**Merced County Behavioral Health Board Meeting Notice**

**DATE:** May 7, 2019  
**TIME:** 3:00 – 6:00pm  
**LOCATION:** Merced County Behavioral Health Dept.  
301 E. 13th Street – Room C207  
Merced, CA, 95341

**Mission Statement:** The mission of the Merced County Behavioral Health Board is to ensure that the Agency provides integrated, culturally responsive mental health, substance use disorder and community-based services that promote wellness and recovery.

<table>
<thead>
<tr>
<th>AGENDA</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. Call to Order / Flag Salute / Roll Call (3 minutes)</td>
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<tr>
<td>2. Mission Statement (1 minute)</td>
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<tr>
<td>3. Approval of Minutes from April 2, 2019 (1 minute)</td>
</tr>
<tr>
<td>4. Opportunity for <strong>public</strong> input. At this time any person may comment on any item which is not on the agenda. Please state your name and address for the record. Action will not be taken on an item that is not on the agenda. If it requires action, it will be referred to staff and/or it will be placed on a future agenda. To comment on an item which is <strong>on</strong> the agenda, please wait until the item is read for consideration. In order that all interested parties have an opportunity to speak, please limit comments to a maximum of three (3) minutes. (10 minutes total)</td>
</tr>
<tr>
<td>5. Strategic Planning Meeting Discussion</td>
</tr>
<tr>
<td>a. Review and Modify Strategic Plan (if necessary)</td>
</tr>
<tr>
<td>b. Review By-Laws</td>
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<tr>
<td>c. Board Applications – Review and Modify for Potential Enhancement</td>
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<tr>
<td>√ Board of Supervisors’ Application</td>
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<tr>
<td>√ Behavioral Health Board Application</td>
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<td>6. Announcements</td>
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<tr>
<td>7. Adjournment</td>
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</table>
May 7, 2019 – Meeting Packet Attachments

1. Behavioral Health Board Strategic Planning Meeting - Goals for 2018

2. Behavioral Health Board Strategic Planning Timelines

3. Merced County Application to Boards, Commissions & Committees

4. Behavioral Health Board – Membership Application Form

5. Behavioral Health Advisory Board Bylaws
BEHAVIORAL HEALTH BOART STRATEGIC PLANNING MEETING

GOALS FOR 2018

The Strategic Planning Meeting was held December 5, 2017 from 1 pm to 3 pm and the following items were set as objectives for 2018:

- Completion of Annual Report
- Services to LGBT Community include groups addressing the specific issues of the LGBT community
- Actively assist Kim in recruiting for open slots on the Board. Remember to refer to Kim your proposed candidates
- Continue discussions and focus throughout 2018 on fiscal sustainability of programs
- In discussions as to program needs and demands have presenters include data (facts) supporting the proposed position
- List of Committees BHRS Advisory Board members can attend (refer annual handout by staff)
- Advocate for Housing addressing homelessness in Merced County. AND Support outreach efforts in the community (example be intentional in learning and attending community meetings and representation as community member and/or as BHRS Board member as designated by unanimous vote of the BHRS Board
- Develop a short listing/reference document for BHRS Board describing briefly the role of a BHRS Board member as it applies to:
  - How a member represents the BHRS Board at meetings and in community
  - Criteria for speaking on behalf of the Board in the community
  - Description of protocol during meetings with peers and the public when offering public comments (reference: Brown Act/Rosenberg’s Rules of Order)
- Regularly Scheduled Board Meeting be held outside of the Merced City Limits
  - The following two meeting were set outside the Merced City limits:
    - **March:** Hilmar
    - **June:** Los Banos
<table>
<thead>
<tr>
<th>TASK</th>
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<th>DAYS</th>
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<tbody>
<tr>
<td><strong>Objective 1: Submit an annual report to the governing board on the needs and performance of the mental health system.</strong></td>
<td>Committee/Individual</td>
<td>10/1/18</td>
<td>9/30/19</td>
<td>365</td>
</tr>
<tr>
<td>Select a date for submission of annual report.</td>
<td>Committee/Individual</td>
<td>10/1/18</td>
<td>9/30/19</td>
<td>365</td>
</tr>
<tr>
<td>Select a chair and volunteers for the ad hoc Annual Report Committee.</td>
<td>Committee/Individual</td>
<td>10/1/18</td>
<td>9/30/19</td>
<td>365</td>
</tr>
<tr>
<td>Work with the BH Director/staff/representative of the Board of Supervisors regarding the content and presentation of the report.</td>
<td>Committee/Individual</td>
<td>10/1/18</td>
<td>9/30/19</td>
<td>365</td>
</tr>
<tr>
<td>Develop and present the draft report to the BH Board for approval.</td>
<td>Committee/Individual</td>
<td>10/1/18</td>
<td>9/30/19</td>
<td>365</td>
</tr>
<tr>
<td>Finalize annual report to the Board of Supervisors.</td>
<td>Committee/Individual</td>
<td>10/1/18</td>
<td>9/30/19</td>
<td>365</td>
</tr>
<tr>
<td>Determine a date for the presentation of the annual report to the Board of Supervisors.</td>
<td>Committee/Individual</td>
<td>10/1/18</td>
<td>9/30/19</td>
<td>365</td>
</tr>
<tr>
<td>Present the written report to the Board of Supervisors.</td>
<td>Committee/Individual</td>
<td>10/1/18</td>
<td>9/30/19</td>
<td>365</td>
</tr>
<tr>
<td>If appropriate, present the written report to other groups in the community.</td>
<td>Committee/Individual</td>
<td>10/1/18</td>
<td>9/30/19</td>
<td>365</td>
</tr>
<tr>
<td>Dissolve the ad hoc Annual Report Committee.</td>
<td>Committee/Individual</td>
<td>10/1/18</td>
<td>9/30/19</td>
<td>365</td>
</tr>
<tr>
<td><strong>Objective 2: Review and comment on county’s outcome data and communicate its findings to the CA Behavioral Health Planning Council by submitting the Data Notebook annually.</strong></td>
<td>BHRS Staff Only</td>
<td>10/1/18</td>
<td>9/30/19</td>
<td>365</td>
</tr>
<tr>
<td>Arrange presentation(s) of the Data Notebook to the ad hoc committee or BH Board.</td>
<td>Committee/Individual</td>
<td>10/1/18</td>
<td>9/30/19</td>
<td>365</td>
</tr>
<tr>
<td>Finalize the Data Notebook.</td>
<td>Committee/Individual</td>
<td>10/1/18</td>
<td>9/30/19</td>
<td>365</td>
</tr>
<tr>
<td>Submit Data Notebook to the CBHPC on a timely basis.</td>
<td>Committee/Individual</td>
<td>10/1/18</td>
<td>9/30/19</td>
<td>365</td>
</tr>
<tr>
<td>If appropriate, determine a date for the presentation of the Data Notebook to the Board of Supervisors.</td>
<td>Committee/Individual</td>
<td>10/1/18</td>
<td>9/30/19</td>
<td>365</td>
</tr>
<tr>
<td>Present Data Notebook to the Board of Supervisors.</td>
<td>Committee/Individual</td>
<td>10/1/18</td>
<td>9/30/19</td>
<td>365</td>
</tr>
<tr>
<td>If appropriate, present the Data Notebook to other groups in the community.</td>
<td>Committee/Individual</td>
<td>10/1/18</td>
<td>9/30/19</td>
<td>365</td>
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<tr>
<td>TASK</td>
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<tr>
<td>Dissolve the ad hoc Data Notebook Committee.</td>
<td>Committee/Individual</td>
<td>10/1/18</td>
<td>9/30/19</td>
<td>365</td>
</tr>
<tr>
<td><strong>Objective 3: Review and revise the Bylaws of the Merced Behavioral Health Board annually.</strong></td>
<td>Committee/Individual</td>
<td>10/1/18</td>
<td>9/30/19</td>
<td>365</td>
</tr>
<tr>
<td>Select a chair and volunteers for the ad hoc Bylaws Committee.</td>
<td>Committee/Individual</td>
<td>10/1/18</td>
<td>9/30/19</td>
<td>365</td>
</tr>
<tr>
<td>Review current bylaws and develop recommendations for the BH Board.</td>
<td>Committee/Individual</td>
<td>10/1/18</td>
<td>9/30/19</td>
<td>365</td>
</tr>
<tr>
<td>Present recommendations to the BH Board for consideration and a vote.</td>
<td>Committee/Individual</td>
<td>10/1/18</td>
<td>9/30/19</td>
<td>365</td>
</tr>
<tr>
<td>Finalize bylaws and provide a copy to members of the BH Board and the clerk.</td>
<td>Committee/Individual</td>
<td>10/1/18</td>
<td>9/30/19</td>
<td>365</td>
</tr>
<tr>
<td>Dissolve the ad hoc Bylaws Committee.</td>
<td>Committee/Individual</td>
<td>10/1/18</td>
<td>9/30/19</td>
<td>365</td>
</tr>
<tr>
<td><strong>Objective 4: Develop a standing committee to address substance use disorder treatment and issues.</strong></td>
<td>Committee/Individual</td>
<td>10/1/18</td>
<td>9/30/19</td>
<td>365</td>
</tr>
<tr>
<td>Select a chair and members for the standing committee to address SUD treatment issues, including at least one member with lived experience.</td>
<td>Committee/Individual</td>
<td>10/1/18</td>
<td>9/30/19</td>
<td>365</td>
</tr>
<tr>
<td>Develop a schedule for meetings of the committee.</td>
<td>Committee/Individual</td>
<td>10/1/18</td>
<td>9/30/19</td>
<td>365</td>
</tr>
<tr>
<td>In cooperation with the Director, schedule presentations to the committee and/or BH Board on substance use treatment and issues by BH staff.</td>
<td>Committee/Individual</td>
<td>10/1/18</td>
<td>9/30/19</td>
<td>365</td>
</tr>
<tr>
<td>In cooperation with the Clerk and Director, schedule presentations to the committee and/or BH Board on substance use treatment and issues by community programs and experts.</td>
<td>Committee/Individual</td>
<td>10/1/18</td>
<td>9/30/19</td>
<td>365</td>
</tr>
<tr>
<td>Present monthly to the BH Board to report on the work of the SUD Committee.</td>
<td>Committee/Individual</td>
<td>10/1/18</td>
<td>9/30/19</td>
<td>365</td>
</tr>
<tr>
<td>Present monthly to the BH Board on the issues of substance uses.</td>
<td>Committee/Individual</td>
<td>10/1/18</td>
<td>9/30/19</td>
<td>365</td>
</tr>
<tr>
<td>Consideration of substance use disorder as a co-occurring disorder with MH.</td>
<td>Committee/Individual</td>
<td>10/1/18</td>
<td>9/30/19</td>
<td>365</td>
</tr>
<tr>
<td>As appropriate, tour available community facilities to provide SUD services.</td>
<td>Committee/Individual</td>
<td>10/1/18</td>
<td>9/30/19</td>
<td>365</td>
</tr>
<tr>
<td>As appropriate and in cooperation with the Director, advocate on issues regarding substance use and substance use treatment in Merced County.</td>
<td>Committee/Individual</td>
<td>10/1/18</td>
<td>9/30/19</td>
<td>365</td>
</tr>
<tr>
<td><strong>Objective 5: Assure that the Merced Behavioral Health Board received continuous opportunities for board development.</strong></td>
<td>Committee/Individual</td>
<td>10/1/18</td>
<td>9/30/19</td>
<td>365</td>
</tr>
<tr>
<td>Further develop the board development opportunities in a board discussion to develop a list of topics of interest. Maintain the list for further consideration.</td>
<td>Committee/Individual</td>
<td>10/1/18</td>
<td>9/30/19</td>
<td>365</td>
</tr>
<tr>
<td>Assure new board members receive training on roles and responsibilities and other information particular to the BH Board.</td>
<td>Committee/Individual</td>
<td>10/1/18</td>
<td>9/30/19</td>
<td>365</td>
</tr>
<tr>
<td>TASK</td>
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<td>DAYS</td>
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<tr>
<td>Assign responsibilities to appropriate committee.</td>
<td>Committee/Individual</td>
<td>10/1/18</td>
<td>9/30/19</td>
<td>365</td>
</tr>
<tr>
<td>Identify possible alternatives for community training opportunities.</td>
<td>Committee/Individual</td>
<td>10/1/18</td>
<td>9/30/19</td>
<td>365</td>
</tr>
<tr>
<td>Identify possible alternatives for training provided by the Center for Innovative Behavioral Solutions designed for board development.</td>
<td>Committee/Individual</td>
<td>10/1/18</td>
<td>9/30/19</td>
<td>365</td>
</tr>
<tr>
<td>Identify possible alternatives for training provided by the CA Local Behavioral Boards and Commissions.</td>
<td>Committee/Individual</td>
<td>10/1/18</td>
<td>9/30/19</td>
<td>365</td>
</tr>
<tr>
<td>Identify possible alternatives for training by the county staff in specialty areas.</td>
<td>Committee/Individual</td>
<td>10/1/18</td>
<td>9/30/19</td>
<td>365</td>
</tr>
<tr>
<td>Identify possible alternatives for training on conferences held throughout the state on topics of interest.</td>
<td>Committee/Individual</td>
<td>10/1/18</td>
<td>9/30/19</td>
<td>365</td>
</tr>
<tr>
<td>Maintain a list of possible trainings and solicit interest in specific training opportunities for board members.</td>
<td>Committee/Individual</td>
<td>10/1/18</td>
<td>9/30/19</td>
<td>365</td>
</tr>
<tr>
<td>For board members who attend conferences and workshops, schedule a brief presentation of the information at the next BH Board meeting.</td>
<td>Committee/Individual</td>
<td>10/1/18</td>
<td>9/30/19</td>
<td>365</td>
</tr>
<tr>
<td>Consider holding an annual retreat of the BH Board to receive training specifically to orient new board members, receive training, and develop an action plan for the coming year.</td>
<td>Committee/Individual</td>
<td>10/1/18</td>
<td>9/30/19</td>
<td>365</td>
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Objective 6: Design and implement an appropriate process for the evaluation of local facilities/services through the eyes of our community.

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<th>TASK</th>
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<th>DAYS</th>
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<tbody>
<tr>
<td>Develop an ad hoc committee to address evaluation of facilities/programs serving individuals with MH disorders or substance use disorders, and consumer satisfaction with programs OR assign responsibility of clarifying issues to Executive Committee.</td>
<td>Committee/Individual</td>
<td>10/1/18</td>
<td>9/30/19</td>
<td>365</td>
</tr>
<tr>
<td>Clarify issues presented by HIPAA and 42 CFR with Merced County Counsel and Director of the BH department.</td>
<td>Committee/Individual</td>
<td>10/1/18</td>
<td>9/30/19</td>
<td>365</td>
</tr>
<tr>
<td>Obtain copies of materials used for evaluation in other counties.</td>
<td>Committee/Individual</td>
<td>10/1/18</td>
<td>9/30/19</td>
<td>365</td>
</tr>
<tr>
<td>Present findings to the BH Board for direction prior to developing policies and procedures to follow for local evaluation activities.</td>
<td>Committee/Individual</td>
<td>10/1/18</td>
<td>9/30/19</td>
<td>365</td>
</tr>
<tr>
<td>Develop a list of possible sites for evaluation.</td>
<td>Committee/Individual</td>
<td>10/1/18</td>
<td>9/30/19</td>
<td>365</td>
</tr>
<tr>
<td>Develop a list of alternative methods to assess client satisfaction with services/programs.</td>
<td>Committee/Individual</td>
<td>10/1/18</td>
<td>9/30/19</td>
<td>365</td>
</tr>
</tbody>
</table>
APPLICATION TO BOARDS, COMMISSIONS & COMMITTEES

Instructions: Please Print. If you need additional room, please attach additional pages.

Name of Board / Committee / Commission: ________________________________

Position applying for: ________________________________________________

Name of Applicant: __________________________________________________

Mailing Address: ___________________________________________ City: __________ Zip: ________

Home Address: ___________________________________________ City: __________ Zip: ________

Home Phone: __________________ Work Phone: __________________ Cell: ________

Email Address: __________________________________________________

Occupation: ______________________________________________________ Supervisorial District No: __________

List past or present County appointments, as well as any other public service appointments, or elected positions held:

<table>
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<th>Dates Served</th>
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</table>

What experience or special knowledge can you bring to your area(s) of interest?

________________________________________________________

List any community organizations to which you belong:

______________________________________________________
Member Since

______________________________________________________

List any affiliation(s) you or your spouse has with public service agencies:

______________________________________________________

______________________________________________________

Signature ______________________________ Date ____________
SUPPLEMENTAL QUESTIONNAIRE

Name of Applicant: __________________________

Board/Committee/Commission(s) you are Applying for: __________________________

1) Have you ever been affiliated (as an officer, owner, director, trustee, partner, advisor, or consultant) with any institutions (corporations, firms, partnerships, business enterprises, non-profit organizations, etc.) within the past five years which might present a potential conflict of interest or appearance of conflict of interest with your requested appointment?

☐ Yes ☐ No

If yes, please explain.

________________________________________________________________________________________
________________________________________________________________________________________
________________________________________________________________________________________
________________________________________________________________________________________
________________________________________________________________________________________
________________________________________________________________________________________

2) Do you own real property, personal property, financial holdings or receive income from any source which might present a potential conflict of interest or appearance of conflict of interest with your requested appointment?

☐ Yes ☐ No

If yes, please explain.

________________________________________________________________________________________
________________________________________________________________________________________
________________________________________________________________________________________
________________________________________________________________________________________
________________________________________________________________________________________
________________________________________________________________________________________

Name of Applicant: __________________________
3) Have you ever been convicted of a violation of any federal, state, county or municipal law, including driving under the influence of alcohol and/or drugs?

☐ Yes ☐ No

If yes, please explain.
________________________________________________________________________
________________________________________________________________________
________________________________________________________________________
________________________________________________________________________
________________________________________________________________________

4) Are you currently under federal, state or local investigation for possible violation of a criminal law or ordinance?

☐ Yes ☐ No

If yes, please explain.
________________________________________________________________________
________________________________________________________________________
________________________________________________________________________
________________________________________________________________________
________________________________________________________________________

5) Have you ever been disciplined or cited for a breach of ethics or unprofessional conduct or been the subject of a complaint to any court, administrative agency, professional association, disciplinary committee, or other professional group?

☐ Yes ☐ No

If yes, please explain.
________________________________________________________________________
________________________________________________________________________
________________________________________________________________________
________________________________________________________________________
________________________________________________________________________

Name of Applicant:
6) Have you ever had any association with any person or group or business venture which could be used to impugn or question your character and qualifications for the requested appointment?

☐ Yes  ☐ No

If yes, please explain.

________________________________________________________________________
________________________________________________________________________
________________________________________________________________________
________________________________________________________________________
________________________________________________________________________

7) Is there anything in your background which if made known to the general public through your appointment would cause an embarrassment to you and/or the County or Board of Supervisors?

☐ Yes  ☐ No

If yes, please explain.

________________________________________________________________________
________________________________________________________________________
________________________________________________________________________
________________________________________________________________________
________________________________________________________________________
________________________________________________________________________

Directions: Please answer each question as completely as possible.
Return completed application to: Clerk of the Board of Supervisors
2222 "M" Street
Merced, CA 95340

Name of Applicant: ____________________________
MERCED COUNTY BEHAVIORAL HEALTH BOARD
Membership Application Form

NAME: ________________________________ DATE: __________

ADDRESS: ____________________________ PHONE: __________

CITY: ________________________________

BUSINESS ADDRESS: ____________________ PHONE: __________

AGE: _____  SEX: _____  SUPERVISORIAL DISTRICT # _____

ETHNIC BACKGROUND: American Indian  Asian  Black  Hispanic  White
(Needed for balance of Board, to comply with State guidelines)

Occupation (include homemakers, unemployed and retirees): ______________________________

Briefly describe your participation in community activities: ______________________________

Why are you interested in becoming a member and what contribution could you make to the Board?

__________________________________________

Are you willing to contribute approximately 10 hours per month to work on the BHAB?
Yes _____  No _____

The Welfare and Institutions Code (5604) states that 50% of the Behavioral Health Board members must have received behavioral health services or are the parent, spouse, or adult child of persons who have received services. For this reason we ask you to answer the following confidential questions:

Are you an employee of any county-operated mental health or alcohol or other drug program?
Yes _____  No _____

Are you a member of any board of directors or advisory body or employee of any mental health or alcohol or drug program or provider of mental health or alcohol or drug services operating under a contract with the County?
Yes _____  No _____

Have you / or a member of your family been a recipient of mental health and/or alcohol or other drug services?
Yes _____  No _____

Will you be willing to represent consumers on the Behavioral Health Board?
Yes _____  No _____

Signature ________________________________
BEHAVIORAL HEALTH’S PURPOSE AND PROGRAMS

It is the Department’s goal to provide or facilitate a comprehensive continuum of prevention intervention and treatment services for all community members experiencing, or at high risk of experiencing, mental or emotional difficulties, within the limits of the Department’s economic resources.

A variety of mental health and alcohol or other drug (AOD) services and programs are available to mental health and AOD consumers in Merced County. Mental health services are provided to children, youth, adults, and their families. Inpatient and outpatient sites have staff who speak Spanish and Southeast Asian languages. Mental health and AOD services are available 24-hours a day and can be accessed by appointment, walk-in, or after hours by telephone.

BEHAVIORAL HEALTH BOARD

Why have a Behavioral Health Board (BHB)?

All county behavioral health programs are required by State law to have an advisory board to represent the public interest. The people should represent recipients of service and their families, and related disciplines such as social work, nursing, education, criminal justice and physicians.

What are the responsibilities of the BHB?

- Review and evaluate the community’s mental health and AOD needs, services, facilities, and special problems.
- Review the county mental health plan and the Net Negotiated Amount-AOD plan.
- Advise and report directly to the Board of Supervisors as to program of community mental health and AOD services and facilities, and submit an annual report.
- After adoption of a program, continue to act in an advisory capacity to the Board of Supervisors and to the local director of mental health services.

What are the duties and responsibilities of a Board member?

- Be an active and responsible member.
- Attend all meetings, unless excused.
- Participate in deliberations and decisions on the Board.
- Work within the defined structure of the BHB and act as an official representative of the BHB only with the sanction of the full board.
- Bring concerns regarding the Board’s functioning to meetings where they can be dealt with openly and productively.
- To work collaboratively with mental health and AOD staff to improve the delivery of mental health and AOD services.
MERCED COUNTY BEHAVIORAL HEALTH BOARD
MEMBERSHIP QUALIFICATION STATEMENT

NAME: ____________________________  DATE: __________________

Pursuant to Article III, Section 6, Paragraph (1) of the Behavioral Health Board By-laws, please answer the following for you and your spouse:

<table>
<thead>
<tr>
<th></th>
<th>APPLICANT</th>
<th>SPOUSE</th>
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<tbody>
<tr>
<td>Full or part-time county employee</td>
<td>______ YES</td>
<td>______ YES</td>
</tr>
<tr>
<td>of a County mental health or AOD service:</td>
<td>______ NO</td>
<td>______ NO</td>
</tr>
<tr>
<td>An employee of the State Dept. of Health Care Services:</td>
<td>______ YES</td>
<td>______ NO</td>
</tr>
<tr>
<td>An employee of or a paid member of the governing body of a mental health or AOD contract agency:</td>
<td>______ YES</td>
<td>______ NO</td>
</tr>
</tbody>
</table>
MERCED COUNTY

BEHAVIORAL HEALTH ADVISORY BOARD

BYLAWS

October 13, 1998
Revised - Feb 1, 2005
Revised - May 4, 2010
ARTICLE I
Revised July 21, 2015
Revised Nov 16, 2018

Name and Authority

Section 1. Name

The name of this organization shall be the Merced County Behavioral Health Advisory Board.

Section 2. Authority

The Behavioral Health Advisory Board exists under the authority of Section 5604 of the California Welfare and Institutions Code and Section 11805 of the California Health and Safety Code.

ARTICLE II

Purpose, Mission and Objectives

Section 1. Purpose

The Behavioral Health Advisory Board is reorganized for the purposes prescribed by the “Bronzan-McCorquodale Act of 1992", the Mental Health Services Act, and subsequent acts related to the realignment of mental health services in California. The Advisory Board is further formed to promote the betterment and furtherance of Merced County’s Behavioral Health environment, and to promote the improvement of the quality, quantity and cultural competency of Behavioral Health services deliverable to the people of Merced County.

Section 2. Mission

Section 5600.1 of the Welfare and Institution Code states the mission of California’s Mental Health system shall be to enable persons experiencing severe and disabling mental illnesses, substance
abuse disorders, and children with serious emotional disturbances to access services and programs
that may assist them, in a manner tailored to each individual; to better control their illness; to achieve
their personal goals; and to develop skills and techniques to support leading to their living the most
constructive and satisfying lives possible in the least restrictive available settings. The Mission
Statement for the Behavioral Health Advisory Board is:

The mission of the Merced County Behavioral Health Advisory Board is to
ensure that the Agency provides integrated, culturally responsive mental
health, substance use disorder and community-based services that promote
wellness and recovery.

Section 3. Objectives

The Advisory Board, as provided Section 5604.2 of the Welfare and Institutions Code, Section
5604.2 shall do all of the following:

1) Review and evaluate the community’s behavioral health needs, services, facilities, and special problems.

2) Review any county agreements entered into pursuant to Section 5650 of the Welfare and Institutions Code.

3) Advise the Board of Supervisors and the local behavioral health director as to any aspect of the local behavioral health program.

4) Review and provide feedback on procedures used to ensure citizen and professional involvement at all stages of the behavioral health planning process.

5) Submit an annual report to the Board of Supervisors on the needs and performance of the county’s behavioral health system.

6) Review and make recommendations on applicants for the appointment of a local director of behavioral health services. The Advisory Board shall be included in the
selection process prior to the vote of the Board of Supervisors.

7) Review and comment on the county’s performance outcome data and communicate its findings to the California Mental Health Planning Council.

8) Nothing in this part shall be construed to limit the ability of the governing body to transfer additional duties or authority to the Behavioral Health Advisory Board.

9) It is the intent of the legislature that, as part of its duties, the Advisory Board shall assess the impact of the realignment of services from the state to the county, on services delivered to clients and on the local community.

Section 4. Advisory Capacity

The Advisory Board shall act in an advisory capacity only to the County Board of Supervisors and the Department of Behavioral Health and Recovery Services. It is not empowered by ordinance, or otherwise, to establish authority or policy to render a decision of any kind on behalf of the County or its appointed or elected officials.

ARTICLE III

Membership

The qualification and membership of this Advisory Board shall satisfy Section 5604 of the Welfare and Institutions Code.

Section 1

The Board of Supervisors shall appoint between sixteen (16) to nineteen (19) members. This number is arrived at by:

- Each Board of Supervisor can appoint up to three members for their particular district (maximum of fifteen appointments).
Yearly the Board of Supervisors will appoint one of themselves to sit on this Board (one appointment)
-There are three Member-At-Large appointments and any Board of Supervisor can appoint someone to fill these positions (maximum of three appointments).

Section 2
Any resident in the County of Merced with the qualification specified in the Bronzan-McCorquodale Act (reference WIC 5600-5772) for the composition of the Advisory Board may be appointed to the membership by the Board of Supervisors of Merced County. The Advisory Board may recommend appointees to the county supervisors. Counties are encouraged to appoint individuals who have experience and knowledge of the behavioral health system.

Section 3
1) All reasonable efforts shall be made to ensure that the composition of the Behavioral Health Advisory Board represents the demographics of the county as a whole to the extent feasible. The Advisory Board membership should reflect the ethnic diversity of the client population in the county. Fifty percent of the Advisory Board membership shall be consumers or the parents, spouses, siblings, or adult children of consumers, who are receiving or have received behavioral health services. At least 20 percent of the total membership shall be consumers, and at least 20 percent shall be families of consumers.

2) Applicants will:
1. Complete the intake/application forms (two separate applications are required – one from the Board of Supervisors and one from the Behavioral Health Advisory Board).
2. Attend a Behavioral Health Advisory Board meeting to be aware of the functions and responsibilities required of the Board.
3. Be interviewed by the Membership Committee of the Behavioral Health Advisory Board. The Membership Committee will make recommendations to the full Advisory
Board. The Advisory Board will then forward applications to the Board of Supervisors with its recommendation.

4. Note whether or not they are willing to attend an occasional state meeting, serve on board committees, and participate in board responsibilities outside of monthly meetings (i.e., county wide needs assessment survey, training, regional Behavioral Health Advisory Board meetings, and special projects.)

All applications will be forwarded to the Board of Supervisors to fill vacancies. Annotations will indicate our Advisory Board’s special needs/consideration to assist in the appointment process.

Section 4: Term of Office

The term of each member of the Advisory Board shall be for three (3) years commencing on the first of July of the year in which he/she is appointed and ending on the thirtieth of June of the third year after appointment, except that a mid-year term vacancy appointment should be for the balance of the unexpired term. The Board of Supervisors shall equitably stagger the appointments so that approximately one-third of the appointments expire in each year.

Section 5

A member who ceases to qualify for appointment to the Advisory Board prior to the expiration of his or her term shall be removed from the Advisory Board and a vacancy shall exist on the Advisory Board which shall be filled in accordance with these by-laws. Advisory Board members who would otherwise lose qualification due to a change in residence shall retain their Advisory Board membership so long as such continued membership is not prohibited by state law.

Section 6

1) Except as provided in paragraph (2) below, no member of the Advisory Board or his or her spouse shall be a full-time or part-time county employee of any county behavioral health department, an employee of the Department of Health Care Services, or an employee of or a paid member of the governing body of a behavioral health contract agency.
2) A consumer of behavioral health services who has obtained employment with an employer described in paragraph (1) and who holds a position in which he or she does not have any interest, influence, or authority over any financial or contractual matter concerning the employer, may be appointed to the Advisory Board. The member shall abstain from voting on any financial or contractual issue concerning his or her employer that may come before the Advisory Board.

3) The Behavioral Health Advisory Board shall abstain from voting on any issue in which a member has a financial interest as defined in Section 87103 of the Government Code.

4) If it is not possible to secure membership as specified from among persons who reside in the county, the governing body may substitute representatives of the public interest in behavioral health who are not full-time or part-time employees of any county behavioral health department, the Department of Health Care Services, or on the staff of, or a paid member of the governing body of, or a behavioral health contract agency.

ARTICLE IV
Officers

Section 1
The Officers of the Advisory Board shall be as follows:

1) Chairperson: who shall preside at the meetings and perform the duties of the presiding officer according to Rosenberg’s Rules of Order. The Chairperson shall appoint all committees except the Nominating Committee which shall be elected by the Advisory Board. The Chairperson and the County Behavioral Health Director shall consult with one another as either finds necessary.

2) Vice-Chairperson: who shall assume the duties of the Chairperson when that officer vacates the chair, is absent or incapacitated. The Vice-Chairperson may be delegated to attend or to chair specified committees from time to time.
3) Secretary: who shall perform the duties of the secretary according to Rosenberg’s Rules of Order. The secretary may designate a member of the Behavioral Health Department clerical staff with the concurrence of the Behavioral Health Director to perform specified duties of the secretary. The Secretary shall review minutes of meetings and other correspondence as designated by the Chairperson prior to its submission, mailing, etc.

4) Representative to a State level Behavioral Health Board or Commission or Organization as it may be constituted.

5) Immediate past chairperson.

6) These five officers are known as the Executive Committee (see Article VI, Committees).

Section 2 Nominating Committee

Their term of office shall begin at the close of the meeting at which they are elected and end at the close of the annual meeting in June. They shall present the names of the officer candidates to the Advisory Board at the June meeting at which time other officer nominations will be opened to the members of the Advisory Board. All nominations shall be presented to the Advisory Board for election.

Section 3 Election of Officers

The election of officers shall be held at the annual meeting of the Board. They shall be elected to serve one year or until successors are elected and the term of office begins at the close of the meeting at which they are elected.

Section 4 Terms of Office

No member shall hold more than one office at one time and no member shall be eligible to serve more than two consecutive terms in the same office.

Section 5 Vacancies in Office
The Board shall hold an election to fill any vacancy occurring in any elected office for the unexpired term.

ARTICLE V

Meetings

Section 1 Time and Place of Regular Meeting
The Behavioral Health Advisory Board shall be subject to the provisions of Chapter 9 commencing with Section 54950, (known as the Brown Act) of Part 1 of Division 2 of Title 5 of the Government Code, relating to meetings of local agencies. The regular meeting of the Board shall be held every month or as set forth by the board at the Merced County Department of Behavioral Health, or at any other public meeting place designated by the Chairperson by giving written notice to the members and the public.

Section 2 Annual Meeting
The regular meeting for the month of June shall be designated the annual meeting for the election of officers. The June annual meeting will be a focus meeting to establish priorities for the coming year.

Section 3 Special Meetings
Special meetings may be called by the Chairperson by giving proper notice.

Section 4 Attendance
Members are expected to attend all meetings of this Advisory Board and to participate on at least one subcommittee, Executive Committee, membership committee, or special committee. A member who is unable to attend a given meeting shall give advance notice of his/her inability to attend either to the Board Chairperson or to the Merced County Behavioral Health Department. If a member has three unexcused absences in a calendar year, he/she shall be subject to removal. Further, the Advisory Board may recommend to the Board of Supervisors the replacement of any member who is absent from three consecutive regular monthly meetings.
Section 5  Quorum and Voting
A quorum is to be one person more than one-half of the appointed members. An affirmative vote of
a majority of members in attendance shall be required for the passage of any business or matter
before the Advisory board and the Executive Committee. Voting shall be one vote per person and no
proxy, telephone, or absentee voting shall be permitted.

Section 6  Meetings and Agenda Requirements
1. An agenda shall be distributed by the secretary to the members ten days prior to the
   meeting at which time the items will be presented.
2. All items for the agenda must be in the Behavioral Health Services office by the
   second Tuesday of the month preceding the applicable meeting date. All agendas of
   the Advisory Board and Standing Committees shall be posted a minimum of 72 hours
   prior to a regular meeting, unless an exception applies. Special meetings shall require
   24-hours prior notice to Members and posted in a publicly accessible place for 24
   hours. Notice to Members may be waived if the entire Advisory Board is present
   when the meeting is called.
3. The chairperson and vice-chairperson in consultation with the Behavioral Health
   Director shall be responsible for the agenda.
4. The director and her/his staff shall be responsible for providing the back up material
   on action and information items.
5. The Advisory Board shall conduct one retreat per year for the purpose of reviewing
   prior Advisory Board performance and discussing policy and priorities for future
   actions.

ARTICLE VI
Committees

Section 1 Executive Committee
Regular meetings of the Executive Committee (see Officers) should occur at least on alternative months between full board meetings. The Director of the Department of Behavioral Health or designated representative may attend.

Section 2 Substance Use Disorder (SUD) Committee
A Substance Use Disorder Committee, consisting of three Board members, shall be established on a yearly basis by the Board Chairperson. The Substance Use Disorder Committee will become knowledgeable in all areas of substance use disorder services available in Merced County and shall communicate findings and evaluations of the needs, services, facilities, and special problems associated with substance use disorder treatment and prevention to the Board on a regular basis. The substance use disorder program administrator may do either or both of the following:
(a) Provide reports and information periodically to the Substance Use Disorder Committee regarding the status of substance use disorder programs in the county and keep the Substance Use Disorder Committee informed regarding changes in relevant state, federal, and local laws or regulations or improvements in program design and services that may affect the county alcohol and other drug program.
(b) Provide for the orientation of the members of the Substance Use Disorder Committee, including, but not limited to, the provision of information and materials on alcohol and other drug problems and programs, planning, procedures, and site visits to local programs.

Section 3 Appointment of Committees
Committees: standing, special, ad hoc or task forces shall be appointed by the chairperson as the
Board or the Executive Committee shall from time to time deem necessary to carry on the work of
the Board. Unless otherwise approved by a vote of the Executive Committee, all committee
appointments shall commence at the close of the first meeting in July and end at the close of the
annual meeting in June.

The Board Chairperson shall name all committee Chairpersons. The Chairperson of the Board shall
be an ex-officio member of all committees except the Nominating Committee.

**ARTICLE VII**

**Rules of Governance**

The rules contained in the current edition of Rosenberg’s Rules of Order and the Ralph M. Brown
Act as codified in Government Code Sections 54950-54963 shall govern the operation of the
Advisory Board in all cases except when in conflict with these bylaws or government statutes.

**ARTICLE VIII**

**Annual Report**

The Chairperson and the Vice Chairperson shall be responsible for preparing the annual Behavioral
Health Board report for the Merced County Board of Supervisors. The annual report will include
activities of the Behavioral Health and Recovery Services Department including a financial
accounting of expenditures and a forecast of anticipated needs for the ensuing year. The annual
report shall be submitted to the Governing Body each June.

**ARTICLE IX**

**Amendment of Bylaws**

These bylaws can be amended at any regular meeting of the Behavioral Health Advisory Board by a
two-thirds vote. The amendment of these bylaws are subject to the concurrence of the Merced
County Board of Supervisors provided that the amendments have been submitted in writing at a
regular meeting prior to the meeting at which they are adopted.