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## **Regional Mental Health Boards**

### **Sec. 17-226l-1. Definitions**

As used in these regulations:

(a) "Funds from local sources" means all cash or in-kind resources available except those derived from state or federal sources, and includes but is not limited to resources from local governmental units, private contributions, foundation grants, catchment area councils, and other private or public organizations;

(b) "Department" means the department of mental health; 90 Washington Street, Hartford. CT 06115;

(c) "Commissioner" means the commissioner of mental health;

(d) "Board" means regional mental health board as defined in § 17-226j of the general statutes;

(e) "Fiscal year" means July 1 to June 30;

(f) "Council" means catchment area council as defined in § 17-226j of the general statutes;

(g) "Regional director" means regional mental health director as defined in § 17-226g of the general statutes.

(Effective April 3, 1978)

### **Sec. 17-226l-2. Evidence of incorporation; combined application**

(a) Any board which applies for state funds must provide the commissioner with a certified copy of its Certificate of Incorporation prior to or with its application for funds.

(b) Any two or more adjoining boards may apply for state funds in combination. Each board individually in any such combination must meet the requirements set forth in these regulations in order for the combined boards to receive state funds.

(Effective April 3, 1978)

### **Sec. 17-226l-3. List of directors**

Any board which applies for state funds shall submit a list of its directors to the commissioner at the time of its application. The directors shall be identified as to profession, place of employment, residence and council membership.

(Effective April 3, 1978)

### **Sec. 17-226l-4. Board meetings; consultations**

It shall be a requirement for the receipt of state funds that each board meet regularly not less than four times a year. Timely notice of all meetings of the board shall be provided to the regional director and the commissioner. The regional director may attend each meeting of the board. Copies of the minutes of all meetings must be submitted to the regional director and the commissioner within thirty (30) days after said meetings. In addition, the board shall consult with the regional director at any time the board or the regional director feels it is necessary or appropriate.

(Effective April 3, 1978)

### **Sec. 17-226l-5. Application for state funds**

Any board which applies to the commissioner for funds to carry out the provisions of § 17-226l of the general statutes must include in its application the following information with respect to the proposed utilization of said funds:

(a) A summary of personnel to be paid by said board, including, (1) each person's name, if known, (2) position, (3) hours to be worked, (4) the total cost of each position, and (5) the portions of such cost to be provided from funds from local sources and from state funds;

(b) Estimates of other costs of said board including, (1) rent, (2) heat, (3) light, (4) janitorial/maintenance, (5) telephone, (6) dues and subscriptions, (7) travel, (8) office supplies, (9) equipment rental and maintenance, and (10) any other expected expenses.

In addition, said application must include an estimate of the value and form of the funds from local sources as defined in Section 1 of these regulations to be collected during the period of time for which the application for state funds is made.

(Effective April 3, 1978)

#### **Sec. 17-226l-6. Funds from local sources**

Any board receiving state funds shall provide funds from local sources, as defined in Section 1 of these regulations, in an amount equal to at least five (5%) per cent of the amount received from the state during each fiscal year. Said funds from local sources shall be budgeted by the regional mental health board in such a manner so as to provide partial funding for necessary staff expenses. If at any time the commissioner determines that said board has not provided a sufficient amount of funds from local sources, he (she) shall suspend all state funding of said board until arrangements are made for the supply of additional funds from local sources.

(Effective April 3, 1978)

#### **Sec. 17-226l-7. Accounting; records**

(a) Any board which receives funds from the commissioner during any fiscal year shall account to the commissioner within sixty (60) days after the end of said fiscal year as to the manner in which said funds were utilized. Such accounting shall include but not be limited to the following information: (1) a summary of paid personnel of said board, including (a) each person's name, (b) position, (c) hours worked, (d) the total amount expended by the board to each person, and (e) the portions of such expenditures provided from funds from local services and state funds; (2) a summary of other costs of the board including (a) rent, (b) heat, (c) light, (d) janitorial/maintenance, (e) insurance, (f) telephone, (g) dues and subscriptions, (h) travel, (i) office supplies, (j) equipment rental and maintenance, and (k) any other expenses, including the percentage of such costs provided from state funds.

(b) The financial records of each such board shall be available for inspection by the department of mental health or other appropriate state agency and must be maintained for a period of at least three (3) years.

(Effective April 3, 1978)

#### **Sec. 17-226l-8. Annual reporting**

Each board shall annually review and evaluate the system of mental health services provided to residents of its region, and make known its findings and recommendations to the regional director, the commissioner and all council members in its region. The boards shall prepare and make available such additional reports, studies or evaluations as the commissioner or regional director may from time to time request. Said annual report must be submitted within sixty (60) days after the end of each fiscal year. Each such report shall include a comprehensive plan and priority ranking for the establishment or expansion of mental health services within its region.

(Effective April 3, 1978)

**Sec. 17-226l-9. Unexpended funds**

In the event that any board which receives state funds during any fiscal year does not expend said funds or incur liability for the expenditure of said funds prior to the end of the fiscal year, the board shall return said unexpended state funds to the department.

(Effective April 3, 1978)