

BEHAVIORAL HEALTH ADVISORY BOARD
General Meeting
Monday, June 15, 2020, 1:00 – 2:30 PM
VIRTUAL MEETING VIA ZOOM

Zoom Participation

The following information referenced below and on page two of this Agenda is provided to you in support of your attending the upcoming BHAB General Meeting via Zoom:

Join the Zoom meeting in the following way:

Join Zoom Meeting: <https://zoom.us/j/94838265189?pwd=MGpCOVBubjhMUHh6Q3pKLzcxZ2hjZz09>

Meeting ID: 948 3826 5189

Password: 472502

Dial-in Number: 669-900-9128

AGENDA

- I. Call to Order
- II. Roll Call
- III. Welcome and Introductions
- IV. Approval of the Agenda – **ACTION** (Roll Call)
- V. Approval of the May 18, 2020 Minutes – **ACTION** (Roll Call)
- VI. Public Comments (3 min. per speaker)
- VII. Nominating Committee - Election of Officers - Claudia Armann (20 min.) **ACTION** (Roll Call)
- VIII. Chair Comments (5 min.)
- IX. Director’s Report – Dr. Sevet Johnson (10 min.)
- X. Board Members Comments and Announcements (3 min. per speaker)
- XI. Secretary’s Report (3 min.)
- XII. Old Business
 - A. BHAB Committee Meetings via Zoom - Logistics and Staffing – Discussion (5 min.)
 - B. Welfare & Institutions Code (WIC) Changes – Revisions to Bylaws – **ACTION** (Roll Call)
- XIII. New Business
 - A. BHAB Bylaws Article II, G – Performance Outcome Data – Discussion – Mary Haffner (5 min.)
“Review and Comment on Ventura County’s Performance Outcome Data and Communicate its Findings to the California Behavioral Health Planning Council.”
 - B. BHAB FY 2019-20 Annual Report – Discussion
 - C. Future Presentation – BHAB’s Request to Create a Time-Limited Mental Health Services Act (MHSA) Workgroup (July 20) – Kiran Sahota, VCBH Sr. Behavioral Health Manager, MHSA (20 min.)
 - D. Future Presentation – TITLE/FALL DATE TBD – Loretta Denering, VCBH Division Chief – Substance Use Services
 - E. Future Presentation – Ventura County Office of Education (VCOE) Prevention Services Coordination for Schools (August 17) – Dawn Anderson, VCOE Director of Comprehensive Health and Prevention Programs (20 min.)

Members of the public making oral presentations to the Board in connection with one or more agenda or non-agenda items at a single meeting are limited to a cumulative total time not to exceed (5) minutes for all of their oral presentations at such meeting unless otherwise provided. The entire public comment period is limited to no more than (20) minutes total for all speakers. NOTE: The Chair may limit the number or duration of speakers on a matter. In compliance with the Americans With Disabilities Act, if you need special assistance to participate in this meeting, please contact Behavioral Health Administration at (805) 981-6830. Reasonable advance notification of the need for accommodation prior to the meeting (48 hours advance notice is preferable) will enable us to make reasonable arrangements to ensure accessibility to this meeting.

- F. Future Presentation – Rancho Sierra Apartments Project to Build Housing for Homeless and Mentally Ill (No Place Like Home) (September 15) – Susan White Wood, VCBH Housing Manager, Derrick Wada, Senior Project Manager and Juliana Gallardo, Project Manager with Many Mansions (20 min.)

XIV. Contracts

A. Board of Supervisors Approved Agreements – May 5, 2020

1. FY 2019-20 Elms Manor Corporation (Elms Manor) Fourth Amendment to the Agreement for Augmented Board and Care Services and FY 2019-20 and FY 2020-21 Pacific West Care Home, LLC, dba Hickory House (Hickory House) Twelfth Amendment to the Agreement for Augmented Board and Care Services.
2. FY 2019-20 California Department of State Hospitals (DSH) Amendment to the Memorandum of Understanding (MOU) for the Purchase of State Beds and FY 2019-20 California Mental Health Services Authority (CalMHSA) Participation Agreement for State Hospital Bed Utilization.

B. Board of Supervisors Approved Agreements – May 19, 2020

1. FY 2019-20 HealthRIGHT 360 (HealthRIGHT) Fifth Amendment to the Agreement for Drug Medi-Cal Organized Delivery System (DMC-ODS) Substance Use Disorder (SUD) Services.
2. FY 2019-23 Catalyst Ventura Church and One Step a La Vez Second Amendments to the Agreements for Conocimiento, Addressing Adverse Childhood Experiences Scale (ACES) Through Core Competencies Services.
3. FY 2019-20 Seneca Family of Agencies (Seneca) Eleventh Amendment to the Agreement for the Crisis Stabilization Unit (CSU), Seneca Eleventh Amendment to the Agreement for Children’s Comprehensive Assessment and Stability Services (COMPASS), and Golden Hillmont House MHRC, LLC (Golden MHRC) Third Amendment to the Agreement for Adult Residential Treatment Services.

XV. Adjourn

Next Meeting: Monday, July 20, 2020

Zoom Participation Information - continued

Please note the following important information related to supporting your participation in the upcoming meeting:

1. The meeting will be recorded.
2. All participants are muted upon entry to minimize any unintended disruption of background sounds.
3. Zoom will initially start with a “**waiting room**” at the start of the meeting, you will be “admitted” into the waiting room.
4. During the Public Comments portion of the agenda, participants will be unmuted and able to comment for up to 3 minutes. Comments can be shared in the following ways:
 - a. If you are joining the meeting via video/audio, you join the comment cue by clicking on the participant window at the bottom of the zoom screen and then click on the “**raise hand**” feature in that participant window.
 - b. If you are joining the meeting by telephone only, you join the comment cue by pressing *9.
5. Comments will be taken in the order they are received and are allotted 3 minutes. At the end of the three minutes, you will be notified that the time has ended, be able to make a closing comment and then the mic will be opened to the next person.

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To: Behavioral Health Advisory Board

From: Nominating Committee (Claudia Armann, Carol Thomas, & Nancy Borchard)

Date: June 11, 2020

Following are the Board members who are currently in the running for positions on the BHAB Executive Committee. Short biographies were requested from each person and are included here.

Chair: Jerry Harris & Michael Rodriguez

1st Vice Chair: Ratan Bhavnani

2nd Vice Chair: Joe S. Ramirez

Secretary: Mary Haffner

Member-at-Large: Carol Thomas

Chair Emeritus: Janis Gardner

Update:

Since our last General meeting, there is a change to the proposed slate.

The Committee checked in with Gane Brooking who had been nominated for a second term as 2nd Vice Chair. It was suggested that Gane's nomination be postponed to a future year when reliance on technology is not required for participation, and she agreed.

Joe Ramirez was asked and accepted the nomination for the 2nd Vice Chair role. (Michael Rodriguez asked that his name not be put forward for 2nd Vice Chair as he is only running for the Board Chair position.)

JERRY M. HARRIS

I am a retired Los Angeles County Hospital/Healthcare Administrator having worked in the Departments of Health Services (DHS) and Mental Health (DMH) for a combined total of 36 + years. I have experience in the areas of management, operations, finance and budget. I served in the following capacities: Associate Hospital Administrator (Chief Operations Officer and Chief Financial Officer) of High Desert Hospital in Lancaster, Special Department of Health Services Representative on an Interagency Children's Services Consortium working out of the Chief Administrative Office to implement Wraparound in the County of Los Angeles, Change Management HIPAA Implementation Coordinator for the Department of Mental Health, Managed a unit responsible for providing administrative support services to DMH clinics and programs, Administrator of the DHS Laboratory Consolidation Project, Senior Assistant to the Director of the DHS Reengineering Project, Assistant Chief of the DHS Budget Management Unit, Budget Liaison to the Department of Mental Health, responsible for oversight of the Antelope Valley Alcohol and Drug Rehabilitation Centers, responsible for the management and operations of the DHS Antelope Valley Cluster, Director of Planning, Management and Evaluation for the DHS Comprehensive Health Centers, Assistant Hospital Administrator for an Acute Psychiatric Hospital at the LAC+USC Medical Center, initially serving as a Social Worker on the inpatient wards of the hospital for a total of 10 years.

Throughout my professional career I was actively involved in community organizations and social issues. Following retirement from public service, I wanted to be able to use my knowledge and experience to serve the residents of Ventura County. I have been able to do this since April 2004 by serving on the Mental Health Board, Alcohol and Drug Advisory Board and Behavioral Health Advisory Board. Experience includes servicing for 5 terms as the chair of the Alcohol and Drug Advisory Board, First Vice-Chair, Second Vice-Chair and Secretary of the Mental Health Board, Chair, First Vice-Chair, Second Vice-Chair and Secretary of the Behavioral Health Advisory Board.

MICHAEL RODRIGUEZ

Michael Rodriguez is a Chief Deputy Public Defender who presently manages the juvenile, mental health and probate conservatorship units. Mr. Rodriguez has been an attorney with the Ventura County Public Defender's Office since August 2004. He has tried numerous serious felony and misdemeanor cases, and worked in juvenile delinquency, drug court and mental health.

Prior to joining the Public Defender's office, Mr. Rodriguez was the directing attorney for California Rural Legal Assistance's Oxnard Basic Office where he managed a busy legal aid office while representing indigent clients in civil rights, landlord/tenant, public benefits and employment cases. He was a legislative staff attorney for the Mexican American Legal Defense and Educational Fund (MALDEF) in Chicago, Illinois. During this tenure at MALDEF he collaborated with Congressman Luis Gutierrez and then State Senator Barack Obama.

Mr. Rodriguez earned his Juris Doctorate from Pepperdine University School of Law in December 1990, and his Bachelor of Arts in political science from California State University, Northridge in May 1988. He is a product of Ventura County public schools. Michael Rodriguez is married and the proud father of three children.

RATAN BHAVNANI

I am honored to be nominated for the position of 1st Vice Chair of your Board, for the 2020-21 year.

Because of the issues I had faced for many years with my son's bipolar condition, I became a mental health advocate in 2004, just as the Mental Health Services Act was coming into being. Since that time, I have been to almost every Mental Health Board and Behavioral Health Advisory Board meeting -- as an attendee.

After taking a NAMI class in 2004, I joined the Governing Board of NAMI Ventura County and was its President for 3 years; I then retired from my 33-year career in Software Management and joined NAMI as its full-time Executive Director. Those 8 years with NAMI brought me in contact with hundreds of families like mine and helped to strengthen my activism related to mental health. As a Board Member of NAMI California for 6 years, I also learned to understand mental health issues from a statewide perspective, and to participate in legislative action.

My stint at the BHAB began 4 years ago, after I had retired from NAMI Ventura County. I continue to volunteer with NAMI and remain involved with peer and family issues in the community. But I am especially pleased to serve in any capacity with the BHAB. Thank you for your confidence in me.

JOE S. RAMIREZ

Joe Stephen Ramirez worked in the field of education for over forty years. Beginning in 1976, he began his career in education as a counselor/instructor for an alternative high school that also included an Upward Bound Program. It was at the School of Many Cultures in Oxnard, CA, that Joe found his love and passion for working with students. Through the years of working in education, there was always one thing at the forefront of Joe's motivation; students came first. He is a graduate of Fillmore High School; received an Associate of Arts Degree from Moorpark College; obtained his Bachelor of Arts Degree from the University of California, Santa Barbara and earned his Master's Degree in Education from the Harvard Graduate School of Education (HGSE). Upon earning his Master's Degree, Joe accepted a position at California Lutheran University becoming the first Director of the Student Support Services Program and taught for their School of Education from October 1990 to June 1998.

Joe left CLU to become Dean of Counseling and Matriculation at Rio Hondo College in Whittier, CA, during the summer of 1998. In December of 2001, Joe was hired as the Dean of Student Services at Oxnard College. In July of 2005, he was hired as Vice President of Student Services at Los Angeles Mission College. At every venue of his career, Joe has worked or supervised the behavioral health programs at his place of employment. His Counseling Degree from HGSE, prepared him to work with students with academic, social and behavioral issues.

On Leap Day, February 29, 2016, Joe retired from the Los Angeles Community College District. Today, Joe continues to work with student as an Educational Consultant, at Santa Paula High School and part time as the Supervising Director of One Step A La Vez in Fillmore. Joe has been a member of the BHAB since April 2019.

MARY HAFFNER

An activist, lawyer, and mom, Mary is passionate about social justice, the environment, and mental healthcare reform. Mary is committed to using her legal expertise to educate and organize the community to advocate for positive and lasting change.

Inspired by her children, Mary's activism began when she organized school parents to push for the most comprehensive school district anti-toxics policy in the state. Subsequently, Mary organized the broader community to pass legislation protecting children from toxic agricultural chemicals. From 2005-2018, Mary served on the VUSD school board where she championed the green schools initiative, energy efficiency, ethnic studies, and school mental healthcare.

In 2015, Mary spoke at various community organizations to gather support for the passage of Ventura County's Laura's Law program, ASSIST, and was subsequently appointed to the Ventura County Behavioral Health Advisory Board ("BHAB"). In her capacity as a BHAB member, she served as the co-chair of the Laura's Law (ASSIST) Implementation Workgroup, overseeing a program aimed at providing treatment for the seriously mentally ill.

Mary has served on the board of various non-profits and currently serves on the BHAB and is on the Board of Directors of Physicians for Social Responsibility. She and her husband Matthew are partners in their downtown Ventura law firm, Haffner Law Group.

CAROL THOMAS

I am a retired educator who earned my Bachelor's and Master's degrees in Special Ed and a Master's degree in Counseling Psychology. My experience includes 16 years in the Special Needs classrooms and 10 years as an administrator. I lectured extensively and also taught at Georgia Southern University.

As a woman who lives with mental health challenges, I know too well the complexities of the impact of mental illness on my career, interpersonal relationships, and my own sense of self. Challenges have included homelessness, living on the streets, psychotic incidents, alcoholism, and strained family relationships.

I am happy to be on the BHAB because I believe we can affect changes in the Ventura County mental health system. It is a joy in my life to serve with all of you!

JANIS GARDNER

Prior to becoming a resident of Ventura County, Ms. Gardner resided in L.A. County where professionally she held the position of Vice President of a major record label, became the co-owner of Panacea Entertainment and founded an Eco-friendly African Travel Destination company. She continues to remain as an active participant in both companies. Ms. Gardner held the position of Vice Chairperson on The Music Industry's Foundation for the City of Hope. She also served as Chairperson on The Young Musicians Foundation. The YMF provided inner city youths with lessons and musical instruments with the goal of forming their own orchestras. They did so, with much success.

While completing her studies at UCLA, Ms. Gardner focused on business, yet found that she had a heart and passion for service to the communities in which she lived. Becoming a volunteer in Ventura County and advocating for populations who struggle with mental health and substance use concerns, has been one of the most rewarding aspects of her life.

As a community advocate, volunteer, and appointed member of a Ventura County Municipal Advisory Board, (where she served for 10 years), Ms. Gardner lobbied for a local elementary school to become a K-8. This, in order to better serve the children and youth in that community. She and her colleagues on the MAC were successful in revising Ventura County's General Plan by lobbying to have Santa Rosa Road remain a two lane road, rather than changing it into a four lane state highway which was called for in the existing General Plan. Ms. Gardner was appointed to the Ventura County Commission for Women by Supervisor Linda Parks, where she served as Vice Chairperson for 3 years. Ms. Gardner was appointed to, and then elected as, Vice Chairperson of the Ventura County Alcohol and Drug Advisory Board. The ADAB was later combined with the Ventura County Mental Health Board and became the Behavioral Health Advisory Board. Ms. Gardner has held offices on the BHAB since 2012, twice as Chairperson, for a total of 3 1/2 years—once as 1st Chairperson and one time as Board Secretary. In November of 2019, Ms. Gardner was honored to have been a guest participant concerning Women's Mental Health issues at the International Women's Global Conference for the Economy and Society. She is grateful to have served the residents of Ventura County and looks forward to continuing to do so in the coming years.

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~~ The BHAB, as provided in Welfare and Institutions Code Section 5604.2, ~~includes,~~ shall do, but ~~is~~ not be limited to, all of 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.~~
- A. Review and evaluate the community's public **mental** behavioral health needs, services, facilities, and special problems in any facility within **the Ventura County or jurisdiction** where mental health evaluations or services are being provided, including, but not limited to, schools, emergency departments, and psychiatric facilities.
 - B. Review any **Ventura County** agreements entered into pursuant to Section 5650. The **BHAB local mental health board** may make recommendations to the **Ventura County Board of Supervisors** (herein referred to as Board of Supervisors) **governing body** regarding concerns identified within these agreements.
 - C. Advise the **Board of Supervisors governing body** and the **local mental Ventura County Behavioral Health Department Director** (herein referred to as Director) as to any aspect of the local mental health program. The **BHAB Local mental health boards** may request assistance from the local patients' rights advocates when reviewing and advising on mental health evaluations or services provided in public facilities with limited access.
 - D. Review and approve the procedures used to ensure citizen and professional involvement at all stages of the planning process. Involvement shall include individuals with lived experience of mental illness and their families, community members, advocacy organizations, and mental health professionals. It shall also include other professionals that interact with individuals living with mental illnesses on a daily basis, such as education, emergency services, employment, health care, housing, law enforcement, local business owners, social services, seniors, transportation, and veterans.
 - E. Submit an annual report to the **governing body Board of Supervisors** on the needs and performance of **the Ventura County's** mental health system.

- F. Review and make recommendations on applicants for the appointment of ~~a local~~ **the Behavioral Health Department Director of mental health services**. The ~~BHAB board~~ shall be included in the selection process prior to the vote of the ~~governing body~~ **Board of Supervisors**.
- G. Review and comment on ~~the~~ **Ventura County's** performance outcome data and communicate its findings to the California Behavioral Health Planning Council.
- H. This ~~article part~~ does not limit the ability of the ~~governing body~~ **Board of Supervisors** to transfer additional duties or authority to ~~a mental health board~~ **the BHAB**.
- I. ~~It is the intent of the Legislature that, as~~ **As** part of its duties pursuant to ~~subdivision~~ **this Article**, the ~~BHAB board~~ shall assess the impact of the realignment of services from the state to ~~the~~ **Ventura County**, on services delivered to clients and on the local community.
- J. **Special MHA Requirements.** The BHAB shall conduct a public hearing on the draft three-year program and expenditure plan and annual updates at the close of the 30-day comment period **required by Welfare and Institutions Code section 5848**. The BHAB shall review the adopted plan or update and make recommendations to VCBH for revisions. VCBH shall provide an annual report of written explanations to the Board of Supervisors and the State Department of Health Care Services for any substantive recommendations made by the BHAB that are not included in the final plan or update.

For purposes of this section "Substantive recommendations made by the BHAB" means any recommendation that is brought before the board and approved by a majority vote of the membership present at a public hearing of the BHAB that has established its quorum.

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-two (22)~~ **twenty-three (23)** 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. One member shall be recommended to the Board of Supervisors by the Ventura County Sheriff to represent law enforcement. The Board of Supervisors will make the final appointment.

- D. One psychiatrist practicing in Ventura County shall be recommended to the Board of Supervisors by the Southern California Psychiatric Society. The Board of Supervisors may either approve or disapprove appointment of this optional position on the BHAB ~~membership-~~ ~~appointment.~~
- E. The BHAB shall consist of the following:
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.
- F. In addition to consumers and family members, the Board of Supervisors is encouraged to appoint individuals who have experience with and knowledge of the mental health system. This would include members of the community that engage with individuals living with mental illness in the course of daily operations, such as representatives of county offices of education, large and small businesses, hospitals, hospital districts, physicians practicing in emergency departments, city police chiefs, county sheriffs, and community and nonprofit service providers.
- G. The BHAB ~~board~~ membership should reflect the diversity of the client population in the county to the extent possible.
- H. The term of each member shall be for three years, with appointments staggered over a three-year period.
- I. 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.
- J. Appointed members must commit to regular attendance at meetings and participation on one committee.
- K. One member of the BHAB shall be a member of the Board of Supervisors.
- L. All appointed members to the BHAB will have the authority to vote on all issues presented to the BHAB.
- M. 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.

- N. 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.
- O. 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.
- P. 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 1st 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 2nd 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

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.

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.

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) Advise and make recommendations to the BHAB regarding 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 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 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 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

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 BHAB, as provided in Welfare and Institutions Code Section 5604.2, shall do, but not be limited to, all of the following:

- A. Review and evaluate the community's public behavioral health needs, services, facilities, and special problems in any facility within Ventura County where mental health evaluations or services are being provided, including, but not limited to, schools, emergency departments, and psychiatric facilities.
- B. Review any Ventura County agreements entered into pursuant to Section 5650. The BHAB may make recommendations to the Ventura County Board of Supervisors (herein referred to as Board of Supervisors) regarding concerns identified within these agreements.
- C. Advise the Board of Supervisors and the Ventura County Behavioral Health Department Director (herein referred to as Director) as to any aspect of the local mental health program. The BHAB may request assistance from the local patients' rights advocates when reviewing and advising on mental health evaluations or services provided in public facilities with limited access.
- D. Review and approve the procedures used to ensure citizen and professional involvement at all stages of the planning process. Involvement shall include individuals with lived experience of mental illness and their families, community members, advocacy organizations, and mental health professionals. It shall also include other professionals that interact with individuals living with mental illnesses on a daily basis, such as education, emergency services, employment,

health care, housing, law enforcement, local business owners, social services, seniors, transportation, and veterans.

- E. Submit an annual report to the Board of Supervisors on the needs and performance of Ventura County's mental health system.
- F. Review and make recommendations on applicants for the appointment of the Behavioral Health Department Director. The BHAB shall be included in the selection process prior to the vote of the Board of Supervisors.
- G. Review and comment on Ventura County's performance outcome data and communicate its findings to the California Behavioral Health Planning Council.
- H. This article does not limit the ability of the Board of Supervisors to transfer additional duties or authority to the BHAB.
- I. As part of its duties pursuant to this Article, the BHAB shall assess the impact of the realignment of services from the state to Ventura County, on services delivered to clients and on the local community.
- J. Special MHSR Requirements. The BHAB shall conduct a public hearing on the draft three-year program and expenditure plan and annual updates at the close of the 30-day comment period required by Welfare and Institutions Code section 5848. The BHAB shall review the adopted plan or update and make recommendations to VCBH for revisions. VCBH shall provide an annual report of written explanations to the Board of Supervisors and the State Department of Health Care Services for any substantive recommendations made by the BHAB that are not included in the final plan or update.

For purposes of this section "Substantive recommendations made by the BHAB" means any recommendation that is brought before the board and approved by a majority vote of the membership present at a public hearing of the BHAB that has established its quorum.

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-three (23) 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. One member shall be recommended to the Board of Supervisors by the Ventura County Sheriff to represent law enforcement. The Board of Supervisors will make the final appointment.
- D. One psychiatrist practicing in Ventura County shall be recommended to the Board of Supervisors by the Southern California Psychiatric Society. The Board of Supervisors may either approve or disapprove appointment of this optional position on the BHAB.
- E. The BHAB shall consist of the following:
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.
- F. In addition to consumers and family members, the Board of Supervisors is encouraged to appoint individuals who have experience with and knowledge of the mental health system. This would include members of the community that engage with individuals living with mental illness in the course of daily operations, such as representatives of county offices of education, large and small businesses, hospitals, hospital districts, physicians practicing in emergency departments, city police chiefs, county sheriffs, and community and nonprofit service providers.
- G. The BHAB membership should reflect the diversity of the client population in the county to the extent possible.
- H. The term of each member shall be for three years, with appointments staggered over a three-year period.
- I. 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.
- J. Appointed members must commit to regular attendance at meetings and participation on one committee.
- K. One member of the BHAB shall be a member of the Board of Supervisors.
- L. All appointed members to the BHAB will have the authority to vote on all issues presented to the BHAB.

- M. 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.
- N. 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.
- O. 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.
- P. 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 1st 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 2nd 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

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.

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.

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) Advise and make recommendations to the BHAB regarding 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 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 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 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

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-two (22) 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. One member shall be recommended to the Board of Supervisors by the Ventura County Sheriff to represent law enforcement. The Board of Supervisors will make the final appointment.
- D. 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.
- E. 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.
- F. 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.
- G. 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.
- H. 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 1st 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 2nd 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

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.

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.

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) Advise and make recommendations to the BHAB regarding 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 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 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 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 3/19/19


Board of Supervisors, Chair

ATTEST: MICHAEL POWERS
Clerk of the Board of Supervisors
County of Ventura, State of California

By: 
Deputy Clerk of the Board



Ventura County Behavioral Health

Board Letter Summary of Contracts for May 2020

Board Date	Contractor	Amount	Term	Description
5/5/2020	Elms Manor Corporation (Elms Manor)	\$242,500	7/1/2019 to 6/30/2020	Elms Manor provides augmented board and care services for adults with serious and persistent mental illness resulting in significant function impairments so as to require 24-hour care and supervision to promote safety and recovery. VCBH currently pays Elms Manor a rate per client/per month for these services, as well as annual funding of \$20,000 to improve the facility environment and living situation of the residents. VCBH funding also supplements Social Security Income (SSI) that Elms Manor receives from clients to provide basic board and care services for clients, including temporary funding for those pending SSI benefits. The Fourth Amendment to the Agreement increases the maximum contract amount to address an increase in clients than was originally anticipated, increasing the maximum contract amount from \$216,500 to \$242,500.
5/5/2020	Pacific West Care Home, LLD, dba Hickory House (Hickory House)	\$281,700 and \$288,000	7/1/2019 to 6/30/2020 and 7/1/2020 to 6/30/2021	Hickory House provides augmented board and care services for adults with serious and persistent mental illness resulting in significant function impairments so as to require 24-hour care and supervision to promote safety and recovery. VCBH currently pays Hickory House a rate per client/per month for these services, as well as \$12,000 received in annual funding to improve the facility environment and living situation of the residents. VCBH funding also supplements Social Security Income (SSI) that Hickory House receives from clients to provide basic board and care services for clients, including temporary funding for those pending SSI benefits. The Twelfth Amendment to the Agreement increases the maximum contract amount to address an increase in clients than was originally anticipated, increasing the maximum contract amount from \$245,200 to \$281,700 for FY 2019-20 and from \$256,740 to \$288,000 for FY 2020-21.

5/5/2020	California Department of State Hospitals (DSH)	\$0	7/1/2019 to 6/30/2020	<p>DSH has jurisdiction over all state hospitals which provide services to persons with mental disorders in accordance with Welfare and Institution Code (WIC) section 4100, et seq. Under WIC section 4330, counties must reimburse DSH for the use of state hospital beds and services. California Mental Health Services Authority (CalMHSA) is a joint powers authority comprised of counties and cities with mental health programs. It is responsible for negotiating an agreement with DSH for the purchase of state hospital bed space and associated services, serving as a liaison agency for compliance with the terms and conditions of the MOU. The MOU between DSH, CalMHSA and participating counties has been beneficial in stabilizing hospital bed costs, standardizing levels of care, and delineating admissions and discharge processes. This amendment to the MOU extends the term of the agreement for an additional one-year period, with no other changes made to the terms of the MOU.</p>
5/5/2020	California Mental Health Services Authority (CalMHSA)	\$1,402	7/1/2019 to 6/30/2020	<p>The CalMHSA Participation Agreement authorizes CalMHSA to contract with DSH for state hospital bed utilization on behalf of participating counties for an additional fiscal year. The goals of the Participation agreement include: ensuring DSH compliance with CalMHSA's contract with DSH, analyzing cost containment strategies, establishing standardization and consistency of services, identifying and determining feasibility of utilizing alternatives to state hospital resources, and evaluating opportunities for the development of special populations requiring 24-hour treatment services. Under the terms of the CalMHSA Participation Agreement, VCBH will be charged \$1,402 per bed per fiscal year by CalMHSA, which is the same charge as the previous term.</p>
5/19/2020	HealthRIGHT 360 (HealthRIGHT)	\$2,911,076	7/1/2019 to 6/30/2020	<p>HealthRIGHT provides three levels of residential treatment services and one level of withdrawal management treatment services for women and their children, and has a satisfactory discharge rate of 75%. From December 1, 2018 through June 30, 2019, HealthRIGHT served 109 residential and 69 withdrawal management clients. Since July 1, 2019, HealthRIGHT has served 166 residential and 93 withdrawal management clients, and expects to serve a total of 200 residential and 101 withdrawal management clients by the end of this fiscal year. In February of 2020, VCBH requested HealthRIGHT add Recovery and Medicated-Assisted Treatment (MAT) Services. The Fifth Amendment to the Agreement results in a savings of \$836,267 due to lower than anticipated client census and staffing challenges.</p>

5/19/2020	Catalyst Ventura Church (Catalyst)	\$0	7/1/2019 to 6/30/2023	Catalyst provides an after-school program serving teens 13-19 years old in Santa Paula. The program, known as Conocimiento, addresses Addressing Adverse Childhood Experiences Scale (ACES) through core competencies services, and works in collaboration with local schools to serve at-risk youth and provides prevention services. It is designed to utilize community collaboration to reverse adverse outcomes in adolescents living in poverty, and helps ensure that at-risk youth caregivers receive support and assist in building community. The Second Amendment to the Agreement revises the line-item budget in Exhibit B to remove rate and hours from the budget that do not align to current program and funding usage amounts, ensuring the budget reflects actual usage for proper reporting and accounting. There are no changes in individual line items or maximum contract amounts.
5/19/2020	One Step a La Vez	\$0	7/1/2019 to 6/30/2023	One Step a La Vez provides an after-school program serving teens 13-19 years old in Fillmore. The program, known as Conocimiento, addresses ACES through core competencies services, and works in collaboration with local schools to serve at-risk youth and provides prevention services. It is designed to utilize community collaboration to reverse adverse outcomes in adolescents living in poverty, and helps ensure that at-risk youth caregivers receive support and assist in building community. The Second Amendment to the Agreement revises the line-item budget in Exhibit B to remove rate and hours from the budget that do not align to current program and funding usage amounts, ensuring the budget reflects actual usage for proper reporting and accounting. There are no changes in individual line items or maximum contract amounts.
5/19/2020	Seneca Family of Agencies (Seneca) Crisis Stabilization Unit (CSU)	\$223,918	7/1/2019 to 6/30/2020	Seneca contracts with VCBH for the operation of the CSU, a program added in 2016 as a continuum of children's mental health crisis services in Ventura County. The CSU is the front end of the continuum of care, providing multi-disciplinary risk assessment to youth experiencing a mental health crisis and interventions to promote stabilization, family involvement, and safety planning to access the least restrictive, most appropriate level of care. For the period of time starting July 1, 2019 to March 31, 2020, the CSU admitted a total of 420 youth (324 unduplicated); of those, 55% avoided hospitalization. The Eleventh Amendment results in an increase of \$223,918 for the Seneca CSU Agreement. The increase in cost is directly related to staffing shortages that resulted in the need for overtime and supplemental allowance.

5/19/2020	Seneca Children's Comprehensive Assessment and Stability Services (COMPASS)	\$1,541,812	7/1/2019 to 6/30/2020	Seneca contracts with VCBH for the operation of the COMPASS program, a program added in 2016 as a continuum of children's mental health crises services in Ventura County. The COMPASS program is a short-term residential therapeutic program (STRTP), designed to provide voluntary residential treatment for minors who are not able to be stabilized in less than 24 hours but who do not meet criteria required under Welfare and Institutions Code section 5885.50 for psychiatric hospitalization. For the period of time starting July 1, 2019 to March 31, 2020, COMPASS admitted a total of 31 youth (30 unduplicated); of those, 31 youth were discharged to their caregivers back in the community. The Eleventh Amendment results in a \$53,577 decrease for the Seneca COMPASS Agreement. This decrease is due to reduced costs related to salaries and benefits, occupancy, and vehicle expenses.
5/19/2020	Golden Mental Health Rehabilitation Center (Golden MHRC)	\$1,949,484	7/1/2019 to 6/30/2020	Golden MHRC operates the MHRC "Hillmont House," a 15-bed facility that provides housing and support for up to 18 months for individuals with severe and persistent mental illness to enable them to transition to independent or supported-living arrangements. For the period of time starting July 1, 2019 to March 31, 2020 the occupancy rate was 97%, serving 22 unduplicated clients. The MHRC has discharged 11 clients, with 70% moving to a lower level of care. The Third Amendment will increase the agreement maximum amount by \$261,525. The increase is due to increased staffing and benefits costs.

MEMORANDUM

DATE: June 9, 2020

TO: Behavioral Health Advisory Board

FROM: Contracts Administration

SUBJECT: Board of Supervisors Approved May Agreements/Board Items

Board of Supervisors Approved Agreements – May 5, 2020

- 1. FY 2019-20 Elms Manor Corporation (Elms Manor) Fourth Amendment to the Agreement for Augmented Board and Care Services and FY 2019-20 and FY 2020-21 Pacific West Care Home, LLC, dba Hickory House (Hickory House) Twelfth Amendment to the Agreement for Augmented Board and Care Services.**

This item recommended approval for the: (1) Ventura County Behavioral Health (VCBH) Director or designee to sign the FY 2019-20 Elms Manor Fourth Amendment to the Agreement for Augmented Board and Care services, increasing the maximum contract amount from \$216,500 to \$242,500 (an increase of \$26,000), effective June 1, 2019 through June 30, 2020 and (2) Purchasing Agent or designee to sign the Twelfth Amendment to the Agreement for Augmented Board and Care services with Hickory House, increasing the maximum contract amount from \$245,200 to \$281,700, (an increase of \$36,500), effective July 1, 2019 through June 30, 2020 and increasing the maximum contract amount from \$256,740 to \$288,000 (an increase of \$31,260), effective July 1, 2020 through June 30, 2021. These agreements are funded by Tobacco Settlement, 1991 Realignment (Trust N510-717C), and Proposition 63 Mental Health Services Act (MHSA) funds.

Elms Manor and Hickory House provide augmented board and care services for adults with serious and persistent mental illness resulting in significant functional impairments so as to require 24-hour care and supervision to promote safety and recovery. VCBH currently pays these providers a rate per client/per month for augmented board and care services. These facilities also receive funds annually to improve the facility environment and living situation of the residents. Elms Manor receives up to \$20,000 annually and Hickory House receives up to \$12,000 annually. This funding is designed to address the following types of costs: (1) extermination services (inspection and/or treatment) - required, (2) physical facility improvement, (3) beds, mattresses, indoor/outdoor furniture, (4) appliances, (5) linens, and (6)

landscaping. VCBH funding supplements the Social Security Income (SSI) that these facilities receive from clients to provide basic board and care services. If the client does not have SSI benefits, VCBH provides temporary funding to cover basic board and care services until the client receives SSI benefits. Currently, 46 clients are residing at Elms Manor and 43 clients are residing at Hickory House.

The amendments with Elms Manor and Hickory House increase the maximum contract amounts as both contractors have served more clients to date than originally anticipated. In addition, Hickory House has served more clients pending SSI benefits for which VCBH must provide temporary funding to cover their basic board and care services until SSI benefits are received. There are no changes to the rates or other substantive changes to the contracts.

VCBH recommended approval for the: (1) VCBH Director or designee to sign the FY 2019-20 Fourth Amendment to the Agreement with Elms Manor and (2) Purchasing Agent or designee to sign the FY 2019-20 and FY 2020-21 Twelfth Amendment to the Agreement with Hickory House for augmented board and care services.

2. FY 2019-20 California Department of State Hospitals (DSH) Amendment to the Memorandum of Understanding (MOU) for the Purchase of State Beds and FY 2019-20 California Mental Health Services Authority (CalMHSA) Participation Agreement for State Hospital Bed Utilization.

This item recommended approval for the VCBH Director or designee to: (1) sign the Amendment to the MOU with DSH, extending the term for an additional one year, effective July 1, 2019 through June 30, 2020 and (2) sign the CalMHSA Participation Agreement, authorizing CalMHSA to contract with DSH for state hospital bed utilization and extending the term for an additional one year period, effective July 1, 2019 through June 30, 2020. The cost of the Participation Agreement is for an amount not to exceed \$1,402. This agreement is funded by 1991 State Realignment (Trust N510-717C) funds.

DSH has jurisdiction over all state hospitals which provide services to persons with mental disorders, in accordance with Welfare and Institutions Code (WIC) section 4100, et seq. Under WIC section 4330, counties must reimburse DSH for their use of state hospital beds and services. CalMHSA is a joint powers authority comprised of counties and cities with mental health programs. CalMHSA is responsible for negotiating an agreement with DSH for the purchase of state hospital bed space and associated services and serves as a liaison agency for compliance with the terms and conditions of the MOU.

The MOU between DSH, CalMHSA, and participating counties has been beneficial in stabilizing hospital bed costs, standardizing levels of care, and delineating admissions and discharge processes. This amendment to the MOU extends the term of the agreement for an additional one-year period, with no other changes made to the terms of the MOU. The CalMHSA Participation Agreement authorizes CalMHSA to contract with DSH for state hospital bed utilization on behalf of the participating counties. The Participation Agreement goals include: (1) contracting with DSH for access to and use of state hospital beds, (2) ensuring DSH compliance with CalMHSA's contract with DSH, (3) analyzing cost containment strategies

that will create efficiency in the purchase of state hospital beds, (4) establishing standardization of services and consistency in services, (5) identifying and determining the feasibility of utilizing alternatives to state hospital resources, and (6) evaluating opportunities for the development of programs for special populations requiring 24-hour treatment services. Under the terms of the Participation Agreement, VCBH will be charged \$1,402 per bed per fiscal year by CalMHSA which is the same charge as the previous term.

VCBH recommended approval for the VCBH Director or designee to sign the: (1) FY 2019-20 Amendment to the MOU between DSH, CalMHSA, and participating counties for the purchase of State Hospital Beds and (2) CalMHSA Participant Agreement for State Hospital Bed utilization.

Board of Supervisors Approved Agreements – May 19, 2020

3. FY 2019-20 HealthRIGHT 360 (HealthRIGHT) Fifth Amendment to the Agreement for Drug Medi-Cal Organized Delivery System (DMC-ODS) Substance Use Disorder (SUD) Services.

This item recommended approval for the VCBH Director or designee to sign the Fifth Amendment to the Agreement for DMC-ODS SUD services with HealthRIGHT, to decrease the maximum agreement amount from \$3,747,343 to \$2,911,076 (a decrease of \$836,267), effective July 1, 2019 through June 30, 2020. This Agreement is funded by DMC Federal Financial Participation (FFP), State General Fund, 2011 Realignment, California Work Opportunity and Responsibility to Kids (CalWORKS), Judicial Council of California (JCC), AB 109 Public Safety Realignment Act (AB 109), and Substance Abuse Prevention and Treatment Block Grant (SABG) discretionary funds.

HealthRIGHT provides three levels of residential treatment services and one level of withdrawal management treatment services for women and their children. The three levels of residential treatment services include: (1) clinically managed low-intensity residential services, (2) clinically managed population-specific high-intensity residential services for adults only, and (3) clinically managed residential services with high intensity for adults and medium intensity for adolescents. HealthRIGHT's satisfactory discharge rate is 75%. From December 1, 2018 through June 30, 2019, HealthRIGHT served 109 residential and 69 withdrawal management clients. Since July 1, 2019, HealthRIGHT has served 166 residential and 93 withdrawal management clients, and expects to serve a total of 200 residential and 101 withdrawal management clients by the end of this fiscal year. In February of 2020, VCBH requested that HealthRIGHT add Recovery and Medicated-Assisted Treatment (MAT) Services. Recovery Services provide important help after completion of a course of treatment, and include outpatient counseling, recovery monitoring, substance abuse assistance, education and job skills, family support, support groups, and linkages to housing, transportation, case management and individual services coordination. MAT Services are an evidence-based practice combining pharmacological interventions with substance abuse counseling and behavioral therapies using federal Food and Drug Administration-approved medications to provide a "whole-patient" approach to the treatment of SUD. The Fifth amendment reflects a

decrease of \$836,267, to capture savings due to lower than anticipated client census and staffing challenges.

VCBH recommended approval for the VCBH Director or designee to sign the FY 2019-20 Fifth Amendment to the Agreement with HealthRIGHT for DMC-ODS SUD services.

4. FY 2019-23 Catalyst Ventura Church and One Step a La Vez Second Amendments to the Agreements for Conocimiento, Addressing Adverse Childhood Experiences Scale (ACES) Through Core Competencies Services.

This item recommended approval for the VCBH Director or designee to sign the Second Amendment to the Agreement for Conocimiento, addressing ACES through Core Competencies services with: (1) Catalyst Ventura Church, to revise Exhibit B, Budget, to better align to actual program usage and needs, effective July 1, 2019 through June 30, 2023, and (2) One Step a La Vez, to revise Exhibit B, Budget, to better align to actual program usage and needs, effective July 1, 2019 through June 30, 2023. There is no fiscal impact related to these recommendations. These agreements are fully funded with MHSA funding.

Catalyst Ventura Church and One Step a La Vez provide after-school programs that serve teens 13-19 years old in Santa Paula and Fillmore. The programs, known as Conocimiento, address ACES through core competencies services and work in collaboration with local schools to serve at-risk youth and provide prevention services. These services are designed to utilize community collaboration to reduce adverse outcomes in adolescents living in poverty. These programs help to ensure that at-risk youth caregivers receive support and assist in building community.

The Second Amendments to the Agreements revise the line-item budgets in Exhibit B to remove certain categories of the budget that do not align to the current program and funding usage amounts. This revision also ensures that the budgets reflect actual usage for proper reporting and accounting and is non-substantive in nature with no changes to the dollar amounts of individual line items or maximum contract amounts.

VCBH recommended approval for the VCBH Director or designee to sign the FY 2019-23 Second Amendments to the Agreements with Catalyst Ventura Church and One Step a La Vez.

5. FY 2019-20 Seneca Family of Agencies (Seneca) Eleventh Amendment to the Agreement for the Crisis Stabilization Unit (CSU), Seneca Eleventh Amendment to the Agreement for Children's Comprehensive Assessment and Stability Services (COMPASS), and Golden Hillmont House MHRC, LLC (Golden MHRC) Third Amendment to the Agreement for Adult Residential Treatment Services.

This item recommended approval for the VCBH Director or designee to sign the: (1) Eleventh Amendment to the Agreement for CSU services with Seneca, to increase the maximum contract amount from \$3,355,989 to \$3,579,907 (an increase of \$223,918), (2) Eleventh Amendment to the Agreement for COMPASS services with Seneca, to decrease the maximum

contract amount from \$1,595,389 to \$1,541,812 (a decrease of \$53,577), and (3) Third Amendment to the Agreement for adult residential treatment services with Golden MHRC, to increase the maximum contract amount from \$1,687,959 to \$1,949,484 (an increase of \$261,525), all effective June 1, 2019 through June 30, 2020. These Agreements are funded by Short-Doyle/Medi-Cal (SD/MC) Federal Financial Participation (FFP), Realignment, and Proposition 63 MHSF Funds.

Seneca contracts with VCBH through two agreements for the operation of the CSU and COMPASS programs. These programs were added in 2016 as a continuum of children's mental health crisis services in Ventura County. The CSU is the front-end of the continuum of care, providing a multi-disciplinary risk assessment to youth experiencing a mental health crisis and interventions to promote stabilization, family involvement, and safety planning to access the least restrictive, most appropriate level of care. The CSU provides mental health interventions that are necessary to divert minors from hospitalization and safely discharge the minors to community services. For the period of time starting July 1, 2019 to March 31, 2020, the CSU admitted a total of 420 youth (324 unduplicated); of those, 55% avoided hospitalization. The COMPASS program is a short-term residential therapeutic program (STRTP), designed to provide voluntary residential treatment for minors who are not able to be stabilized in less than 24 hours but who do not meet criteria required under Welfare and Institutions Code section 5585.50 for psychiatric hospitalization. For the period of time starting July 1, 2019 to March 31, 2020, COMPASS admitted a total of 31 youth (30 unduplicated); of those, 31 youth were discharged to their caregivers back in the community.

The Eleventh Amendments result in a \$53,577 decrease for COMPASS and an \$223,918 increase for CSU. The cost increase for CSU is directly related to staffing shortages that resulted in the need for overtime and supplemental allowance. The proposed decrease for COMPASS reflects reduced costs related to salaries and benefits, occupancy and vehicle expenses.

Golden MHRC operates the MHRC "Hillmont House," located in Camarillo, a 15-bed facility that provides housing and support for up to 18 months for individuals with severe and persistent mental illness to enable them to transition to independent or supported-living arrangements. The program uses a psychosocial rehabilitation model that provides a balance of activities, education, vocational services, therapy, health, and socialization to support physical, psychological, and spiritual health. For the period of time starting July 1, 2019 to March 31, 2020 the occupancy rate was 97% and serving 22 unduplicated clients. The MHRC has discharged 11 clients with 70% moving to a lower level of care.

The Third Amendment will increase the agreement maximum amount by \$261,525. The cost increase is related to staffing and benefits costs. Golden MHRC is operating fully staffed with an appropriately licensed person in each position.

VCBH recommended approval for the VCBH Director or designee to sign the: (1) Eleventh Amendment to the Agreement with Seneca for CSU services, (2) Eleventh Amendment to the Agreement with Seneca for COMPASS services, and (3) Third Amendment to the Agreement with Golden MHRC for adult residential treatment services.