



SAN JOAQUIN COUNTY BEHAVIORAL HEALTH BOARD (BHB)

Meeting

July 18, 2018, 12:00 – 4:00 P.M.

MINUTES

I. CALL TO ORDER AND INTRODUCTIONS

Board members and other attendees introduced themselves and briefly stated their interest in the Behavioral Health Board.

II. PUBLIC COMMENT PERIOD – OPEN TIME

None.

To address the board during Public Comment:

The Brown Act (Government Code Section 54950 et seq) requires that every agency for regular meeting provide an opportunity for member of the public to directly address the San Joaquin County Behavioral Health Board on any item of interest to the public, before or during the Board's consideration of the item. When the Chairperson announces the public comment period, any person wishing to address the Board will be recognized by the Chairperson, and is requested to state their name and make their comments. Each speaker is allocated up to three (3) minutes to speak. Comments must be limited to matters within the jurisdiction of the Board. The Board will take no action and will hold no discussion on matters presented during public comment unless the matter is an action item on the Board agenda. The Board may refer the subject matter to the appropriate department of agency for follow-up and/or to schedule the matter on a subsequent Board agenda.

III. APPROVAL OF MINUTES

None.

IV. NEW BUSINESS

A. Behavioral Health Board and Commission 101 training by *Susan Morris Wilson*

Handouts: Responsibility and Reality Power Point, Board membership requirements and the Recruitment of the board, WIC5604, WIC 5604 Action Planning, AB 1234 Ethics training, Rosenberg's Rules, Evaluate your board, Board Evaluation, Practical app. Board Evaluation, and How to make a motion. For attachments see [Appendix A](#)

Meeting objectives:

- Learn and discuss the seven responsibilities of any local mental health board.
- Understand how to meet the requirements of the Brown Act as a local mental health board
- Learn to use Robert's Rules/Rosenberg's Rules to run a meeting more effectively.
- Recognize the training requirements for Ethics training

Duties of the board:

1212 N. California Street | Stockton, California 95202 | T 209 468 8700 | F 209 468 2399

Mental Health Services | Substance Abuse Services | Mental Health Pharmacy

- Review any county agreements entered into pursuant to WIC Section 5650
 - BHB does not decide on policy but is encouraged to read and review contracts
 - Understand the funding sources for various projects
- Advise the governing board and the local mental health director as to any aspect of the local mental health programs
 - Attend Board of Supervisor meetings
 - Present Annual Report to BOS
 - Present Data Notebook to BOS
 - Make public comment at BOS for special events
- Review and approve the procedures used to ensure citizen and professional involvement at all stages of the planning process.
 - Allow public members on standing committees
 - Represent BHB on other committees
 - Attend MHSA meetings
- Submit an annual report to the governing board on the needs and performance of the mental health system
 - Plan at beginning of the year, can be broad or focused
- Review and comment on the county's performance outcome data and communicate its finding to the California Behavioral Health Planning Council
 - All board members should review

Meeting information

- Sign in sheet should have disclosure stating that public is not required to sign in to attend meeting
- Agenda should contain accessibility information and who to contact
- Every handout or report included in agenda packet or provided to the board in a meeting must be made available to the public and posted in the minutes.

Teleconference

- Agenda must be posted on the building where the meeting will be held
- Has to be accessible according to specifications outlined in the Americans with Disabilities Act (ADA)
- Public must be allowed to participate
- Executive committee may violate the Brown Act, unless there is no quorum, or participants are in listen only mode. County counsel to advise on how to proceed.

Committees

- Differentiate between actual BHB committees, and those that are representatives of another committee and reporting their findings.
- Standing committees of the board must comply with the requirements of the Brown Act including posting, agenda preparation, public comment, and minutes.
- Ad hoc committees are dissolved when their specific task is complete.

Ethics training

- AB1234 training available for free at <http://localethics.fppc.ca.gov.aspx>

V. OLD BUSINESS

None.

VI. DIRECTOR'S REPORT

Tony Vartan, Behavioral Health Services Director

None.

VII. COMMITTEE REPORTS

None.

VIII. REMINDERS

- A. The next Behavioral Health Board meeting will be August 15, 2018 at 6:00, at BHS Conference Room B. For information, please contact Isabel Espinosa at 209-468-8750 or via e-mail at iespinosa@sjcbhs.org

IX. ADJOURN TO WEDNESDAY August 15, 2018 AT 6:00 P.M

Note: If you need disability-related modification or accommodation in order to participate in this meeting, please contact the Behavioral Health Board Secretary at (209) 468-8750 at least 48 hours prior to the start of the meeting. Government Code Section 54954.2(a)

Materials related to an item on this agenda submitted to the Behavioral Health Board after distribution of the agenda packet are available for public inspection in the Behavioral Health Services Department at 1212 N. California Street, Administration, Stockton, CA 95202, during normal business hours.

If there are any questions regarding this agenda please contact Isabel Espinosa 209-468-8750, or via e-mail at iespinosa@sjcbhs.org.

Appendix A



RESPONSIBILITY AND REALITY

CIBHS.ORG

OBJECTIVES

- **Learn and discuss the seven responsibilities of any local mental health board**
- **Understand how to meet the requirements of the Brown Act as a local mental health board**
- **Learn to use Robert's Rules/Rosenberg's Rules to run a meeting more effectively**
- **Recognize the requirement for Ethics Training**



RESPONSIBILITY AND REALITY How Does a Mental Health Board Exercise Its Authority?

SUSAN MORRIS WILSON



MENTAL HEALTH BOARD

- Local mental health boards are part of the county health services system.
- Each one is unique and represents the county health system and county demographics.
- Some include alcohol/drug services



THE MENTAL HEALTH BOARD

As a board member, you will help to build the ‘culture’ of the board

- Membership
- Participation
- Activities, committees
- Reporting responsibilities
- Attitudes



WHAT IS THE MEMBERSHIP OF THE MENTAL HEALTH BOARD?

Welfare and Institutions Code
(WIC) Sections 5604(a)(1) et seq



MEMBERSHIP OF THE BOARD

- The membership of the board is appointed by the Board of Supervisors, but the local mental health board can make recommendations to the Board of Supervisors.
- Each member of the board is appointed for 3 years; the appointments are staggered



MEMBERSHIP OF THE BOARD

- With the exception of consumers, no member shall be an employee of a county mental health service, the State Dept of Health Care Services or an employee or paid member of the governing board of a mental health contract agency.



MEMBERSHIP OF THE BOARD

- *In large counties (80,000 or more) the board will consist of 10-15 members, or more:*
 - *50% of the membership shall be consumers or family*
 - *At least 20% shall be consumers*
 - *At least 20% shall be families of consumers*



MEMBERSHIP OF THE BOARD

- *In small counties (less than 80,000) the board will consist of at least 5 members:*
 - *At least 1 member shall be a parent, spouse, sibling or adult child of a consumer who is or has been receiving mental health services*



WHAT ARE THE DUTIES AND RESPONSIBILITIES OF THE MENTAL HEALTH BOARD?

Welfare and Institutions Code (WIC)
Sections 5604(a)(1) et seq



DUTIES OF THE BOARD

Review and evaluate the community's mental health needs, services, facilities, and special problems.



DUTIES OF THE BOARD

Review any county agreements entered into pursuant to WIC Section 5650: *specifically assure that that the board has approved the procedures ensuring citizen and professional involvement in all stages of the planning process.*



DUTIES OF THE BOARD

Advise the governing body and the local mental health director as to any aspect of the local mental health programs.



DUTIES OF THE BOARD

Review and approve the procedures used to ensure citizen and professional involvement at all stages of the planning process.



DUTIES OF THE BOARD

Submit an annual report to the governing board on the needs and performance of the mental health system.



DUTIES OF THE BOARD

Review and make recommendations on applicants for the appointment of a local director of mental health services. The board shall be included in the selection process prior to the vote of the governing body.



DUTIES OF THE BOARD

Review and comment on the county's performance outcome data and communicate its findings to the California Behavioral Health Planning Council.



DUTIES OF THE BOARD

Perform any additional duties or authority as assigned by the governing board.



DUTIES OF THE BOARD

Assess the impact of realignment of services from the state to the county on services delivered to clients and the local community.



BYLAWS

Bylaws are your organization's operating manual. They define:

- **Size of the board and how it will function**
- **Roles and duties of directors and officers**
- **Rules and procedures for holding meetings, electing directors, and appointing officers**
- **Conflict of interest policies and procedures**
- **Other essential governance matters**



INTENT OF THE BROWN ACT

“In enacting this chapter, the Legislature finds and declares that the public commissions, boards and councils and the other public agencies in this State exist to aid in the conduct of the people’s business. It is the intent of the law that their actions be taken openly and that their deliberations be conducted openly.”



PURPOSE OF THE BROWN ACT

“The people of this State do not yield their sovereignty to the agencies which serve them. The people, in delegating authority, do not give their public servants the right to decide what is good for the people to know and what is not good for them to know. The people insist on remaining informed so that they may retain control over the instruments they have created.”



WHAT IS A MEETING?

Any congregation of a majority of the members of the group at the same time and place to hear, discuss or deliberate upon any item that is within the subject matter jurisdiction of the group:

- Briefings and hearings
- Committee meetings
- Retreats



WHAT IS “NOT” A MEETING?

There are 6 specific types of gatherings that are not subject to the Brown Act:

- Individual contact, unless it constitutes a “serial meeting”
- Attendance at a seminar or conference open to the public
- Attendance at a community meeting open to the public
- Attendance at another legislative body meeting
- Attendance at social or ceremonial occasions
- Attend at a standing committee of the LMHB



WHAT IS A SPECIAL MEETING?

A special meeting is called when a body needs to:

- Discuss or act on a matter that it deems pressing enough not to wait for a regular meeting
- Convenes at some place other than its adopted meeting site
- Departs from its regular calendar and meets at some other time or place
- Must include an opportunity for the public to address the board regarding any *agenda item* prior to or during the board consideration of the item.



HOW ARE MEETINGS NOTICED TO THE PUBLIC?

- **Regular meetings:** Agendas must be posted at least 72 hours before the meeting in a location freely accessible to members of the public.
- **Special meetings:** Agendas must be posted at least 24 hours before the meeting.



WHERE CAN A MEETING BE HELD?

- Meetings must be held within the jurisdiction of the legislative body
- Meeting sites must be accessible
- No member of the public may be required to register his/her name or provide any other information, to complete a questionnaire, or fulfill any condition precedent to attendance.



TELECONFERENCES

Teleconferencing is a method for conducting meetings so that members of the body may be counted towards a quorum and participate fully in the meeting from other locations:

- Notice and agenda must identify the remote locations
- Remote locations must be posted and accessible to the public
- All votes must be by roll call
- The public must be able to participate from remote locations.



WHAT IS INCLUDED IN THE AGENDA?

- The agenda must specify the time and location of the regular meeting.
- The agenda must contain a brief general description of each item of business to be transacted or discussed at the meeting, including items to be discussed in closed session.
- No action or discussion can be taken on any item that does not appear on the posted agenda except to briefly respond to statements made or questions posed by public.



WHAT RIGHTS DOES THE PUBLIC HAVE TO VIEW AND GET COPIES OF DOCUMENTS?

Agendas and other documents distributed to the body must be available to the public at the same meeting without delay.



DOES THE PUBLIC HAVE THE RIGHT TO ADDRESS THE BODY?

- The public may address members of the body on matters on or even off the agenda, preserve the proceedings by photography or electronic recording and even broadcast them to the community.
- The body may limit the public comment; “reasonable” is generally defined as 3 minutes per speaker per topic.



STANDING COMMITTEES

Standing committees of the board must meet the requirements of the Brown Act including posting, agenda preparation, public comment and minutes.



AD HOC COMMITTEES

- Ad hoc committees are “temporary” committees and serve a limited or single purpose; they do not have a “continuing subject matter jurisdiction”
- Membership is composed solely of less than a quorum of the LMHB and includes no one who is not a member of the LMHB
- The ad hoc committee does not have a meeting schedule set by the LMHB
- The committees are dissolved when their specific task is complete



VOTING

There are new laws (2014) about how voting will be recorded. The vote of each individual must be recorded. The new law does not mandate a specific method of reporting votes and abstentions.



FOR MORE INFORMATION:

BROWN ACT:

Government Code Sections 54950-54963

<https://www.cacities.org/Resources-Documents/Resources-Section/Open-Government/Open-Public-2016.aspx>



ETHICS TRAINING

<http://www.fppc.ca.gov/learn/public-officials-and-employees-rules-/ethics-training.html>



ROBERT'S RULES OF ORDER

*When people want to do something
as a group,
they must first agree on exactly
what it is they want to do
and how they want to do it.*



HOW TO MANAGE A MEETING

There are many types of rules that can be used to run a meeting. It is important to determine how your meetings can be run most effectively:

- Robert's Rules
- Rosenberg's Rules
- Roberta's Rules



WHAT HAPPENS AT A MEETING?

The chair person is responsible for running the meeting and for setting the tone of the meeting.

- Knows the requirements of the Brown Act
- Knows the requirements of the rules for the meeting
- Treats all participants with respect



EFFECTIVE PRESIDING

- Memorize constantly used procedures
- Make sure membership knows what is being debated and voted on
- Learn how to conduct voting
- Know the steps in a meeting
- Learn to handle points of order and appeals
- Know more about parliamentary procedure than other members



HANDLING MOTIONS

Making a motion:

- How to make a motion
- Seconding a motion
- The Chair states the question

Considering a motion:

- Debate on the motion
- The Chair “puts” the question
- The Chair announces the result of the vote



THE RIGHT WAY TO CLOSE DEBATE

- Debate is closed when an individual who is recognized by the chair states *I move the previous question* and the motion is seconded;
- The Chair calls for an immediate vote;
- If the two-thirds of the membership votes aye, the Chair puts the question;
- If the membership votes no, debate continues.



FOR MORE INFORMATION

Robert's Rules of Order Newly Revised (now in the 11th edition)

- RONR In Brief
- <http://www.rulesonline.com/>

Rosenberg's Rules of Order

- https://www.cacities.org/Resources/Open-Government/RosenbergText_2011.aspx



QUESTIONS?

Susan Morris Wilson

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**Thanks for
your
participation.**

Susan Morris Wilson

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BOARD MEMBERSHIP REQUIREMENTS AND THE RECRUITMENT OF BOARD/COMMISSION MEMBERS:

The Welfare and Institutions Code (WIC) Section 5603(a)(1) describes the local mental health board. The section includes the appointment of members to the local mental health board by the local governing body (County Board of Supervisors) and indicates that local mental health boards may recommend appointees to the county supervisors. Counties are encouraged to appoint individuals who have experiences with and knowledge of the mental health system, and who reflect the ethnic diversity of the client population in the county.

Board membership shall include:

- A member of the Board of Supervisors
- 50% of the board membership shall be consumers (who are receiving or have received mental health services) OR the parents, spouses, siblings or adult children of consumers. At least 20% of the total membership shall be consumers and at least 20% shall be families of consumers.
- The following individuals cannot serve on the board: any person or his/her spouse who is a full time or part-time employee of county mental health or the state Department of Health Care Services of a paid member of the governing body of a mental health contract agency.
- A recent change is that a consumer of mental health services who has obtained employment with a county mental health department of the Department of Health Care Services or a mental health contract agency may be appointed to the board.

Some boards define their membership in additional ways through their bylaws:

- Some boards identify spheres of influence they would like on the board:
 - Supervisory district representation
 - law enforcement representative
 - education representative
 - medical services representative
 - substance use disorder treatment representative
 - transition-age youth representative

The process for recruitment will differ in every county. It is important to be clear about the appointment process in your county and, when possible, to partner with the Board of Supervisors regarding appointments:

- Supervisors may identify their appointees independent of the board/commission;
- Boards/Commissions may partner with the Board of Supervisors and make recommendations for appointments. In this case, the board/commission will want to develop a process for seeking applicants for appointment that includes at a minimum:
 - advertising the position in a variety of locations that will draw applicants, particularly when looking for individuals to meet the consumer and family category
 - using a standardized application form;
 - developing a process for conducting interviews of applicants;
 - developing a process for the board/commission to vote on potential candidates to recommend for appointment

- developing a relationship with the Board of Supervisors and their staff to assure that appointments are made on a timely basis and are appropriate for service on the board/commission
- that all activities are conducted with confidentiality and with cultural humility.

Welfare and Institutions Code Section 5604

(a)(1) Each community mental health service shall have an MHB consisting of 10 to 15 members, depending on the preference of the county, appointed by the governing body, except that boards in counties with a population of less than 80,000 may have a minimum of five members. One member of the board shall be a member of the local governing body. Any county with more than five supervisors shall have at least the same number of members as the size of its board of supervisors. Nothing in this section shall be construed to limit the ability of the governing body to increase the number of members above 15. Local mental health boards may recommend appointees to the county supervisors. Counties are encouraged to appoint individuals who have experience with and knowledge of the mental health system. The board membership should reflect the ethnic diversity of the client population in the county.

(2) Fifty percent of the board membership shall be consumers, or the parents, spouses, siblings, or adult children of consumers, who are receiving or have received mental health services. At least 20 percent of the total membership shall be consumers, and at least 20 percent shall be families of consumers.

(3)(A) In counties under 80,000 population, at least one member shall be a consumer, and at least one member shall be a parent, spouse, sibling, or adult child of a consumer, who is receiving, or has received, mental health services.

(B) Notwithstanding subparagraph (A), a board in a county with a population under 80,000 that elects to have the board exceed the five-member minimum permitted under paragraph (1) shall be required to comply with paragraph (2).

(b) The term of each member of the board shall be for three years. The governing body shall equitably stagger the appointments so that approximately one-third of the appointments expire in each year.

(c) If two or more local agencies jointly establish a community mental health service under Article 1 (commencing with Section 6500) of Chapter 5 of Division 7 of Title 1 of the Government Code, the mental health board for the community mental health service shall consist of an additional two members for each additional agency, one of whom shall be a consumer or a parent, spouse, sibling, or adult child of a consumer who has received mental health services.

(d)(1) Except as provided in paragraph (2), no member of the board or his or her spouse shall be a full-time or part-time county employee of a county mental health service, an employee of the State

Department of Health Care Services, or an employee of, or a paid member of the governing body of, a mental health contract agency.

(2) A consumer of mental 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 board. The member shall abstain from voting on any financial or contractual issue concerning his or her employer that may come before the board.

(e) Members of the board shall abstain from voting on any issue in which the member has a financial interest as defined in Section 87103 of the Government Code.

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

(g) The mental health board may be established as an advisory board or a commission, depending on the preference of the county.

WELFARE AND INSTITUTIONS CODE SECTION 5604.2:

(a) The local mental health board shall do all of the following:

(1) Review and evaluate the community's mental health needs, services, facilities, and special problems.

(2) Review any county agreements entered into pursuant to Section 5650.

(3) Advise the governing body and the local mental health director as to any aspect of the local mental health program.

(4) Review and approve the procedures used to ensure citizen and professional involvement at all stages of the planning process.

(5) Submit an annual report to the governing body on the needs and performance of the county's mental health system.

(6) Review and make recommendations on applicants for the appointment of a local director of mental health services. The board shall be included in the selection process prior to the vote of the governing body.

(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 a mental health board.

(b) It is the intent of the Legislature that, as part of its duties pursuant to subdivision (a), the 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.

WELFARE AND INSTITUTIONS CODE SECTION 5604.2:

(a) The local mental health board shall do all of the following:

(1) Review and evaluate the community's mental health needs, services, facilities, and special problems. *Some examples include:*

- *Programs presented to board during meetings by community organizations*
- *Programs presented to board during meetings by staff*
- *Visits to programs in the communities*
- *Hold board meetings on site at various programs*
- *Develop a system of evaluation of residential facilities/programs*
- *Holding "town halls" or "forums" to discover what people think about current issues*
- *Working with the staff regarding special issues*
- *Monitor the BOS agendas for activity regarding mental health/substance abuse*

(2) Review any county agreements entered into pursuant to Section 5650. *Some examples include:*

- *Understanding the funding streams of the mental/behavioral health department*
- *Understanding the Mental Health Services Act implementation in the county*
- *Understanding realignment dollars and how they are distributed*

(3) Advise the governing body and the local mental health director as to any aspect of the local mental health program. *Some examples include:*

- *Monitoring the BOS agenda, including staff reports, to see what information is going to the 'governing body' and speaking to the BOS as appropriate regarding issues of importance to the board.*
- *Reporting during meetings by board members of activities in the community that are pertinent to their participation on the mental health board*
- *Holding "town halls" or "forums" to discover what people think about issues*

(4) Review and approve the procedures used to ensure citizen and professional involvement at all stages of the planning process. *Some examples include:*

- *Monitor the way that individuals in the audience are given the opportunity to address the board*
- *Assuring that meetings held have citizen and professional involvement as appropriate*
- *Assuring that meetings are held to develop and finalize plans regarding the expenditure of Mental Health Services Act monies*

(5) Submit an annual report to the governing body on the needs and performance of the county's mental health system. *Some thoughts:*

- *Use the planning document of the board as the basis for the Annual Report to the BOS*
- *Use the report submitted to the CMHPC (below) as the basis for the Annual Report to the BOS*
- *Discuss the needs of the BOS with their representative to determine what kind of information should be included in the Annual Report*
- *Present the Annual Report in person accompanied by other board members*
- *Participate in BOS meetings at times other than the presentation of the Annual Report*

(6) Review and make recommendations on applicants for the appointment of a local director of mental health services. The board shall be included in the selection process prior to the vote of the governing body. *Some thoughts:*

- *The board does not select the Director*
- *The board may participate in the selection process in a variety of ways: review job description prior to posting, review applications received and participate in the selection of final applicants for interviews, participate in interview panels (variable)*

AB 1234 ETHICS TRAINING: TRAINING FOR LOCAL OFFICIALS

On October 7, 2005, the Governor signed Assembly Bill No. 1234. AB 1234 requires that if a local agency provides any type of compensation, salary, or stipend to, or reimburses the expenses of a member of its 'legislative body' (as that term is defined in California Government Code Section 54952), that local agency's officials must receive training in ethics.

The bill also provides that if an entity develops criteria for the ethics training required by AB 1234, then the Fair Political Practices Commission and the Attorney General shall be consulted regarding any proposed course content. Other than the consultation requirement regarding the training course, the Commission has no jurisdiction to interpret or advise on the requirements of AB 1234. In response to AB 1234's requirement that the Commission be consulted regarding proposed course content, the Commission has implemented Regulation 18371. Please see Regulation 18371 for information on what the Commission has determined should be included in a local ethics training course. A link to Regulation 18371 and the Attorney General's Office's AB 1234 information can be found below.

There are numerous training options, including training conducted by commercial organizations, nonprofits, or even an agency's own legal counsel. In addition, interested parties have collaborated to create an on-line training program that will allow local officials to satisfy the requirements of AB 1234 on a cost-free basis. The training may be accessed by clicking the button below, and at the end of the training a certification of completion must be printed.

<http://localethics.fppc.ca.gov/login.aspx>

The **free** online training offered here is a self-serve training program. It is your obligation to print a certificate and provide it to your agency in a timely manner. Please allow ample time to ensure that you are able to complete the training by the due date.

For complete guide please visit website at:

www.cacities.org



Rosenberg's Rules of Order

REVISED 2011

Simple Rules of Parliamentary Procedure for the 21st Century

By Judge Dave Rosenberg

EVALUATE YOUR BOARD TO MAKE IT MORE EFFECTIVE



DEVELOPING
THE CULTURE
OF THE
BEHAVIORAL
HEALTH
BOARD

WHAT IS EVALUATION?

DICTIONARY:

a systematic determination of a subject's merit, worth and significance, using criteria governed by a set of standards.

- Appraisal
- Assessment
- Estimation
- Interpretation
- Opinion
- Judgement

WHY DO WE WANT TO EVALUATE THE LOCAL MENTAL/BEHAVIORAL HEALTH BOARD?

- Hold effective meetings that get the work done
- Engage each board member
- Hold meetings that engage the public in our work
- Ensure compliance with the requirements of the Brown Act
- *Build a positive culture within the Board and with the Department and the Board of Supervisors*

HOLD EFFECTIVE MEETINGS THAT GET THE WORK DONE

- The meeting is held in a comfortable room that is conducive to business
- Meetings are limited to 2 hours or less; meetings start and end on time
- The chair ensures compliance with the requirements of the Brown Act: public comment, agenda
- The meeting uses parliamentary procedures: Robert's Rules; Rosenberg's Rules
- The Director/designee of the local mental health plan is included as a resource
- All members are allowed/encouraged to participate in the discussions
- Board committees demonstrate that they are working and producing results

ENGAGE EACH BOARD MEMBER

- Members attend all board meetings
- Members come to board meetings prepared and ready to work
- Members see themselves as part of a team
- Members are equal in the discussions and the board is not dominated by one or two members
- Members feel free to express even dissenting viewpoints
- Members represent the board interest of all those who use the system not just for personal or special interests

HOLD MEETINGS THAT ENGAGE THE PUBLIC IN OUR WORK

- **WHO IS THE PUBLIC?**
- Provide comfortable accommodations in the meeting room for the public
- Develop an agenda with public comment at the start of the meeting and during each agenda item; do not require members of the public to identify themselves as a prerequisite to making comment (Brown Act)
- Schedule presentations that include areas of interest to the public; request presentations from members of the public
- When appropriate, develop liaisons from the Board to specific community groups
- When appropriate, include members of the public on Board committees

ENSURE COMPLIANCE WITH THE REQUIREMENTS OF THE BROWN ACT

- Manage public comment at the beginning of the meeting and during agenda items
- Assure that materials provided to the Board are also provided to the public attending the meeting
- Assure that the agenda items fully describe the agenda item
- Follow the agenda as written and do not add discussions about business not on the agenda



WHO?

The board needs to consider who will participate in the evaluation process:

- Board members
- People who participate in mental health/substance use services
- Department staff
- Service providers
- Other public

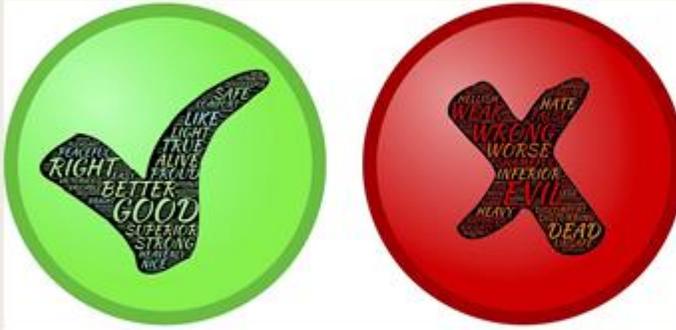


HOW?

The Board needs to determine how the evaluation will be completed:

- By hand and submitted to the clerk to be tabulated
- Electronically using technology such as Survey Monkey

FOLLOW UP



The Board needs to determine how they will follow up with the information:

- Review the information tabulated
- Identify issues to be addressed and prioritize those issues
- Arrange for assistance as needed such as focused training.

HOW WILL YOUR BOARD DO IT?

**THANK YOU FOR
PARTICIPATING
TODAY**

Susan Morris Wilson
susanmorriswilson@gmail.com

MENTAL/BEHAVIORAL HEALTH BOARD EVALUATION

DATE: _____

Our Board wants to assure good meetings and get work done effectively by:

- | | | | |
|---|-----|----|-----------|
| 1. Providing a comfortable room that is conducive to business. | YES | NO | SOMETIMES |
| 2. Starting and ending the meetings on time | YES | NO | SOMETIMES |
| 3. Limiting meetings to 2 hours or less: | YES | NO | SOMETIMES |
| 4. Developing a positive tone for the meetings: | YES | NO | SOMETIMES |
| 5. Having the chairperson ensure compliance with the requirements of the Brown Act: | YES | NO | SOMETIMES |
| 6. Encouraging the Dept. Director to participate: | YES | NO | SOMETIMES |
| 7. Following a business-like system of parliamentary rules: | YES | NO | SOMETIMES |
| 8. Following the agenda except in an emergency: | YES | NO | SOMETIMES |
| 9. Assuring that members have enough information to make decisions about agenda items: | YES | NO | SOMETIMES |
| 10. Assuring that board committees are working and produce results: | YES | NO | SOMETIMES |
| 11. Annually reviewing and approving the mission statement and the board structure: | YES | NO | SOMETIMES |
| 12. Annually reviewing progress toward the long-range plan and modifying the long-range plan: | YES | NO | SOMETIMES |
| 13. Completing an evaluation of the Board’s performance annually: | YES | NO | SOMETIMES |

Our Board wants to engage each board member by:

- | | | | |
|---|-----|----|-----------|
| 14. Conducting a through orientation for all board members: | YES | NO | SOMETIMES |
| 15. Providing members with copies of the mission statement, bylaws, Welfare and Institutions Code regarding the board, board roster, any action plans, and other pertinent documents: | YES | NO | SOMETIMES |
| 16. Encouraging members to attend all board meetings: | YES | NO | SOMETIMES |
| 17. Assuring that members receive the support to attend meetings: | YES | NO | SOMETIMES |
| 18. Ensuring that members are encouraged to participate in discussions and that discussions are not dominated by one or two other members: | YES | NO | SOMETIMES |
| 19. Encouraging participation on committees of the board | YES | NO | SOMETIMES |

including standing and ad hoc committees:

| | | | |
|---|-----|----|-----------|
| 20. Providing an opportunity for members to tour programs: | YES | NO | SOMETIMES |
| 21. Encouraging participation in board development trainings: | YES | NO | SOMETIMES |
| 22. Assuring that members feel free to express any viewpoint: | YES | NO | SOMETIMES |
| 23. Assuring that members leave the meeting feeling like a team: | YES | NO | SOMETIMES |
| 24. Assuring that members leave the meeting feeling accomplishment: | YES | NO | SOMETIMES |
| 25. Assuring that each member represents the board interest of all those who use the system not personal/special interests: | YES | NO | SOMETIMES |

Our Board wants to hold meetings that engage the public by:

| | | | |
|--|-----|----|-----------|
| 26. Providing comfortable accommodations in the meeting room for the public: | YES | NO | SOMETIMES |
| 27. Developing an agenda with public comment at the start of the meeting and during each agenda item: | YES | NO | SOMETIMES |
| 28. Complying with the requirements of the Brown Act to not require members of the public to identify themselves as a prerequisite to making public comment: | YES | NO | SOMETIMES |
| 29. Scheduling presentations that include areas of interest to the public: | YES | NO | SOMETIMES |
| 30. Requesting presentations from services providers and other members of the public as appropriate: | YES | NO | SOMETIMES |
| 31. When appropriate, developing liaisons from the Board to specific community groups: | YES | NO | SOMETIMES |

Our Board wants to ensure compliance with the requirements of the Brown Act by:

| | | | |
|--|-----|----|-----------|
| 32. Accepting public comment at the beginning of the meeting and during agenda items: | YES | NO | SOMETIMES |
| 33. Assuring that materials provided to the Board are also provided to the public attending the meeting: | YES | NO | SOMETIMES |

- | | | | |
|--|-----|----|-----------|
| 34. Assuring that the agenda items fully describe the agenda item: | YES | NO | SOMETIMES |
| 35. Following the agenda as written and not adding discussions About items not on the agenda: | YES | NO | SOMETIMES |

EVALUATION OF YOUR MENTAL/BEHAVIORAL HEALTH BOARD/COMMISSION

Mental/behavioral health boards/commissions may consider evaluation of the Board and its methods of operation. Such an evaluation will help identify strengths and issues for the board. It will lead to developing procedures that are effective in building a stronger culture for the Board. Some specific reasons for doing an evaluation include:

- Holding effective meetings that get the work done
- Engaging each board member
- Holding meetings that engage the public in the work
- Ensuring compliance with the requirements of the Brown Act
- Building a positive culture within the Board and with the Department and the Board of Supervisors

Evaluation is a systematic determination of a subject's merit, worth and significance, using criteria governed by a set of standards. Evaluation can assist an organization to determine if they are meeting their goals. Evaluation help gain insight into the culture of the board and how it operates, and to enable reflection and assist in the identification of future change. It helps focus on the important parts of the way the Board works and to make the Board as effective as possible

When planning and reporting evaluations, evaluators should include relevant perspectives and interests of the full range of stakeholders. In addition to having board members complete the evaluation, the Board may feel that it is appropriate to include the staff of the mental health plan and/or providers for mental health/substance use disorder treatment and/or consumers.

To get work done effectively, the Board wants to consider at least the following factors:

- The meeting is held in a comfortable room that is conducive to business
- Meetings are limited to 2 hours or less; meetings start and end on time
- The chair ensures compliance with the requirements of the Brown Act: public comment, agenda
- The meeting uses parliamentary procedures: Robert's Rules; Rosenberg's Rules
- The Director/designee of the local mental health plan is included as a resource
- All members are allowed/encouraged to participate in the discussions
- Board committees demonstrate that they are working and producing results

To engage each board member, the Board wants to consider at least the following factors:

- Members attend all board meetings
- Members come to board meetings prepared and ready to work
- Members see themselves as part of a team
- Members are equal in the discussions and the board is not dominated by one or two members
- Members feel free to express even dissenting viewpoints
- Members represent the board interest of all those who use the system not just for personal or special interests

To hold meetings that engage the public, the Board wants to consider at least the following factors:

- Provide comfortable accommodations in the meeting room for the public
- Develop an agenda with public comment at the start of the meeting and during each agenda item; do not require members of the public to identify themselves as a prerequisite to making comment (Brown Act)
- Schedule presentations that include areas of interest to the public; request presentations from members of the public
- When appropriate, develop liaisons from the Board to specific community groups
- When appropriate, include members of the public on Board committees

To ensure compliance with the requirements of the Brown Act, the Boards wants to consider at least the following factors:

- Manage public comment at the beginning of the meeting and during agenda items
- Assure that materials provided to the Board are also provided to the public attending the meeting
- Assure that the agenda items fully describe the agenda item
- Follow the agenda as written and do not add discussions about business not on the agenda

Each board needs to develop an effective way to implement the evaluation for their Board. One recommended way is to include the evaluation process as part of an annual meeting. Board members/others will complete the evaluation prior to the meeting and the results will be tabulated. During the meeting, a period can focus on the issues raised by the evaluation process, and plans can be made to improve the Board's work. These plans might include additional board training to provide the board with skills to address identified issues.

Attachment: ***Mental Health Board Evaluation***

HOW TO MAKE A MOTION:

Discussion in a body occurs following a motion. Having a motion on the floor helps the chair to direct the conversation appropriately. The group should vote on **exact language** not a vague idea. In the end the motion needs to be written in the minutes accurately.

The proper way to make a motion:

- The individual wishing to make a motion is called upon by the chair of the body
- The individual states the motion clearly for the body provides a written copy of the motion to the chair without further discussion
 - Anyone in the body may call out “second” to support the motion. The person making the second does not change the motion. If there is no second, the motion dies
- If there is a second, the chair repeats the motion for the body in order to direct discussion: “The motion on the floor is...”
 - The chair calls for discussion/debate on the motion from the maker of the motion: “Do you wish to speak to your motion?”
 - Following input from the maker of the motion, the chair asks for debate on the motion.
- *If an individual wishes to amend the motion:*
 - The individual states “I wish to amend the motion and insert/strike the words... (or the paragraph). The motion must be seconded.
 - The chair states: The motion on the floor is...” and asks for input from the maker of the motion.
 - Following input from the maker of the motion, the chair asks for debate on the motion until the body is ready for the question.
- *If an individual wishes to close debate:*
 - The individual states “I move the previous question.”. The motion must be seconded. This closes debate.
 - The motion to close debate requires a two-thirds vote.
 - The chair presents the motion: “It is moved and seconded to order the previous question. Those in favor say “yes”, those opposed say “no”.
 - The chair presents the results of the motion: There are two-thirds in the affirmative and the previous question is ordered. The question is now on the adoption of the motion....”
 - Once the body has voted on an amendment, the specific matter is considered settled.
- When discussion ends, the chair may ask: “Are you ready for the question?” If so, the chair repeats the motion on the floor: “The question is on the adoption of the motion that...” and repeats the exact motion.
 - The chair asks for “yes” votes, “no” votes and “abstentions”.
 - The chair announces the results of the vote: “The ayes have it and the motion is adopted.”