



COUNTY OF HUMBOLDT

AGENDA ITEM NO. C-12

For the meeting of: February 14, 2012

Date: January 11, 2012

To: Board of Supervisors

From: Phillip R. Crandall, Director *for Phillip R. Crandall*
Department of Health and Human Services-Mental Health Branch

Subject: Consolidation of the duties of the Alcohol and Drug Advisory Board into the Local Mental Health Board; Dissolution of the Alcohol and Drug Advisory Board; Change of name of the Local Mental Health Board to the Local Behavioral Health Board; Adoption of the Bylaws for the consolidated Local Behavioral Health Board; Determine the number of members on the Local Behavioral Health Board.

RECOMMENDATION(S):

That the Board of Supervisors:

- 1) Approve the Local Mental Health Board's name change to the Local Behavioral Health Board.
- 2) Adopt attached Resolution (Attachment A) that:
 - a. Reorganizes the Local Behavioral Health Board, previously known as the Local Mental Health Board, as established by the Board of Supervisors' Action of September 25, 1962 (Attachment B).
 - b. Sets the membership for the Local Behavioral Health Board and decides the number of members on the Local Behavioral Health Board.
 - c. Sets the duties for the Local Behavioral Health Board.
 - d. Dissolves the Alcohol and Drug Advisory Board, superseding Resolution 91-34 dated April 30, 1991 (Attachment C).
 - e. Deems all previous Resolutions pertaining to the Local Mental Health Board to now refer to the Local Behavioral Health Board. This includes, but is not limited to, Resolution Number 97-113.

Prepared by Asha George

CAO Approval *Cheryl Dillinger*

REVIEW: Auditor _____ County Counsel *KR* Personnel _____ Risk Manager _____ Other _____

TYPE OF ITEM:
 Consent
 Departmental
 Public Hearing
 Other _____

BOARD OF SUPERVISORS, COUNTY OF HUMBOLDT
Upon motion of Supervisor *Chenderen Sundberg* Seconded by Supervisor *Sundberg*
Ayes *Chenderen Sundberg Rebecca Ross Anita*
Nays _____
Abstain _____
Absent _____

PREVIOUS ACTION/REFERRAL:

Board Order No. _____

Meeting of: _____

and carried by those members present, the Board hereby approves the recommended action contained in this Board report.

Dated: *February 14 2012*
By: *Kathy Hayes*
Kathy Hayes, Clerk of the Board

- 3) Review and adopt the revisions to the Bylaws of the Local Behavioral Health Board (Attachment D).

SOURCE OF FUNDING:

Mental Health Fund

DISCUSSION:

The Local Mental Health Board, appointed by the Board of Supervisors (BOS), operates in compliance with the authority, purpose and duties derived from the Welfare and Institutions (W&I) Code, Chapter 1374, Statutes of 1992, Section 5604.2; the County Board of Supervisors; and other pertinent Legislation.

This agenda item is being presented in recognition and support of the value of consolidating the Alcohol and Drug Advisory Board duties into the Local Mental Health Board. This reflects the department's philosophy of integrated services as up to 80% of the clients benefit from integrated mental health and substance use services.

Furthermore, over the last two years there has been declining membership in the Alcohol and Drug Advisory Board leading to the consideration of consolidation of its duties with the Mental Health Board. The Alcohol and Drug Advisory Board voted in favor of consolidation of the two Boards in February 2010. In March, 2010, the Mental Health Board approved the initiation of a committee to review and set up bylaws for the proposed consolidation of the two boards. The committee consisted of two members from the Alcohol and Drug Advisory Board and two members from the Mental Health Board. The Bylaws committee began meeting in February, 2011. The Bylaws committee approved draft bylaws June 24, 2011. On September 15, 2011, the Mental Health Board recommended the submission of the draft bylaws to the Board of Supervisors for approval.

In September, 2010, the Alcohol and Drug Advisory Board approved their Board members joining the Mental Health Board, while maintaining the Alcohol and Drug Advisory Board, pending the Board of Supervisors approval of the consolidation of its duties with the Local Mental Health Board. In September and October, 2010, the Mental Health Board voted to approve membership applications for four members from the Alcohol and Drug Advisory Board to the Mental Health Board. In December, 2010 the four members resigned from the Alcohol and Drug Advisory Board and were introduced as new members to the Mental Health Board.

Local Mental Health Boards are required by the W&I Code, while Alcohol and Drug Advisory Boards are now optional by the County Board of Supervisors under Health and Safety Code sections 429.997 and 11805. Pursuant to W&I code 5604 the Local Behavioral Health Board is to consist of between 10 to 15 members, but the BOS may also increase the number of members above 15; currently there are 12 members on the Local Behavioral Health Board. The attached Bylaws have been approved by the current Local Mental Health Board on September 15, 2011. That Board has recommended that the Board of Supervisors approve these Bylaws, as well as the change in name to the Local Behavioral Health Board, a name which reflects integrated mental health and substance use services.

The Mental Health Board recommends that the Board of Supervisors approve the consolidation of the duties of the Alcohol and Drug Advisory Board into the Local Behavioral Health Board, dissolution of the Alcohol and Drug Advisory Board, change the of name of the Local Mental Health Board to the Local Behavioral Health Board, adopt the Bylaws for the Local Behavioral Health Board and set the number of members on the Local Behavioral Health Board at 15.

FINANCIAL IMPACT:

Members serve as volunteer community stakeholders. Any costs incurred are included in the proposed FY 2011-12 budget in the DHHS-Mental Health Branch Administration budget unit 1170-424. There is no impact on the County General Fund.

OTHER AGENCY INVOLVEMENT:

None

ALTERNATIVES TO STAFF RECOMMENDATIONS:

The Board of Supervisors could choose to not approve the attached Resolution, the Bylaws, or the name change, although this is not recommended by DHHS.

ATTACHMENTS:

- A. Resolution Recommended for Adoption
- B. Board of Supervisors Action of September 25, 1962.
- C. Resolution 91-34
- D. Local Behavioral Health Board Bylaws, September 2011.

BOARD OF SUPERVISORS, COUNTY OF HUMBOLDT, STATE OF CALIFORNIA

Certified copy of portion of proceedings, Meeting on February 14, 2012

RESOLUTION NO. 12-09

RESOLUTION OF THE HUMBOLDT COUNTY BOARD OF SUPERVISORS

WHEREAS, California Welfare and Institutions Code section 5604 requires counties to have a local mental health board and establishes its composition; and

WHEREAS, California Welfare and Institutions Code section 5604.2 sets out the powers and duties of a local mental health board; and

WHEREAS, California Health and Safety Code sections 429.997 and 11805 make county advisory boards on alcohol and other drug problems optional; and

WHEREAS, integrated mental health and substance use services benefit persons utilizing these services; and

WHEREAS, adding the duties of the Alcohol and Drug Advisory Board to the Local Behavioral Health Board recognizes the benefits of integrated mental health and substance use services;

NOW, THEREFORE, BE IT RESOLVED

1. The membership of the Humboldt County Local Behavioral Health Board will be as follows:
 - a. The Humboldt County Local Behavioral Health Board membership will consist of fifteen (15) members appointed by the Board of Supervisors.
 - b. One member shall be a member of the Board of Supervisors.
 - c. The Board of Supervisors shall consider appointing individuals who have experience and knowledge of the behavioral health system.
 - d. The members should reflect the ethnic diversity of the mental health client population in the County.

BOARD OF SUPERVISORS, COUNTY OF HUMBOLDT, STATE OF CALIFORNIA

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February 14, 2012

RESOLUTION NO.

12-09

- e. Fifty percent of the members shall be consumers or the parent, spouse, sibling, or adult child of consumers who are receiving or have received behavioral health care services. At least twenty percent of the total membership shall be consumers, and at least twenty percent shall be families of consumers.
 - f. No member or member's spouse shall be a full-time or part-time Humboldt County employee of the Department of Health and Human Services, an employee of the State Department of Mental Health, or the State Department of Alcohol and Drug Programs, or an employee of, or a paid member of a governing body of a Humboldt County behavioral health contract provider.
 - g. The term of each member shall be for three years. The Board of Supervisors shall equitably stagger the appointments so that approximately one-third of the appointments expire in each year.
2. The Local Behavioral Health Board shall do all of the following:
- a. Review and evaluate the community's mental health needs, services, facilities, and special problems.
 - b. Review any County agreements entered into pursuant to Welfare and Institutions Code Section 5650.
 - c. Advise the Board of Supervisors, the Humboldt County Department of Health and Human Services and the Local Mental Health Director as to any aspect of the local behavioral health program.
 - d. Review and approve the procedures used to ensure citizen and professional involvement at all stages of the planning process.
 - e. Submit an annual report to the Board of Supervisors on the needs and performance of the County's behavioral health system.
 - f. Review and make recommendations to the Humboldt County Department of Health and Human Services Director on the selection of the Local Mental Health Director. The Local Behavioral Health Board shall be included in the selection process.

BOARD OF SUPERVISORS, COUNTY OF HUMBOLDT, STATE OF CALIFORNIA

Certified copy of portion of proceedings, Meeting on

RESOLUTION NO. 12-09

- g. Review and comment on the County's performance outcome data and communicate its findings to the California Mental Health Planning Council.
- 3. The Humboldt County Alcohol and Drug Advisory Board is dissolved and Resolution 91-34 is superseded.
- 4. All previous Resolutions pertaining to the Local Mental Health Board shall be deemed to refer to the Local Behavioral Health Board. This includes, but is not limited to, Resolution Number 97-113.
- 5. This Resolution supersedes the Board of Supervisors Action of September 25, 1962 that establishes the Humboldt County Advisory Committee on Mental Health.

BOARD OF SUPERVISORS, COUNTY OF HUMBOLDT, STATE OF CALIFORNIA

Certified copy of portion of proceedings, Meeting on

RESOLUTION NO. 12-09

Virginia Bass
Virginia Bass, Chair of the Board

Adopted on motion by Supervisor Cleanderen, Seconded by Supervisor Sundberg and the following vote:

AYES: Cleanderen, Sundberg, Loddace, Smith, Bass
NAYS:
ABSENT:
ABSTAIN:

STATE OF CALIFORNIA)
) ss.
County of Humboldt)

I, KATHY HAYES, Clerk of the Board of Supervisors, County of Humboldt, State of California, do hereby certify the foregoing to be a full, true, and correct copy of the original made in the above entitled matter by said Board of Supervisors at a meeting held in Eureka, California as the same now appears of record in my office.

IN WITNESS WHEREOF, I have hereunto
set my hand and affixed the Seal of
said Board of Supervisors

KATHY HAYES

Clerk of the Board of Supervisors
of the County of Humboldt, State of
California

Mikki Turner

BOARD OF SUPERVISORS, COUNTY OF HUMBOLDT, STATE OF CALIFORNIA

Certified copy of portion of proceedings, Meetings of September 25, 1962

✓ IN THE MATTER OF ESTABLISHING HUMBOLDT COUNTY ADVISORY COMMITTEE ON MENTAL HEALTH, AND APPOINTING MEMBERS THEREOF.

Upon the motion of Supervisor Merryman, seconded by Supervisor Lindley, the Humboldt County Advisory Committee on Mental Health is hereby established, and the following named persons are appointed as members of said committee:

Adrian V. Chapin, Ferndale	District No. 1
Mattie E. Ross, Fortuna	District No. 2
Robert E. Lewis, Eureka	District No. 3
Ernest H. Stewart, Eureka	District No. 4
Archie M. Forson, McKinleyville	District No. 5
Dr. Daniel J. Tenenberg, Eureka	At large
Patricia Lamont, Arcata	At large

AYES: Supervisors— Lindley, Bareilles, Robertson, Petterson, Merryman
 NOES: Supervisors— None
 ABSENT: Supervisors— None

STATE OF CALIFORNIA, }
 County of Humboldt } ss.

I, FRED J. MOORE, JR., County Clerk of the County of Humboldt, State of California, and ex-officio Clerk of the Board of Supervisors of the County of Humboldt, do hereby certify the foregoing to be full, true and correct copies of the original orders made in the above entitled matters by said Board of Supervisors, at a meeting held in Eureka, California, on September 25, 1962 and as the same now appears of record in my office.

IN WITNESS WHEREOF, I have hereunto set my hand and affixed the Seal of said Board of Supervisors this 27th day of September, 1962

FRED J. MOORE, Jr.
 County Clerk and ex-officio Clerk of the Board of Supervisors of the County of Humboldt, State of California

By Darls Erickson
 Deputy Clerk.

BOARD OF SUPERVISORS, COUNTY OF HUMBOLDT, STATE OF CALIFORNIA

Certified copy of portion of proceedings, Meeting on April 30, 1991

RESOLUTION NO. 91-34

RESOLUTION ESTABLISHING THE
ALCOHOL AND DRUG ADVISORY BOARD

WHEREAS, Health and Safety Code Section 11964.5 allows the Board of Supervisors to establish by resolution a combined drug and alcohol advisory board to satisfy the requirements of Health and Safety Code Sections 11805 and 11964.

WHEREAS, currently, there is an existing Alcohol Advisory Board and a separate Drug Advisory Board.

WHEREAS, the Board of Supervisors desires to combine the Alcohol Advisory Board and the Drug Advisory Board pursuant to Health and Safety Code Section 11964.5

NOW, THEREFORE, the Board of Supervisors of the County of Humboldt resolves as follows:

1. The Alcohol and Drug Advisory Board is hereby established pursuant to Health and Safety Code Section 11964.5

2. The Alcohol and Drug Advisory Board shall initially be composed of the existing Alcohol Advisory Board and the Drug Advisory Board. As terms expire on the existing Alcohol Advisory Board and the Drug Advisory Board, seats shall be eliminated until the combined Alcohol and Drug Advisory Board consists of at least 15 members and no more than 20 members, all of whom shall be appointed by a majority of the Board of Supervisors.

3. Terms of office for the Alcohol and Drug Advisory Board shall be 3 years. Persons who are already members of the Alcohol

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Certified copy of portion of proceedings, Meeting on April 30, 1991

Advisory Board or the Drug Advisory Board at the time the advisory boards are combined may continue to serve until the expiration of their term, provided that at the time the Advisory Boards are combined, the persons meet the qualifications of Section 11807 of the Health and Safety Code if they were members of the Alcohol Advisory Board, or Section 11964 of the Health and Safety Code if they were members of the Drug Advisory Board.

4. As terms of office expire on the existing Alcohol Advisory Board and the Drug Advisory Board, the combined Alcohol and Drug Advisory Board shall not include any person, or his or her spouse, who is any if the following:

A) A member of a board of directors or advisory body or employee of any County operated alcohol or drug program or provider of alcohol or drug services operating under a contract with the County.

B) A member of any advisory body to, or a person who holds any similar position or title on a compensated or non-compensated basis in a program which seeks to or possesses a license pursuant to Chapter 9 commencing with Section 11836 of the Health and Safety Code.

C) A direct recipient of any state funds as specified in Health and Safety Code Section 11946.5(c)(3)

D) An employee of the County's Health Services Department.

5. Except as provided in Paragraph 3, in the event that prior to the expiration of his or her term, a member ceases to retain the

BOARD OF SUPERVISORS, COUNTY OF HUMBOLDT, STATE OF CALIFORNIA

Certified copy of portion of proceedings, Meeting on April 30, 1991

status which qualified him or her for appointment to the Advisory Board, his or her membership on the Advisory Board shall terminate and there shall be a vacancy on the Advisory Board to be filled by the majority of the full Board of Supervisors.

6. The Advisory Board shall meet at least once every other month and may meet at other times as may be deemed necessary by the chairperson of the Advisory Board, the alcohol program administrator or the drug program administrator for the County.

7. The members of the Advisory Board shall serve without compensation.

8. All meetings of the Alcohol and Drug Advisory Board shall be open to the public and shall be subject to Government Code Section 54950 (Ralph M. Brown Act) relating to meetings of local agencies.

9. The Alcohol and Drug Advisory Board shall have those duties specified in Health and Safety Code Sections 11809 and 11964 subdivision (k). The Advisory Board may, in addition, submit any comments regarding the County alcohol or drug programs or minutes of its meetings to the Board of Supervisors, in addition to the submissions to the Board of Supervisors required pursuant the Health and Safety Code Section 11810 et seq.

10. The Advisory Board shall carry out its functions in a manner which shall assure that the integrity and separate identity of the County drug programs and County alcohol programs are maintained.

BOARD OF SUPERVISORS, COUNTY OF HUMBOLDT, STATE OF CALIFORNIA

Certified copy of portion of proceedings, Meeting on April 30, 1991

11. The Advisory Board shall carry out its functions in accordance with procedures established by the Board of Supervisors, or, in the absence of such procedures, shall establish its own procedures consistent with State and local law.

12. If a member of the Advisory Board is absent from 3 consecutive regular meetings, or 5 regular meeting within a calendar year, such person shall be deemed to have resigned his or her membership on the Advisory Board, unless such absence is excused by the Advisory Board due to illness, absence from the County, or extreme weather conditions. The secretary to the Advisory Board shall give written notice to a member who has, without an excuse, missed 3 consecutive meetings or 5 regular meetings in a calendar year, which notice shall contain a statement advising the member of the absences and the consequences thereof, together with a copy of this resolution.

BOARD OF SUPERVISORS, COUNTY OF HUMBOLDT, STATE OF CALIFORNIA

Certified copy of portion of proceedings, Meeting on April 30, 1991

Adopted on motion by Supervisor Pritchard, seconded by Supervisor Neely and the following vote:

- AYES: Supervisors-Dixon, Pritchard, Fulkerson, and Neely
- NOES: Supervisors-None
- ABSENT: Supervisors-Sparks
- ABSTAIN: Supervisors-None

STATE OF CALIFORNIA)
) ss.
 County of Humboldt)

I BRUCE RUPP, Clerk of the Board of Supervisors, County of Humboldt, State of California, do hereby certify the foregoing to be a full, true and correct copy of the original made in the above-entitled matter by said Board of Supervisors at a meeting held in Eureka, California as the same now appears of record in my office.

IN WITNESS WHEREOF, I have hereunto set my hand and affixed the Seal of said Board of Supervisors

BRUCE RUPP

Clerk of the Board of Supervisors of the County of Humboldt, State of California

By Lora Frediani
 Deputy
 Lora Frediani

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**BYLAWS
OF THE
HUMBOLDT COUNTY
LOCAL BEHAVIORAL HEALTH BOARD**

ARTICLE I
NAME

The name of this organization shall be the Humboldt County Local Behavioral Health Board, hereinafter, called, LBHB.

ARTICLE II
AUTHORITY

The authority, purpose and duties of the LBHB will be those derived from the Welfare and Institutions Code Section 5604.2; the County Board of Supervisors; and other pertinent legislation.

Section 1. Responsibilities & Objectives.

The primary responsibilities and objectives of the LBHB shall be:

- a. Review and evaluate the community's behavioral health needs, services, facilities and special problems.
- b. Receive and review any LBHB committee recommendations and any county agreements entered into pursuant to Welfare and Institutions Code, Section 5650.
- c. Advise the County Board of Supervisors, the Department of Health and Human Services (DHHS) Director and the Local Mental Health Director as to any aspect of the local behavioral health program.
- d. Review and approve the procedures used to ensure citizen and professional involvement at all stages of the planning process.
- e. Submit an annual report to the County Board of Supervisors on the needs and performance of the County's behavioral health system.

- f. Review and make recommendations to the DHHS Director on the selection of the Local Mental Health Director. The LBHB shall be included in the selection process.
- g. Review and comment on the County's performance outcome data and communicate its findings to the State Mental Health Commission (the California Mental Health Planning Council)

ARTICLE III
MEMBERSHIP

The membership of the LBHB, as set forth in the Welfare and Institutions Code, Section 5604 is as follows:

Section 1. Composition.

Membership of the LBHB shall consist of 10-15 members, depending on the preference of the County Board of Supervisors. Nothing in this section shall be construed to limit the ability of the County Board of Supervisors to increase the number of members above 15. Members shall be appointed by the County Board of Supervisors and subject to the following conditions:

- a. One LBHB member shall be a member of the County Board of Supervisors.
- b. The LBHB may recommend appointees to the County Board of Supervisors.
- c. The County Board of Supervisors is encouraged to appoint individuals who have experience and knowledge of the behavioral health system.
- d. The LBHB should reflect the ethnic diversity of the client population in the

County.

- e. Fifty percent of the LBHB members shall be consumers or the parent, spouse, sibling, or adult child of consumers who are receiving or have received behavioral health care services. At least twenty percent of the total membership shall be consumers, and at least twenty percent shall be families of consumers.
- f. No member of the LBHB or his/her spouse shall be a full-time or part-time county employee of DHHS, an employee of the State Department of Mental Health or the State Department of Alcohol and Drug Programs, or an employee of, or a paid member of a governing body of a Humboldt County behavioral health contract provider.

Section 2. Term.

The term of each member of the board shall be for three years. The County Board of Supervisors shall equitably stagger the appointments so that approximately one-third of the appointments expire in each year.

Section 3. Removal from Membership.

It will be recommended to the County Board of Supervisors that a member's appointment be terminated if:

- a. Three consecutive absences from the regular LBHB meetings occur during the business year, unless such absence is excused by the LBHB due to illness, absence from the county or extreme weather conditions.
- b. A member accumulates four nonconsecutive absences from regular LBHB meetings during the business year starting July 1, unless such absence is excused by the LBHB due to illness, absence from the county or extreme weather conditions.

- c. In special circumstances, a vote of two-thirds of the members can obviate the necessity for termination.

Section 4. Resignation from Membership.

When it is necessary for a member to resign from the LBHB, that member shall submit a letter of resignation to the County Board of Supervisors and a copy to the LBHB Chair at least thirty days prior to his/her last day of service.

Section 5. Consecutive Appointments.

A member of the LBHB may serve more than two consecutive terms of membership, upon recommendation of a two-thirds vote of the LBHB membership.

Section 6. Leave of Absence.

A member of the LBHB can request a leave of absence. A leave of absence can be granted for a maximum period of three months. A written request must be submitted to the LBHB Chair and contain the following information: name, address, phone number, date of last meeting attended, the length of the leave of absence the member is requesting. The member must also state in the leave of absence request that they agree that if they cannot engage in their responsibilities as a member of the LBHB at the end of their requested and approved leave, they will resign. The request must be signed and dated by the member. The Chair will submit the request to the LBHB for approval. Approval by the LBHB must be given prior to any member being absent from a regularly scheduled meeting. While on a requested and approved leave of absence, the member maintains their good standing and their non attendance will not be considered an absence as defined for in Article III, Section 3 Removal from Membership. Any member of the LBHB not in compliance with Article III, Section 3 of these Bylaws prior to

their request will be denied a leave of absence. Therefore, the member must resign or Article III, Section 3 of these Bylaws will be adhered to and the member will be removed due to the lack of attendance.

ARTICLE IV OFFICERS

Section 1. Term of Office.

A member of the LBHB may serve for a term of one year and may not serve in the same office more than two consecutive terms.

Section 2. Removal.

Officers of the LBHB may be removed from office and relieved of duties by a majority vote of the LBHB membership in executive session.

Section 3. Election.

Officers shall be elected at the May business meeting to take office July 1.

Section 4. Vacancy.

Upon the resignation or removal of an officer, the next officer in line shall ascend to the vacant positions. An election shall be held to fill the remaining vacancy within thirty days after that vacancy occurred. If an officer is unwilling to ascend to fill a vacated position, the position shall be filled by election within thirty days of the vacancy.

ARTICLE V DUTIES OF OFFICERS

Section 1. Chair

- a. Submit the agenda for all meetings.
- b. Call all meetings of the LBHB.
- c. Preside at all meetings of the LBHB.
- d. Insure LBHB participation in the 12-month planning process prior

to the approval of the County plan.

- e. Serve as an ex-officio member of all standing and special committees except the Nominating Committee.
- f. Appoint the Chair of all committees.
- g. Represent the Board at public functions, or appoint a representative to do so.
- h. Inform the Board of Supervisors and the County Clerk of the Board of any LBHB vacancies.
- i. Prepare and submit an annual report of LBHB activities to the County Board of Supervisors, the DHHS Director, and the Local Mental Health Director.
- j. Be in consultation with the DHHS Director and Local Mental Health Director on a regular basis.

Section 2. First Vice Chair.

- a. Shall assume the duties of the Chair in his/her absence.
- b. Carry out tasks delegated by the Chair.
- c. Serve as Chair of the Membership/Nominating Committee.
- d. Arrange for orientation sessions for new members.

Section 3. Second Vice Chair.

- a. Shall assume the duties of the First Vice Chair in his/her absence.
- b. Carry out any tasks delegated by the Chair.
- c. Act as Secretary in the absence of the Staff Secretary

ARTICLE VI
MEETINGS

Section 1. Regular Meetings.

- a. Shall be held once monthly. A minimum of 10 meetings shall be held each year.
- b. All members shall be notified of the time, date, place and agenda of each meeting by phone, or by mail, at least seven (7) days prior to each regular meeting.
- c. Secretary.
 1. A Secretary to the LBHB will attend all meetings of the LBHB and committee meetings when requested.
 2. The Secretary shall maintain a record of all sessions and LBHB attendance.
 3. The agenda for regular meetings shall be prepared and distributed by the Secretary to each LBHB member at least seven (7) days prior to the meeting, and made public in accordance with Brown Act provisions. Copies of the agenda shall be made available at each meeting for the public. The agenda shall allow time for presentation of non-agenda items.
 4. The agendas shall include a standing item for the Alcohol and Other Drug / Dual Recovery Committee.
 5. All matters to be included on the printed agenda must be submitted to the Secretary at least ten (10) days preceding the meeting.

Section 2. Special Meetings.

A special meeting may be called by the Chair, or at the request of the majority of the membership or the Executive Committee. Notice for special meetings shall be given to all members at least twenty-four hours prior to the meeting.

Section 3. Conduct of Meeting.

All meetings of the LBHB shall be subject to the provisions of the Brown Act

relating to the meetings of local agencies. Meetings shall be conducted in accordance with Roberts Rules of Order, current revision.

Section 4. Quorum.

A quorum shall be one person more than one-half of the appointed members.

Section 5. Addressing the Board.

Any person wishing to address the LBHB, when recognized by the Chair, shall give his name for the record. The Chair may limit the amount of time a person may use in addressing the Board.

Section 6. Executive Session.

An Executive Session consisting of LBHB members only may be called by two (2) members of the Executive Committee to address personnel matters.

ARTICLE VII
COMMITTEES

Section 1. Duties and Functions.

- a. Review and make recommendations to the LBHB about programs; assist staff with program development; determine efficacy of programs with regard to meeting the needs of the targeted community or population.
- b. Review and make recommendations to the LBHB about State audits and evaluations.
- c. Each Local Behavioral Health Board member must serve on a Standing Committee.
- d. Committees shall be enriched by involving community members.
- e. Each committee shall consist of at least three members, including at least two (2) LBHB members.
- f. Appointment to committees shall be by the Committee Chair.

- g. Ad Hoc subcommittees may be appointed by Committee Chairs as needed.

Section 2. Standing Committees.

The following shall be standing committees of the LBHB, continuation of which shall be decided annually by the members

- a. The Executive Committee:
 - 1. Shall consist of the current officers, the past Chair and local representatives to State-wide behavioral health organizations when applicable.
 - 2. Shall assist the Chair in preparing the meeting agenda.
 - 3. Shall perform any other duties delegated to it by the Chair of this body.
- b. The Membership/Nominating Committee:
 - 1. Shall consist of four (4) members: the First Vice Chair, 2nd Vice Chair, and two (2) members to be selected at the July meeting and serving one year.
 - 2. Shall solicit prospective candidates for membership for LBHB vacancies.
 - 3. Shall screen all available candidates per LBHB vacancy and submit the names of recommended candidates to the LBHB for approval by a majority vote. Screening shall consist of review of a written application, participation in a minimum of 3 LBHB meetings and an interview. This recommendation will then be submitted to the Board of Supervisors for selection and appointment.

4. Shall assist the Chair in the orientation of new LBHB members.
5. Shall present a slate of officers to the membership at the April meeting or when requested for a special election.

c. Alcohol and Other Drug/Dual Recovery Committee

1. Participate in the planning process, and assist in establishing priorities for needs and services.
2. Advise the County Alcohol and Drug Administrator on policies and goals of the County Alcohol and Other Drugs Programs, and on any other related matters of the Alcohol and Drug Administrator refers to it, or which are raised by members.
3. Encourage and educate the public to understand the nature of alcohol and other drug abuse, and encourage support throughout the County for development and implementation of effective substance abuse programs.
4. Review and make recommendations to the LBHB about the State of California audit findings of the community's health and human service needs, as well as services, facilities and special problems pertaining to substance use.

Section 3. Optional Committees

- a. The Public Awareness Committee:
 1. Shall promote public awareness of available behavioral health services, programs and needs.

2. Shall ensure that the public is invited to provide input into all phases of the planning process.
 3. Shall be responsible for community education regarding behavioral health.
- b. Children, TAY and Family Committee:
1. Review and make recommendations to the LBHB about the State of California audit findings of the community's health and human services needs, as well as services, facilities and special problems pertaining to children, TAY and families.
 2. Advise the LBHB as to any aspect of the local behavioral health program for children, TAY and families.
 3. Comprise membership that may include, but is not limited to clients, family members, staff and stakeholders in the services for children, TAY and families.
- c. Adult and Older Adult Services Committee:
1. Review and make recommendations to the LBHB about the State of California audit findings of the community's behavioral health needs, as well as services, facilities and special problems pertaining to adults and older adults.
 - 2 Advise the LBHB as to any aspect of the local mental health program pertaining to adults and older adults.
 3. Comprise membership that may include, but is not limited to clients, family members, staff and stakeholders in the services for adults and older adults

Section 3. Other Committees.

The membership (by a majority vote) may establish additional committees necessary for the effective operations of the LBHB or to meet the requirements of government agencies or legislation.

Section 4. Amendments.

These Bylaws may be amended by a two-thirds vote of the members present at any regular meeting of the LBHB if notice of intention to amend the Bylaws, setting forth the proposed amendments has been sent to each member of the LBHB not less than ten days in advance of the date set for consideration of such amendment.

CERTIFICATION

We, the undersigned, hereby certify that these Bylaws were duly adopted at the LBHB regular meeting.

Signed: _____
Co-Chair

Date: _____

Signed: _____
1st Vice-Chair

Date: _____

Signed: _____
2nd Vice-Chair

Date: _____