



CONTRA COSTA
MENTAL HEALTH
COMMISSION

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cchealth.org/mentalhealth/mhc

**Mental Health Commission
Executive Committee**
Tuesday, May 25, 2021 from 3:30 – 5:00 pm

Via: Zoom Teleconference:

<https://cchealth.zoom.us/j/6094136195>

Meeting number: 609 413 6195

Join by phone:

1 646 518 9805 US

Access code: 609 413 6195

AGENDA

- I. **Call to Order/Introductions**
- II. **Public comments**
- III. **Commissioner comments**
- IV. **Chair announcements**
- V. **APPROVE minutes from the April 27, 2021 meeting**
- VI. **DISCUSS proposed potential by-law on “excused absences from Mental Health Commission meetings due to unforeseen, extraordinary circumstances”, Commissioner Leslie May, Contra Costa County Mental Health Commission**
- VII. **DISCUSS Mental Health Commission by-law status**
 - a. **Send newly approved by-law changes to BHS staff to work with County Counsel to move through the review/approval process**
 - b. **Note ability of Board of Supervisors (BOS) to independently draft and approve County Commission and Board by-laws**
 - c. **Note BOS to review new appointment of Commissioners by-law at July meeting**
- VIII. **DISCUSS Retreat -- theme, content, format, date/time options**

(Agenda Continued on Page Two)



The Contra Costa County Mental Health Commission is appointed by the Board of Supervisors to advise them on all matters related to the county's mental health system, in accordance with mandates set forth in the California State Welfare & Institutions Code, Sections 5604 (a)(1)-5605.5. Any comments or recommendations made by the Mental Health Commission or its individual members do not represent the official position of the county or any of its officers. The Commission is pleased to make special accommodations, if needed, please call ahead at (925) 313-9553 to arrange.

- IX. RECEIVE update on the Crisis Intervention Rapid Improvement Event (RIE), where we are in the process, key elements, Barbara Serwin, Vice-Chair, Contra Costa County Mental Health Commission**
- X. DISCUSS Commission membership: New, departed/departing, applications**
- XI. DETERMINE June 2021 Mental Health Commission meeting agenda**
- **“Get to know your Commissioner” (Commissioners Wiseman and May)**
 - **RECEIVE Presentation of External Quality Review Organization (EQRO) Report, Priscilla Aguirre, MPP, Quality Management Program Coordinator, Quality Improvement & Assurance Unit, Contra Costa County**
 - **RECEIVE Presentation on Site Visit Program, Commissioner Laura Griffin and Commissioner Barbara Serwin, Quality of Care Committee**
 - **DISCUSS and VOTE on by-laws change:**
 - **Potential by-law on excused absence from MHC meeting due to unforeseen, extraordinary circumstances, Commissioner Leslie May, Contra Costa County Mental Health Commission**
 - **DISCUSS MHC 2021 Retreat – Get feedback on theme, content, format, date/time options**
 - **Behavioral Health Services Director's Report**
- XII. Adjourn**

Mental Health Commission

Proposed By Law

Meeting Date: May 25, 2021

Motion (original):

VI. DISCUSS proposed potential by-law on “excused absences from Mental Health Commission meetings due to unforeseen, extraordinary circumstances”, Commissioner Leslie May, Contra Costa County Mental Health Commission

Section 2.1b is proposed language for a new by-law regarding excused absences from Commission meetings. It is in red font. The other text is pre-existing by-law language for context.

2.1 Attendance requirements

a) Regular attendance at Commission meetings is mandatory for all Commission members.

i) 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

ii) 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.

b) A Commissioner's absence from a regularly scheduled Commission meeting may be excused in the case of an unforeseen, extraordinary circumstance, including but not limited to major illness, natural disaster, or civil unrest. Commissioners shall obtain consent from the Chair at least one day prior to the meeting that will be missed. Excused absences will be recorded in the meeting minutes as "excused absence".