

Computer: <https://us02web.zoom.us/j/778302524?pwd=SEhkV3poZVA2YVZITDd2RVVQQVBHQTO9>

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Meeting ID: 778 302 524

Passcode: 089619

**Friday, June 18, 2021, 11:30 am Agenda**

- A. Open Comment
- B. Minutes from May 21, 2021
- C. Financial Reports (Accounts Receivable, Statement of Financial Position, Statement of Activity Reports are Attached)
- D. FY 21/22 Budget (Draft Budget Attached) - There are increases to travel and conference related items based on comments from last month's meeting.
- E. Arturo Salazar (El Dorado County)  
Appointment to GB by President Stevens. GB Vote is required to confirm appointments. (Application is attached)
- F. Officer Elections (Term 7/1/2021 - 6/30/2022)  
Slate of Nominees:  
President: Benny Benavidez  
Vice President: Bill Stewart  
Secretary-Treasurer: Kristine Haataja
- G. By-Law Update (Draft) (Attached)
  - 1. Addition of "Past President" to Executive Committee (Page 3 and 4)
  - 2. Update to GB Member "Duties & Responsibilities" (Page 4, Article V)
  - 3. Bylaws: Update Process (Page 5)
- H. Executive Director's Report
  - 1. Legislative Update
  - 2. Statewide Collaboration
  - 3. Issue Brief: Transitional Age Youth (TAY) (Draft is Attached)
- I. Upcoming Meeting/Training Schedule
  - 1. Governing Board Teleconference  
Friday, July 16, 11:30 am
  - 2. Regional & Statewide Meetings/Trainings - For in-person meetings, the State is still finalizing requirements and recommendations for in-person meetings.

|                           |   |                             |
|---------------------------|---|-----------------------------|
| June 25, 2021             | Regional CALBHB/C Meeting: 10 am - 12 pm<br>Training: 12:30 pm - 2:30 pm) | Teleconference              |
| July 30, 2021             | Employment - Integrated Vocational/Mental Health Services                 | Teleconference              |
| August or September (TBA) | Regional CALBHB/C Meeting & Training                                      | In Person - Superior Region |
| October 23, 2021          | Regional CALBHB/C Meeting   | In-Person – Sacramento      |
| October 24, 2021          | Regional CALBHB/C Training  | In-Person – Sacramento      |
| November 5, 2021          | Topic TBA   | Teleconference              |
| January 21, 2022          | Regional CALBHB/C Meeting   | In-Person – TBA             |
| January 22, 2022          | Regional CALBHB/C Training  | In-Person - TBA             |

**CALBHB/C Governing Board Minutes**  
**May 21, 2021, 11:30 am**  
**Zoom Teleconference**

**Governing Board Attendance:** President Harriette Stevens, Ed.D. (San Francisco), VP Benny Benavidez, Secty/Treas. Kristine Haataja (Napa), Shera Banbury (Nevada), Stacy Dalglish (Los Angeles), Patrick Ogawa (Los Angeles), Bill Stewart (San Diego), Supervisor Stacy Corless (Mono),

**Absent:**

**Staff:** Theresa Comstock, Executive Director

Meeting was called to order at 11:31 by President Harriette Stevens

1. **Welcome and Introductions:** CALBHB/C members introduced themselves to Kylene Hashimoto a new member of the Governing Board from Fresno. Kylene then introduced herself.
2. **Open Comment:** Bill asked about the June meeting and whether it will be in person, or not. Theresa indicated that we are waiting for direction. The CA BH Planning Council is waiting until 2022 for in person meetings.
3. **Minutes:** Shera made a motion to approve the April 16 Board Minutes; Benny seconded the motion. The motion passed with Kylene abstaining.

**4. Financial Reports:**

- Accounts Receivable: Collection of dues has gone well this year. Colusa has paid and Madera indicated they will pay, but Merced County will not pay. Tri-City has not paid, likely due to bankruptcy. Theresa provided additional documents to the MHSOAC to facilitate payment.
- Financial Position: Current assets are \$140,000 and will likely be higher as we enter the next fiscal year.
- Budget vs Actuals: Board expenditures are slightly over \$78,000, below the budgeted plan. We will come under budget on expenses since there hasn't been any travel this year. Revenue for the fiscal year is budgeted at nearly \$86,000. Current income is over \$79,000, and there are receivables outstanding (as noted above) that should be paid prior to the end of the fiscal year.

Motion: Stacy D made a motion to accept the financials, and Patrick seconded it. The motion passed unanimously.

- 4b. **Proposed Dues Schedule:** The proposed [Dues Schedule](#) is the same as last fiscal year. Scroll down to the bottom of the dues schedule to see the tiered amounts based on population.
- 4c. **Proposed Budget:** The proposed budget for FY21-22 was discussed. The budget will be voted on in June. Budget includes travel for four regional in-person meetings/trainings, to include travel for out of region Governing Board members plus travel for at least one member from each board/commission in the region. Costs of Conference Rooms and catering may be higher due to new requirements due to Covid.

Currently appears that office rent will not be increased. Benny asked whether we would continue having teleconferencing in addition to in-person, since some may be uncomfortable meeting in person. This needs to be built into the budget.

5. **Nominating Committee:** Slate for new officers is: Benny as President, Bill as Vice President, and Kristine as the Secretary-Treasurer. Benny thanked Harriette for her service and expressed interest in helping to make CALBHBC stronger.
6. **Consideration of Support:** BH Infrastructure DRAFT Update" Letter: Governor Newsom has tripled the amount of money that he proposes for mental health infrastructure. The letter of support has been updated due to the increase in proposed funding. Stacy made a motion to approve, Benny seconded it. The motion was approved unanimously.
7. **5/14 CALBHB/C Teleconference:** Integrated School-Based Mental Health: The conference was well attended (51 attendees), and the speakers were excellent. SB 552 has become a two-year bill to support integrated school based mental health. Shera commented on how good the meeting was and cited some of the statistics that she found. Bill said that their county has 2 youth leaders joining their meetings, appointed from the supervisors. He will follow-up with how the County set that up., Harriette said her County had youth involvement prior to the pandemic and looks forward to having youth leaders back. There was discussion regarding how to integrate youth voices in the mental health boards, and the importance of safe space for students.
8. **LPS:** Have had other meetings since the original LPS discussion that we had. Have discussed with other advocacy groups and these groups are not in favor of reform to the LPS Act. However, they are in favor of additional resources that would help people and better protect their personal rights. Theresa suggested that we revisit our position paper regarding LPS. Patrick and Benny believe that it is premature to take a specific position because there is no clear-cut decision regarding the best procedures and programs.
9. **Executive Director's Report:**
  - A. Statewide Collaboration: Theresa mentioned collaboration with the following agencies and organizations: Connected with executive staff of CAMPHRO, CBHPC, MHAC and CMHACY. CMHACY mentioned the need to include Peer-to-Peer Parents in discussion as CA implements SB803 - Peer Provider Certification. It may be a good time to create an issue paper and include speakers during an upcoming meeting focused on employment.
  - B. Legislative Update: All the bills that CALBHBC has supported continue to move through the process.
  - C. RFP: CA Department of Corrections & Rehabilitation, CA Correctional Health Care Services - Request for Proposal: Mental Health Diversion: This RFP offers an opportunity to potentially increase our income. A lot of the deliverables are similar to what we do, so Theresa has been working on a proposal. If we were to be awarded this contract, we would need to hire an additional staff member, to free up Theresa to focus on this contract.

**Governing Board Meetings:** June 18, 11:30 am (Teleconference)

**Regional & Statewide CALBHB/C Meetings:**

|               |                            |                  |
|---------------|----------------------------|------------------|
| June 25, 2021 | Regional CALBHB/C Meeting  | In-Person? - TBA |
| June 26, 2021 | Regional CALBHB/C Training | In-Person? - TBA |

|                  |  |                        |
|------------------|--|------------------------|
| July 30, 2021    | Employment - Integrated Vocational/Mental Health Services? | Teleconference         |
| October 23, 2021 | Regional CALBHB/C Meeting                                  | In-Person – Sacramento |
| October 24, 2021 | Regional CALBHB/C Meeting                                  | In-Person – Sacramento |
| November 5, 2021 | Topic TBA  | Teleconference         |
| January 21, 2022 | Regional CALBHB/C Meeting                                  | In-Person – TBA        |
| January 22, 2022 | Regional CALBHB/C Training                                 | In-Person - TBA        |

Meeting adjourned at 12:34

# CA Association of Local Behavioral Health Boards &

## A/R Aging Summary

As of June 7, 2021

|  | CURRENT           | 1 - 30        | 31 - 60       | 61 - 90       | 91 AND OVER       | TOTAL             |
|--|-------------------|---------------|---------------|---------------|-------------------|-------------------|
| Mental Health Services Oversight & Accountability Commission | 5,624.00          |               |               |               |                   | \$5,624.00        |
| Merced   |                   |               |               |               | 1,000.00          | \$1,000.00        |
| Tri-City MHB   |                   |               |               |               | 1,000.00          | \$1,000.00        |
| <b>TOTAL</b>   | <b>\$5,624.00</b> | <b>\$0.00</b> | <b>\$0.00</b> | <b>\$0.00</b> | <b>\$2,000.00</b> | <b>\$7,624.00</b> |

## CA Association of Local Behavioral Health Boards/Commissions

## Statement of Financial Position

As of June 7, 2021

|  | TOTAL               |
|--|---------------------|
| <b>ASSETS</b>                          |                     |
| Current Assets                         |                     |
| Bank Accounts                          |                     |
| 3525 Checking - Wells Fargo            | 41,228.29           |
| 4525 Savings - Wells Fargo             | 110,626.04          |
| <b>Total Bank Accounts</b>             | <b>\$151,854.33</b> |
| Other Current Assets                   |                     |
| 18200 Advanced Payments                | 0.00                |
| <b>Total Other Current Assets</b>      | <b>\$0.00</b>       |
| <b>Total Current Assets</b>            | <b>\$151,854.33</b> |
| Other Assets                           |                     |
| 18700 Security Deposits Asset          | 453.00              |
| <b>Total Other Assets</b>              | <b>\$453.00</b>     |
| <b>TOTAL ASSETS</b>                    | <b>\$152,307.33</b> |
| <b>LIABILITIES AND EQUITY</b>          |                     |
| Liabilities                            |                     |
| Current Liabilities                    |                     |
| Other Current Liabilities              |                     |
| 24000 Payroll Liabilities              | -89.18              |
| CA PIT / SDI                           | 391.32              |
| CA SUI / ETT                           | 41.01               |
| Federal Taxes (941/944)                | 670.05              |
| <b>Total 24000 Payroll Liabilities</b> | <b>1,013.20</b>     |
| Direct Deposit Payable                 | 0.00                |
| <b>Total Other Current Liabilities</b> | <b>\$1,013.20</b>   |
| <b>Total Current Liabilities</b>       | <b>\$1,013.20</b>   |
| <b>Total Liabilities</b>               | <b>\$1,013.20</b>   |
| Equity                                 |                     |
| 32000 Unrestricted Net Assets          | 137,467.30          |
| Net Revenue                            | 13,826.83           |
| <b>Total Equity</b>                    | <b>\$151,294.13</b> |
| <b>TOTAL LIABILITIES AND EQUITY</b>    | <b>\$152,307.33</b> |

## CA Assoc. of Local Behavioral Health Boards &amp; Commissions

## Statement of Activity - Budget vs. Actuals

July 1, 2020 - June 7, 2021

|  | TOTAL              |                     |
|--|--------------------|---------------------|
|  | ACTUAL             | BUDGET              |
| Revenue                                    | \$99,284.80        | \$103,790.00        |
| GROSS PROFIT                               | \$99,284.80        | \$103,790.00        |
| Expenditures                               |                    |                     |
| 62100 Contract Services                    |                    |                     |
| 62110 Accounting Fees                      | 42.50              | 600.00              |
| 62160 Training                             | 5,277.61           | 6,000.00            |
| <b>Total 62100 Contract Services</b>       | <b>5,320.11</b>    | <b>6,600.00</b>     |
| 65000 Operations                           |                    |                     |
| 65010 Subscriptions                        | 1,242.40           | 1,500.00            |
| 65017 Equipment                            |                    | 400.00              |
| 65020 Postage, Mailing Service             |                    | 60.00               |
| 65032 Office (Rent)                        | 2,776.95           | 3,029.40            |
| 65035 Software                             |                    | 240.00              |
| 65040 Supplies                             |                    | 60.00               |
| 65050 Telephone, Telecommunications        | 1,190.13           | 967.15              |
| 65051 Teleconferences                      | 83.40              | 150.00              |
| 65060 Website, Domain Emails               | 378.39             | 240.00              |
| <b>Total 65000 Operations</b>              | <b>5,671.27</b>    | <b>6,646.55</b>     |
| 65100 Other Types of Expenses              |                    |                     |
| 60920 Business Registration Fees           | 85.00              | 135.00              |
| 60930 Direct Deposit Bank Charges          | 118.00             | 126.00              |
| 60940 Education - Conferences/Coalitions   | 450.00             | 900.00              |
| 65119 Insurance - General Liability        | 400.00             | 490.00              |
| 65120 Insurance - Liability, D and O       | 1,153.00           | 1,302.00            |
| <b>Total 65100 Other Types of Expenses</b> | <b>2,206.00</b>    | <b>2,953.00</b>     |
| 66000 Payroll Expenses                     |                    |                     |
| 66055 Health Insurance                     | 8,731.48           | 8,223.84            |
| 66099 Workers Compensation Insurance       | 621.00             | 519.00              |
| Taxes                                      | 4,696.05           | 4,408.92            |
| Wages                                      | 57,633.84          | 57,633.12           |
| <b>Total 66000 Payroll Expenses</b>        | <b>71,682.37</b>   | <b>70,784.88</b>    |
| 68300 Meeting Expenses                     |                    |                     |
| 62800 Equipment                            |                    | 100.00              |
| 68315 Hotel, Lodging                       |                    | 6,300.00            |
| 68317 Meals                                |                    | 2,145.00            |
| 68318 Meeting Room                         |                    | 2,000.00            |
| 68320 Travel                               |                    | 7,640.00            |
| 68400 Admin Expenses                       | 578.22             | 954.00              |
| <b>Total 68300 Meeting Expenses</b>        | <b>578.22</b>      | <b>19,139.00</b>    |
| <b>Total Expenditures</b>                  | <b>\$85,457.97</b> | <b>\$106,123.43</b> |

# CA Association of Local Behavioral Health Boards & Commissions

Budget (Draft): FY2021-22

July 2021 - June 2022

|  | JUL - SEP, 2021   | OCT - DEC, 2021    | JAN - MAR, 2022    | APR - JUN, 2022    | TOTAL               |
|--|-------------------|--------------------|--------------------|--------------------|---------------------|
| <b>Revenue</b>                             |                   |                    |                    |                    |                     |
| 45000 Investments                          | 10.00             | 10.00              | 10.00              | 10.00              | \$40.00             |
| 47500 Billable Deliverables Income         | 5,500.00          | 16,000.00          | 17,000.00          | 17,000.00          | \$55,500.00         |
| 47900 Member Dues Income                   | 0.00              | 24,200.00          | 23,300.00          | 7,500.00           | \$55,000.00         |
| <b>Total Revenue</b>                       | <b>\$5,510.00</b> | <b>\$40,210.00</b> | <b>\$40,310.00</b> | <b>\$24,510.00</b> | <b>\$110,540.00</b> |
| <b>GROSS PROFIT</b>                        | <b>\$5,510.00</b> | <b>\$40,210.00</b> | <b>\$40,310.00</b> | <b>\$24,510.00</b> | <b>\$110,540.00</b> |
| <b>Expenditures</b>                        |                   |                    |                    |                    |                     |
| 62100 Contract Services                    |                   |                    |                    |                    | \$0.00              |
| 62160 Training                             | 1,500.00          | 1,500.00           | 1,500.00           | 1,500.00           | \$6,000.00          |
| <b>Total 62100 Contract Services</b>       | <b>1,500.00</b>   | <b>1,500.00</b>    | <b>1,500.00</b>    | <b>1,500.00</b>    | <b>\$6,000.00</b>   |
| 65000 Operations                           |                   |                    |                    |                    | \$0.00              |
| 65010 Subscriptions                        | 1,023.78          | 0.00               | 222.00             | 137.00             | \$1,382.78          |
| 65017 Equipment                            | 251.48            | 0.00               | 0.00               | 0.00               | \$251.48            |
| 65020 Postage, Mailing Service             | 34.10             | 5.80               | 16.50              | 0.00               | \$56.40             |
| 65032 Office (Rent)                        | 757.35            | 757.35             | 757.35             | 757.35             | \$3,029.40          |
| 65035 Software                             | 90.00             | 90.00              | 90.00              | 90.00              | \$360.00            |
| 65040 Supplies                             | 15.00             | 15.00              | 15.00              | 15.00              | \$60.00             |
| 65050 Telephone, Telecommunications        | 233.09            | 233.09             | 233.09             | 433.09             | \$1,132.36          |
| <b>Total 65000 Operations</b>              | <b>2,404.80</b>   | <b>1,101.24</b>    | <b>1,333.94</b>    | <b>1,432.44</b>    | <b>\$6,272.42</b>   |
| 65100 Other Types of Expenses              |                   |                    |                    |                    | \$0.00              |
| 60920 Business Registration Fees           | 50.00             | 85.00              | 0.00               | 0.00               | \$135.00            |
| 60930 Direct Deposit Bank Charges          | 31.50             | 31.50              | 31.50              | 31.50              | \$126.00            |
| 60940 Education - Conferences/Coalitions   | 0.00              | 0.00               | 450.00             | 40.00              | \$490.00            |
| 65119 Insurance - General Liability        | 0.00              | 0.00               | 400.00             | 0.00               | \$400.00            |
| 65120 Insurance - Liability, D and O       | 0.00              | 0.00               | 0.00               | 1,302.00           | \$1,302.00          |
| <b>Total 65100 Other Types of Expenses</b> | <b>81.50</b>      | <b>116.50</b>      | <b>881.50</b>      | <b>1,373.50</b>    | <b>\$2,453.00</b>   |
| 66000 Payroll Expenses                     |                   |                    |                    |                    | \$0.00              |
| 66055 Health Insurance                     | 2,436.69          | 2,436.69           | 2,436.69           | 2,436.69           | \$9,746.76          |
| 66099 Workers Compensation Insurance       | 0.00              | 0.00               | 621.00             | 0.00               | \$621.00            |
| Taxes                                      | 982.62            | 982.62             | 982.62             | 982.62             | \$3,930.48          |
| Wages                                      | 17,741.40         | 17,741.40          | 17,741.40          | 17,741.40          | \$70,965.60         |
| <b>Total 66000 Payroll Expenses</b>        | <b>21,160.71</b>  | <b>21,160.71</b>   | <b>21,781.71</b>   | <b>21,160.71</b>   | <b>\$85,263.84</b>  |
| 68300 Meeting Expenses                     |                   |                    |                    |                    | \$0.00              |
| 62800 Equipment                            | 600.00            | 6.99               | 0.00               | 0.00               | \$606.99            |
| 68315 Hotel, Lodging                       | 3,000.00          | 3,000.00           | 3,000.00           | 3,000.00           | \$12,000.00         |
| 68317 Meals                                | 1,515.00          | 1,515.00           | 1,515.00           | 1,515.00           | \$6,060.00          |
| 68318 Meeting Room                         | 1,600.00          | 1,600.00           | 1,600.00           | 1,600.00           | \$6,400.00          |
| 68320 Travel                               | 4,835.00          | 4,835.00           | 4,835.00           | 4,835.00           | \$19,340.00         |
| 68400 Admin Expenses                       |                   |                    |                    |                    | \$0.00              |
| 68325 Office Supplies                      | 60.00             | 60.00              | 60.00              | 60.00              | \$240.00            |
| 68330 Postage, Mailing                     | 60.00             | 60.00              | 60.00              | 60.00              | \$240.00            |
| 68335 Printing, Copying                    | 80.00             | 80.00              | 80.00              | 80.00              | \$320.00            |
| 68338 Teleconferences Subscription         | 0.00              | 0.00               | 149.90             | 0.00               | \$149.90            |



# CA Association of Local Behavioral Health Boards & Commissions

Budget (Draft): FY2021-22

July 2021 - June 2022

|                                     | JUL - SEP, 2021    | OCT - DEC, 2021    | JAN - MAR, 2022    | APR - JUN, 2022    | TOTAL               |
|-------------------------------------|--------------------|--------------------|--------------------|--------------------|---------------------|
| <b>Total 68400 Admin Expenses</b>   | <b>200.00</b>      | <b>200.00</b>      | <b>349.90</b>      | <b>200.00</b>      | <b>\$949.90</b>     |
| <b>Total 68300 Meeting Expenses</b> | <b>11,750.00</b>   | <b>11,156.99</b>   | <b>11,299.90</b>   | <b>11,150.00</b>   | <b>\$45,356.89</b>  |
| <b>Total Expenditures</b>           | <b>\$36,897.01</b> | <b>\$35,035.44</b> | <b>\$36,797.05</b> | <b>\$36,616.65</b> | <b>\$145,346.15</b> |

Arturo M. Salazar

Please check all that apply. \*

- I am a current member of a California local mental or behavioral health board or commission.
- I am familiar with the duties of Boards & Commissions per Welfare & Institute Code 5604.2
- I have served on other nonprofit board(s).

List leadership and advocacy experience - 125 Words or Less. \*

Due to my profession as a clinical social worker, advocacy is at the core of what I do. In addition to my professional experience as manager of a behavioral health department, I've been able to serve as Vice Chair and now Chair of the Behavioral Health Commission where I work to advocate for mental health programs for marginalized populations within our county such our LGBTQ+ and the Latino community.

Local board or commission on which you serve. \*

El Dorado County Behavioral Health Comission and the School Attendance Review Board in El Dorado County.



CALBHB/C Amended and Restated Bylaws

Adopted June 22, 2018

**ARTICLE I**  
**Name, Definition, Mission, Objectives**

**Section 1.**     **Name:** This organization shall be known as California Association of Local Behavioral Health Boards and Commissions (CALBHB/C), referred to as “CALBHB/C”.

**Section 2.**     **Definitions:**

- A. The term "Behavioral Health" shall include mental health and substance use disorders.
- B. The “Executive Director” refers to the staff person that reports directly to the CALBHB/C Governing Board. The actual job title may differ (e.g. Executive Administrator). In the absence of an Executive Director, the CALBHB/C President may act as the Executive Director in the context of these bylaws.

**Section 3.**     **Mission Statement:** The purpose of CALBHB/C shall be to support the work of local Mental/Behavioral Health Boards and Commissions, referred to as “MHB/BHBs”.

**Section 4.**     **Objectives:**

- A. Provide information, guidance, and training to local MHB/BHBs to improve efficiency and effectiveness in carrying out mandated roles and responsibilities as set forth in Welfare & Institutions Code 5604 et seq. of the State of California.
- B. Convene members from local boards and commissions for the purpose of communication, collaboration, and organized advocacy.
- C. Advocate for the best system of behavioral health care to include culturally competent, evidenced-based, recovery-focused treatment and services for all behavioral health consumers, including the unserved and underserved, within the confines of 501c3 status eligibility.
- D. Collaborate with those agencies of similar intent such as the California Behavioral Health Planning Council (CMHPC), the California Behavioral Health Directors’ Association (CMHDA), and the Mental Health Services Oversight and Accountability Commission (MHSOAC).

**ARTICLE II**  
**Membership, Member Dues, Regions & Meetings**

- Section 1.** **Members:** The membership of CALBHB/C shall be comprised of current members of MHB/BHBs as established in Section 5604 et seq. of the Welfare & Institutions Code (W&I) of the State of California.
- Section 2.** **Member Dues:** Member dues are assessed in accordance with an annual CALBHB/C budget that is recommended by the Executive Committee and approved by the Governing Board. Approval of CALBHB/C's annual dues and budget shall occur annually.
- Section 3.** **Regions:** Regions shall coincide with the regions of the California Behavioral Health Directors Association, including the following counties/jurisdictions:
- Bay Area:*** Alameda, Contra Costa, Marin, Monterey, Napa, San Benito, San Francisco, San Mateo, Santa Clara, Santa Cruz, Solano, Sonoma, plus City of Berkeley.
- Central:*** Alpine, Amador, Calaveras, El Dorado, Fresno, Inyo, Kings, Madera, Mariposa, Merced, Mono, Placer, Sacramento, San Joaquin, Stanislaus, Sutter-Yuba (Joint Powers), Tulare, Tuolumne, and Yolo.
- Los Angeles:*** County of Los Angeles.
- Southern:*** Imperial, Kern, Orange, Riverside, San Bernardino, San Diego, San Luis Obispo, Santa Barbara, and Ventura, plus Tri-City (Pomona, Claremont, LaVerne).
- Superior:*** Butte, Colusa, Del Norte, Glenn, Humboldt, Lake, Lassen, Mendocino, Modoc, Nevada, Plumas, Shasta, Sierra, Siskiyou, Tehama, and Trinity.
- Section 4.** **Meetings:**
- A.** CALBHB/C shall conduct four quarterly meetings per year. One of the quarterly meetings shall be designated as the "Annual Meeting". MHB/BHBs in corresponding regions will be invited to the quarterly meetings. All MHB/BHBs will be invited for the Annual Meeting.
- B.** The Governing Board shall meet monthly (in conjunction with quarterly meetings or by teleconference.)
- C.** The Executive Committee shall meet at the discretion of the President.

**ARTICLE III**  
**Elections of Governing Board**

- Section 1:** **Governing Board:** The "Governing Board" shall consist of all Officers and Directors. Officers and Directors shall be current and former members of MHB/BHBs.
- Section 2:** **Terms of Office:**
- A.** Governing Board members shall have staggered two (2) year terms of office.
- B.** The term of office for each Governing Board Director shall commence immediately following their election onto the Governing Board.
- C.** The term for the Officers shall begin July 1<sup>st</sup> and end June 30<sup>th</sup> of each year.
- D.** Governing Board members who have completed their terms as "Officers" may remain on the Governing Board as "Directors" for the remainder of the term for which they were elected by the regions.

**Section 3: Election of Executive Committee (Officers):**

- A. **Nominating Committee:** No later than five (5) months prior to the annual elections, an ad hoc Nominating Committee (with representation from each of the regions) shall be formed to oversee the annual election of Officers, to include the President, Vice President and Secretary/Treasurer. The process shall be facilitated by CALBHB/C Executive Director.
- B. **Nominations:** No later than four (4) months prior to the annual meeting, the Nominating Committee and CALBHB/C Executive Director shall solicit nominations for open officer positions among the Governing Board. The entire Governing Board shall be contacted about interest in serving. Only members of the Governing Board are eligible for nomination.
- C. **Ballot:** No later than one month prior to the annual elections, the Nominating Committee shall develop a ballot of candidates for each position, taking into consideration the geographic and other representational needs of CALBHB/C. The Nominating Committee shall assure at least one (1) nominee for each officer position.
- D. **Election of Officers:** Officers shall be elected annually by the Governing Board at the Annual Meeting by a majority vote of Governing Board members. Governing Board members unable to attend the Annual Meeting may cast their ballots in advance through an internet-based election process. Candidates with the most votes shall be elected. The terms for the Officers shall begin July 1<sup>st</sup> and end June 30<sup>th</sup> of each year.
- E. **Appointments:** If an elected officer of CALBHB/C is unable to complete her/his full term, the CALBHB/C President shall appoint a Governing Board member to fulfill the remainder of the term. Officer appointments are to be approved by the Governing Board.

**Section 4: Election of Directors:**

- A. **Nominations:** The Executive Committee shall oversee the regional elections of Directors. The process shall be facilitated by CALBHB/C Executive Director. Nominees must be current or former MHB/BHB members.  
No later than two (2) months prior to each regional election, nominations shall be solicited for Director candidates among the MHB/BHB members in each region. All MHB/BHBs shall be contacted and asked to notify their members about the opportunity to run in the election.
- B. **Ballot:** No later than one (1) month prior to each regional election, a ballot of candidates shall be developed, taking into consideration the geographic and demographic diversity within the region.
- C. **Election:** All current MHB/BHB members may cast their ballots through an internet-based election process. Paper ballots will be available upon request. A maximum of three candidates with the most votes shall be elected as Directors in each region.
- D. **Appointments:** In the event of a Governing Board vacancy in a region, the CALBHB/C President may appoint an MHB/BHB member to serve as a Director on the Governing Board until the regional election. Appointments are to be approved by the Governing Board.

**ARTICLE IV****Executive Committee: Duties & Responsibilities**

**Section 1. Executive Committee:** Shall consist of Association officers, to include: President, Vice President, Secretary-Treasurer and **Immediate Past President**.

**Section 2. Duties and Responsibilities:** Officers shall work toward the objectives outlined in Article I.

- 1. **President:** Shall lead CALBHB/C toward strategically fulfilling its mission. Shall prepare the agenda for and preside over all Executive Committee, Governing Board, and Annual meetings. Shall be in regular consultation with CALBHB/C's Executive Director.

2. **Vice President:** In the absence of the President, or in the event of her/his inability to act, the Vice President shall perform all duties of the President. The Vice President shall have such other powers and perform such other duties as may be prescribed by these bylaws.
3. **Secretary-Treasurer:** Duties shall include:
  - a. Keep or cause to be kept a record of minutes of all meetings of the Governing Board;
  - b. Oversee the functions of annual budgeting, annual auditing, and maintaining the bylaws;
  - c. Review the annual budget developed by staff and make budget recommendations to the Executive Committee and Governing Board prior to adoption;
  - d. Present a monthly financial statement to the Governing Board;
  - e. Monitor and assure CALBHB/C's compliance with labor laws and standards relating to individuals and employers, health and safety regulations, contractual requirements and all government filings.
  - f. With the approval of the President, the Secretary-Treasurer may delegate any of the office's responsibilities to staff of CALBHB/C or other Executive Committee or Governing Board members.
  - g. Maintain all Association records.
4. **Immediate Past-President:** The immediate past president shall participate in an advisory role.
5. **Executive Committee** (President, Vice President, Secretary-Treasurer and **Immediate Past President**) shall:
  - a. Oversee the hiring (or contracting) of an Executive Director and provide annual performance evaluations.
  - b. Act as the regional election Nominating Committee (facilitated by Executive Director.)
  - c. Upon the expiration of his or her term of office, or in the case of resignation or removal, each Officer shall turn over to his or her successor, without delay, all records, materials, software, passwords and equipment pertaining to the office.
  - d. An Officer may be deemed by the Executive Committee to have ceased to discharge the duties of an Officer based on attendance and/or performance of duties. If after review, the Executive Committee determines the Officer is to be removed, a recommendation will be made to the Governing Board. Upon a 2/3 vote, the Officer shall be removed from the Governing Board.

## ARTICLE V

### Directors: Duties & Responsibilities

**Section 1.** **Directors:** Shall consist of a maximum of three current or former MHB/BHB members from each region.

**Section 2.** **Duties and Responsibilities:**

- A. Directors shall ensure CALBHB/C fulfills its mission to support CA's 59 local mental/behavioral health boards and commissions through communication, collaboration, resources, issue-based information, training and organized statewide advocacy.
  1. Report local support needs and mental/behavioral health issues to the Governing Board
  2. Review and advise regarding CALBHB/C resources, issue-based information and training offerings.
  3. Prioritize issues for statewide advocacy.
  4. Support statewide efforts to successfully advocate for prioritized issues
  5. Participate in fiscal and organizational review

- B. Upon the expiration of his or her term of office, or in the case of resignation or removal, each Director shall turn over to his or her successor, without delay, all records, materials, software, passwords and equipment pertaining to the office.
- C. A Director may be deemed by the Executive Committee to have ceased to discharge the duties of a Director based on attendance and/or performance of duties. If after review, the Executive Committee determines the member should be removed, a recommendation will be made to the Governing Board. Upon a 2/3 vote, the Director may be removed from the Governing Board.

## **ARTICLE VI**

### **Bylaws: Update Process**

The Governing Board shall review, revise and vote to approve CALBHB/C bylaws as needed. Members shall be notified in writing or electronically of proposed revisions at least 30 days in advance of vote. Proposed revisions shall be subject to approval of a majority of Governing Board Members present at a [Governing Board](#) meeting. The Bylaws shall be posted on the website.

## **ARTICLE VII**

### **Dissolution**

The Governing Board in consultation with CALBHB/C Executive Director shall not dissolve this Association without arranging for a timely and orderly transfer of its assets back to its funders, and notifying Members, government bodies, contractors and financial institutions.

## **ARTICLE VIII**

### **Execution of Instruments**

The Governing Board, except as otherwise provided in these Bylaws, may by resolution authorize any officer or agent of the Corporation to enter into any contract or execute and deliver any instrument in the name of and on behalf of the Corporation, and such authority may be general or confined to specific instances. Unless so authorized, no officer, agent, or employee shall have any power or authority to bind the Corporation by any contract or engagement to pledge its credit or to render it liable monetarily for any purpose or in any amount.

## **ARTICLE IX**

### **Fiscal Year**

The fiscal year shall be from July 1 through June 30.

## **ARTICLE X**

### **Indemnification**

The provisions of the California Corporation Code Section 5238 apply.

**ARTICLE XI****Insurance**

This corporation shall purchase and maintain insurance to the full extent permitted by law on behalf of its officers, directors, employees, and other agents, to cover any liability asserted against or incurred by any officer, director, employee, or agent in such capacity or arising from the officer's, director's, employee's, or agent's status as such.

**ARTICLE XII****Parliamentary Procedure**

The rules contained in the current edition of Robert's Rules of Order Newly Revised ([link to summary](#)) shall govern CALBHB/C in all cases to which they are applicable and in which they are not inconsistent with CALBHB/C's Articles of Incorporation, its bylaws, its otherwise specifically adopted rules of order or Federal, State or local laws that govern it.

**ARTICLE XIII****Ratification of These Bylaws**

These bylaws as amended since the Annual Meeting in June 2017 shall be ratified by a majority vote of the Governing Board at the Annual Meeting in June 2018 in Los Angeles, California.