

County of Los Angeles Mental Health Commission

TOWN HALL MEETING Coordination Guide

MENTAL HEALTH COMMISSION

Vision

All Los Angeles County individuals, families, and communities have access to effective mental health care.

Mission

To advise the Los Angeles County Board of Supervisors and Department of Mental Health Director on issues impacting the County mental health system.

To review and approve the procedures used to ensure community and professional involvement at all stages of the planning process.

Values

Accountability for Care

Access to Person Centered Care Comprehensive Care

Trauma Informed Care

Community Responsive Care

Cultural Values

Passionate

Committed

Open & Responsive

Innovative

Results Focused

Action-Oriented

Inclusive

YourDMH Vision

A community driven collaborative partnership that engages a large, multicultural and diverse Los Angeles County towards a shared goal of hope, recovery, and wellbeing.

YourDMH Mission

YourDMH is the active partnership between Los Angeles County Department of Mental Health (LACDMH) and a diverse group of stakeholders who work collaboratively with consumers, family and community members in a process that generates meaningful input on mental health policy, program planning, and implementation, monitoring, quality improvement, evaluation, and budget allocations.

YourDMH Values

Collaboration

Dedication

Transparency

Communication

Integrity

Respect

Accountability

Quality & Excellence

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Introduction

The Town Hall Coordination Guide can be used as a quick reference tool to provide practical guidance on leadership roles, key responsibilities and specific actions to be taken when organizing a Town Hall meeting.

"Coming together is a beginning. Keeping together is progress. Working together is success." -Henry Ford



TOWN HALL MEETING COORDINATION GUIDE

Step 1: Identi Area	ify a	a Coordinator who has knowledge and connections to the targeted Service
, ti Gu		Determine Commissioner who will be "Go-To" Person
Step 2: Form Coordinator	an	Ad Hoc Planning Committee and meeting schedule facilitated by the
		Communicate that participation on the Ad Hoc Committee entails assisting with organizing and spreading the word about the Town Hall meeting
		Identify a few key leaders - i.e. NAMI leader, consumer leader, DMH Service Area Chief (s), SAAC Co-Chairs, law enforcement, school representative, faith based representative, mental health provider and other strong community leaders to join Ad Hoc Committee
		Circulate sign-up list with name, email and phone number at a SAAC meeting and create an email distribution list of all those who signed up
		Identify a Commission staff member to participate in the Ad Hoc meetings
		Establish date and time of Ad Hoc Committee meetings and send out meeting notices with reminders
		Locate meeting space for Ad Hoc Committee meetings and coordinate meeting dates
Step 3: Deve meetings	lop	Ad Hoc Committee checklist and make assignments to be reported on at
		Identify possible venues with capacity of 200 and ample free parking
		Create a Save the Date and Town Hall Flyers
		Develop a communication and distribution of flyers Plan o Establish a plan for the distribution of the Town hall flyer reminding all members to announce the upcoming Town Hall at various community meetings e.g. Chambers of Commerce, Provider Meetings, Veteran's collaborations, School meetings, etc. and distribute flyers at these meetings

 Invite local officials: Mayor, Senator, Assemblyperson, Board of Supervisors, City Councilmembers, Congressperson, law enforcement, Deans, College presidents.

■ Develop Potential Speakers Plan

 Facilitate the identification of potential speakers for the Town Hall meeting and who from the Committee commits to reaching out to those speakers. Possibilities include the following testimonial topics/areas:

Adult providers Board and Care operators

Law Enforcement Schools

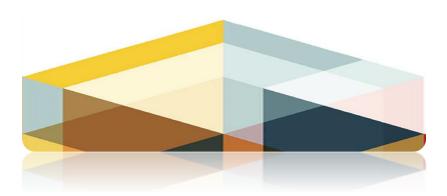
Children's Providers
TAY
Faith-based
Fire Department
MET/SMART
Senior programs
Court system
Consumer/clients

Shelters Housing
NAMI/family members Employment
Department of Public Health
Local government Gaps in services
Stigma/NIMBYism LGBTQ services

- □ Organize a Resource Table
- ☐ Coordinate agenda with Commissioner Chairperson
 - Allow 1 hour prior to Town Hall for registration and food
- □ Consider SWOT Analysis as framework of Town Hall (See reference on page 8).
 - Strengths identify strengths of the Service Area what is going well in the Service Area
 - Weaknesses identify unmet needs and mental health related concerns
 - Opportunity identify opportunities for the Service Area to help with meeting unmet needs
 - Threats identify threats to the Service Area; lack of resources, etc.

Step 4: Complete Day of Town Hall

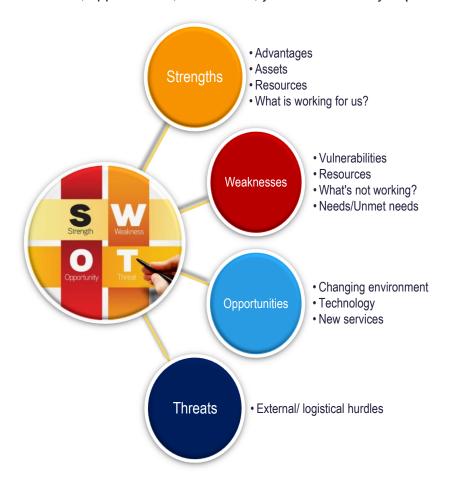
- ☐ Facilitate the introduction/identification of special guests
- ☐ Request that the following people are introduced and speak briefly
 - SAAC Co-Chairs
 - Service Area Chief(s)
 - Other special guests
- ☐ Ensure proper room set up: tables for audience members and front table for commissioners and commission staff
- ☐ Ensure there is a table for registration and sign-in (sing-in is voluntary) and a table for resources



Special thanks to Judy Cooperberg for providing her expertise in organizing a successful Town Hall!

SWOT Analysis:

Change is an inevitable part of **community organizing**. If you know how to take stock of the **s**trengths, **w**eaknesses, **o**pportunities, and **t**hreats, you are more likely to **plan** and **act effectively**.



SWOT provides a tool to explore both internal and external factors that may influence your work.

What is a SWOT Analysis and why should you use one?

SWOT stands for: **S**trength, **W**eakness, **O**pportunity, **T**hreat. A SWOT analysis guides you to identify your organization's strengths and weaknesses (S-W), as well as broader opportunities and threats (O-T). Developing a fuller awareness of the situation helps with both strategic planning and decision-making.



MH Commission Staff will ensure the following:

- 1. Cancel room 739 reservation at the Hall of Administration
- 2. Post Agenda: In the lobby and on the DMH website
- 3. Arrange/Request Spanish translation services
- 4. Inform ISD and Spanish translators of event location
- 5. Request audio/visual set up
- 6. Request technician via ISD
- 7. Prepare/provide sign-in sheets
- **8.** Send welcome letter to presenters (if needed)
- 9. Prepare/provide a great quantity of public comment forms (English and Spanish)
- 10. Prepare/provide flyers (DMH We are here to HELP flyers (English and Spanish)
- 11. Prepare/provide MH Commission flyer and calendar
- 12. Create feedback cards
- 13. Complete meeting folder/packets for Commissioners
- 14. Arrange/Request Food/ Catering services
- 15. Ensure Director's attendance

The Mental Health Commission is here to HELP!

County of Los Angeles Mental Health Commission SERVICE AREA 2 ~ SANTA CLARITA



Thursday, January 24, 2019 11 am — 2 pm

College of the Canyons

Dianne G. Van Hook University Center—Room 258

26455 Rockwell Canyon Road

Santa Clarita, CA 91355



STAY CONNECTED

Empower community engagement to identify and advocate
for unmet needs in the Santa Clarita Valley

Available resources from service providers in the community

FREE EVENT FREE PARKING — EVERYONE WELCOME TO ATTEND

Contact information ~

Mental Health Commission mhcommission@dmh.lacounty.gov 213 738 4772

DIRECTIONS:

Take Interstate 5 north to McBean Parkway, exit right. Turn left at the first light onto Rockwell Canyon Road. At the next traffic signal, turn left onto University Center Drive. Drive straight up the hill, to the University Center. Free parking.

Mental Health Commission Office Contact Information



