

Membership Application and Appointment Process

Kentucky Behavioral Health Planning and Advisory Council

The application review and member appointment process has the following steps:

1. Council staff receive the application by email, fax, or U.S. mail and notify the applicant of receipt.
2. Council officers and staff conduct a preliminary review to ensure the application meets federal guidelines.
3. If a membership seat is available, the review process begins.
4. If a seat is unavailable, staff inform the applicant and the Membership Committee retains the application for two years from the date of application. When a seat opens, staff contact the applicant to determine continued interest.
5. Council officers and staff may contact the applicant for additional information or to schedule a time to meet with the applicant via Zoom or telephone. All efforts are made to allow Council officers to meet applicant and ask relevant questions prior to any additional steps.
6. The Membership Committee and/or Council reviews the application and determines recommendation of an appointment. Applicants who are not recommended are notified.
7. Membership applications recommended for appointment are forwarded to the Commissioner of the Department for Behavioral Health, Developmental and Intellectual Disabilities (DBHDID).
8. The Commissioner reviews the application materials and approves or denies the membership appointment.
9. If an applicant is not appointed, Council staff notifies them of the decision.
10. If an applicant is appointed, Council staff notifies the new member and the Council of the appointment, with the effective date of membership. Staff connect the member with meeting resources and all members are encouraged to attend the annual member orientation.