

VENTURA COUNTY BEHAVIORAL HEALTH ADVISORY BOARD

GENERAL MEETING

MINUTES

May 18, 2020

NEXT MEETING:

Monday, June 15, 2020

1:00 p.m. – 2:30 p.m.

VIRTUAL MEETING VIA ZOOM

Note: The Behavioral Health Advisory Board has not yet approved these minutes. There may be additions/deletions or corrections before the minutes are accepted in final form.

BHAB Members Present

Claudia Armann
Ratan Bhavnani, 1st Vice Chair
Nancy Borchard
Kevin Clerici
Dr. Margaret Cortese
Jesse Finkbeiner
Cmdr. James Fryhoff
Monique Garcia
Janis Gardner, Chair
Mary Haffner
Jerry Harris, Chair Emeritus
Patricia Mowlavi
Supervisor Linda Parks
Dr. Gina Petrus, Secretary
Joe S. Ramirez
Michael Rodriguez
Carol Thomas, Member-At-Large
Marlen Torres
Sheri Valley

BHAB Members Absent

Dr. Jamie Banker
Gane Brooking
Denise Nielsen

Others Present

Christine Bae
Don Cleland, Crisis Residential Treatment Center
Theresa Comstock, California Association of Local
Behavioral Health Boards & Commissions
Gene Fantano
Roberta Griego, NAMI Ventura County
Dan Powell, Inpatient Psychiatric Unit/Crisis
Stabilization Unit (IPU/CSU)
Lilia Simakova, Crisis Residential Treatment Center
Mark Stadler, Crisis Intervention Team
Scott Walker, Crisis Intervention Team
Liz Warren, Client Network

Ventura County Behavioral Health (VCBH) Managers and Staff Present

Dr. Sevet Johnson, VCBH Director
Clara Barron, MHSA Senior Program Administrator
Dr. Loretta Denering, Alcohol and Drug Programs Division Chief
Narci Egan, Health Care Agency Assistant Chief Financial Officer
Julie Glantz, Adult Services Senior Manager
Courtney Lubell, Policy & Procedure Unit Program Administrator
Kathy Mulford, ADP/DUI/DMC-ODS Senior. Manager
Dina Olivas, Youth & Family Division Chief
Kiran Sahota, MHSA Senior Manager
Dr. John Schipper, Adult Division Chief
Susan White Wood, Housing Manager
Terri Yanez, Administrative Division Chief
Vickie Poliquin, Temporary BHAB Assistant

	DISCUSSION/CONCLUSIONS	RECOMMENDATIONS/ ACTIONS	RESPONSIBLE
I.	Call to Order Chair Gardner called the meeting to order at 1:02 pm.		
II.	Roll Call Chair Gardner conducted the calling of the roll and identified that a quorum of the Board members was present.		
III.	Welcome and Introductions Ms. Gardner welcomed all attendees including members of the community, providers and members of VCBH staff.		
IV.	Approval of the Agenda Ms. Gardner asked the Board to review and approve the agenda. Mr. Bhavnani moved to approve; Mr. Rodriguez seconded. Mr. Bhavnani requested that agenda item XIII, Additional Revisions to Bylaws, be a discussion only due to the changes in the Welfare & Institutions Code (WIC) language and other suggested revisions that were not incorporated into the Bylaws. Ms. Gardner stated that Dr. Johnson would need to leave the meeting at 2:00 PM and that the Director's Report will be moved up to just prior to the Crisis Residential Treatment Center (CRT) Update which will be moved to agenda item IX. Cmdr. Fryhoff moved to approve the agenda as amended; Ms. Haffner seconded. With no objections, the motion to approve the agenda as amended carried unanimously.	The agenda was approved as amended. M/S/C	
V.	Approval of the Minutes Ms. Gardner asked the Board to review and approve the minutes of the April 27, 2020 meeting. Mr. Bhavnani moved to approve; Ms. Armann seconded. Ms. Valley clarified her comment related to item #3 of the Lanterman, Petris, Short (LPS) Workgroup documents noting that she was concerned that the revision eliminates the 2-week hold release hearing, and the patient would have to wait 30 days for another hearing, which may be detrimental to those not placed in a beneficial environment and/or out of county. Mr. Harris advised that approval of the LPS Workgroup documents was not noted in the Recommendation/Actions column of the minutes. Mr. Bhavnani restated his motion to approve the minutes with the suggested corrections; Ms. Armann seconded. The motion carried unanimously through roll call.	General Meeting minutes approved as amended. M/S/C	
VI.	Chair's Report – Janis Gardner A. Ms. Gardner noted that May is Mental Health month and that several providers were organizing virtual events in recognition of the special month. B. Thanked Dr. Johnson for arranging to hold the BHAB meetings via Zoom. C. Thanked Claudia Armann, Nancy Borchard and Carol Thomas for their work on the Nominating Committee. D. Daily COVID-19 pandemic updates and information on the slow-opening of Ventura County continue to be available via VC Emergency.com.		
VII.	Public Comments Roberta Griego, Operations Director of NAMI Ventura County, provided information on the 15 th Annual NAMIWalk Ventura County to be held virtually on Saturday, May 30, from 10:00 AM to 2:00 PM, noted that the event is NAMI's largest fundraiser of the year and provided information about how to join the event.		
VIII.	Director's Report – Dr. Sevet Johnson A. Dr. Sevet Johnson announced that May is Mental Health month and noted that Wellness Everyday.org provides several recommendations for ways to recognize the special month. B. The Adult Services program was awarded a \$2.4 Million Mental Health Diversion Grant. The Grant assists 18 individuals over a 3-year period who are slated to be admitted to State hospitals with the goal of keeping these individuals local while working to support their healing and recovery. Dr. Johnson thanked Dr. John Schipper and Dr. Mike Rodriguez for leading the way to this accomplishment. C. The Mental Health Services Oversight and Accountability Commission (MHSOAC) awarded Ventura County \$6 Million to provide Wellness Centers at eight Ventura County high school campuses. Dr. Johnson expressed deep appreciation to all the Mental Health Services Act (MHSA) staff for their efforts to obtain the award when schools re-open in the fall. Students will be in great need for services with having faced longer periods of isolation from their regular activities.		

	<p>D. Dr. Vlaskovits led the way at the Inpatient Psychiatric Unit (IPU) applying for and gaining approval of a Psychiatry Residency Program with residents beginning as early as July 1.</p> <p>E. VCBH has been involved in “Project Room Key” to house the homeless. There are approximately 335 homeless currently in short-term housing. Susan White Wood has been instrumental in assisting with the project’s success and in following through with providing Behavioral Health’s wrap-around services.</p> <p>F. VCBH has been tracking crisis and suicide calls closely. According to The National Suicide Hotline, suicide calls for Ventura County had decreased by approximately 48 percent compared to the same period last year. VCBH is preparing to handle the expected increase in crisis calls related to the COVID-19 pandemic.</p> <p>G. Youth & Family staff continue to work either remotely or at the clinics as well as to provide services through the Juvenile Justice facility via push technology.</p> <p>H. VCBH continues to collaborate with the Ventura County Office of Education (VCOE).</p> <p>I. With the start of re-opening the County, Dr. Johnson highlighted the work that is being done by VCBH’s Safety Officer to ensure that safety standards and protocols are in place prior to bringing staff back to the work environment.</p> <p>J. With expected State revenue shortfalls, the department is reviewing budget projections, programming and mandated contracting to ensure that VCBH’s operations are lean and efficient in order to continue to provide quality care. The department is preparing projections and plans to send an analysis to County leadership for their input and feedback prior to being presented to the BHAB. Information will be provided to all stakeholders regarding the upcoming fiscal challenges that VCBH will face.</p> <p>In answer to a question from Ms. Haffner, Dr. Johnson noted that VCBH is in the process of determining specific cost saving ideas and has completed an analysis using 5%, 10% and 15% outcome models. She noted once leadership reviews these, virtual forums consisting of all stakeholders will take place within 1-2 months. Dr. Johnson expressed the importance of the virtual forums to obtain data and ideas on prioritization from all stakeholders in advance of final budget decisions.</p>		
<p>IX.</p>	<p>Crisis Residential Treatment Center (CRT) Update</p> <p>Don Cleland, Regional Director and Lilia Simakova, Program Director of the CRT provided an update. Ms. Simakova noted that client lengths of stay have increased with some clients on waiting lists for facilities that are at capacity or closed due to the COVID-19 pandemic. Ms. Simakova further noted that Public Health provided site visits and has led several COVID-19 safety trainings for clients and staff. Mr. Bhavnani noted the BHAB conducted a CRT site visit in early March and that the final report will be submitted next month.</p> <p>Ms. Simakova noted that the CRT has not experienced difficulties with keeping clients longer than normal, clients are quarantined at the Inpatient Psychiatric Unit (IPU) and clients transferring from jails are required to have a medical clearance at the emergency room prior to being transferred to the CRT.</p> <p>Supervisor Parks asked where individuals are located when waiting. Ms. Simakova advised that the individuals are waiting at the Inpatient Psychiatric Unit on or at Vista del Mar Hospital.</p> <p>Don Cleland noted that during the COVID-19 crisis, both the Ventura CRT and Hillmont House have stayed open. Hillmont House has experienced the same issues as the CRT related to discharges. VCBH and State licensing have been very supportive in ensuring compliance with regulations as related to the extended stays. Mr. Cleland shared information about the status of client transfers to facilities that are currently closed.</p>		
<p>X.</p>	<p>Board Members Comments and Announcements</p> <p>Supervisor Parks welcomed all to join the virtual NAMIWalk team “The Mighty Oaks” and to make contributions to NAMI Ventura County on behalf of their team.</p> <p>Jesse Finkbeiner introduced himself as a new member of the BHAB appointed by Supervisor Huber. He noted that he is honored to be a part of the BHAB, is available to all and shared that his background is with Aspire Counseling Services in Simi Valley for 15 years working with individuals with mental health and substance abuse disorders.</p>		

	<p>Michael Rodriguez re-stated his objections with recommendations 1, 3 and 4 of the Lanterman, Petris, Short (LPS) Workgroup report that Tina Coates had conveyed on his behalf at the April General Meeting. Along with expressing his appreciation for the work that went into generating the report, Mr. Rodriguez focused his comments on recommendation 4 which reduces the burden of proof and described, in detail, the reason for his objections related to protecting “due process” rights.</p> <p>Mary Haffner commented on Mr. Rodriguez’ objections regarding the LPS Workgroup report and stated that it is difficult balancing “due process” rights with the need for treatment. Ms. Haffner proposed that the BHAB include an independent psychiatrist with knowledge in treating people with serious mental illness. She noted that the BHAB is directed to evaluate the performance of the Behavioral Health Department regarding client needs and to review and comment on performance outcomes data and she asked VCBH to provide the BHAB with their goals and outcomes.</p> <p>Ms. Gardner asked that if anyone knows of a psychiatrist interested in serving on the Board to contact a member of the Board of Supervisors to apply to become a member of the BHAB.</p> <p>Ms. Borchard responded to Michael Rodriguez’ comments regarding the LPS Workgroup report. She also encouraged BHAB members to review the documents provided via e-mail in conjunction with the recent webinar discussion held between the Behavioral Health Directors and NAMI leadership, to read, study and research as much information as possible and to be engaged in order to gain a better understanding of the challenges facing VCBH.</p> <p>Dr. Margaret Cortese reported that the Transitional Aged Youth (TAY) Committee met at the end of February and focused on dealing with homelessness issues within the TAY population. Dr. Cortese noted that she was pleased to see the agenda item to discuss re-starting BHAB Committee meetings.</p> <p>Mr. Harris supported Ms. Haffner’s suggestion to consider having a psychiatrist on the BHAB and suggested that this recommendation be added to the revised Bylaws in a similar way that a member of law enforcement was added. Additionally, Mr. Harris expressed his strong belief in a person’s right to “due process” and explained the reasons behind his belief.</p> <p>Ms. Gardner noted that per the Ventura County Office of Education (VCOE), lunches are still being served to children at schools and outreach flyers are being distributed in the school lunch boxes. The flyers include a wellness challenge called Self Care Bingo. Ms. Gardner thanked VCOE, Prevention Services and Dr. Loretta Denering for coordinating this information.</p>		
<p>XI.</p>	<p>Secretary’s Report – Dr. Gina Petrus Dr. Petrus reported that she reached out to Board members regarding attendance and noted that the Board is currently full and that no Board member terms will end until the fall. Dr. Petrus reminded Board members to email her if they will miss a meeting and to advise her of any discrepancies in the attendance logs.</p>		
<p>XII.</p>	<p>New Business A. Proposal to Hold BHAB Committee Meetings via Zoom Ms. Gardner noted that the BHAB Executive Committee had discussed the idea of resuming BHAB Committee meetings and expressed that it is during the four working meetings where the BHAB’s work is manifested and defined. She further noted that the meetings are about collaboration, sharing, gathering and the dissemination of information with staff, providers, community partners, stakeholders and the community at large who regularly attend the Committee meetings. One recommendation was to hold two Committee meetings per month in rotation. Mr. Harris stated that the Executive Committee had also discussed developing a plan that would be acceptable to VCBH that could re-start the Committees in July, keeping in mind that staff time is limited due to the COVID-19 pandemic. Ms. Valley expressed concern regarding the virtual Zoom technology challenges that may be experienced by Committee participants and asked that this be kept in mind if it is decided to move forward with resuming the meetings. Ms. Gardner noted that people are becoming more and more accustomed to attending meetings virtually via Zoom as time goes by. Ms. Haffner asked Theresa Comstock from the California Association of Local Behavioral Health Boards & Commissions to weigh in</p>	<p>Tentative agreement for BHAB Committees to hold two Committee meeting per month in rotation beginning July 2020.</p>	<p>BHAB to provide plan.</p>

	<p>on virtual meeting access. Ms. Comstock noted that there have been a variety of ways that counties have been connecting—for example, offering an “800” number if attendees are not able to dial in using long-distance. Ms. Borchard expressed the importance of holding Committee meetings to share information with stakeholders, to ensure that services that are offered are being provided to the people with the greatest need. She asked if a Committee member could be assigned to generate condensed minutes to save staff time. Dr. Johnson noted that staff re-assignments to VCMC and Public Health may last until December and that there are currently no additional Administrative support staff who are familiar with the Brown Act. Dr. Johnson agreed that presenting a plan to the department was a good idea and that the department could support two Committees per month. Ms. Gardner restated the recommendation that two BHAB Committees would meet each month in rotation. Ms. Gardner polled the Committee Chairs and asked if they agreed that the Prevention and Adult Committees meet in July and the TAY and Youth & Family Committees meet in August. The Committee Chairs agreed, with the exception of Ms. Nielsen who was absent. Pre-notice will be sent to members of the Committees by VCBH to ensure they are aware of the new schedules.</p> <p>Mr. Bhavnani expressed agreement with the recommendation to start the Committee meetings virtually beginning in July. He offered his support with the Zoom meeting features during these meeting. Mr. Harris offered to have a Committee member produce a draft of the minutes to alleviate the necessity of staff member’s attendance to save time and agreed with the recommendation to hold two Committees per month on a rotating basis.</p> <p>B. Nominating Committee Announcement of New Slate of Officers Claudia Armann, on behalf of the Nominating Committee, reported on the proposed slate of officers for the Board’s consideration. As Chair, Michael Rodriguez; as 1st Vice Chair, Ratan Bhavnani; as 2nd Vice Chair, Gane Brooking; as Secretary, Mary Haffner; as Member-At-Large, Carol Thomas; and as Chair Emeritus, Janis Gardner. Ms. Armann stated that voting will take place at the June General Meeting and welcomed nominations from the floor. Mr. Bhavnani made a motion to nominate Jerry Harris for the office of Chair. Mr. Harris accepted the nomination. Ms. Haffner seconded the motion. A discussion ensued regarding the nominating process. Ms. Haffner requested that Mr. Rodriguez provide the BHAB with a letter of qualification along with the reason he is interested in serving as the Chair and Mr. Rodriguez agreed to provide this information. Ms. Borchard asked for Mr. Harris to also provide a letter of qualification and biography for the Board’s review and Mr. Harris agreed to provide the information.</p>		
<p>XIII. Old Business</p>	<p>A. Welfare and Institutions Code (WIC) Changes – Additional Revisions to Bylaws Ms. Gardner provided an overview of the discussion with other BHAB members that took place at the BHAB Executive Committee meeting regarding concerns that certain guidelines from the State and the California Association of Local Behavioral Health Boards & Commissions were not included in the Bylaws. Ms. Gardner further noted that she requested County Counsel pull the Bylaws from the June 9 Board of Supervisor’s agenda for approval pending further review. Mr. Bhavnani provided detailed information regarding WIC changes that were passed into law last year that were not included with the revised Bylaws and Mr. Harris stated that inadequate staff time was spent reviewing the recommended revisions. Ms. Gardner noted that although she agreed with the suggestion to include a psychiatrist on the Board, she recommended further discussion prior to requesting the membership revision to the Bylaws.</p> <p>Theresa Comstock made a public comment referencing page 9, article 7 of the Bylaws under Workgroups. She noted that the statement referencing that a Workgroup is defined as less than a quorum of BHAB members is missing from this article and encouraged the BHAB to include the statement. Ms. Comstock offered to assist with reviewing the Bylaws.</p>		

XIV. Contracts	<p>On behalf of Dr. Johnson, Terri Yanez provided a summary of the contracts for the month of April. Contract A.1. added a rate of a \$1.10 and \$1.25 per minute for telephone translations in response to COVID-19 to continue services. Contract A.2. increased due to writing a Diversion Grant and a Mental Health Student Services Act Grant which were both successfully awarded.</p> <p>A. Board of Supervisors Approved Agreements – April 21, 2020</p> <ol style="list-style-type: none"> 1. FY 2019-20 All Languages Interpreting and Translating, Inc. (ALIT) Second Amendment to the Agreement for Translating and Interpreting Services. 2. FY 2019-20 K & M Enterprises Research and Fund Development, Inc. (K & M Enterprises) Second Amendment to the Agreement for Grant Development and Writing Services. <p>Ms. Gardner asked Terri Yanez to provide the summary materials that are normally included with the agenda for the contract items. Ms. Yanez stated that these materials are normally included.</p>		
XV. Adjourn	The meeting adjourned at 2:56 pm.		

Behavioral Health Advisory Board GENERAL Meeting Attendance

2019-20	Terms	Members	July	Aug	Sept	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	June
District 1	3/11/18 – 3/10/21	Claudia Armann	X	X	X	e	X		X	X		X	X	
District 2	1/8/19 – 1/7/22	Dr. Jamie Banker	e	e	X	X	X		X	e		X		
District 2	2/24/19 – 2/23/22	Ratan Bhavnani	X	X	X	X	X		X	X		X	X	
District 3	1/27/18 – 1/26/21	Nancy Borchard	X	X	e	X	X		X	X		X	X	
District 3	1/13/19 – 1/12/22	Gane Brooking	X	X	X	X	X		X	X				
District 1	10/7/18 – 10/6/21	Kevin Clerici	X	X	X		X		X	e			X	
District 5	1/11/18 – 1/10/21	Dr. Margaret Cortese	X	X	X	X	X		X	X			X	
LE	9/10/19 – 9/10/22	Cmdr. James Fryhoff	X	X	e	e	e		X	X		X	X	
District 5	10/17/17 – 9/23/20	Monique Garcia	e	X	X	X			X	X			X	
District 3	4/15/18 – 4/14/21	Janis Gardner	X	X	X	X	X		X	X		X	X	
District 1	4/8/18 – 4/7/21	Mary Haffner	X	X	X	X	X		X	X		X	X	
District 4	9/17/19 – 9/17/22	Jerry Harris	x	X	X	X	X		X	X		X	X	
District 2	3/14/17 – 3/14/20	Patricia Mowlavi	e	X	X	X	X		e	X		X	X	
District 4	9/18/18 – 9/17/21	Denise Nielsen		e	X	X	X		X	X		X		
BOS	1/1/19 – 12/31/21	Supervisor Linda Parks	X	X		X	X		x	X		X	X	
District 1	5/8/18 – 5/7/21	Dr. Gina Petrus	X	X	e	X	X		e	X		X	X	
District 3	4/9/19 – 12/1/20	Joe S. Ramirez	X	X	e	X	X		e	X		X	X	
District 5	1/25/20 – 1/24/23	Michael Rodriguez							X	X		X	X	
District 2	9/17/19 – 9/16/22	Carol Thomas				X	X		X	X		X	X	
District 5	1/11/20 – 1/24/23	Marlen Torres	X	e	X		e			e		X	X	
District 4	2/6/18 – 2/6/21	Sheri Valley	X	X	X	X	X		X	X		X	X	
District 4	4/7/20 - 10/13/21	Jesse Finkbeiner										X	X	

Present = X

- District 1 Supervisor Bennett
- District 2 Supervisor Parks
- District 3 Supervisor Long
- District 4 Supervisor Huber
- District 5 Supervisor Zaragoza

Self-Care Bingo Loteria de Bienestar

TOOK A SHOWER ME BANE	GOT DRESSED ME VESTI	VIRTUALLY CAUGHT UP WITH FRIENDS VIRTUALMENTE ME ENCONTRE CON AMIGOS/AS	PROCESSED MY FEELINGS HE PROCESADO MIS SENTIMIENTOS	COMPLEMENTED MYSELF ME DI UN COMPLEMENTO
MEDITATED MEDITE	ATE GOOD FOOD COMI BUENA COMIDA	LISTENED TO MY BODY ESCUCHE A MI CUERPO	HAD FUN ME DIVIRTI	ASKED FOR HELP PEDI AYUDA
TOOK A MUCH-NEEDED BREAK TOME UN DESCANSO NECESARIO	DRANK WATER TOME AGUA	<i>Free Gratis</i>	TOOK A SOCIAL MEDIA BREAK TOME UN DESCANSO DE LAS REDES SOCIALES	TREATED MYSELF ME TRATE
COMPLEMENTED SOMEONE COMPLEMENTE A ALGUN	GOT 8 HOURS OF SLEEP DORMI 8 HORAS	TOOK STEPS TO TAME NEGATIVE THOUGHTS TOME PASOS PARA CALMAR PENSAMIENTOS NEGATIVOS	VIRTUALLY DRUGGED MY FAMILY OF FRIENDS LE DI UN ABRRAZO VIRTUAL A MI FAMILIA Y AMIGOS/AS	DROPPED A HABIT THAT IS NOT FOR ME DEJE UN HABITO QUE NO ES PARA MI
TOOK A MENTAL HEALTH DAY TOME UN DIA PARA MI SALUD MENTAL	SPENDING TIME WITH NATURE PASE TIEMPO CON LA NATURALEZA	DECLUTTERED MY SPACE ORGANICE MI ESPACIO	WROTE DOWN IN A JOURNAL ESCRIBE EN MI DIARIO	PRACTICED SELF-COMPASSION PRACTIQUE AUTOCOMPASION



#BienestarVC



#StayWellVC

Wellness Challenge

We invite you to play the #WellnessChallenge with us! If you get BINGO post your card on social media using the hashtag #StayWellVC to be entered in a chance to win a prize! Good luck.

Loteria De Bienestar

¡Los invitamos a jugar la loteria de bienestar con nosotros! Si consigue ¡LOTERIA! publique su tarjeta en las redes sociales usando el hashtag #BienestarVC para ingresar y tener la oportunidad de ganar un premio! Buena suerte.



VENTURA COUNTY
BEHAVIORAL HEALTH

*Make possible through the California Mental Health Service Act and Ventura County Behavioral Health.



<https://www.saludsiemprevc.org/recursos-locales>
<https://www.wellnesseveryday.org/local-resources>



Welfare and Institutions Code (WIC) Changes
Additional Revisions to Bylaws

Most Current Bylaws 03-19-19

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



Welfare and Institutions Code (WIC) Changes
Additional Revisions to Bylaws

Proposed Revised Bylaws – Article II Purpose and Authority
(Redline version)

VENTURA COUNTY BEHAVIORAL HEALTH ADVISORY BOARD

Proposed Amendment to the Bylaws -- Suggested Language

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 public mental health needs, services, facilities, and special problems in any facility within the county or jurisdiction where mental health evaluations or services are being provided, including, but not limited to, schools, emergency departments, and psychiatric facilities.
- C. Review any county agreements entered into pursuant to Section 5650. The local mental health board may make recommendations to the governing body regarding concerns identified within these agreements.
- D. Advise the governing body and the local mental health director as to any aspect of the local mental health program. 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.
- E. 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.
- F. Submit an annual report to the governing body on the needs and performance of the county's mental health system.
- G. Review and make recommendations on applicants for the appointment of a local director of mental health services. The board shall be included in the selection process prior to the vote of the governing body.

- H. Review and comment on the county's performance outcome data and communicate its findings to the California Behavioral Health Planning Council.
- I. This part does not limit the ability of the governing body to transfer additional duties or authority to a mental health board.
- J. It is the intent of the Legislature that, as part of its duties pursuant to subdivision (a), the board shall assess the impact of the realignment of services from the state to the county, on services delivered to clients and on the local community.
- ~~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.~~

Welfare and Institutions Code (WIC) Changes
Additional Revisions to Bylaws

Approved Revised Bylaws (clear version) Original

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 public mental health needs, services, facilities, and special problems in any facility within the county or jurisdiction where mental health evaluations or services are being provided, including, but not limited to, schools, emergency departments, and psychiatric facilities.
- C. Review any county agreements entered into pursuant to Section 5650. The local mental health board may make recommendations to the governing body regarding concerns identified within these agreements.
- D. Advise the governing body and the local mental health director as to any aspect of the local mental health program. 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.
- E. 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.

- F. Submit an annual report to the governing body on the needs and performance of the county's mental health system.
- G. Review and make recommendations on applicants for the appointment of a local director of mental health services. The board shall be included in the selection process prior to the vote of the governing body.
- H. Review and comment on the county's performance outcome data and communicate its findings to the California Behavioral Health Planning Council.
- I. This part does not limit the ability of the governing body to transfer additional duties or authority to a mental health board.
- J. It is the intent of the Legislature that, as part of its duties pursuant to subdivision (a), the board shall assess the impact of the realignment of services from the state to the county, on services delivered to clients and on the local community.

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 _____

Board of Supervisors, Chair

Welfare and Institutions Code (WIC) Changes
Additional Revisions to Bylaws

Revised Bylaws (redline version)

Proposed Amendment to the Bylaws -- Suggested Language

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, ~~as~~ provided in Welfare and Institutions Code Section 5604.2, ~~shall do~~includes, 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.A.~~ Review and evaluate the community's public mental health needs, services, facilities, and special problems in any facility within ~~the~~Ventura ~~e~~County ~~or jurisdiction~~ where mental health evaluations or services are being provided, including, but not limited to, schools, emergency departments, and psychiatric facilities.
- ~~C.B.~~ Review any ~~Ventura e~~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.
- ~~D.C.~~ Advise the Board of Supervisors~~governing body~~ and the local mental-Ventura County Behavioral Health Department Director (herein referred to as dDirector) 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.
- ~~E.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.
- ~~F.E.~~ Submit an annual report to the Board of Supervisors~~governing body~~ on the needs and performance of ~~the~~Ventura ~~e~~County's mental health system.
- ~~G.F.~~ Review and make recommendations on applicants for the appointment of a ~~local d~~Director ~~of mental health services~~. The ~~BHAB~~board shall be included in the selection process prior to the vote of the Board of Supervisors~~governing body~~.

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H.G. Review and comment on ~~the~~Ventura eCounty’s performance outcome data and communicate its findings to the California Behavioral Health Planning Council.

H.H. This ~~article part~~ does not limit the ability of the ~~Board of Supervisors governing body~~ to transfer additional duties or authority to ~~the BHAB a mental health board~~.

H.I. ~~It is the intent of the Legislature that, as~~A part of its duties pursuant to subdivision (Aa), the ~~BHAB board~~ shall assess the impact of the realignment of services from the state to ~~the~~Ventura eCounty, on services delivered to clients and on the local community.

All appointed members to the BHAB will have the authority to vote on all issues presented to the BHAB.

Ventura County Behavioral Health
Board Letter Summary of Contracts for April 2020

Board Date	Contractor	Amount	Term	Description
4/21/2020	All Languages Interpreting and Translating, Inc. (ALIT)	\$0	7/1/2019 to 6/30/2020	<p>The Second Amendment to the Agreement with ALIT added two telephone interpreting service rates to the agreement. These rates were added to the agreement as a result of the COVID-19 state and local emergency. The decision to use telephone interpreting services rather than the preferred in-person interpreting services was made to ensure the health and safety of our clients, clinicians, and interpreters. ALIT, an experienced interpreting and translating service provider for the County, agreed to immediately offer telephone interpreting services at a rate of \$1.10 per minute for clients who speak Spanish and \$1.25 per minute for all other languages. VCBH authorized these rates as of March 19, 2020 to facilitate services during the COVID-19 emergency.</p>
4/21/2020	K & M Enterprises Research and Fund Development, Inc. (K & M Enterprises)	\$15,000	7/1/2019 to 6/30/2020	<p>K & M Enterprises provides grant development and writing services to VCBH including responding to grant requests for funding available through various state and federal agencies. K & M Enterprises has been instrumental in assisting VCBH in acquiring various grants over the past several years. Most recently, K & M Enterprises assisted VCBH in submitting two grant applications with a very short submittal deadline. The first grant application was to the California Department of State Hospitals pre-trial felony mental health diversion program which would provide an alternative to incarceration of individuals who are arrested and jailed due to behaviors caused by mental illness and/or conditions of homelessness. If awarded, the grant will amount to \$2,428,000 over three years. The second grant application was related to the Mental Health Student Services Act which would establish additional mental health partnerships between VCBH and local educational entities. If awarded, the grant will amount to \$6,000,000 over four years. The agreement maximum with K & M Enterprises is currently \$24,000, but the cost for both grant applications is approximately \$30,000 and there is an additional opportunity to draft another grant application during FY 2019-20, which will bring the agreement maximum amount to \$39,000. There is no change to the service rate from the previous year.</p>

MEMORANDUM

DATE: May 8, 2020
TO: Behavioral Health Advisory Board
FROM: Contracts Administration
SUBJECT: Board of Supervisors Approved April Agreements/Board Items

Board of Supervisors Approved Agreements – April 21, 2020

1. FY 2019-20 All Languages Interpreting and Translating, Inc. (ALIT) Second Amendment to the Agreement for Translating and Interpreting Services.

This item recommended approval for the Ventura County Behavioral Health (VCBH) Director or designee to sign the FY 2019-20 ALIT Second Amendment to the Agreement for translating and interpreting services, adding a telephone interpreting service rate, effective March 19, 2020. There is no proposed fiscal impact related to this recommendation.

The Second Amendment to the Agreement with ALIT added two telephone interpreting service rates to the agreement. These rates were added to the agreement as a result of the COVID-19 state and local emergency. The decision to use telephone interpreting services rather than the preferred in-person interpreting services was made to ensure the health and safety of our clients, clinicians, and interpreters.

ALIT, an experienced interpreting and translating service provider for the County, agreed to immediately offer telephone interpreting services at a rate of \$1.10 per minute for clients who speak Spanish and \$1.25 per minute for all other languages. VCBH authorized these rates as of March 19, 2020 to facilitate services during the COVID-19 emergency.

VCBH recommended approval for the VCBH Director or designee to sign the FY 2019-20 Second Amendment to the Agreement with ALIT for translating and interpreting services.

2. FY 2019-20 K & M Enterprises Research and Fund Development, Inc. (K & M Enterprises) Second Amendment to the Agreement for Grant Development and Writing Services.

This item recommended approval for the VCBH Director or designee to sign the Second Amendment to the Agreement with K & M Enterprises for grant development and writing services, increasing the maximum contract amount from \$24,000 to \$39,000 (an increase of \$15,000), effective July 1, 2019 through June 30, 2020. This Agreement is funded by 1991 Realignment (Trust N510-717C) funds.

K & M Enterprises provides grant development and writing services to VCBH including responding to grant requests for funding available through various state and federal agencies. K & M Enterprises has been instrumental in assisting VCBH in acquiring various grants over the past several years. Most recently, K & M Enterprises assisted VCBH in submitting two grant applications with a very short submittal deadline. The first grant application was to the California Department of State Hospitals pre-trial felony mental health diversion program which would provide an alternative to incarceration of individuals who are arrested and jailed due to behaviors caused by mental illness and/or conditions of homelessness. If awarded, the grant will amount to \$2,428,000 over three years. The submission of this application was approved by the Board on January 21, 2020. The second grant application was related to the Mental Health Student Services Act which would establish additional mental health partnerships between VCBH and local educational entities. If awarded, the grant will amount to \$6,000,000 over four years. The submission of the application was approved by the Board on February 25, 2020.

The agreement maximum with K & M Enterprises is currently \$24,000, but the cost for both grant applications is approximately \$30,000 and there is an additional opportunity to draft another grant application during FY 2019-20, which will bring the agreement maximum amount to \$39,000. There is no change to the service rate from the previous year.

VCBH recommended approval for the VCBH Director or designee to sign the FY 2019-20 Second Amendment to the Agreement with K & M Enterprises for grant development and writing services.