

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



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

August 2022

www.calbhbc.org/training

TOPICS

Meeting Rules & Conduct

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



Meeting Rules

Brown Act Guide

Open Meeting Rules *for*

**CA's Local Mental / Behavioral Health
Boards & Commissions**

The Basics

Frequently Asked Questions

Public Emergency Allowances

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

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 21

Tools:

1. **Speakers / Panels / Community Forums**
 - Community organizations/agencies
 - Mental Health agency staff
2. **Liaisons** to other commissions/committees
3. **Site Visits** (p. 27 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.

Review: [Best Practices](#), Page 24
Recommendations: [Best Practices](#), Page 21

Strategies:

1. Staff Presentations & Reports

- **Medi-Cal** – [Annual External Quality Review \(EQRO Report\)](#)
- **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.

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...

Meetings

- Publicize meetings and topics
- Encourage public comment
- Accessible locations and times
- Staff presentations re: the planning process (MHSA & Cultural Plans)



MHSA Community Program Planning (Best Practices, P. 20)

- Staff reports regarding plans and execution of MHSA Community Program Planning (CPP)
- Encourage board members to attend MHSA CPP events
- Review MHSA Plans & Updates to ensure plans address the needs of the community.

(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](#)



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

- **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 |
|-----------------------------|-------------------------|-------------------|------------------------|----------------|

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

- 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

MHSA: Role of the Mental Health Board

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 Public Hearing

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 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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