

**MENTAL HEALTH COMMISSION
AD HOC BYLAWS COMMITTEE
MEETING MINUTES**

Thursday September 14, 2017 – FINAL

At: 1340 Arnold Drive, suite 200 in Martinez- small conference room

Agenda Item / Discussion	Action / Follow-Up
<p>I. Call to Order / Introductions: Chair, Meghan Cullen, called the meeting to order @3:36pm.</p> <p><u>Members Present:</u> Sam Yoshioka, District IV Gina Swirsding, District I Meghan Cullen, District V</p> <p><u>Members Absent:</u> Duane Chapman, District I</p> <p><u>Other Attendees:</u> Bernadette Banks, Patients’ Rights Office Margaret Netherby, NAMI representative (arrived @3:51pm) Adam Down, Management, Behavioral Health Administration</p>	<p>EA-Transfer recording to computer</p>
<p>II. Public Comment:</p> <ul style="list-style-type: none"> • none 	
<p>III. Chair announcements:</p> <ul style="list-style-type: none"> • none 	
<p>IV. Committee member comments/announcements:</p> <ul style="list-style-type: none"> • Member of the committee provided a copy of Article IV, to all in attendance and informed that according to the state of California’s law: it allows consumers that work for the county, to participate in the commission. Since it is not an agenda item, it was not discussed and will be forwarded to next month’s agenda. • Clarification that the agenda was posted, in accordance to the Better Government Ordinance regulations: more than 96 hours, prior to the meeting, for public viewing, both physically and on the website, on September 6, 2017 • The “ad hoc Bylaws Committee” was created at the Mental Health Commission meeting on July 11, 2017 (see attachment of minutes for further details) • Rewording of proposed amendment to the Mental Health Commission’s Bylaws, as indicated by County Counsel, needs to be addressed at the next meeting regarding the Chair standing in, at any Committee meeting, to form a quorum when members of the Committee are not available. • Members would like others to convey, prior to the meeting, 	<p>*Next meeting agenda: DISCUSS adding an Article to include working Consumers to be able to participate in becoming a Commissioner</p> <p>*Next meeting agenda include the rewording of the proposed amendment of the MHC Bylaws regarding quorum for Committees.</p>

<ul style="list-style-type: none"> if unavailable to attend. Clarify rules for ad hoc committees and membership Ongoing updates in the Committee will be reported back to the Commission 	
<p>V. Approval of the minutes for July 28, 2017 meeting Gina Swirsding motioned to approve the minutes, seconded by Meghan Cullen VOTE: 3-0-0 YAYS: Gina Swirsding, Meghan Cullen and Sam Yoshioka NAYS: none ABSTAIN: none ABSENT: Duane Chapman</p>	
<p>VI. DISCUSS and reconstruct the first four articles of the “proposed bylaws”</p> <ul style="list-style-type: none"> Members had agreed, during the previous meeting on 7/28/17 that they would work on the “proposed” bylaws and either delete, add or reconstruct items in the first four articles The proposed bylaws were submitted by Duane Chapman during the previous meeting on 7/28/17. Proposed bylaws can be used as a foundation, if members are in agreement Members will assure that the process is transparent to the Commissioners and the general public Members will search and present the bylaws from other counties In the proposed bylaws, the articles 3, 4,5 and 8 are consistent with the bylaws in Santa Clara County Members agreed that the current MHC bylaws are outdated and need to be updated In California, there are some counties that have updated to utilizing the term, “behavioral health” over “mental health” to be more inclusive Members present agreed to work on updating the current Mental Health Commission’s Bylaws “Article III, section 1-Authority” will be verified to assure, how it is stated, is accurate Define and clarify the district seat: “Member-at-Large” Clarify Article III, section 2 “Mandated Roles and Responsibilities” item number 6 Revise item number 8, of the same section, strike last part of the sentence “...in this County.” Replace with “...assess the effective use of the County’s funds.” Clarify wording in the item number b and 1 in Article III, section 2, and state deadline date, or month, for processing the three year plan (CPAW informs MHC members of entire process, members would like updates regarding the planning process or invite CPAW members) Changes proposed to “Article IV-Membership”- section 1.1 through referring to a quorum will be added the California law relevant to the section. 	<p>*The proposed changes will be “redlined” into the existing MHC Bylaws document:</p> <ol style="list-style-type: none"> 1) clarify definitions in Article II, section 1 2) added definition for Member-at-Large 3) clarify term to be used “Mental Health Department” 4) Article III-General Provisions, 1.1 verify citations 5) Verify mandates #6 6) add wording to #8 7) b and 1- clarify that the reference made is regarding the MHSA Three Year Plan and request prior knowledge and/or updates regarding the timing of the process

<ul style="list-style-type: none"> • Noted that there is no representation of the Hispanic, Native American or Arabic Community on the Mental Health Commission. Note to change the wording from “<u>should</u> reflect the ethnic diversity of the client population in the County”- to “<u>shall</u>” have equal ethnic representation was discussed and agreed not to change • Article IV, Section 1.3, under “Membership Restrictions” currently states that employees of the county cannot become members of the Commission. Noted that there is a California law stating that government employees can participate as a member of the MHC • Define section 8 – 7103 “financial interest” clarified • The Mental Health Commission will be updated of proposed changes and will invite and allow members to offer input in proposed changes • The current MHC Bylaws, will have the proposals, noted in the document (“redline”) • Once a proposal has been completed, the proposed bylaws will be submitted to the MHC for approval and then to County Counsel to be forwarded to the Board of Supervisors for approval <p>MEMBERS PRESENT AGREED TO CONTINUE TO UTILIZE, IN THE FOLLOWING MEETINGS, THE EXISTING BYLAWS OF THE MENTAL HEALTH COMMISSION, AS THE BASES FOR UPDATING AND THE PROPOSED BYLAWS WILL BE USED TO FILL IN GAPS IN THE EXISITING BYLAWS</p>	
<p>VII. DISCUSS the agenda for the next meeting and set a date to reconvene</p> <ul style="list-style-type: none"> • Continue next meeting reviewing Articles IV, section 2, moving forward • Review “redline” existing MHC Bylaws with added proposed changes • Discuss and review other counties bylaws • Next meeting is set for Thursday October 12, from 3:30pm to 5pm, at 1340 Arnold Drive, suite 200 in Martinez in the small conference room 	
<p>VIII. Adjourn meeting @5:01pm</p>	

Submitted,
Liza Molina-Huntley
Executive Assistant to the Mental Health Commission
CCHS Behavioral Health Administration
FINAL MINUTES APPROVED ON 10-26-17