



**California Association of Local Behavioral Health
Boards and Commissions**



How to be an
**Effective Mental/Behavioral
Health Advisory Board/Commission**
Membership, Meeting Rules, Duties & Tools

2024

The California Association of Local Behavioral Health Boards/Commissions supports the work of CA's 59 local mental/behavioral health boards & commissions. www.calbhbc.org

Updates effective January 1, 2025

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WIC Update - 2025: The following changes to CA WIC code are effective January 1, 2025). *Summary of changes*:

- 1. Youth Membership Requirement: 5604. (2)(B)(i)** Fifty percent of the board membership shall be consumers, or the parents, spouses, siblings, or adult children of consumers, who are receiving or have received behavioral health services. One of these members shall be an individual who is 25 years of age or younger. (ii) At least 20 percent of the total membership shall be consumers, and at least 20 percent shall be families of consumers.
- 2. Local Education Agency Membership Requirement: 5604. (2)(D)** (i) At least one member of the board shall be an employee of a local education agency. (ii) To comply with clause (i), a county shall notify its county office of education about vacancies on the board.
- 3. "Mental" is changed to "Behavioral", and advising regarding "substance use disorder" is added within the duties.**

Membership

Meeting Rules & Conduct

Duties ([WIC 5604.2](#)) & Tools

Mental Health Services Act (MHSA): Role of Boards/Commissions

Review & Evaluate



Membership

- **50% Consumers** (individuals with lived experience) or **Family Members of Consumers**
 This must include *at least*:

20% Consumers	}	One (1) who is 25 Years of Age or Younger (as of 1/1/2025)
20% Family Members of Consumers		

- **One Board of Supervisor Member**
- **One Employee from a Local Education Agency (as of 1/1/2025)**
- **One Veteran or Veteran Advocate**
- **Reflect the DIVERSITY* of the local client population**
- **Individuals with experience & knowledge of the MH 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

- **Diverse membership includes ethnic, racial, cultural, LGBTQ+, age.**

- **Additional Requirements: Best Practices Handbook, Pages 35 and 36**

Meeting Rules

Brown Act Guide

Rev. 1/24

Open Meeting Rules *for* CA's Local Mental/Behavioral Health Boards/Commissions

1. The Basics
2. Frequently Asked Questions
3. **Allowances:** *(In Effect 1/1/2023 - 1/1/2026)*
 - Member Emergency Allowances
 - Just Cause Allowances

([PDF](#)) ([Doc](#)) - www.calbhbc.org/brown-act

Conduct

1. Active **Listening** www.calbhbc.org/conduct
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 **Acronyms** –“When in doubt, spell it out.”
9. Silence **Cell Phones**

(1) REVIEW & EVALUATE the community's public mental health needs, services, facilities, and special problems in any facility within the county or jurisdiction where mental health evaluations or services are being provided...

Review: [Best Practices](#), Page 24

Recommendations: [Best Practices](#), Page 20

Tools:

- 1. Speakers / Panels / Community Forums**
 - Community organizations/agencies
 - Mental Health agency staff
- 2. Liaisons** to other commissions/committees
- 3. [Site Visits](#)** (p. 29 [Best Practices](#))
- 4. [Ad Hoc Committees](#)** (p. 3 [Best Practices](#))
- 5. [Performance Outcome Data](#)**

(2) REVIEW any county **AGREEMENT** entered into pursuant to Section 5650. The local mental health board may make **RECOMMENDATIONS** to the governing body regarding concerns identified within these agreements. **8**

Review: [Best Practices](#), Page 24

Recommendations: [Best Practices](#), Page 20

Strategies:

1. Staff Presentations & Reports

- **Medi-Cal** – [Annual External Quality Review \(EQRO Report\)](#): Review “Recommendations” and “Performance Improvement Plans” Sections.
- **MHSA** - [Mental Health Services Act Plan / Update / INN](#)
- **SAMHSA Grants**
 - [PATH - Projects for Assistance in Transitions from Homelessness Grant](#)
 - SAMHSA Block Grant

2. RFPs/RFAs*: Review new contract proposals

3. Site Visits: Review specific contract prior to visit

* RFP: Request for Proposal RFA: Request for Application

(3) ADVISE the Board of Supervisors and the local Mental Health Director regarding any aspect of the local mental health program. 9

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

(4) Review and approve the procedures used to **ENSURE CITIZEN** and **PROFESSIONAL INVOLVEMENT** at all stages of the planning process...

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MH/BH Board & Commission Meetings

- Publicize meetings and topics
- Public Comment – Encourage public comment.
- Accessible locations and times



Tools

- Staff presentations re: the planning process
- Staff reports and updates regarding plans and execution of MHSA Community Program Planning (CPP), Cultural Plans and Performance Improvement Plans
- Attend Public Events – Board/Commission members to attend MHSA CPP events
- Liaison(s) – Board/Commission member liaisons to the local BH/MH agency's Cultural Committees, SALTs, Quality Improvement Committee
- Review adopted MHSA Plans/Updates and Cultural Plans & Updates and make recommendations to ensure plans address the needs of the community.

Resources

- MHSA Community Program Planning (CPP) Requirements, Best Practices, P. 20
- Cultural Requirements, Best Practices, Page 11

(5) Submit an **ANNUAL REPORT** to the Board of Supervisors on the needs and performance of the county's mental health system

ADVISE: Remember to Advise!

RESOURCES:

- Best Practices, Page 5
- www.calbhbc.org/reports



(6) Review and make recommendations on applicants for the appointment of a local **MENTAL HEALTH DIRECTOR**; the Board shall be included in the selection process prior to the vote of the governing body.

- Review **Job Description** (Note: FAQs #10)
- Review **Applications**
- Participate on **Interview Panels**

More at FAQs #9:

www.calbhbc.org/faqs



(7) Review and comment on the county's PERFORMANCE OUTCOME DATA and communicate findings to the California Behavioral Health Planning Council (CBHPC)

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- **DATA NOTEBOOK (CA Behavioral Health Planning Council)**
 - Examples
- **PERFORMANCE OUTCOME DATA**
 - CALBHB/C Issue Brief
 - CALBHB/C Performance Compilation

Tools for Staff & Stakeholders:

PERFORMANCE OUTCOME DATA

Children & Youth	Criminal Justice	Employment	Hospitalization	Housing
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www.calbhbc.org/performance

<u>Alameda</u>	<u>Humboldt</u>	<u>Merced</u>	<u>San Bernardino</u>	<u>Solano</u>
<u>Alpine</u>	<u>Imperial</u>	<u>Modoc</u>	<u>San Diego</u>	<u>Sonoma</u>
<u>Amador</u>	<u>Inyo</u>	<u>Mono</u>	<u>San Francisco</u>	<u>Stanislaus</u>
<u>City of Berkeley</u>	<u>Kern</u>	<u>Monterey</u>	<u>San Joaquin</u>	<u>Sutter-Yuba</u>
<u>Butte</u>	<u>Kings</u>	<u>Napa</u>	<u>San Luis Obispo</u>	<u>Tehama</u>
<u>Calaveras</u>	<u>Lake</u>	<u>Nevada</u>	<u>San Mateo</u>	<u>Tri-City</u>
<u>Colusa</u>	<u>Lassen</u>	<u>Orange</u>	<u>Santa Barbara</u>	<u>Trinity</u>
<u>Contra Costa</u>	<u>Los Angeles</u>	<u>Placer</u>	<u>Santa Clara</u>	<u>Tulare</u>
<u>Del Norte</u>	<u>Madera</u>	<u>Plumas</u>	<u>Santa Cruz</u>	<u>Tuolumne</u>
<u>El Dorado</u>	<u>Marin</u>	<u>Riverside</u>	<u>Shasta</u>	<u>Ventura</u>
<u>Fresno</u>	<u>Mariposa</u>	<u>Sacramento</u>	<u>Sierra</u>	<u>Yolo</u>
<u>Glenn</u>	<u>Mendocino</u>	<u>San Benito</u>	<u>Siskiyou</u>	

(8) ADDITIONAL Duties or Authority & Assess REALIGNMENT ¹⁵

- The Board of Supervisors may transfer **additional duties or authority** to a Mental Health Board
- Assess the impact of the **REALIGNMENT** of services from the state to the county, to clients and on the local community

Realignment (1991): The money distributed from the state to the county to meet the costs of mental health services

Realignment (2011): The money distributed from the state to the county to meet the costs of Law Enforcement, Social Services and Behavioral Health

Best Practices, Page 15 & 16

1. Assure Citizen and Professional Involvement

MHSA Community Program Planning (CPP) is a state-mandated participatory process. Review local staff's plans and execution of this process.

CPP One-Pager includes: **Definition, Participants & Process**

2. Review & Advise

- a) **Vote** on substantive recommendations
- b) A **response** is required from the mental/behavioral health staff through
 - a) Incorporating recommendations in the MHSA Plan/Update
 - b) Summary & analysis of recommendations that are not included in MHSA Plans/Updates.

3. Conduct MHSA Public Hearings at the close of 30-day public comment periods.

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
- Trauma-Informed Practices: www.calbhbc.org/evidence-based-practices
- Community-Defined Evidence Practices: www.calbhbc.org/cultural-competence

3. Sustainability

- Financially Viable
- Workforce

4. Performance

CALBHB/C Resources

1. Resources

- [Brown Act \(Open Meetings\)](#)
 - [Conduct](#)
 - [Cultural Requirements](#)
 - [Hybrid Meetings](#)
 - [MHSA 3-Year Plans/Updates](#)
 - [Role, Components, Fiscal](#)
 - [Community Program Planning](#)
 - [Performance Outcome Data](#)
 - [Recommendations](#)
 - [Review](#)
 - [WIC: Duties, Membership](#)
- [and more!](#)

2. News/Issues

- [Newsletters](#)
- [Issue Briefs](#) (11) [Issue Pages](#) (31+)

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](#)

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