

BEHAVIORAL HEALTH ADVISORY BOARD  
**EXECUTIVE COMMITTEE**  
**MINUTES ■ Monday, November 13, 2017**

<p><b><u>BHAB Officers Present</u></b>          Jerry Harris, Chair          Ratan Bhavnani, 1<sup>st</sup> Vice Chair          Nancy Borchard, Secretary          Gane Brooking, Member-At-Large          Janis Gardner, Chair Emeritus</p> <p><b><u>Others Present</u></b>          Patricia Mowlavi, BHAB          David Deutsch, NAMI          Sara Bavar, NAMI          Asencion Romero, Pacific Clinics</p>	<p><b><u>VCBH Staff Present</u></b>          Patrick Zarate, Acting Director          Edith Pham, BHAB Assistant</p> <p><b>NEXT MEETING:</b>  <b>Monday, January 8, 2018, 1:00 – 3:00 p.m.</b></p> <p>Ventura County Behavioral Health          1911 Williams Drive, Lake Cachuma Room (second floor), Oxnard</p>
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Note: The committee has not yet approved these minutes. There may be additions/deletions or corrections before the minutes are accepted in final form.

	DISCUSSION/CONCLUSIONS	RECOMMENDATIONS/ ACTIONS	RESPONSIBLE
I.	<b>Call to Order</b> Chair Harris called the meeting to order at 1:05 p.m.		
II.	<b>Approval of the Agenda</b> Mr. Harris asked the Committee to review and approve today's agenda. Janis Gardner moved to approve, Ratan Bhavnani seconded. The motion passed unanimously.	The agenda was approved as written. <b>M/S/C</b>	
III.	<b>Approval of the Minutes</b> Mr. Harris asked the committee to review and approve the minutes of the October 9, 2017 meeting. Mr. Bhavnani moved to approve, Ms. Gardner seconded. The motion passed unanimously.	The minutes were approved as written. <b>M/S/C</b>	
IV.	<b>Welcome and Introductions</b> Mr. Harris welcomed everyone and asked for introductions.		
V.	<b>Chair Announcements</b> None.		
VI.	<b>Public Comments</b> David Deutsch thanked the BHAB and VCBH for their support at the recent NAMI Gala, which had a good turnout. He announced that the NAMI Holiday Celebration will take place on December 12 <sup>th</sup> ; donations and volunteers are welcome.		
VII.	<b>Board Members Comments and Announcements</b> A. Patricia Mowlavi noted that in August she had led site visits to two Casa Pacifica programs and requested to present the results to the BHAB. Mr. Harris will schedule this for the January 2018 General Meeting; this will take the place of the committee reports. B. Gane Brooking noted that the winter warming shelter will open at the armory. She will find out the location and date it will open. Ms. Brooking also requested that the Board schedule a presentation on the Hillmont Psychiatric Center. C. Mr. Bhavnani noted that Jim Matthews, a cofounder of NAMI Ventura County, passed away recently. His service was on November 11 <sup>th</sup> . Nancy Borchard proposed to send a card to his widow, Lou Matthews, on behalf of the BHAB. Mr. Deutsch proposed recognizing Mr. and Mrs. Matthews in January; the committee agreed. Ms. Borchard and Mr. Bhavnani agreed to prepare the wording for the recognition.	Present site visit reports at January General Meeting  Find out details re the warming shelter  Draft recognition for Mr. and Mrs. Matthews	P. Mowlavi  G. Brooking  N. Borchard, R. Bhavnani

VIII.	<p><b>Director's Updates – Patrick Zarate for Elaine Crandall</b></p> <p>A. VCBH has been talking to individuals with concerns related to the VCBH Crisis Team in the East county. Due to vacancies, VCBH is considering temporarily reassigning East County Crisis Team staff to the main Crisis Team in Oxnard. Health Care Agency Director Johnson Gill and County Executive Officer Mike Powers are in agreement. VCBH is still committed to having a presence in the East county and to continue having a 24/7 mobile Crisis Team.</p> <p>B. In its November 12<sup>th</sup> edition, The Star published an article titled County studies suing opioid makers. The topic is on the Board of Supervisors' agenda for their meeting on November 14<sup>th</sup>.</p> <p>C. The VC Reporter ran a cover story on Virtual Insanity. It related how children are being victimized through the internet.</p> <p>D. The Ventura County Community Foundation has released its 2017 State of the Region Report. It contains data on various topics, including data from the coroner on opioid deaths.</p>	Information	
IX.	<p><b>Secretary's Report – Nancy Borchard</b></p> <p>A. Larry Hicks' term is coming to an end. He wants to continue on the board.</p> <p>B. Sandra Wolfe will leave at the end of her term in January. The committee agreed to recognize her in January. Ms. Gardner volunteered to gather some information for her award.</p>	Get information for S. Wolfe's recognition	J. Gardner
X.	<p><b>New Business</b></p> <p>A. Election of Second Vice Chair Mr. Harris noted that Mary Haffner, Larry Hicks and Kay Wilson-Bolton have voiced interest in the position. The Committee agreed to ask Sandra Wolfe to contact Ms. Wilson-Bolton to see if she would accept a nomination.</p> <p>B. Approve the Revised BHAB Bylaws Mr. Harris and County Counsel have worked on a draft that would open committee membership to non-BHAB members (providers and stakeholders). Under the proposed draft, the committees would advise and make recommendations to the BHAB as opposed to VCBH as stated in the current Bylaws. Ms. Gardner made a motion to send the proposed Revised BHAB Bylaws to the full board as an action item. Mr. Bhavnani seconded. The motion passed unanimously.</p> <p>C. Process to Track BHAB Members' Attendance at Committee Meetings A discussion took place regarding BHAB Members' attendance at the BHAB General meetings and at the committee meetings. Ms. Borchard voiced her concern over tracking "excused" and "unexcused" absences. She proposed to simply contact members when they miss three General meetings. Ms. Gardner moved to have the Executive Committee track the attendance of the BHAB members at committee meetings and forward to the Secretary. Ms. Brooking seconded. The motion passed unanimously.</p> <p>D. California Institute for Behavioral Health Solutions Training and Meeting on January 19 and 20, 2018 in San Diego. In the past, Karyn Bates attended these meetings. Ms. Brooking volunteered to attend if she does not have to incur out-of-pocket expenses. Ms. Borchard noted that in the past more than one BHAB member had attended and paid their own way. It was agreed to discuss the training session at the general board meeting.</p>	<p>Send Revised Bylaws to full board. <b>M/S/C</b></p> <p>Track attendance at committee meetings. <b>M/S/C</b></p>	
XI.	<p><b>Old Business</b></p> <p>A. Data Notebook Update - Gane Brooking, Workgroup lead Ms. Brooking noted that the workgroup will meet for the first time on November 17<sup>th</sup>. It will meet again on December 15<sup>th</sup>.</p>		

	<p>B. Approve Annual Report for Submission to the Board of Supervisors  Ms. Gardner will send a shortened list of accomplishments for the Prevention Committee. Mr. Harris wondered about presenting the Report to the Board of Supervisors; Mr. Zarate noted that it would help community stakeholders and the public learn about VCBH and the BHAB. Mr. Harris will ask BHAB members what they would like him to focus on during his presentation to the Board of Supervisors.  Ms. Borchard moved to ask the full board to approve the Annual Report. Ms. Brooking seconded. The motion passed unanimously.</p> <p>C. Update on Potential Future Site Visits  Mr. Harris noted that the Committee Chairs should share a list of proposed site visits during the upcoming General meeting.</p> <p>D. Update BHAB Brochures  The Committee reviewed and discussed updates to the BHAB brochure. No major changes will be done prior to reprinting.</p>	<p>Ask the board to approve the Annual Report <b>M/S/C</b></p>	
<p>XII.</p>	<p><b>Develop Agenda for the General Meeting – Discussion</b>  The committee reviewed and approved the General Meeting agenda listed on the agenda for today’s meeting. Comments included:</p> <ul style="list-style-type: none"> <li>- Denise Nielsen, Chair of the BHAB Youth &amp; Family Committee, will be asked to present Dr. Thurber with the BHAB Recognition.</li> <li>- The BHAB Assistant will check the previous General Meeting agenda to see whether the Amendment to the BHAB Bylaws was listed; if not, this item will be listed under New Business on the November General Meeting agenda.</li> </ul> <p>The potluck lunch that will take place just prior to the General Meeting was briefly discussed.</p>		
<p>XI.</p>	<p><b>Adjourn</b>  The meeting adjourned at 2:50 p.m.</p>		

## Behavioral Health Advisory Board EXECUTIVE Meeting Attendance 2017-2018

Members	July	Aug	Sept	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	June
Jerry Harris Chair	X	X	X	X	X							
Ratan Bhavnani 1 <sup>st</sup> Vice Chair	X	X	X	X	X							
Nancy Borchard Secretary	X		X		X							
Gane Brooking Member At Large	X	X	X	X	X							
Janis Gardner Member Emeritus	X	X	X	X	X							

Present = X

District 1	Supervisor Bennett
District 2	Supervisor Parks
District 3	Supervisor Long
District 4	Supervisor Foy
District 5	Supervisor Zaragoza

You're Invited to Our Annual

# Holiday Party Celebration!

Please join us for a fun filled night with food, dancing and good times.  
For all clients and staff from board & cares, residential facilities,  
VCBH Staff, and families of clients.

We hope to see you there!

**Where:** Elks Lodge 801 South A St. Oxnard, CA 93030

**When:** Tuesday Dec. 12<sup>th</sup>, 2017

**Time:** 5:00pm-8:00pm



Sponsored by NAMI Ventura County and Ventura County Behavioral Health

# Ventura County to discuss option of exploring legal action against opioid makers

Tom Kisken, tkisken@vcstar.com, 805-437-0255 Published 8:29 a.m. PT Nov. 11, 2017 | Updated 12:55 a.m. PT Nov. 12, 2017



(Photo: AP PHOTO)  
CONNECTTWEETLINKEDINCOMMENTEMAILMORE

Ventura County Supervisor Steve Bennett wants the county government to consider the option of fighting the opioid epidemic a different way — in court.

Bennett is asking the Ventura County Board of Supervisors to authorize county lawyers to explore the pros and cons of joining one of the many lawsuits being filed against pharmaceutical companies that make and distribute opioids.

In a proposal set to be discussed Tuesday by supervisors, he's also asking for information on the possibility of the county filing its own lawsuit.

Similar lawsuits have been filed by counties, cities and states across the nation, with some demanding that pharmaceutical companies pay for taxpayer costs caused by an epidemic that has killed at least 200,000 people since 1999.

"Big Pharma has manipulated this system in a way that has gotten a large number of Americans addicted," Bennett said.

**Read more:** [Ventura County's opioid fix: 'I crave it all the time'](#)

Between 66 and 100 Ventura County residents died of opioid abuse annually over a five-year period in a roller coaster that fell from 86 deaths in 2015 to 66 in 2016.

Through August, 62 deaths in the county in 2017 were linked to opioids — four fewer than in all of 2016, according

Bennett said his request does not guarantee any litigation will be filed. Rather, it's an attempt to figure out what the possibilities are. He said he wants to know what such litigation might cost.

# VIRTUAL INSANITY | How web lies and social media validation are warping our lives

Nov 1, 2017 | [Cover Story](#), [Feature](#), [Kathy Jean Schultz](#),



On Oct. 6, a 61-year-old man was arrested by Ventura police after he engaged in an online chat room with a 15-year-old girl. He had arranged to meet the girl, but when he arrived to do so, police met him instead. He was arrested, as he'd been chatting with a detective pretending to be the [girl](#).

This case is not rare in Ventura County. Getting into trouble or even danger because of deceptive Internet communication happens often. Virtual reality seen on websites can paint improbable visions that have no basis in real life. Sexual predators take advantage of that. Last January, Ventura Police Department detectives had completed another, similar sting operation by working online.

"Detectives entered various Internet chat rooms primarily designed for teens, and posed as 14- and 15-year old girls. Adult male sexual predators entered the same chat room and contacted the undercover officer, thinking they were a young teenage girl," said Ashley Bautista, civic engagement specialist for the Ventura Police Department.

"During chat-room conversation, each of the suspects engaged the undercover officer in sexually explicit conversation, describing in detail what sex acts they wanted to perform with the teenage girl," Bautista said. "In each case, the suspects agreed to meet the teen girl near what they believed to be the girl's residence." When they arrived, they were taken into custody.

When such events are not undercover police operations, children can fall into the hands of predators. "We do have incidents that have had to do with cybercrime, and specifically predators targeting children in chat rooms and in gaming platforms" Bautista said.

Teens are not alone: People of all ages can be unable to judge who is authentic and who is not truthful, when they connect with other online users. The desire to be distracted from real life can feed the allure of virtual reality, at any age. AARP, the American Association of Retired Persons, hosts a Fraud Watch Network that includes warning articles with titles like [Don't Fall for a Fairy Tale](#).

Apart from sexual predators with criminal intent, adult online chat-forum users and gamers can believe they are building personal relationships.

"Many Internet addicts seek the connection to others so desperately that they will invest time, energy and money to fostering their virtual relationships," said Westlake Village's Dustin Weissman, PsyD, who specializes in Internet addiction. .

Bautista gives cyber-safety presentations at local schools to educate students about choices they make. Because of teens' vulnerability, she uses [NetSmartz](#), a program created by the National Center for Missing and Exploited Children, as a resource for students, parents and teachers.

"The use of technology has led to serious incidents with children, and dangerous traffic incidents in Ventura," said Bautista, who also works with AT&T to teach students about distracted driving. Research linked to AT&T's *Distracted Driving Is Never OK* program, along with the company's [ItCanWait.com](#) program, has found that 75 percent of teen drivers report that texting while driving is "common among their friends."

The AT&T surveys also suggest social media overuse by adults creates significant danger. Almost half of commuters ages 16-65 admitted to texting while driving, as well as checking social network sites — 27 percent on Facebook, 14 percent on Twitter, 14 percent on Instagram and 11 percent on Snapchat.

"Teens and adults alike are compulsively checking their cell phones much more than they realize," Weissman said. "Many teens will tell you that they do this for fear of missing out. Their lives revolve on an Internet platform with endless scrolling. The amount of likes and reactions that they get are translated as a reflection of their popularity and social acceptance. It is important that today's youth learn that their self-worth is not best measured in this manner."

Compulsive checking of social media sites has been linked to suicidal thoughts. Suicide prevention and cyber-bullying are a focus of the Ventura County Behavioral Health Department, since suicide is a leading cause of death in this age group.

"We know that young people we treat who have mental health or substance abuse issues, and are already at higher risk for suicide, often come to our crisis response programs with social media being a significant catalyst," Patrick Zarate, [Ventura County Behavioral Health](#) chief operations officer, wrote in an email. "In response, we have given local schools, educators, school resource officers and parents resources to raise awareness and know when to intervene.

"VCBH provides Bullying Tool Kits to schools that include information about some of the family and social problems specific to online or cyber-bullying," Zarate said. VCBH also partners with the Ventura County Office of Education to reach families who may be affected. The health department's [suicide prevention](#) site provides numbers to contact for those feeling in crisis, and a link to chat online non regular business hours from 5 p.m. to 1 a.m. There is also information about a Facebook initiative: "Now a friend can report someone who has posted suicidal content, and Facebook then sends them a confidential message reaching out, trying to help

them connect with someone," Zarate said. "They are also prompted to reach out to 'close friends' as determined by Facebook (and their many algorithms) for help."

People like being distracted from reality because it blots out their actual reality, which might be painful or boring. Like addiction, the deceptive aspects of social media distract users from facing facts, just as drinking, drugs and gambling do.

"Relying on the Internet and social media as a barometer creates a false facade of what real life is," said Sherry Gaba, LCSW, a Westlake Village psychotherapist and life coach. "It can cause a feeling of 'unworthiness' that you aren't living up to the perception of how you believe others are living. It can create a feeling of 'missing out' on what is most likely an illusion you have created in your head. It's important to stay mindful that real life is not what you see on the outside, but is based on how you feel about yourself on the inside."

Dr. Steven Rothstein is a psychologist who practices in Oxnard. "My experience is that everyone suffers some fear and pain, and they seek ways to cover up that fear," he said. Rothstein finds that most people cannot process these emotions without taking action to release them — through counseling, therapy or other means — and people cannot feel peace until this happens. Covering up fear with addictions, control, denial and distraction is common.

"The ways we cover up fear are drugs, alcohol and distraction," Rothstein said. Distraction can include many behaviors, like gambling, workaholism, shopping and social media use.

Rothstein sees current events playing a role as well. "Clearly, this country is polarized," he said, and this can cement users' thinking into realities of their own creation. People want to read or see what they believe, because this fuels their distraction from fear and pain. Internet media allows people to see what they want to see, and *not* to see what they do not believe, in order to fuel their distraction.

The need for distraction can also be linked to expectations of perfection, which are not realistic for anyone. "The words 'human being' and 'perfect' should not be used in the same sentence," Rothstein said. "Distraction is a psychological defense against fear."

Justin Rosenstein, the engineer who invented Facebook's "Like" button, would agree.

A recent national news article, "Our Minds Can Be Hijacked," describes how Rosenstein has now blocked all apps from his own laptop, and he compares Snapchat to heroin. He describes "Likes" as "bright dings of pseudo-pleasure."

He no longer works at Facebook, and now leads a company whose mission is improving office productivity; research shows that some people touch, swipe or tap their phone as many as 2,617 times a day. There is some evidence that addiction to devices limits people's ability to focus, and possibly lowers I.Q.

"Everyone is distracted," the "Like"-button inventor said, echoing Dr. Rothstein's assessment, "all of the time."

National data collected by researchers matches what local experts are seeing. One survey suggested that one-third of Americans would rather give up sex than give up their smartphones. Another report found that 70 percent of Internet use by people at work has nothing to do with their jobs. A consequence: a Ph.D. who was

interviewing for a college administrator position did not get the job because, during dinners and meetings with his interviewers, he constantly checked his phone. A type of headache or dizziness, similar to car sickness or motion sickness on a boat or roller-coast ride — and dubbed “cybersickness” by researchers who’ve studied it — can hurt users who spend hours scrolling through a smartphone, or hours of video gaming. “The more realistic something is (on a screen), the more likely you are going to get sick. No one got sick playing Pac-Man,” said one expert in “Cybersickness: The new ‘illness’ sweeping the nation” in *The Telegraph* in the U.K.

The “Like”-button inventor and other ex-tech workers who were interviewed about leaving their jobs at Facebook, Google and other firms, are not only pulling themselves away from their own inventions. Per the old adage “Actions speak louder than words,” they send their children to elite Silicon Valley schools where iPhones, iPads and laptops are banned.

“The technologies we use have turned into compulsions, if not full-fledged addictions,” according to Nir Eyal, author of *Hooked: How to Build Habit-Forming Products*. “It’s the impulse to check a message notification. It’s the pull to visit YouTube, Facebook or Twitter for just a few minutes, only to find yourself still tapping and scrolling an hour later.”

Proof is plentiful. “Next time you’re surrounded by people in public, look around,” Weissman said. “That’s your example; hundreds of people staring at their phones, many of which do it compulsively. They’re a neighbor, a friend, a sibling, a spouse or partner, kids, peers, and often oneself. How much time do you spend online? How many times a day do you check your smartphone? Are you a gamer? Do you view pornography in excess? How many hours a day do you spend on social media?”

For those curious about how much time they or a loved one is spending online — there are apps for that. “It’s very easy to track, especially when that usage is on smartphone,” Weissman said.

He notes that if users are losing their jobs, or missing medical appointments or classes, these are important warning signs about addiction. Such events are typical in diagnosing mental health disorders, but can become typical for Internet addicts as well. Do some users not sleep due to Internet addiction? “Absolutely,” said Weissman. “Lack of sleep is very common among online gamers. It is also a significant warning sign that their online use is transitioning toward more addictive behaviors, and becoming more compulsive.”

If a user’s family or friends insist on a cutback, it’s important to fill the time with something else — physical exercise works best — or the user can become aggressive and deceitful. “When removing someone’s problematic behavior, it is important to replace it with something meaningful and productive. I’ve encountered some very aggressive behaviors, lying and deception,” Weissman said.

In the national news article, one of the ex-tech workers who was quoted has left Silicon Valley to become a neurosurgeon. He is not an addiction expert, but what he’s learned in medical school suggests to him that devices can impact the same neurological pathways as gambling and drug use. “These are the same circuits that make people seek out food, comfort, heat, sex,” he said. All of it, he said, is reward-based behavior involving the parts of the brain that seek good feelings and rewards.

“Smartphones are useful tools,” one of the ex-tech workers said in the article. “But they’re addictive . . . I regret the downsides.”

VENTURA COUNTY  
BEHAVIORAL HEALTH ADVISORY BOARD  
BYLAWS

ARTICLE I

NAME

The name of this board shall be the Behavioral Health Advisory Board, herein referred to as BHAB.

ARTICLE II

PURPOSE AND AUTHORITY

The BHAB exists under the authority of the California Legislature by its enactment of Section 5604 of the Welfare and Institutions Code. The purpose of the BHAB, provided in Welfare and Institutions Code Section 5604.2, includes, but is not limited to, the following:

- A. All appointed members to the BHAB will have the authority to vote on all issues presented to the BHAB.
- B. Review and evaluate the community's behavioral health needs, including housing, services, facilities, and special programs to ensure that services are provided that promote wellness and recovery, improving and maintaining the health and safety of individuals, families and communities affected by mental health and/or substance abuse issues.
- C. Review mental health service performance contracts entered into pursuant to Section 5650.
- D. Advise the Ventura County Board of Supervisors (Board of Supervisors) and the Ventura County Behavioral Health Department (VCBH) Director (herein referred to as Director) as to any aspect of the County's mental health and substance use disorder treatment and prevention services.

- E. Review and approve the procedures used to ensure citizen and professional involvement at all stages of the planning process.
- F. Submit an annual report to the Board of Supervisors on the needs and performance of the County's behavioral health system.
- G. Review and make recommendations on applicants for appointment to the position of Director. The BHAB shall be included in the selection process prior to the vote of the Board of Supervisors.
- H. Review the impact of funding streams on the delivery of local behavioral health services in order to make recommendations for any service level expansions or reductions.
- I. Review, evaluate and advise the Board of Supervisors and Director regarding the VCBH annual budget and performance goals, as well as the VCBH quarterly budget and performance status reports provided by the Director.
- J. Review and comment on the County's performance outcome data and communicate its findings to the California Mental Health Planning Council.

ARTICLE III

MEMBERSHIP

- A. The current membership list with terms of office shall be a matter of public record. There shall be no less than fifteen (15) and no more than twenty-one (21) members of the BHAB.
- B. Each Supervisor may appoint three (3) mental health representatives and one (1) substance use disorder representative to the BHAB. Supervisors are encouraged to appoint individuals who have some experience and knowledge of the behavioral health system. The BHAB membership should reflect the ethnic diversity of the client population of Ventura County.
- C. The BHAB shall consist of the following:
  - 1) Fifty percent (50%) or more should be consumers or the parents, spouses, siblings, or adult children of consumers who are receiving or have received mental health services. At least 20 percent of the membership (five members) shall be consumers and at least 20 percent

of the membership (five members) shall be family members of consumers of mental health services.

- 2) The term of each member shall be for three years, with appointments staggered over a three-year period.
  - 3) Any vacancy will be filled by a new member appointed by the Supervisor who appointed the vacating member. The appointing Supervisor can seek input from the Board of Supervisors in making the new appointment. The new member will hold a position on the BHAB for the remainder of the vacating member's unexpired term.
  - 4) Appointed members must commit to regular attendance at meetings and participation on one committee.
  - 5) One member of the BHAB shall be a member of the Board of Supervisors.
- D. After three unexcused absences of any member during a fiscal year, the BHAB Executive Committee will review the reasons for the absences and will, if warranted, notify the member in writing to inform it, in writing, within thirty (30) days, whether the member wishes to remain on the BHAB. Failure to respond timely to the notice or the continuation of absences may result in a recommendation by the Executive Committee to the BHAB that the Board of Supervisors be asked to remove and replace that member.
- E. Each member is required to join at least one of the following four standing committees: Youth and Family, Transitional Aged Youth, Adult Services or Prevention.
- F. Pursuant to AB 1234, each member is required to complete ethics training and obtain a certificate of compliance. The ethics training must be completed within one year of being appointed and every two years thereafter. The certificate must be submitted to the VCBH administrative assistant and will be held by the Clerk of the Board of Supervisors.
- G. It is the responsibility of the VCBH administrative assistant to notify the Clerk of the Board of Supervisors in writing upon any unscheduled vacancy within ten days of the vacancy.

ARTICLE IV

MEETINGS

A. Guidelines for Board Meetings

- 1) All BHAB meetings and committee and workgroup meetings, with the exception of special meetings in the community, shall be conducted during regular business hours.
- 2) The Brown Act: All meetings of the BHAB shall be subject to the provisions of Chapter 9 (commencing with Section 54950) of Part 1 of Division 2 of Title 5 of the Government Code relating to meetings of local agencies.
- 3) Regular Meetings: The regular meetings shall be held monthly. The date, time and location of each meeting shall be announced at the immediately preceding meeting. A regular meeting may, for cause, be rescheduled by the Chairperson with a 72-hour advance notice.
- 4) Special Meetings: Special meetings may be called, consistent with the Brown Act, by the Chairperson or by a quorum of the BHAB. Notice of such special meeting shall conform to Government Code Section 54956.
- 5) Cancellation: Any meeting which a quorum of the members cannot attend or at which there is no agenda item requiring action of the BHAB may be cancelled by the Chairperson with a 72-hour advance notice.
- 6) Quorum: A quorum shall be defined as one person more than half of the appointed members. The definition of appointed members excludes all vacant positions. A quorum shall be required for any action of the BHAB.

B. Procedures

- 1) The agendas for BHAB meetings shall be established by the Chairperson and discussed and reviewed at the monthly Executive Committee meetings.
- 2) The agenda shall be posted in a manner consistent with Government Code Section 54954.2.
- 3) Any member wishing to recommend an item for the BHAB agenda shall contact the Chairperson or Vice-Chairpersons at or prior to the Executive Committee meeting.

C. Meeting and Agenda Format

- 1) BHAB regular meetings shall be conducted by the Chairperson.
  - a) The Chairperson shall ask for introductions of the members and confirm the existence of a quorum.
  - b) Approval of minutes of the previous meeting may be included.
  - c) Reports from officers and committees may be included.
  - d) Items identified as action items on the agenda by the Chairperson will be addressed and a vote will be taken.
- 2) The agenda for regular meetings shall be distributed, with requisite informational material, to each member not later than 72 hours preceding the meeting at which the agenda is to be discussed.
- 3) The agenda shall be posted in the main lobby of VCBH at 1911 Williams Drive, Oxnard.

ARTICLE V

OFFICERS, MEMBER-AT-LARGE AND MEMBER EMERITUS

A. Officers, Member-At-Large and Member Emeritus

- 1) The officers of the BHAB shall be Chairperson, 1st Vice-Chairperson, 2nd Vice-Chairperson and Secretary.
- 2) The officer and the Member Emeritus positions shall be voted upon at the June BHAB meeting. Elected officers and the Member Emeritus will serve for a term of one year or until their successors have been duly elected.
- 3) No individual shall serve more than two consecutive years in any of the officer positions unless there are no other members elected to fill the position.
- 4) One member shall serve as the Member-At-Large. The Member-At-Large will learn the process of BHAB leadership while attending Executive Committee and regular meetings. The Member-At-Large will be appointed by the Chairperson with the confirmation of the BHAB. The Member-At-Large must be a member of the BHAB. The Member-At-Large will serve on a six-month rotating basis.
- 5) The immediate past Chairperson of the BHAB may continue to serve on the Executive Committee as a Member Emeritus, if elected. The position of Member Emeritus is

intended to ensure continuity on the Executive Committee by assisting during the transition of the newly-elected Chairperson and provide for the sharing of experience and knowledge with the Executive Committee.

- a) The Member Emeritus must be a current member in good standing of the BHAB. If the immediate past Chairperson's three-year term on the BHAB expires upon completion of his/her year as Chairperson, s/he will need to be reappointed to a new three-year term as a member of the BHAB before s/he can assume the role of Member Emeritus.

B. Qualifications of Officers

- 1) Must have been a member of the BHAB for at least one year, or if a member for less than a year, must be elected by a two-thirds vote of the BHAB.
- 2) Must possess good leadership qualities.
- 3) Must be able to devote sufficient time to carry on the duties of their elected positions.

C. Election of Officers

- 1) During the April meeting, the Chairperson shall appoint, and the BHAB shall confirm, a Nominating Committee of not less than three (3) BHAB members.
- 2) At the May meeting, the Nominating Committee shall present a slate of candidates. Nominations from the floor also may be accepted.
- 3) During the June meeting, the election shall be conducted by the Chair of the Nominating Committee in accordance with the Brown Act.
- 4) The Officers elected at the June meeting will take their respective offices on July 1st.
- 5) Notwithstanding the normal election process detailed in paragraphs C.1. through C.4. above, when circumstances warrant it, an election may be held at any time during the year. Circumstances which would warrant a special election include, but are not limited to: one or more of the officers wishing to resign as an officer; or the membership of one or more of the officers has terminated.

D. Duties

- 1) Duties of the Chairperson shall include:
  - a) Administer operation of the BHAB and preside at all meetings.

- b) Call special meetings as necessary.
  - c) Appoint committee and workgroup chairs from the ranks of the BHAD membership.
  - d) Establish meeting agendas.
  - e) Maintain consultation with the Director.
  - f) Produce and forward reports, including an annual report, to the County's Board of Supervisors.
  - g) Represent the BHAB and perform other duties ordinarily performed by a Chairperson.
- 2) Duties of the 1<sup>st</sup> Vice-Chairperson shall include:
- a) Exercise all the responsibilities of the Chairperson in the absence of the Chairperson.
  - b) Meet all responsibilities delegated by the Chairperson and mutually agreed upon.
- 3) Duties of the 2<sup>nd</sup> Vice-Chairperson shall include:
- a) Fulfill the responsibilities of the Chairperson or the 1st Vice-Chairperson due to absence as needed.
- 4) Duties of the Secretary shall include:
- a) Perform the usual duties pertaining to secretaries.
  - b) Maintain a record of attendance of members, including unexcused absences and BHAB resignations, and promptly report this information to the Executive Committee.
  - c) Monitor and maintain a list of the members' dates of appointment and terms of expiration.
  - d) At the direction of the Executive Committee, draft letters to BHAB members who are in non-compliance of the attendance standard.

## ARTICLE VI

### COMMITTEES

~~The Chairperson appoints the chair of each committee. A committee chair, and any member of a committee, must be a BHAB member. It is at the committee chair's discretion to determine (1) how many members shall be on the committee and (2) which BHAB members will be on the committee.~~

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All committees shall comply with the requirements of the Brown Act. Voting must be in public and notice of a committee meeting shall be given in accordance with the Brown Act. Members of the committee shall have one vote. A quorum shall be as defined under Article IV(A)(6).

A. Executive Committee

- 1) The Executive Committee shall be comprised of the Chairperson, 1st and 2nd Vice-Chairpersons, Secretary, Member-At-Large and Member Emeritus.
  - a) Each member is entitled to one vote.
  - b) Quorum for the Executive Committee shall be 50% of the members currently in office.
- 2) Duties of the Executive Committee
  - a) Carry out any responsibilities delegated by the BHAB.
  - b) Act in emergencies in any way it deems necessary when there is not time for the entire BHAB to act. Any such action taken will be consistent with the Brown Act.
  - c) Comply with the requirements of the Brown Act.
  - d) Assist the Chairperson in creating the BHAB regular meeting agenda.

B. Nominating Committee

- 1) The Chairperson shall appoint and the BHAB shall confirm a Nominating Committee of not less than three (3) BHAB members to serve on the Nominating Committee.
- 2) The Nominating Committee shall select a slate of officers for the coming year, secure the verbal consent of those selected, present the slate of officers, and conduct the elections.
- 3) Comply with the requirements of the Brown Act.

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For the following committees, the Chairperson shall appoint a BHAB member as chair of the committee. It is at the discretion of the committee chair to determine who may be a member of the committee, who may vote, and how many individuals shall be on the committee.

3)

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C. Youth and Family Committee

Chaired by an appointed BHAB member, and reporting directly to the BHAB, this committee shall advocate for services and supports for youth with mental health and substance use disorders, including housing, and shall:

- 1) Monitor and advise ~~Advise and make recommendations to the BHAB the VCBH~~ regarding

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youth and family VCBH programs.

- 2) Comply with the requirements of the Brown Act.

D. Transitional Aged Youth (TAY) Committee

Chaired by an appointed BHAB member, and reporting directly to the BHAB, this committee shall advocate for the mental health, wellness and recovery of youth ages 16 through 25 and for other services and supports, including housing, and shall:

- 1) ~~Advise and make recommendations to the BHAB Monitor and advise VCBH~~ regarding efforts to empower TAY to become healthy and productive adults.
- 2) Comply with the requirements of the Brown Act.

E. Adult Services Committee

Chaired by an appointed BHAB member, and reporting directly to the BHAB, this committee shall advocate for a full continuum of care that supports the wellness and recovery of individuals with mental health and substance use issues and for other supports, including housing, and shall:

- 1) ~~Advise and make recommendations to the BHAB Monitor and advise VCBH~~ regarding services and supports for this population.
- 2) Comply with the requirements of the Brown Act.

F. Prevention Committee

Chaired by an appointed BHAB member, and reporting directly to the BHAB, this committee shall advocate for greater community awareness of behavioral health risks for individuals with mental illness, a dual diagnosis or substance use disorder and shall:

- 1) ~~Advise and make recommendations to the BHAB Monitor and advise VCBH~~ regarding its efforts to prevent the onset and exacerbation of behavioral health disorders.
- 2) Comply with the requirements of the Brown Act.

ARTICLE VII

WORKGROUPS

The Chairperson appoints the chair of each workgroup. It is at the discretion of the chair of each workgroup to determine (1) who may become a member of the workgroup, (2) who on the workgroup may vote, and (3) how many members shall be on the workgroup. Each member on the workgroup shall have one vote. Workgroups are not required to comply with the Brown Act. Workgroups are not required to vote and can make recommendations to the BHAB without proceeding by way of a vote. However, to the extent that votes are taken, each member of the workgroup shall have one vote and votes are not required to be made in public. All workgroups are time-limited until the agreed-upon task is complete.

#### ARTICLE VIII

##### CONFLICT OF INTEREST

No member of the BHAB, or his or her spouse, shall be an employee or part-time employee of VCBH or the State Department of Health Care Services, or an employee or paid member of the governing body of any firm or agency contracting with VCBH unless the member is a consumer of mental health services who, or whose spouse, does not have any interest, influence, or authority over a financial or contractual matter concerning his or her employer. Such consumer member must abstain from voting on any financial or contractual issue concerning his or her employer.

#### ARTICLE IX

##### PARLIAMENTARY AUTHORITY

Except where state law or regulations, County ordinances, County Counsel opinions or these bylaws apply, the current edition of Rosenberg's Rules of Order shall govern the procedures of the BHAB.

#### ARTICLE X

##### AMENDMENTS

Any proposed amendment to these bylaws must be approved at a regular meeting by a 2/3 vote of the membership existing at the time, provided that notice of the proposed amendment was given in advance, with the proposal to amend the bylaws to occur at a regular meeting. This would be accomplished by a two-thirds vote of those present at the meeting, provided that such proposed amendment has been properly noticed per the Brown Act. Should the proposed amendment be approved by BHAB members, it must be approved by the Board of Supervisors before it is in effect.

Approval by the Ventura County Board of Supervisors on \_\_\_\_\_

\_\_\_\_\_  
Board of Supervisors, Chair