

## RECOMMENDATIONS

### DEFINITION

A recommendation is a suggestion or proposal as to the best course of action, especially one put forward by an authoritative body. Synonyms: advice, counsel, guidance, direction.

### ROLE OF MHB

The (local mental/behavioral health board or commission (MHB) shall advise the **governing body (usually the Board of Supervisors)** and the **local mental (or behavioral) health director** as to any aspect of the local mental health program. Local mental health boards may request assistance from the local patients' rights advocates when reviewing and advising on mental health evaluations or services provided in public facilities with limited access. (WIC 5604.2, # 3).

### ROLE OF THE BEHAVIORAL HEALTH AGENCY ([WIC 5848 \(b\)\(a\)](#), updated 10/19)

For Mental Health Services Act (MHSA) plans and updates, the Mental/Behavioral Health (MH/BH) agency must include substantive written recommendations for revisions in adopted plans. The plan or update shall also summarize and analyze the recommended revisions.

The local mental/behavioral health agency, must provide an annual report of written explanations to the Board of Supervisors (or local Governing Body) and the State Department of Health Care Services for any "substantive" [see below] recommendations made by the local mental health board that are not included in the final plan or update.

"**Substantive recommendations**" made by the local mental health board" means any recommendation that is brought before the board and approved by a majority vote of the membership present at a public hearing of the local mental health board that has established its quorum. [5848 \(f\)](#)

### PROCESS (Suggested Process)

1. **Issue Raised** by member of the MHB, public, staff or contractor.
2. **Refer to Leadership** - Executive Committee (E.C.) discusses issue and possible action.
3. **Study or Draft Recommendation** - E.C. decision to study (by E.C. or ad hoc) and/or decision to draft a recommendation or resolution.
4. **Draft Recommendation** to be published with the MHB meeting agenda.
5. **Discussion** - At MHB meeting, the item should be discussed by the MHB with public input prior to a vote. [May be revised at meeting prior to final vote.]
6. **Vote**. [Minutes to note recommendation and outcome of vote.]
7. **Memo or Letter**: When passed, provide recommendation/resolution via memo to MH/BH Director and/or letter to Board of Supervisors (BOS (or Governing Body)).
8. **Annual Report**: Include resolutions or recommendations in your annual report, along with the response from the mental/behavioral health agency.