

Bylaws of the Glenn County Behavioral Health Advisory Board

ARTICLE I

NAME

This organization shall be known as “The Glenn County Behavioral Health Advisory Board” hereafter referred to as “Advisory Board”.

ARTICLE II

MISSION

The Advisory Board is a voluntary citizen advisory group, which, under the auspices of the Glenn County Board of Supervisors and in collaboration with other county agencies, organizations and groups, reviews and evaluates Glenn County’s mental health and substance use disorder needs, services and facilities; identifies gaps in services and recommends possible solutions; provides education and outreach to the community at large and its youth; and, offers client advocacy for all Glenn County residents.

ARTICLE III

PURPOSE AND AUTHORITY

The Advisory Board shall be designated as the board to serve as the mental health board as authorized by the California Legislature in Section 5604 of the Welfare and Institutions Code as amended by AB 14 (Bronzan, Ch. 1374, Stats. of 1992). The purpose and authority of this Advisory Board is established in sections 5604.2 and 5608(c). The Advisory Board shall also serve as the Substance Abuse Advisory Board as authorized under Section 11805 of the Health and Safety Code. The Advisory Board shall do the following:

- A. Review and evaluate the community's needs, services, facilities and special problems in relation to mental health and substance abuse in order to provide more effective programs for the benefit of all residents of Glenn County.

- B. Review any county agreements entered into pursuant to Section 5650 and may make recommendations to the Board of Supervisors regarding concerns identified within those agreements.

C. Advise the Board of Supervisors and the Mental Health Director as to all aspects of the local mental health and substance abuse programs, available services and unmet needs. The Advisory Board 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.

D. Review and approve the procedures used to ensure citizen and professional involvement at all stages of the planning process. Involvement shall include individuals with lived experience of mental illness and their families, community members, advocacy organizations, and mental health professionals. It shall also include other professionals that interact with individuals living with mental illnesses on a daily basis, such as education, emergency services, employment, health care, housing, law enforcement, local business owners, social services, seniors, transportation, and veterans.

E. Submit an annual report each year to the Board of Supervisors outlining and evaluating the performance of local substance abuse and mental health programs, other available services, and unmet needs within the community.

F. Review and make recommendations on applicants for the appointment of a Mental Health Director and shall be included in the selection process prior to the vote of the Board of Supervisors.

G. Review and comment on the county's performance outcome data and communicate its findings to the California Mental Health Planning Council.

H. Assess the impact of the realignment of services from the state to the county, on services delivered to clients, and on the local community.

I. Consult with the Mental Health Director in accordance with the provisions of Welfare and Institutes Code section 5608(c).

J. Additional duties or authority transferred by the Board of Supervisors to the Advisory Board.

ARTICLE IV

MEMBERSHIP

Section 1: The Advisory Board shall consist of ten (10) members. To the extent feasible, composition of the Advisory Board shall represent and reflect the diversity and demographics of the county as a whole. The membership shall include at least one county supervisor; fifty (50%) percent of the board membership shall be consumers, or the parents, spouses, siblings, or adult children of

consumers, who are receiving or have received mental health services; at least twenty (20%) percent of the total membership shall be consumers; and, at least twenty (20%) percent shall be families of consumers. At least one (1) member, when available, shall be a youth representative.

- Section 2: Any resident of the County of Glenn who meets the requirements set forth in Section 1 above, may be appointed to the Advisory Board but preference shall be given to those who have experience with and knowledge of the mental health system including members of the community that engage with individuals living with mental illness in the course of daily operations, such as representatives of the county office of education, large and small businesses, hospitals, hospital districts, physicians practicing in emergency departments, city police chiefs, county sheriffs, and community and nonprofit service providers.
- Section 3: The members of the Advisory Board shall reflect the demographic characteristics of the behavioral health services programs and its participants.
- Section 4: The full term of membership shall be three (3) years, commencing on the date of appointment by the Board of Supervisors. The youth representative shall service for one (1) year. No Advisory Board member shall serve more than two (2) consecutive terms. Incomplete terms shall not be considered in calculating the term limit. Terms shall be equitably staggered so that approximately one-third of the appointments expire each year.
- Section 5: A vacancy is created automatically in the position of any member who loses the status which was required to qualify the member for appointment to the Advisory Board.
- Section 6: A member of the Advisory Board, or the member's spouse, shall not be a full-time or part-time county employee of a county mental health service, an employee of the State Department of Health Care Services, or an employee of, or a paid member of the governing body of, a mental health contract agency.
- Section 7: No Advisory Board member and no member's spouse shall have a financial interest or investment in any Short-Doyle programs or the State Department of Mental Health or State Department of Benefit payments. (Section 5604 – California Welfare and Institution Code).
- Section 8: Notices of vacancies and expirations of appointments shall be posted and advertised to conform to Government Code sections 54972-54974.

ARTICLE V

OFFICERS

Section 1: Officers: The officers of the Advisory Board shall be the chairperson, a vice-chairperson and a secretary

Section 2: Election of Officers:

- a. Elections shall occur at the first meeting in January of each year and when a vacancy occurs. Officers shall be elected from the nominations made by the Advisory Board members.
- b. The term of office shall be one year.

Section 3: Duties:

- a. Chairperson: The Chairperson shall:
 - i. Preside over all meetings of the Advisory Board;
 - ii. Establish the agenda for Advisory Board meetings;
 - iii. Establish committees and appoint members to those committees with the approval of the membership;
 - iv. Be an ex-officio member of all committees;
 - v. Be in consultation with the Mental Health Director; and
 - vi. Organize, plan and arrange for submission of the required committee reports, Data Notebook, and annual reporting.
- b. Vice-Chairperson: The Vice-Chairperson shall assume the duties of the Chairperson when that office is vacant, or the Chairperson is absent or incapacitated. In addition, the Vice-Chairperson shall be responsible for planning and organizing annual/specialty projects.
- c. Secretary: The Secretary shall keep a record of all meetings of the Advisory Board and a copy of the formal reports and records of all committees and officers. In addition, the Secretary will report to the Board of Supervisors at least quarterly any unfilled positions on the Advisory Board.

ARTICLE VI

COMMITTEES

- Section 1: There shall be an Executive Committee comprised of the elected officers, the immediate past-chair and the chairs of any current special committee.
- Section 2: As the Advisory Board deems necessary from time to time, committees may be established to carry on the work of the Advisory Board. Committee members shall be appointed by the Advisory Board and the Chairperson shall be an ex officio member of all committees.

ARTICLE VII

MEETINGS

- Section 1: Open Meetings: Advisory Board meetings shall be subject to the provisions of Chapter 9 (commencing with Section 54950) of Part 1 of Division 2 of Title 5 of the Government Code, relating to meetings of local agencies (“The Brown Act”).
- Section 2: Regular Meetings: Regular meetings of the Advisory Board shall be held on the second Tuesday of each month except during the months of June and July when meetings shall be recessed. Notice and posting of the agenda shall be in conformance with Government Code section 54954.2.
- Section 3: Special Meetings: Special meetings may be called, consistent with the Brown Act, by the Chairperson or by a quorum of the Advisory Board. Notice of such special meeting shall conform with Government Code section 54956.
- Section 4: Quorum: A quorum shall be defined as one person more than one half of the appointed members. For purposes of establishing a quorum, vacant positions shall not be included within the definition of “appointed members”.
- Section 5: Voting: An affirmative vote of a majority of members in attendance shall be required for the passage of any business or matter before the Advisory Board. Voting shall be one vote per member. Members of the Advisory Board shall abstain from voting on any issue in which the member has a financial interest as defined in Section 87103 of the Government Code.
- Section 6: Attendance: Advisory Board members are to notify the secretary at least twenty-four (24) hours in advance of a meeting in order to have an excused

absence. After three (3) absences of an Advisory Board member during a calendar year, the Executive Committee shall review the reasons for the absences, report to the Advisory Board, and may notify the Board of Supervisors of the absences. Three or more absences from the regular meetings may be cause for removal from the Advisory Board.

Section 7: Order and Decorum: The chairperson should always ensure that debate and discussion of an agenda item focuses on the item and the policy in question, not the personalities of the members of the body. The chairperson has the right to cut off discussion that is too personal, is too loud, or deemed to be out of order. Debate and discussion should be focused, but free and open. In the interest of time, the chairperson may limit the time allotted to speakers, including members of the body. The Advisory Board may, but shall not be required to, follow the parliamentary procedure established by Roberts Rules of Order.

Section 8: Agenda:

- a. An agenda shall be mailed or emailed by the Behavioral Health Director, or designee, to the members at least 72 hours prior to the meeting at which time the items will be presented for action.
- b. Any items for the agenda must be delivered to the Behavioral Health Director, or designee, by 5:00 pm of the twelfth day prior to the applicable meeting.
- c. The Chairperson, with the assistance of the Behavioral Health Director, shall be responsible for the agenda. The Behavioral Health Director, or designee, shall be responsible for providing informational material, if any, on the action items.

ARTICLE VIII

ANNUAL ACTIVITIES

Section 1: The Chairperson and Behavioral Health Director, or designee, shall be responsible for preparing and presenting the Mental Health Services Act Annual Report to the Board of Supervisors.

Section 2: The Advisory Board may sponsor and/or endorse at least one (1) event and/or activity in the community, such as mental health awareness day, support of drug courts, surveys, etc.

Section 3: On an annual basis, Advisory Board may participate in a program evaluation.

Section 4: The Advisory Board may participate in the planning of any new program within Behavioral Health.

ARTICLE IX

SPECIAL DUTIES

At the discretion of the Board of Supervisors, the Advisory Board members may be involved in the hiring process of the county employees, and may participate in program evaluations, for System Improvement Committee (SIC), Substance Use Disorder Services (SUDS), Mental Health Compliance Committee, Mental Health Services Act (MHSA) Steering Committee, and Quality Improvement Committee (QIC), or others, as appointed.

ARTICLE X

AMENDMENT OF THE BYLAWS

These bylaws may be amended at any regular meeting of the Advisory Board by a two-thirds vote of the total membership and the concurrence of the Board of Supervisors provided that the amendments have been submitted in writing in the previous meeting.

Approved as to Form:

William J. Vanasek
William J. Vanasek, County Counsel
Glenn County, California