
6. A **Board** member of the BSRB **should** not represent their personal opinion as that of the Board.
7. A **Board** member of the BSRB **should** be limited to one unexcused absence a year.

### B. Conflict of Interest

A member of the BSRB **should** guard against conflict of interests.

#### 1. Compliance

Common components of conflicts of interest policies include, but are not limited to, some or all of the following:

- a. A **Board** member of the BSRB **should** have no personal financial benefit as a result of service to the BSRB except sustenance and mileage;
- b. A **Board** member of the BSRB who may have a conflict of interest according to stated criteria **should** refrain from voting on the matter;
- c. A **Board** member of the BSRB **should** disclose any relationship with any other agency or individual involved with the BSRB and be excluded from matters involving such a conflict;
- d. A **Board** member of the BSRB serving as part of an organization working in any way with the BSRB **should** inform the Board Chair;
- e. A **Board** member of the BSRB **should** not accept any gifts or promotional items received as part of their affiliation with the agency for personal use;
- f. A **Board** member of the BSRB **should** not use the agency's name or agency information for personal gain;

### C. Confidentiality

Board discussion involving any of the following matters shall remain confidential, unless the Board expressly agrees to the contrary:

1. Any discussion that occurs during executive session; and
2. Any discussion concerning actual or potential litigation.

## VI. Board Meetings

### A. Board Composition

Per K.S.A. 74-5401(a), 12 Board members are appointed by the Governor, including: Two licensed psychologists; two individuals licensed to engage in the practice of social work; one professional counselor, one marriage and family therapist, one master's level psychologist, one licensed addiction counselor or licensed clinical additional counselor; and four members of the Board represent the general public.

## B. Meeting Schedule and Agenda Formation

Board meetings shall take place the second Monday of **every other** month, unless the Board determines otherwise.

1. The following items will always appear on the agenda:

- a. Roll Call
- b. Approval of Agenda
- c. Approval of the Minutes
- d. Public Comments
- e. Staff Reports
- f. Complaint Review Committee (CRC) Report
- g. Reports from Professional Board members

## C. Chair Authority and Responsibility

1. Chair — The Chair of the BSRB shall:

- a. Preside at all meetings;
- b. Appoint members of the Advisory Committees;
- c. Appoint members of the CRC; and
- d. Appoint members to other ad hoc committees.

2. Vice-Chair — The Vice-Chair shall discharge the duties of the Chair in his/her absence, disability, resignation, or death.

## D. Emergency Executive Succession

1. In the event that the Board Chair is unable to perform the duties of the Office discharge the duties of the Office to the Vice-Chair.

2. In the event that the Executive Director is unable to perform the duties of the office of Executive Director, the BSRB may request an interim Director. If the BSRB is unable to meet immediately, the Board Chair will seek an interim Director until the Board can meet.

## VII. Board-Executive Director Relationship

### A. Organizational Structure

1. The Executive Director will communicate any personnel matters that should be addressed by the Board to the Chair of the Board;

2. The Chair of the Board will present these Board related issues to the Board;  
and
3. The Executive Director will communicate to the staff the Board wishes, intentions, policies, etc.

#### B. Delegation to the Executive Director

1. The Executive Director shall be the administrative head of the organization, serving at all times under the Board. The Executive Director will be responsible for implementing and executing the policies and activities approved by the Board. She/He shall assist in the developing of the over-all program and shall recommend policies and activities for consideration by the Board.
2. The Executive Director shall have sole authority to employ, eliminate, and fix the duties and salaries of other employees or independent contractors of the organization, subject to policies, regulations and limitations approved by the State of Kansas.

#### C. Executive Expectations

1. The Executive Director shall keep the Board advised of BSRB activities by issuing a report to the Board **at each full Board meeting**, which summarizes pertinent information.
2. The Executive Director shall prepare the agenda for Board meetings in consultation with the Board Chair.
3. The Executive Director shall prepare the agenda in consultation with the Board Chair for an annual Board retreat which shall allow for issues before the Board that need in depth consideration.

#### D. Monitoring the Executive Director's Performance

1. The Board shall, when necessary, utilize executive session to discuss issues concerning the Executive Director. The Board shall also formally evaluate the **performance of the** Executive Director **each calendar year and on an annual basis thereafter**, with emphasis on whether set outcomes are attained.