**CALBHB/C**

**AD HOC POLICIES AND PROCEDURES**

1. **PURPOSE**

The purpose of this policy and procedure is to ensure effective processes for ad hocs established by the CALBHB/C. Consistent with Welfare & Institutions Code 5604.2, and the mission of CALBHB/C to support local MHB/BHBs, the ad hocs established by CALBHB/C will generate a work product that will add value to either consumers, families of consumers, or MHB/BHB’s.

1. **PROCEDURES**
2. **Establishing an Ad Hoc**

Provide a written draft work plan to the Executive Committee.The draft work plan should include the following:

1. An ad hoc name
2. A description of the purpose of the ad hoc that links the proposed work to one or more of the WIC 5604.2 duties and/or the mission of CALBHB/C.
3. A detailed description of how the ad hoc will go about accomplishing its purpose
4. A schedule of tasks and target date of completion
5. **Review Process**

The Executive Committee will:

1. Review each ad hoc proposal submitted in writing.
2. Review and approve or deny the request.
3. Review and identify aspects of the plan that require revisions, including but not limited to:
   1. Areas that are unclear or too broad.
   2. Areas that may be unnecessary or out of the scope of WIC 5604.2 and/or the mission of CALBHB/C.
   3. Clarification regarding how the ad hoc plan goals can be met.
4. **Reporting Process**
   1. The ad hoc will provide updates as appropriate at monthly Governing Board meetings.
   2. The ad hoc will provide a final report to the Governing Board.

**CALBHB/C**

**AD HOC PROPOSAL**

**NAME OF AD HOC**: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ **DATE: \_\_\_\_\_\_\_\_**

**AD HOC COMMITTEE:** [Names of Members]

**GOALS/OBJECTIVES AD HOC WILL CONTRIBUTE TOWARD** ([5604.2](http://calbhbc.weebly.com/duties.html))

**PURPOSES OF AD HOC**:

**THE WAY THIS AD HOC WILL ACCOMPLISH ITS PURPOSES WILL BE:**

*This ad hoc will*:

**SCHEDULE OF TASKS AND TARGET DATE FOR COMPLETION**:

APPROVED BY: CALBHB/C Executive Committee DATE: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

COMMENTS: