

EXECUTIVE COMMITTEE

Wednesday, July 25th, 2018

AT: 2:30pm to 4pm
1340 Arnold Drive, Martinez, CA
Large conference room

AGENDA

- I. **Call to order/Introductions**
- II. **Public comments**
- III. **Commissioner comments**
- IV. **Chair announcements**
- V. **APPROVE minutes from May 22, 2018 meeting**
- VI. **Mental Health Commission (MHC) retreat updates, with Barbara Serwin, Chair of the MHC**
- VII. **RECEIVE updates Behavioral Health Services support to the City of Richmond and the Greater Richmond Interfaith Program in the June 25 abatement of homeless encampment, with Duane Chapman, Vice Chair of the MHC**
- VIII. **UPDATE on the development of a site visit protocol, status and next steps, with Duane Chapman, Vice Chair of the MHC**
- IX. **DISCUSS MHC election process for 2019 Chair, Vice Chair and Executive Committee- Liza M-Huntley, Executive Assistant to the MHC**
- X. **CONSIDER the option of electing two new Executive Committee members to fill vacated positions- with Barbara Serwin, Chair of MHC**
- XI. **Provide updates pertaining to Commission and Committee membership and vacancies- with Liza M-Huntley, Executive Assistant to the MHC**
- XII. **DISCUSS potential August full Commission topic: Trauma-informed care**
- XIII. **Adjourn**



**MENTAL HEALTH EXECUTIVE COMMITTEE
MONTHLY MEETING MINUTES
May 22, 2018 – First Draft**

	Agenda Item / Discussion	Action /Follow-Up
<p>I. Call to Order / Introductions Chair Barbara Serwin meeting called to order at 3:36pm</p> <p><u>Members Present:</u> Chair- Barbara Serwin, District II Vice Chair- Duane Chapman, District I Diana MaKieve, District II Mike Ward, District V (arrived @3:53pm)</p> <p><u>Commissioners Absent:</u> none</p> <p><u>Other Attendees:</u> Sam Yoshioka, District IV Margaret Netherby, family member Henrissa Basse, (Bay Area Legal Aid) (arrived @4:33pm) Jill Ray, Field Representative for District II Liza A. Molina-Huntley, EA for MHC</p>	<p>*EA-transfer recording to computer</p>	
<p>II. Public Comments:</p> <ul style="list-style-type: none"> • Jill- confirmed the appointment of Joe Metro, District V seat 		
<p>III. Commissioners Comments:</p> <ul style="list-style-type: none"> • Sam- wanted to inform that some information was received at the prior MHSA/Finance meeting, pertaining to Adult Mental Health Services. Still interested in receiving the regional cross of providing adult mental health care. Was informed by the MHSA Program Manager, Warren Hayes that it will take some time to gather and provide the data • Referenced the Bylaws Committee, would like to know when the Commission will decide to move forward, regarding the updating of the MHC Bylaws. Requests that the Chair place it on the next MHC agenda, for discussion. 	<p>*Chair- place on next MHC agenda, for discussion to inquire when will Bylaws Task Force reconvene?</p>	
<p>IV. Chair comments:</p> <ul style="list-style-type: none"> • none 		
<p>V. MOTION to APPROVE the minutes from the April 24, 2018 meeting Duane Chapman moved to motion to accept the minutes, Diana MaKieve seconded the motion VOTE: 3-0-0 AYES: Barbara Serwin, Diana MaKieve and Duane Chapman NAYS: none ABSTAIN: none Absent: Mike Ward</p>	<p>*Post approved final minutes to MHC website: http://cchealth.org/mentalhealth/mhc/agendas-minutes.php</p>	
<p>VI. DISCUSS options and logistics for the next full Commission meeting to be held at a different location</p> <ul style="list-style-type: none"> • Chair- the Commission has been discussing holding a meeting in East County. Someone had suggested attending a site visit at the East Clinic and host a Commission meeting, in East County, would follow • Diana- under the impression that there would be a place to meet, at the East County clinic, to host the MHC meeting? Possibly at the Pittsburg Health Center, where the Value Stream Mapping will take place, in the Cypress room. • Chair requests that the EA inquire if the room is available and when • EA- informed that Commissioner Gina Swirsding had requested if the meeting could be held in the fall in East County, due to the heat and if the meeting can be earlier, due to the traffic • Diana- maybe in October? • Duane- buildings have air conditioning and it should be planned as soon as 	<p>*MHC wants to host Commission meeting, in East County, on August 1, 2018.</p> <p>*MHC would like EA to set up site visit to the East County mental health clinic and meeting at the same clinic</p> <p>*EA will follow up with requests</p>	

<p>possible. Maybe the library in Pittsburg (Community room?). Requests advertising be done, extensively</p> <ul style="list-style-type: none"> • EA- will check various locations in East County, for the MHC to host a meeting, as soon as possible. MHC would like for the August 1 meeting to be held in East County • Chair- would like EA to follow up regarding site visit at the Antioch mental health clinic • Diana- it would mean an arrival time, for the EC, of around 2pm • Chair- it depends if we attend the site visit at the same site, as where the meeting will be held. Preferably in Antioch, not Pittsburg, maybe start meeting early? 	
<p>VII. DISCUSS a change in date for the July full Commission meeting (tentatively reserved for July 11)</p> <ul style="list-style-type: none"> • Chair- informed that the previous Chair and EA noticed that the Commission meeting would be on July 4, in 2018. The Commission meeting was rescheduled, last year, for July 11, 2018. The location has been reserved, in advance 	<p>* MHC July meeting will be on Wednesday, July 11, 4:30pm to 6:30pm at: 550 Ellinwood Way in Pleasant Hill</p>
<p>VIII. DISCUSS MHC retreat options for 2018 (previous MHC retreat 9/16/17)</p> <ul style="list-style-type: none"> • Chair- initial thoughts were to have the retreat on a Saturday training, (as in the past), with training from CALBHBC (California Association of Local Behavioral Health Boards and Commissions), including trainings and seminars; for example, financing and public mental health. Received feedback and has restructured ideas. In her experience, usually business retreats are about something that truly promotes growth, involving getting to know one another better, team building and learning something new. • From a theme standpoint, Behavioral Health Services is undergoing a significant transition, with change in leadership and the Rapid Improvement Events that will transpire this summer. There will be some concomitant evolution, of the MHC, as long as the Commission stays in sync. • Thoughts are to choose an afternoon time so that key county employees may attend the retreat, mid-afternoon into early evening. Possibly in September. Dr. White would like to attend, but will be on vacation during the month of August. Instead of the Commission meeting, have the retreat at the same Commission meeting time, the first Wednesday in September, the meeting can start earlier than the scheduled time and end the meeting at the regular time. • Additional thoughts would be to do a quick recap, of Commissioners and the Commission's mandated responsibilities. Behavioral Health Services can present their mission and core responsibilities. One topic can be the structure and process of how we work together. It might be fun to add a team building exercise to do some activities together, maybe problem solving or breakouts. Perhaps the county staff can go home earlier and a seminar idea can be done, maybe finance education with Pat Godley, Chief Operations and Financial Officer for Contra Costa County Health Services and Warren Hayes, MHSA Program Manager; or a view from higher up. Warren would present the organizational charts and the network from our services and programs and the physical locations. It would be good for established Commissioners and new Commissioners alike. This idea would hit a lot of pieces that are important and bring us together with Mental Health Services at a time that is important. • Diana- Likes the idea of doing something that creates more of a team theme and the idea of trying to take the Mental Health Commission meeting time slot and expand it, to start earlier, rather than adding another day to the schedule. The test would be to come up with an agenda and a theme that is more fun and light. There might be someone employed by the County that can facilitate the meeting and be fun and light and professional • Duane- the most important thing would be who would be facilitating the retreat that would be the challenge. The retreat should be discussed with the appointed Board of Supervisor, Diane Burgis, from District III; she may have some suggestions or know of a facilitator that could facilitate the retreat • Chair- will look into her professional network, if someone can facilitate, pro bono. The Chair will take on the two items: start the search for a facilitator 	<p>**Chair will be responsible for:</p> <ol style="list-style-type: none"> 1) searching for a facilitator for the retreat 2) inviting the Finance Department to attend the retreat and to provide training - (Finance 101) 3) will check on availability of Supervisor Burgis to attend MHC retreat 4) will check availability of Dr. White, so that he may attend the MHC retreat 5) will check on availability of Anna Roth, Director of Contra Costa Health Services 6) will purchase drinks <p>**Vice Chair- will check and follow up with CALBHBC regarding obtaining funding for snacks, along with inviting them and other members to the event</p>

<p>and if she cannot find one, then the MHC will move on to the next possibilities and will be meeting soon with the Finance Department and will include the topic on the agenda</p> <ul style="list-style-type: none"> • Chair- will check with Dr. White, regarding his availability, so that he can attend the retreat. Would like for the scheduling to be loose, to work out the program of the retreat and see how much time is needed, maybe start at 2pm or 3pm and finish at the regular time • Diana- maybe a project can be done in teams, mixing up the attendees (MHC/BHS), to work together on the project (game), competing against one another to solve the problem and the team designates the tasks • EA- suggested a past experience project named: "building bridges". Each team (3-5 people) builds a suspension bridge, with tape and newspaper, whichever team builds the longest bridge wins. The team picks a captain and names their bridge, explaining why they decided to give the name. Every suspension bridge must be able to hold a bottle of water in the middle of the bridge, without breaking the paper • Chair- we need to explore the locations, maybe the union hall, where we had the retreat last year, or the regular Pleasant Hill location on Ellinwood. It was mentioned that the Ellinwood location would be difficult to find parking during the day, during regular office hours. Prefers the union hall location, on Arnold Drive in Martinez. • As far as food, lunch would not be necessary, since the time frame would be in the afternoon (2 or 3pm to 6:30pm?), maybe a snack and waters. The Supervisors have donated, in prior years, towards the lunches for the MHC retreat • Chair- maybe platters of appetizers can be provided for the retreat. If monies are donated from Supervisors, it would be great. Can do a COSTCO run and purchase drinks. • Vice Chair- will check and follow up with CALBHBC, to see if they will donate towards the snacks 	<p>**EA- will check the availability of the location (union hall on Arnold Drive), for MHC retreat for September 5. Tentative time frame, 2pm to 6:30pm</p>
<p>IX. DISCUSS guidelines for selecting information to forward to Commissioners and consider potential ways to make this information easy to pick out from other types of emails and scan</p> <ul style="list-style-type: none"> • Chair- Commissioners are receiving a lot of information (emails); all of it is valuable in some way, to all or one Commissioner. At the same time, people are saying that they are drowning. How do we go about finding ways to make this information, easy to pick out from other kinds of emails and to scan them? We need to help Commissioners to quickly identify what's important to them. At what point does the volume become unmanageable? What information is of most interest to them? What are we being sent? The EA sends a whole bunch of stuff and it seems like we need some way to differentiate between essential information and "FYI" (for your information). • Mike- scheduling is should be at the top of the priority, especially if there are changes. There is a lot of relevant information, but there are a lot of things that are not, for me personally. It is hard to differentiate when everyone has different areas that they are more interested in, it's a personal preference. I find maybe one out of five, useful, for me. At the same time, I don't want to miss out on anything because you never know. • Chair- If there is FYI information, the EA can start the subject line and enter "FYI:" and the title will follow. So people can immediately see and identify that it is a "FYI". Another thing that can be done is that the forwarding email from the EA, summarized in a sentence or so, at the top of the email, what the topic is all about, so that the person doesn't have to read the entire email. • EA- that would not be feasible, there are too many emails and it would take up too much time. The time is limited and there are too many time constraints, there is no extra time available. Priorities are finding, reserving and paying for venues, agendas, minutes, posting, and copies for five to six meetings and responding to other emails. Willing and able to enter the suggested "FYI" into the subject line. • Vice Chair- the problem that I have is that everything that is sent to me, I already receive. I requested to be notified on a lot of different lists. 	<p>*</p>

<ul style="list-style-type: none"> • EA- Is willing to send a notification, stating it would be the last email that will be receiving, and if the person is interested, provide the link or contact to request to be added to the sending parties email contact list. • Vice Chair- agreed. Each Commissioner should decide what notifications or email lists that they want, and follow up by themselves. Emails received by the Chair or the Vice Chair should be forwarded to the EA, to distribute. Instead of the EA forwarding the emails to everybody. Chair and Vice Chair can decide what everybody needs. • Chair- asked the EA how she filters the emails • EA- the MHC requested the previous year, to enlist for notifications: BOS agenda and CALBHBC among others. There are certain things that some Commissioners are interested in, for example State Legislation and/or State Reform pertaining to mental health. Each Committee, Chair, individual Commissioners, has their own self-interests; it depends on what the Committee or individual, is currently focused on. NAMI is another organization that was requested and that Commissioners can request to be added to their mailing list, directly. Most of the Commissioners are on the NAMI mailing list. • Chair will send a notification to the President of CALBHBC, to be added to their mailing list. The Vice Chair is already on their mailing list. The EA will remove the contact. NAMI is important and wants the EA to continue to send out the NAMI newsletter. Also wants anything that has to do with services, announcing open houses to be forwarded to the MHC and provider's notifications. NAMI is very core and important to keep. There are personal interests, prefers emails not to be random • Diana- at meetings, when a person signs in, sometimes they are automatically placed on the mailing list. Looks at the subject line for duplicated emails and discards the duplicate. It would be good to free up some of the EA' s time, to no longer be the middle person, receiving, reviewing and sending the emails. • Add disclaimer to the email: "you will be receiving this one time only, signing up to be on the mailing list if you are interested in continuing to receive the emails from this organization" There are links, within the email/newsletter, to be added to the mailing list. • Chair/EA- agreed, that starting in June, the EA will add disclaimer to emails and "FYI". It will be the responsibility of the Commissioner to request to be added to be on the mailing list. EA will unsubscribe from email lists, or delete. Chair will announce the previous statements, at the next MHC meeting on June 6 • Vice Chair agrees and added to inform Commissioners that it is their responsibility to sign-up • Chair- for new Commissioners, Chair/Vice Chair will discuss which organizations are the most important for them to sign-up. Chair/Vice Chair will incorporate that in their training process for new Commissioners 	
<p>X. REVIEW updated Executive Committee motions report</p> <ul style="list-style-type: none"> • Chair- items number 10 and 11 will be forwarded to the next meeting, or until it is sorted out with the EA 	
<p>XI. RECEIVE full Commission motions report</p>	
<p>XI. Adjourned meeting at 4:40pm</p>	

CONTRA COSTA COUNTY
MENTAL HEALTH COMMISSION

BYLAWS

Approved and Adopted:
November 20, 1997

Last Amended and Approved by the Board of Supervisors:
April 17, 2018

**ARTICLE I
NAME OF ORGANIZATION**

SECTION 1. NAME OF ORGANIZATION

1.1 Name

The name of the organization shall be the "Contra Costa County Mental Health Commission."

**ARTICLE II
DEFINITIONS**

SECTION 1. DEFINITIONS

1.1 The following definitions shall apply to the Contra Costa County Mental Health Commission Bylaws:

- a) Better Government Ordinance means the Contra Costa County Ordinance regarding open meetings and public records, commencing with the Contra Costa County Code §25-2.202
- b) Board means the Contra Costa County Board of Supervisors
- c) Brown Act means the Ralph M. Brown Act of 1974, commencing with section 54950 of the California Government Code
- d) Commission means the Contra Costa County Mental Health Commission
- e) Commissioner means a member of the Commission
- f) Consumer means a person who is receiving or has received mental health services
- g) Consumer Representative means a Consumer who is a member of the Commission
- h) County means Contra Costa County
- i) Family Member means a parent, spouse, registered domestic partner, sibling, or adult child of a consumer
- j) Mental Health Director means the person serving as the director of the Contra Costa County Mental Health Department
- k) Mental Health Department means the Contra Costa County Mental Health Department
- l) Supervisor means a member of the Contra Costa County Board of Supervisors

**ARTICLE III
GENERAL PROVISIONS**

SECTION 1. AUTHORITY

1.1 Establishment

The Contra Costa County Mental Health Commission ("Commission" hereinafter) was established by order of the Contra Costa County Board of Supervisors on June 22, 1993, pursuant to the Bronzan McCorquodale Act, Stats. 1992, c. 1374 (AB. 14) to serve in an advisory capacity to the Board of Supervisors.

SECTION 2. MANDATED ROLES AND RESPONSIBILITIES

2.1 Mandates

- a) Pursuant to Welfare and Institutions Code Section 5604.2 (a) and (b), as it may be amended from time to time, the Commission shall do all of the following:
 - I) Review and evaluate the County's mental health needs, services, facilities, and special problems.

- 2) Review any County agreements entered into pursuant to Section 5650 of the Welfare & Institutions Code.
 - 3) Advise the Board of Supervisors and the Mental Health Director as to any aspect of the County's mental health program .
 - 4) Review and approve the procedures used to ensure citizen and professional involvement at all stages of the planning process.
 - 5) Submit an annual report to the Board of Supervisors on the needs and performance of the county's mental health system.
 - 6) Review and make recommendations on applicants for the appointment of a Mental Health Director. The Commission shall be included in the selection process prior to the vote of the Board of Supervisors.
 - 7) Review and comment on the County's performance outcome data and communicate its findings to the California Mental Health Planning Council.
 - 8) Assess the impact of the realignment of services from the state to the county, on services delivered to clients in this County.
 - 9) Perform those additional duties as may be directed by the Board of Supervisors.
- b) Pursuant to Section 5848 (b) and (c) of the Welfare & Institutions Code:
- 1) The Commission shall conduct a public hearing on the draft three-year program and expenditure plan, and annual updates at the close of the required 30-day comment period and review the adopted plan or update and make recommendations to the County Mental Health Director for revisions.

ARTICLE IV MEMBERSHIP

SECTION 1. MEMBERSHIP

1.1 Composition

- a) The Commission shall consist of fifteen (15) members appointed by the Board of Supervisors, plus one member of the Board of Supervisors and an alternate assigned to be a representative to the Commission. Each member of the Board of Supervisors shall have three (3) members representing his or her district. The specific seat to be assigned to each nominee will be determined by the member of the Board of Supervisors making the nomination.
- b) The following rules shall apply to membership on the Commission:
 - 1) One **(1)** member of the Board of Supervisors shall be a member of the Commission. The Board of Supervisors shall also appoint one (1) Supervisor to serve as an alternate member.
 - 2) Fifty percent (50%) of the Commission 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-percent of the Commission membership shall be Consumers and at least twenty-percent shall be Family Members. If at least twenty percent of the total Commission membership is not comprised of Consumers and/or if at least twenty-percent of the total Commission membership is not comprised of Family Members, a Commissioner for the underrepresented category may be selected from any Supervisorial district, if there are no applicants from the impacted district. If it is not possible to secure membership as specified from among persons residing in the

County, the Board may substitute representatives of the public interest in mental health who are not employees of County Mental Health, Department of Health Care Services or on staff or a paid member of a governing body of a mental health contract agency.

- c) On this Mental Health Commission, membership shall consist of:
 - 1) One (1) member of the Board of Supervisors
 - 2) Five (5) members shall be Consumer Representatives - individuals who are receiving or have received mental health services, preferably in Contra Costa County.
 - 3) Five (5) members shall be Family Members - parents, spouses, registered domestic partners, siblings or adult children of consumers who are receiving or have received mental health services, preferably in Contra Costa County.
 - 4) Five (5) members shall be Members-at-Large - individuals who have experience and knowledge of the mental health system, preferably in Contra Costa County.

1.2 Demographic and Ethnic Representation

- a) The Commission membership should reflect the ethnic diversity of the client population in the County.
- b) The composition of the Commission shall represent the demographics of the County as a whole, to the extent feasible.

1.3 Membership Restrictions

- a) No member of the Commission or his or her spouse shall be:
 - 1) A full-time or part-time employee of any Contra Costa County department that is directly involved in the provision of mental health services; or
 - 2) An employee of the State Department of Health Care Services; or
 - 3) An employee of, or a paid member of, the governing body of a mental health contract agency.
- b) Commission members must be eighteen (18) years of age or older and, except as otherwise provided in these Bylaws, must reside in Contra Costa County.
- c) Members of the Commission shall abstain from discussing or voting on any issue in which the member has a financial interest as defined in Section 87103 of the Government Code.

SECTION 2. ATTENDANCE

2.1 Attendance requirements

- a) Regular attendance at Commission meetings is mandatory for all Commission members.
 - 1) A member who is absent from four (4) regularly scheduled Commission meetings in any calendar year shall be deemed to have resigned from the Commission. In such event the former Commission member's status will be noted at the next scheduled Commission meeting and shall be recorded in the Commission's minutes. The Chairperson shall, without further direction from the Commission, apprise the Board of Supervisors of the member's resignation and request the appointment of a replacement.
 - 2) Each Commissioner will ensure that when s/he attends Commission-sponsored meetings (excluding Commission and Commission Committee meetings) or activities representing her/himself as a Commissioner, s/he expresses only those views approved by the Commission.

SECTION 3. TERMS

3.1 Duration

The term of each member of the Commission shall be three (3) years in duration. Terms shall be staggered so that approximately one-third (1/3) of the appointments end each year. All terms end

on June 30 in the appropriate year. The Supervisor appointed to the Commission serves until replaced by the County Board of Supervisors.

SECTION 4. VACANCIES AND RECRUITMENT

4.1 Role of the Commission

At the discretion of and to the extent requested by the Board, the Commission shall be involved in the recruitment and screening of applicants.

When an application is received, the Commission will appoint an Ad Hoc Applicant Interview Committee, pursuant to Article VIII, Section 5.1. Following an interview by the Ad Hoc Applicant Interview Committee, it will forward its recommendation to the Commission. After Commission vote and approval, the recommendation for nomination of the applicant shall be forwarded to the appropriate member of the Board of Supervisors for that Supervisor's consideration.

4.2 Applications

The Commission shall receive applications on an ongoing basis.

4.3 Commission Recommendation

- a) Pursuant to Article IV, section 1.2, the Commission shall, to the extent possible, recommend for appointment those persons who will assist the County in complying with the ethnic and demographic mandates in the Welfare & Institutions Code.
- b) To the extent possible, the Commission shall recommend for appointment applicants who have experience and knowledge of the mental health system, preferably in the County.

ARTICLE V MEETINGS

SECTION 1. REGULAR MEETINGS

1.1 Regular Meetings

Meetings of the Mental Health Commission shall be held monthly.

1.2 Schedule of Meetings

The meeting schedule for the following year shall be set in the month of December. If no meeting will be convened during the month of December, the meeting schedule shall be set at the last regular meeting of the calendar year. Meeting schedules shall be available online.

1.3 Minimum Number

A minimum of eleven (11) meetings shall be held per year.

1.4 Holidays

If the regular meeting date falls on a holiday, a new meeting date shall be selected.

SECTION 2. ORDER OF BUSINESS

2.1 Agendas

Agendas shall be prepared for regular Commission and Executive Committee meetings at the direction of the Commission Chairperson. When feasible, agendas shall be e-mailed and mailed seven (7) days prior to the meeting, but at a minimum 96 hours prior to the meeting. Agendas shall be posted, e-mailed and mailed and made available to the public in accordance with the Brown Act and the County's Better Government Ordinance. 5

SECTION 3. QUORUM

A quorum is one person more than one-half of the appointed members. The Commission must have a quorum present in order to hold a meeting.

SECTION 4. CLOSED SESSION

The Commission may not conduct closed sessions.

SECTION 5. SPECIAL MEETINGS

Special meetings of the Commission may be called at any time by the Chair or by a majority of the members of the Commission in accordance with the Brown Act and the County's Better Government Ordinance.

SECTION 6. OPEN MEETINGS

All meetings of the Commission, including all meetings of its Executive Committee, standing committees, task forces and ad hoc committees shall comply with the Brown Act and the County's Better Government Ordinance.

SECTION 7. DECISIONS AND ACTIONS OF THE COMMISSION

Unless otherwise stated, all matters coming before the Commission for action shall be determined by a majority of the Commissioners appointed.

SECTION 8. ADDRESSING THE COMMISSION

Public Comment shall be allowed on any items of interest to the public that are within the subject matter jurisdiction of the Commission, both agendaized and non-agendaized items, in accordance with the Brown Act and the County's Better Government Ordinance. The Chairperson may limit the amount of time a person may use in addressing the Commission on any subject, provided the same amount of time is allotted to every person wishing to address the Commission.

ARTICLE VI
NOMINATION, ELECTION AND REMOVAL OF OFFICERS

SECTION 1. NOMINATION OF OFFICERS AND EXECUTIVE COMMITTEE MEMBERS

1.1 Ad Hoc Nominating Committee

An Ad Hoc Nominating Committee shall be appointed in the month of August. During the September meeting, the Ad Hoc Nominating Committee shall announce the solicitation of nominations from the Commission members and obtain the nominee's consent to serve. At the October meeting, a slate of nominees will be announced.

1.2 Nominations

In the event of a vacancy in the office of Chairperson, Vice Chairperson or an Executive Committee member during the term of office, nominations will be taken, nominees' consent to serve will be obtained, and nominees will be announced at the next regularly scheduled Commission meeting.

SECTION 2. ELECTION

2.1 Timing of

The Commission shall elect a Chairperson, Vice Chairperson and members of the Executive Committee at the November or next regular meeting of the Commission following the announcement of nominations as set forth in Section 1.

2.2 Assumption of Office

The newly-elected Chairperson, Vice Chairperson and Executive Committee shall assume office January 1 and serve through December 31 of that year. In the case of a mid-term appointment, the elected Chairperson, Vice Chairperson or members of the Executive Committee will complete the remainder of the normal term.

2.3 Conduct of Election

The election will be conducted publicly through the use of signed ballots. Ballots will be announced and counted publicly by the Ad Hoc Nominating Committee. The election of each officer will carry with a majority vote of the Commission. In the case of a tie vote, the Commission may re-cast ballots until the tie is broken. If, in the opinion of the Chairperson, the tie will not be broken within a reasonable number of attempts, the election may be deferred until the next scheduled Commission meeting and the current seated officer will remain in office until a new officer is elected.

SECTION 3. TERMS OF OFFICE

The Officers of the Commission, the Chairperson and Vice Chairperson, shall serve no more than three (3) consecutive terms of one year each in the same position. This will not preclude an individual from serving as Chairperson or Vice Chairperson after one (1) year of having not served.

SECTION 4. REMOVAL OF OFFICER

4.1 Grounds for Removal

The Commission, by a majority of the Commissioners appointed, may remove the Chairperson and/or Vice Chairperson from office and relieve him/her of his/her duties

4.2 Nominations After Removal

In the event of removal of the Chairperson and/or Vice Chairperson, the Ad Hoc Nominating Committee shall meet and present nominations for the vacant position(s) at the next regularly scheduled Commission meeting.

ARTICLE VII DUTIES OF OFFICERS

SECTION 1. DUTIES OF THE CHAIRPERSON

1.1 Meetings

- a) The Chairperson shall preside at all meetings of the Commission and perform duties consistent with these Bylaws and the Welfare and Institutions Code
- b) The Chairperson shall conduct meetings, maintain order and decorum, and decide questions of procedure in accordance with these Bylaws and in consultation with County staff via the Executive Assistant to the Commission.
- c) The Chairperson shall conduct all meetings in the manner required by the Brown Act and the County's Better Government Ordinance.

1.3 Other Duties

The Chairperson shall be in consultation with the Mental Health Director.

SECTION 2. DUTIES OF THE VICE CHAIRPERSON

In the event of the Chairperson's absence from a Commission meeting or inability to act, the Vice Chairperson shall preside and perform all duties of the Chairperson. In the case of removal of the Chairperson, the Vice Chairperson shall perform all duties of the Chairperson until new elections can be held.

SECTION 3. TEMPORARY CHAIRPERSON

In the event both the Chairperson and Vice Chairperson are absent from a Commission meeting or are unable to act, the members shall, by order fully entered into their records, elect one of their members to act as Chairperson *Pro Tern*. The Chairperson *Pro Tern* shall perform the duties of the Chairperson until such time as the Chairperson or Vice Chairperson resumes his or her duties.

ARTICLE VIII COMMITTEES

SECTION 1. CREATION OF COMMITTEES

Pursuant to the rules set forth herein, the Commission may create committees which can be standing committees, task forces or ad hoc committees as needed.

SECTION 2. STANDING COMMITTEES

2.1 Mission Statement

Each standing committee shall develop a Mission Statement. The Mission Statement is subject to approval by the Commission and shall be submitted to the Commission for approval no later than 60 days after establishment of the committee.

2.2 Composition

Each standing committee shall consist of a minimum of three (3) and a maximum of five (5) members of the Commission.

2.3 Appointment and Terms

- a) The Commission may appoint Commission members to standing committees.
- b) The terms of the Committee Chairpersons and Vice Chairpersons shall be one (1) year.
- c) There are no limits on the number of terms an individual may serve as Committee Chairperson or Vice Chairperson.

2.4 Meetings/Actions

- a) All matters coming before a standing committee shall be determined by a majority of the Commissioners on the committee.
- b) All standing committee meetings shall be conducted in accordance with the Brown Act and the County Better Government Ordinance.
- c) All actions approved by a standing committee will be referred to the Commission for final approval.

2.5 Chairpersons, Vice Chairpersons

- a) Selection
 - 1) Each standing committee shall have a Chairperson and may have a Vice Chairperson who are selected by the Committee.
 - 2) In the event of a vacancy in the position of Chairperson or Vice Chairperson of a standing committee, the Commission Chairperson may serve as temporary Chairperson of the standing committee for up to sixty (60) days while the Committee selects a new Chairperson or Vice Chairperson.
- b) Duties
 - 1) The Chairperson shall preside at all meetings of the standing committee and perform his or her duties consistent with the procedures outlined herein. The Chairperson shall work in consultation with the Commission Chairperson.
 - 2) The Chairperson shall direct the preparation and distribution of agendas for their respective standing committee meetings as required by the Brown Act and the County's Better Government Ordinance.

- 3) The Chairperson shall provide monthly reports to the Commission regarding the activities of the standing committee and is encouraged to provide an outline of the monthly report to the Executive Assistant to the Commission for use in preparation of the Minutes.

SECTION 3. EXECUTIVE COMMITTEE

3.1 Purpose

The Executive Committee is charged with acting on the decisions of the Mental Health Commission. Its primary focus is to identify and avail any reasonable resources needed to deliberate over agenda items of the general membership, committee, task force or ad hoc committee meetings

3.2 Composition

The Commission Chairperson, and Vice Chairperson shall be members of the Executive Committee. Additional members shall be elected by the Commission. The Executive Committee shall consist of a minimum of three (3) members and a maximum of five (5) members.

3.3 Term

Elected members of the Executive Committee shall serve for one calendar year.

SECTION 4. TASK FORCES

4.1 Purpose

Task forces shall be time-limited and have a stated purpose beyond the scope of regular Commission responsibilities approved by the Commission and shall be required to report back to the Commission regarding progress toward its stated purpose.

4.2 Composition

Each task force shall consist of a minimum of three (3) members and a maximum of five (5) members. Non-Commissioners may be appointed from the community as non-voting members when special expertise, advice or opinion is desired, at the discretion of the Commission, but shall not exceed one half (1/2) of the membership of the Task Force. All task force members shall conform to the Mental Health Division client confidentiality statement.

4.3 Appointment and Terms

The Commission shall appoint Commission and non-Commission members to task forces based upon a majority vote of the Commission. The terms of all task force members shall be until the task force has completed its stated purpose.

4.4 Meetings/ Actions

All meetings shall be conducted in accordance with the Brown Act and the Contra Costa County Better Government Ordinance. All matters coming before a task force shall be determined by a majority of the members of the task force.

4.5 Chairpersons

a) Selection

- 1) Each task force shall have a Chairperson and may have a Vice Chairperson, selected by the members of the task force. In the event of a vacancy in the position of Chairperson of a task force, the Commission Chairperson may serve as temporary Chairperson of the task force for up to sixty (60) days while the Task Force selects a new Chairperson.

b) Duties

- 1) The Chairperson shall preside at all meetings of the task force and perform his or her duties consistent with the procedures outlined herein. The Chairperson shall work in consultation with the Commission Chairperson.
- 2) The Chairperson shall direct the preparation and distribution of agendas for the task force in the manner required by the Brown Act and the County's Better Government Ordinance.

- 3) The Chairperson shall provide monthly reports to the sponsoring standing committee or the Commission.

4.6 Removal

The Chairperson of the task force may request of the Chair of the Commission replacement of a member who fails to regularly attend the task force meetings.

SECTION 5. AD HOC COMMITTEES

5.1 Purpose

Ad Hoc Committees shall be established by the Commission as needed to address issues within the normal course of Commission responsibilities, including but not limited to applicant interviews and officer nominations. They shall be required to report back to the Commission.

5.2 Composition

An ad hoc committee shall consist of a minimum of three (3) and a maximum of five (5) members of the Commission.

5.3 Appointment

The Commission shall appoint Commission members to an ad hoc committee.

5.4 Meetings/Actions

All matters coming before an ad hoc committee shall be determined by a majority of the members of the ad hoc committee.

5.5 Chairpersons

a) Selection

Each ad hoc committee shall have a Chairperson, and may have a Vice Chairperson, selected by a majority of the members of the ad hoc committee. In the event of a vacancy in the position of Chairperson of an ad hoc committee, the Commission Chairperson may serve as temporary Chairperson of the ad hoc committee for up to sixty (60) days while the ad hoc committee selects a new Chairperson.

b) Duties

- 1) The Chairperson shall preside at all meetings of the ad hoc committee and perform his or her duties consistent with the procedures outlined herein. The Chairperson shall be in consultation with the Commission Chairperson.
- 2) The Chairperson shall direct the preparation and distribution of agendas for the ad hoc committee in the manner required by the Brown Act and the County's Better Government Ordinance.
- 3) The Chairperson shall provide monthly reports to the Commission.

5.6 Removal

The Chairperson of the ad hoc committee may request of the Chair of the Commission replacement of a member who fails to regularly attend the ad hoc committee meetings. 10

SECTION 6. COMMISSION REPRESENTATIVE

The Commission shall appoint an officer or other member of the Commission as the Commission Representative to the California Association of Local Mental Health Boards/Commissions. The Commission Representative shall represent the Mental Health Commission at statewide meetings and to report back to the Commission.

SECTION 1. STAFF SUPPORT

The County's Mental Health Division provides clerical support services to assist the Commission in the management of its operations and activities. The Executive Assistant shall maintain all necessary records. The budget of the Mental Health Division shall fund the position of the Executive Assistant to the Mental Health Commission.

SECTION 2. STAFF ATTENDANCE AT MEETINGS

The Mental Health Division staff provides information to the Commission and its committees regarding agenda items and attends meetings on a regular basis.

SECTION 3. ACTIONS

The Commission by its Chairperson shall regularly inform the Mental Health Director of Commission actions.

**ARTICLE X
BYLAW AMENDMENTS**

SECTION 1. AMENDMENTS

These Bylaws may be amended by a majority vote of the Commission in a regularly scheduled meeting as defined at Article V, Section 1. Before the Commission may consider or vote on Bylaw amendments, proposed amendments shall be submitted in writing to Commission members at least thirty (30) days prior to the meeting date at which they are to be considered.

2018 Commission and Committee members

Mental Health Commission (MHC) 1 st Wednesday 4:30--6:30 pm (full membership-16 + 1 BOS alternate)	MHSA/Finance Committee (FIN) 3 rd Thursday 1:00--3:00pm (3-5 members)	Quality of Care Committee (QC) 3 rd Thursday 3:15--5:00pm (3-5 members)	Justice Systems Committee (JS) 4 th Tuesday 2:00-3:30pm (3-5 members)	EXECUTIVE Committee (EC) 4 th Tuesday 3:30-5:00pm (3-5 members- voted)	DATA Ad Hoc Committee (3-5 members)	BYLAWS Task Force (3 -5 members)
1- MHC Chair Barbara Serwin Consumer District II	Douglas Dunn	Chair- Barbara Serwin	Chair- Diana MaKieve	Chair- Barbara Serwin	Barbara Serwin	Sam Yoshioka
2- MHC Vice Chair Duane Chapman Member-at-Large District I	Sam Yoshioka	Gina Swirsding	Vice Chair Gina Swirsding	Vice Chair- Duane Chapman	Duane Chapman	Duane Chapman
3- Supervisor Diane Burgis District III	Leslie May	Leslie May	Geri Stern	Diana MaKieve	Gina Swirsding	Gina Swirsding
4- Alternate BOS Supervisor Candace Andersen District II	(VACANCY)	Joe Metro	Julie Ann Neward	(VACANCY)	Joe Metro	Leslie May
5- Gina Swirsding Consumer District I	(VACANCY)	(VACANCY)	Duane Chapman	(VACANCY)	Julie Ann Neward	(VACANCY)
6- Geri Stern Family Member District I						
7- Diana MaKieve Member-at-Large District II						
8- Lauren Rettagliata Family Member						
9- Douglas Dunn Member at Large District III						
10-Julie Ann Neward Family member District III						
11-Consumer District III (vacant)						
12-Sam Yoshioka Family Member District IV						
13-Consumer District IV (vacant)						
14-Tasha Kamegai-Karadi Member-at-large District IV						
15-Consumer District V (vacancy)						
16-Leslie May Family Member District V						
17-Joe Metro Member at Large District V						