

The training will begin at 12:30 pm. Please remain on mute.



**CHAIR Training –  
For Chairs / Chairs-Elect  
and Support Staff**

**January 15, 2021**

CALBHB/C supports the work of CA's 59 local mental/behavioral health boards & commissions.

# TOPICS

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



# Running a Good Meeting

*from* Best Practices, P. 32

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

# Running a Good Meeting: Attendance

1. **Remind Members** (email/phone) [Best Practices, Page 32](#)
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 15](#)
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 32**
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 to address board/commission organizational topics.

# Running a Good Meeting - Rules: Brown Act

*Also see: [Best Practices, Page 35](#)*

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

- 1. Agenda** (Must follow)
- 2. Documents** (Must share with public)
- 3. Meeting Notification** (72 hours in advance / 24 hours for Special Meeting; Posted on local govt. website)
- 4. Public Comment** (Before or during each item)
- 5. Teleconferences** (Roll-call vote requirement)

# 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 prompts for 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 33](#)

## 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](#))

# 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.

## 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. 4 of Best Practices
- Chair to meet regularly with Mental Health Director
- Site Visits

## 3. ADVISE

- Draft recommendations – P. 29 of Best Practices
- Vote on recommendations

# Recruitment

*from Best Practices, P. 24*

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

# Recruitment - Membership Rules

- **50%** consumers or family members of consumers
  - **20%** consumers & **20%** families of consumers
- One Board of Supervisor Member
- Reflect the **diversity** of the local client population
- Include individuals from education, police, emergency +

Composition of Mental Health Board (example)		
	15 Member Board	
Consumer	20%	3
Family Member of Consumer	20%	3
Combined Consumer & Family Member of Consumer	50%	8
Board of Supervisors		1

# 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, email, meet for coffee) to find people can represent various facets of the community, such as:

1. School Boards/School Districts/First 5 Commissions
2. Law Enforcement
3. College/Community College Boards/Staff
4. Mental Health Adult Resource Centers/Consumer Groups
5. Commissions on Aging/Older Adult Groups
6. Community Organizations (such as Hispanic or Tribal Organizations)

# Recruitment – Process

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

1. **Public posting** of MHB/C 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 \(Bylaws, Policies, WIC\) \(Sample\)](#)
- [Mental Health Board Training: PowerPoint PDF](#)
- Also see [TRAINING PAGE](#).

# Annual Goals & Task List

## Annual Goals (example)

- Mandated Responsibilities
- Active, Involved Membership

## Task List (example)

- Scheduled Tasks
- Ongoing Tasks

**THANK YOU** for serving on or supporting a local mental/behavioral health board or commission!

Questions?

# CALBHB/C Resources

**Member Orientation, Recruitment & *more***

**[www.calbhbc.org/resources.html](http://www.calbhbc.org/resources.html)**

**On-line Training & Handbooks:**

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

**Frequently Asked Questions:**

**[www.calbhbc.org/faqs.html](http://www.calbhbc.org/faqs.html)**

**Issue Briefs and more:**

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

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