



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

Support Associate Orientation Guide

2023

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

www.calbhbc.org

CA Association of Local Behavioral Health Boards & Commissions (CALBHB/C)

Support Associate Orientation Guide

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I. BACKGROUND

The California Association of Behavioral Health Boards and Commissions (CALBHB/C) is a 501(c)(3), non-profit public benefit corporation created in 1993.

Mission:

CALBHB/C supports the work of California's 59 local mental/behavioral health boards and commissions (MHBs) by providing resources, training and opportunities for communication and state-wide advocacy.

Local boards are responsible for reviewing community mental health needs, services, facilities and special problems, and serve in an advisory capacity to local governing bodies and local mental/behavioral health directors per [CA Welfare and Institutions Code 5604](#).

Link to www.CALBHBC.org

Membership:

CALBHB/C membership is comprised of California's 59 local mental/behavioral health boards and commissions. Members include MHBs from 58 counties (two counties work together as one entity), plus the City of Berkeley Mental Health Commission and the Tri-City Mental Health Board.

Members of local boards are appointed by their board of supervisors or governing body. At least 50% of local board members must be individuals with lived experience of mental illness (aka "consumers") or family members of consumers. MHB membership should reflect the ethnic and cultural diversity of the communities served.

Local boards and commissions are located in five different regions: Superior, Central, Bay Area, Southern and Los Angeles (Regions coincide with the County Behavioral Health Directors Association regions). Link to [Regional Map](#) and [MHB Websites](#).

Leadership ([Link to Bios](#)):

Governing Board: CALBHB/C is led by an elected Governing Board that is comprised of a President, Vice President, Secretary/Treasurer, with up to three board members from each of the five regions. The Governing Board members are all current members of local mental/behavioral health boards.

Staff Leadership: CALBHB/C has an Executive Director.

II. SUPPORT

A. Meetings

CALBHB/C conducts quarterly state-wide teleconference meetings and trainings. Meeting presenters include state-wide organizations and experts.

Recordings:

Meeting recordings and materials are at: www.calbhbc.org/meetings

Training recordings and materials are at: www.calbhbc.org/training

B. Trainings

1. **On-Line Modules:** On-line modules at www.calbhbc.org/training include:

Duties of Local Boards - Check Your Understanding of WIC 5604.2 Duties (15 minutes)

Ethics Training (2-Hours)

MHSA Training Modules/Materials:

1. [MHSA: Role of MHB \(15 Minutes\)](#)
2. [MHSA: Fiscal \(15 Minutes\)](#)
3. [MHSA CPP: Community Program Planning \(1 page\)](#)

2. **Hand-Book:** CALBHB/C developed and maintains the [Best Practices](#) for Local Mental/Behavioral Health Boards and Commissions Handbook.

3. **Recorded Trainings** - Training materials and recordings:

1. [Basic Training: "How to be an Effective MH/BH Board/Commission" \(42 minutes\)](#)
2. [Behavioral Health Continuum \(15 minutes\)](#)
3. [Chair & Admin \(60 minutes\)](#)
4. [Community Engagement & Unconscious Bias: Ensuring Citizen & Professional Involvement Throughout the Planning Process](#)
5. [Community Program Planning \(MHSA "CPP"\) \(60 minutes\)](#)
6. [Performance & Fiscal \(41 minutes\)](#)

4. **Board-Specific:** Local board trainings are provided as requested.

C. Resources

Newsletters: A quarterly, online newsletter is sent to every local mental/behavioral health board and commission and the county mental/behavioral health directors. The newsletters included information about important issues, upcoming meetings/trainings, links to registration and a description of resources. Newsletters are at: www.calbhbc.org/newsissues.

Website: The CALBHB/C website, www.calbhbc.org contains a wealth of information. Publications include manuals, reports, templates/sample documents, newsletters, legislative advocacy and other useful information. CALBHB/C's on-line resource listing is shown below, and at: www.calbhbc.org/resources

Handbooks/Manuals: CALBHB/C developed and maintains the *Best Practices for Local Mental/Behavioral Health Boards and Commissions Handbook*.

Resources

1. Advocacy
2. Brown Act (Open Meetings)
3. Community Program Planning
4. Conduct
5. Cultural Relevance
6. Data Notebooks
7. Duties (CA WIC 5604.2)
8. Evidence-Based Practices
9. **Frequently Asked Questions "FAQs"**
10. Handbook "Best Practices"
11. Hybrid Meetings **NEW!**
12. Legislation (MHSA, Laura's Law, 5150+)
13. Legislative Advocacy
14. MHSA 3-Year Plans/Updates: MHB/C Role, Components, Fiscal Information
15. Performance Outcome Data
16. Recommendations
17. Recruitment
18. Reports (Local Annual Reports & Statewide Reports)
19. Templates/Sample Docs
20. Training (Online Modules, Materials & Recordings)
21. Welfare & Institutions Code for Local Boards & Commissions & Mental Health Divisions

Issue Briefs

1. Board & Care
2. Children & Youth
 - a. School-Based BH
 - b. Transition-Age Youth
3. Criminal Justice
4. Crisis Care Continuum
5. Disaster Prep/Recovery
6. Employment
7. LPS Act
8. LGBTQ+
9. Older Adults
10. Performance Outcome Data
11. Suicide Prevention

Templates/Sample Docs

1. Acronyms
 2. Ad Hocs
 3. Agendas
 4. Annual Goals (and Task List)
 5. Annual Reports
 6. Bylaws
 7. Member Orientation
 8. Recruitment (Application, Flyer, Interview, Policy, Resignation Letter)
 9. Site/Program Visit Forms/Procedures
- ... and more

News/Issues Full Listing

1. BHSA
2. Board/Commission News
3. Children & Youth
4. Children's Issues
5. Foster Children
6. Transitional Age Youth
7. Co-Occurring
 - Dementia
 - Developmental Disabilities
 - Substance Use Disorder
 - Traumatic Brain Injury
8. Coordinated Care
9. Crisis Care Continuum
10. Cultural Issues
11. Disaster Recovery
12. Employment
13. Homeless/Housing
14. Jails/Prisons
15. Laura's Law
16. Law Enforcement
17. Legislation
18. LGBTQ
19. Lanterman-Petris-Short Act
20. Navigator Programs
21. Parity
22. Patients' Rights
23. Peer Supports
24. Psychiatric Advance Directives
25. Seniors
26. Stigma
27. Substance Use Disorder
28. Suicide
29. Veterans
30. Whole Person Care
31. Workforce

D. Advocacy

CALBHB/C addresses mental/behavioral health issues with issue papers, website resources, communication of successful practices, policy and [legislative advocacy](#).