

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

March 28, 2024

ARTICLE I
NAME

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

ARTICLE II
AUTHORITY

The authority, purpose and duties of the BHB will be those derived from the Welfare and Institutions Code Sections 5604-5604.5; the County Board of Supervisors; and other pertinent enabling legislation regarding substance use disorders and local boards established to address substance use disorders.

Section 1. Responsibilities & Objectives.

The BHB shall serve in an advisory role to the County Board of Supervisors and shall do all of the following:

- a. Review and evaluate the community's behavioral health needs, services, facilities and special problems in any facility within the county or jurisdiction where mental health evaluations or services are being provided, including, but not limited to, schools, emergency departments, and psychiatric facilities.
- b. Receive and review any BHB committee recommendations.
- c. Receive and review any county agreements entered into pursuant to Welfare and Institutions Code, Section 5650. The BHB may make recommendations to the County Board of Supervisors regarding concerns identified within these agreements.
- d. Advise the County Board of Supervisors, the Department of Health and Human Services (DHHS) Director and the Behavioral Health Director as to any aspect of the local behavioral health program. The BHB may request assistance from the local patients' rights advocates when reviewing and advising on behavioral health evaluations or services provided in public facilities with limited access.
- e. 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.

- f. Submit an annual report to the County Board of Supervisors on the needs and performance of the County's behavioral health system.
- g. Review and make recommendations to the DHHS Director on the selection of the Behavioral Health Director. The BHB shall be included in the selection process prior to the vote of the County Board of Supervisors.
- h. Review and comment on the County's performance outcome data and communicate its findings to the California Mental Health Planning Council.
- i. Assess the impact of the realignment of services from the state to the county, on services delivered to clients and on the local community.
- j. Additional duties and authority as transferred or assigned by the County Board of Supervisors.

ARTICLE III MEMBERSHIP

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

Section 1. Composition.

Membership of the BHB shall generally consist of 15 members. 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 BHB member shall be a member of the County Board of Supervisors.
- b. The BHB 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. BHB should reflect the diversity of the client population in the County to the extent possible, and appointment of individuals who have experience with, and knowledge of, the behavioral health system, is encouraged. This would include members of the community that engage with individuals living with mental illness in the course of daily operations, such as representatives of county offices 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.
- e. Fifty percent of the BHB members shall be consumers or the parents, spouses, siblings, or adult children of consumers, who are receiving or have received behavioral health services. At least twenty percent of the total membership shall be consumers, and at least twenty percent shall be families of consumers.
- f. The BHB shall notify the county veterans service officer about vacancies on the board. At least one member of the BHB shall be a veteran or veteran advocate. A "veteran advocate" means either a parent, spouse, or adult child of a veteran, or an individual

who is part of a veteran's organization, including the Veterans of Foreign Wars or the American Legion.

- g. No member of the BHB, or the BHB member's spouse, shall be a full-time or part-time county employee of DHHS-BH, 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. A consumer of mental health services, however, who has obtained employment with one of the aforementioned employers and who holds a position in which the consumer does not have any interest, influence, or authority over any financial or contractual matter concerning the employer - may be appointed to the BHB, but the member shall abstain from voting on any financial or contractual issue concerning the member's employer that may come before the BHB.
- h. Members of the BHB shall abstain from voting on any issue in which the member has a financial interest as defined in Government Code Section 87103.
- i. If it is not possible to secure membership as specified in this section from among persons who reside in the county, the County Board of Supervisors may substitute representatives of the public interest in behavioral health who are not full-time or part-time employees of the county mental health service, the State Department of Health Care Services, or on the staff of, or a paid member of the governing body of, a mental health contract agency.

Section 2. Term.

The term of each member of the BHB 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 BHB meetings occur during the business year, unless such absence is excused by the BHB due to illness, absence from the county, extreme weather conditions or other reason deemed appropriate by the Executive Committee of the BHB.
- b. A member accumulates four nonconsecutive absences from regular BHB meetings during the business year starting July 1, unless such absence is excused by the BHB due to illness, absence from the county, extreme weather conditions or other reason deemed appropriate by the Executive Committee of the BHB.
- 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 BHB, that member shall submit a letter of resignation to the County Board of Supervisors and a copy to the BHB Chair at least thirty days prior to his/her/their last day of service.

Section 6. Consecutive Appointments.

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

Section 7. Leave of Absence.

A member of the BHB can request a leave of absence. A leave of absence can be granted for a maximum period of six months. A written request must be submitted to the BHB 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 BHB 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 BHB for approval. Approval of the request by the BHB should 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 in Article III, Section 3 for Removal from Membership. Any member of the BHB not in compliance with Article III, Section 3 of these Bylaws prior to their request may be denied a leave of absence, unless there are extenuating circumstances deemed reasonable by the Executive Committee. In the absence of this exception, 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.

The term of office for BHB officers is one year. A BHB officer cannot serve in the same office for more than two consecutive terms.

Section 2. Removal.

Officers of the BHB may be removed from office and relieved of duties by a majority vote of the BHB membership.

Section 3. Election.

Officers shall be elected at the May business meeting and 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 as soon as possible and within no more than sixty 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 BHB.
- c. Preside at all meetings of the BHB.
- d. Serve as an ex-officio member of all standing and special committees except the Nominating Committee.
- e. Appoint the Chair of all committees.
- f. Represent the Board at public functions or appoint a representative to do so.
- g. Inform the Board of Supervisors and the County Clerk of the Board of any BHB vacancies.
- h. Prepare and submit an annual report of BHB activities and requirements per W&I 5604.2(a)(5), to the County Board of Supervisors, the DHHS Director, and the Local Behavioral Health Director.
- i. Be in consultation with the DHHS Director and Local Behavioral Health Director on a regular basis.

Section 2. First Vice Chair.

- a. Shall assume the duties of the Chair in his/her/their absence.
- b. Carry out tasks delegated by the Chair.
- c. Serve as Chair of the 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/their 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/email, at 72 hours prior to each regular meeting.

Section 2. Secretary.

- a. A Secretary to the BHB will attend all meetings of the BHB and committee meetings when requested.
- b. The Secretary shall maintain a record of all sessions and BHB attendance.
- c. The agenda for regular meetings shall be prepared and distributed by the Secretary to each BHB member at least 72 hours prior to the meeting and made public in accordance with Brown Act provisions. Copies of the agenda shall be made available at each in person meeting for the public. The agenda shall allow time for public comment. The agenda shall not include issues that are properly handled by the grievance process, involve active or a threat of litigation, and/or involve sharing of confidential client information. Any public comment on agenda items, submitted prior to the meeting, shall be distributed in accordance with the Brown Act. Public Comment can take place during each meeting prior to or during the BHB's consideration of items on the agenda, and during public comment time for items not on the agenda.

Section 3. 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 4. Conduct of Meeting.

All meetings of the BHB and its standing committees shall be subject to the provisions of the Brown Act relating to the meetings of local agencies. Meetings shall be conducted in accordance with Rosenberg's Rules of Order, current revision. Further all participants will maintain respectful and engage in behavior that is appropriate to a public meeting, adhering to rules as outlined herein. Any behavior outside of these parameters, including but not limited to verbal outbursts, threats, name calling or violence which results in a disruption of the meeting, may result in removal.

Section 5. Quorum.

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

Section 6. Addressing the Board.

Any person wishing to address the BHB, when recognized by the Chair, may give their name for the record, but is not required to do so. The Chair may limit the amount of time a person may use in addressing the Board but shall be generally consistent with all speakers.

ARTICLE VII
COMMITTEES

Section 1. Duties and Functions.

- a. Review and make recommendations to the BHB 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 BHB about State audits and evaluations.
- c. Each 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) BHB members.
- f. Appointment to committees shall be by the Committee Chair.
- g. Ad Hoc subcommittees may be appointed by Committee Chairs or the BHB chair as needed to work on a limited and specific project for a designated period of time.

Section 2. Standing Committees.

The following shall be standing committees of the BHB, 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 Nominating/Membership 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 applicants for membership for BHB vacancies.
 3. Shall screen applicants for BHB vacancies and submit the names of recommended applicants to the BHB for approval by a majority vote. Screening shall consist of review of a written application and an interview. It is recommended that the applicant attend at least one meeting of the BHB. If approved by the BHB, the applicants name and application will be forwarded to the Board of Supervisors for consideration with the BHB 's recommendation that the applicant be appointed by the Board.

4. Shall present a slate of officers to the membership at the April meeting or when requested for a special election.
- c. Substance Use Disorder/Dual Recovery Committee:
1. Advise the BHB on prospective and current policies, goals and scope of the County Substance Use Disorder (SUD) Programs, and on any other related matters regarding substance use disorder treatment in the community,
 2. Review and make recommendations to the BHB 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.
- d. Children, Transition Age Youth (TAY) and Family Committee:
1. Review and make recommendations to the BHB 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 children, TAY and families.
 2. Advise the BHB 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.
- e. Adult and Older Adult Services Committee:
1. Review and make recommendations to the BHB about the State of California audit findings of the community's mental health and substance use treatment and education needs, as well as services, facilities and special problems pertaining to adults and older adults.
 2. Advise the BHB 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 Chair or Committee chairs in consultation with the Chair may form ad hoc committees. Ad hoc committees should be formed to address specific issues or areas of interest that can be resolved by an ad hoc committee in a discrete and relatively short time frame. Ad hoc committees will be disbanded once their issue has been addressed.

Section 4. Amendments.

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

in advance of the date set for consideration of such amendment. The proposed amendments shall be submitted to the Board of Supervisors for final action.

ARTICLE VIII
POLICIES AND PROCEDURES

The Executive Committee may create a written document regarding policies and procedures that will guide the work of the BHB. Changes or additions may be requested by a member of the BHB, referred to the Executive Committee and then presented to the BHB for approval, by a majority vote.

The BHB may submit to the County Board of Supervisors, a request for payment from any available funds, for the actual and necessary expenses of the members of the BHB incurred incident to the performance of their official duties and functions. The expenses may include travel, lodging, childcare, and meals for the members of an advisory board while on official business as approved by the Behavioral Health Director, in advance.

The County Board of Supervisors may also provide a budget for the BHB, using planning and administrative revenues identified in Welfare and Institutions Code section 5892(c), that is sufficient to facilitate the purpose, duties, and responsibilities of the BHB.

CERTIFICATION

We, the undersigned, hereby certify that these Bylaws were duly proposed for adoption at the BHB regular meeting of March 28, 2024, and approved by the Board of Supervisors at the meeting of May 21, 2024.

Signed: _____
Chair

Date: _____

Signed: _____
1st Vice-Chair

Date: _____

Signed: _____
2nd Vice-Chair

Date: _____