

Thank you for serving on or supporting the work of one of California's  
local mental / behavioral health boards or commissions!

# Chair & Admin Training

For Chairs / Chairs-Elect  
and Support Staff

January 2023

[www.calbhbc.org/training](http://www.calbhbc.org/training)



# TOPICS

- **Running a Good Meeting**
- **Recruitment**
- **Review & Evaluate**
- **Recommendations**
- **Annual Goals / Task List**



# Running a Good Meeting

*from* Best Practices, P. 26

- Attendance
- Conduct
- Content
- Rules
- Handling Disruptions
- Facilitation

# Running a Good Meeting: Attendance

1. **Remind Members** (email/phone) [Best Practices, Page 26](#)
2. **Invite** – Be intentional about inviting:
  - Consumer/family member organizations
  - Organizations representing diverse ethnic/cultural/racial populations.
  - Advocacy Groups
  - County Agencies:
    - Housing
    - Older Adults
    - Veterans Officer
    - Drug & Alcohol
    - Jail Warden
  - School District, Law Enforcement, Community College
  - Patients' Rights Advocate

# Running a Good Meeting: Conduct

1. Active Listening [Best Practices, Page 10](#)
2. Focus on Issues
3. [Person-First Language](#)
4. No Swearing
5. No Personal Attacks or Criticism (of self or others).
6. One person speaks at a time – No side bars.
7. Keep Comments Short if possible—Do not monopolize.
8. Limit use of Acronyms – “When in doubt, spell it out.”
9. Silence Cell Phones

# Running a Good Meeting: Content

1. **Agenda** (sample) **Best Practices, Page 26**
2. **Speakers who can speak about:**
  - Priorities identified by board members/concerns of public
  - Access and effectiveness of services
  - Needs, issues and successes.
3. **Housekeeping – Keep it limited**

Use Executive Committee (or Chair & Admin Liaison in very small counties) to address board/commission organizational topics.

# Running a Good Meeting - Rules: Brown Act

*Also see: [Brown Act Guide](http://calbhbc.org/brown-act)  
[calbhbc.org/brown-act](http://calbhbc.org/brown-act)*

- 1. Agenda** (Must follow)
- 2. Documents** (Must share with public)
- 3. Meeting Notification** (Includes Posting Agendas)  
72 Hours in Advance for General Meetings  
24 Hours for Special Meetings, and Notify local Media  
Posted on local government website
- 4. Public Comment** (Before or during each item)
- 5. Teleconferences** – See next slide

# Running a Good Meeting - Rules: Brown Act

*Also see: [Brown Act Guide](#)*

*[calbhbc.org/brown-act](http://calbhbc.org/brown-act)*

## Teleconference Requirements

1. Agendas must be posted at all teleconference physical locations
2. Each teleconference location must be listed on the meeting notice and agenda
3. Each teleconference location must be accessible to the public, allowing for public comment.
4. Quorum within county: At least a quorum of the members must participate from locations within the county (or jurisdiction)
5. Votes by Roll Call: All votes must be by roll call
6. Allowances – See next slide



# Running a Good Meeting - Rules: Brown Act

## Teleconference Allowances

1. Public Emergency Allowances (Expire: 1/1/24) (**COVID-19 Emergency Ends 2/28/23**)

Boards/commissions may meet solely by teleconference without providing any physical meeting addresses during a proclaimed state of emergency in which state or local officials have imposed or recommended measures to promote social distancing. Requires vote once every thirty days to continue using the law's exemptions.

2. Member Emergency & Just Cause Allowances (Expires: 1/1/2026)

A local board/commission member may participate remotely without posting their physical location on the agenda under certain circumstances and with certain requirements. See Page 4+: Brown Act Guide: [calbhbc.org/brown-act](http://calbhbc.org/brown-act)

# Running a Good Meeting - Rules: Motion

- **A Motion is a proposal by a member to take an action**
- **Procedure**
  - **Motion** (Chair: “Do I hear a motion?”)\*
  - **Second** (Chair: “Do I hear a second?”)
  - **Discussion** (Chair: “Any discussion?”)
  - **Vote** (Must be Role Call vote if by teleconference)
    - **Yes** or **Aye** (if in favor)
    - **No** or **Nay** (if against)
    - **Abstain** (if not voting)

\*Chair makes sure that members know the motion.

# Running a Good Meeting: Handling Disruptions

- **Stay on Agenda**
- **“The action is in the reaction.”** Quietly move on to next person or agenda item.
- **Staff Support** – Ask staff to respond as needed.

# Running a Good Meeting: Facilitation

See [Best Practices, Page 27](#)

## Before

- Accessible Room, Comfortable Set-up, Access to Water, Restrooms, Cell Phones Off

## During

- **Timeliness:** Begin and end on time.
- **Minutes:** Accurate record to include attendees, and motions.
- **Public Comments** welcomed before or during each agenda item.
- **Civility Reigns** ([Conduct Page](#))

# Review & Evaluate

Review: Best Practices, Page 24

## 1. Accessibility

- Culturally Relevant
- Scaled
- Integrated
- Communicated

## 2. Recommended Practices:

- Client & Family Driven
  - **Peer Providers** are an essential component
  - **Clients and family members** are treated with dignity and respect and are included in decision-making
  - **Program leadership and staff** includes individuals with lived experience and family members (such as on non-profit boards and as employees)
- Evidence-Based Practices: [www.calbhbc.org/evidence-based-practices](http://www.calbhbc.org/evidence-based-practices)
- Trauma-Informed Practices: [www.calbhbc.org/evidence-based-practices](http://www.calbhbc.org/evidence-based-practices)
- Community-Defined Evidence Practices: [www.calbhbc.org/cultural-competence](http://www.calbhbc.org/cultural-competence)

## 3. Sustainability

- Financially Viable
- Workforce

## 4. Performance

**Recommendations** - The MHB shall advise the Governing Body (BOS) and the local mental health director as to any aspect of the local mental health program.

**Recommendations:**  
Best Practices, Page 20

## 1. IDENTIFY

- Public Comment
- Performance Outcome Data
- Presentations (by staff, patients rights advocates, contractors)
- Liaisons - MHB/C members can act as liaisons to other boards, commissions or committees.

## 2. RESEARCH

- Ad Hocs (short-term workgroups) to conduct research meetings – P. 3 of Best Practices
- Chair to meet regularly with Mental Health Director
- Site Visits

## 3. ADVISE

- Draft recommendations – P. 20 of Best Practices
- Vote on recommendations

# Recruitment

*from Best Practices, P. 21*

- **Membership Rules (WIC 5604)**
- **Strategies**
- **Process**
- **Member Orientation**

# Recruitment - Membership Rules

- **50%** consumers or family members of consumers  
This must include at least: **20%** consumers  
**20%** family members of consumers
- **One** Board of Supervisor Member
- **One** Veteran or Veteran Advocate  
(A county must notify its county veterans service officer about vacancies on the board, if a county has a veterans service officer.)
- Reflect the **diversity** of the local client population
- Include individuals with **experience and knowledge of the mental health system**, such as representatives of:
  - County Offices of Education
  - Large and Small Businesses
  - Hospitals, Hospital Districts
  - Physicians Practicing in Emergency Departments
  - City Police Chiefs
  - County Sheriffs
  - Community and Nonprofit Service Providers



# Recruitment – Membership Rules: Exceptions

*Except as noted below\**, a **Board member or spouse can not be employed** by:

- A county mental health service
- The State Department of Health Care Services
- A local mental health contract agency

\* A mental health **consumer can be employed** by any of the above if the consumer has no interest, influence or authority over any financial or contractual matter concerning the employer.

# Recruitment – Strategies

**Be intentional** in order to achieve a diverse membership (ethnic, racial, cultural, LGBTQ) that includes people with experience and knowledge of the mental health system and the sectors that it intersects.

**Reach out** (phone call, teleconference, meet for coffee) to find people who can represent various facets of the community, such as:

1. County Veterans Services Office
2. Community Organizations (Examples: Hispanic Chamber of Commerce, Tribal Organizations, Hmong Community Center)
3. County Office of Education, First 5 Commissions
4. Law Enforcement
5. College/Community College Boards/Staff
6. Mental Health Adult Resource Centers/Consumer Groups
7. Commissions on Aging/Older Adult Groups

# Recruitment – Process

Use a process that is fair and respects people's privacy.

1. **Public posting** of Mental/Behavioral Health Board/Commission openings (usually done by county staff).
2. On-line or printed **application**
3. Chair or Executive Committee **reviews** applications
4. Qualified applicants are **interviewed** by two or more MHB/C members followed by possible recommendation to the MHB/C
5. MHB/C votes to **recommend** individuals for possible appointment by Board of Supervisors.
6. The Board of Supervisors receives the recommendations and makes desired **appointments**.

# Recruitment – Member Orientation

Provide a new member orientation as soon as possible to familiarize new members with:

1. **Duties** (5604.2)
2. **Brown Act** Requirements
3. **Past work** (such as most recent Annual Report)

CALBHB/C's website provides member orientation resources:

- **Member Guide** (Bylaws, Acronyms, Policies, WIC and more)  
[www.calbhbc.org/templattessample-docs](http://www.calbhbc.org/templattessample-docs)
- **Training** (15-Minute Modules, Recordings, Handbook & more):  
[www.calbhbc.org/training](http://www.calbhbc.org/training)

# Annual Goals & Task List

**Sample Documents** - See “Annual Goals/Task List” at:  
[www.calbhbc.org/templategsample-docs](http://www.calbhbc.org/templategsample-docs)

## Annual Goals

- **Mandated Responsibilities**
- **Specific Goals (Site Visits, Participation)**
- **Priority Issues:** Identify 1 to 3 areas of special focus

## Task List:

- **Scheduled Tasks** (Calendar Reminders)  
(Such as: Elections, Finalize Annual Report)
- **Ongoing Tasks**  
(Such as: Agendas, Site Visits, Training)

**Thank you** for serving on or supporting a local mental/behavioral health board or commission!

Questions?

# CALBHB/C Resources

## 1. Resources

- [Cultural Relevance](#)
- [Hybrid Meetings](#)
- [MHSA 3-Year Plans/Updates](#)
  - [Role, Components, Fiscal](#)
  - [Community Program Planning](#)
- [Performance Outcome Data](#)
- [WIC: Duties, Membership](#)  
.... [and more!](#)

## 2. News/Issues

- [Newsletters](#)
- [Issue Briefs](#) (11)
- [Issue Pages](#) (35+)

## 4. Trainings (Recorded)

- [Chair & Admin Training](#)
- [Mental Health Board](#)
- [MHSA Community Program Planning](#)
- [Performance & Fiscal](#)
- [Unconscious Bias](#)

## 5. Trainings (On-Line Modules)

- [Duties of local boards](#)
- [MHSA: Role of MHB](#)
- [MHSA: Fiscal](#)
- [MHSA: CPP](#)

## 6. Advocacy

- [Local](#)
- [State/Federal](#)

CA Association of Local Behavioral Health Boards and Commissions (CALBHB/C) supports the work of CA's 59 local mental/behavioral health boards and commissions.

[www.calbhbc.org](http://www.calbhbc.org)