

# Local Mental Health Board Bylaws

## ARTICLE I

### SECTION I: MISSION, VALUES AND RESPONSIBILITIES

#### **Mission:**

Yolo County Local Mental Health Board supports the wellness, recovery, and resilience of all Yolo County residents through the identification of local mental health assets and needs, informed advocacy and education and collaboration with policymakers, service providers, consumers, and family members.

#### **Values:**

- Every person deserves well-being and quality of life
- Every person has value, importance, and is unique
- Meaningful consumer and family participation
- Cultural sensitivity, appropriateness, and appreciation for the diversity of the region
- Highest quality, integrated services and supports
- Strong social safety net
- Political and personal accountability
- Advocacy beyond the minimum mandated care
- Evaluation and evidence based decision making

#### **Duties and Responsibilities:** *(Welfare and Institutions Code, Section 5604; Yolo County Ordinance 2-2.1302)*

The Yolo County Mental Health Board shall have the following duties and responsibilities:

1. Review and evaluate the Yolo County mental health needs, facilities, services 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.
2. Review any county agreements or contracts entered into pursuant to Section 5650 of the Welfare and Institutions Code.
3. Advise the governing body and the local mental health director as to any aspect of the local mental health program.
4. Review and approve the procedures used to ensure citizen and professional involvement in all stages of the planning process.
5. Submit an annual report to the County Board of Supervisors on the needs of performance of the county's mental health system.

6. Review and make recommendations on applicants for the appointment of a local director of mental health services. The Mental Health Board shall be included in the selection process prior to the vote of the governing body.
7. Review and comment on the county's performance outcome data and communicate its findings to the California Behavioral Health Planning Council.
8. Assess the impact of the realignment of services from the state to the county on services delivered to clients and the local community as required by Section 5604.2 (b) Welfare and Institutions Code.

## SECTION II: MEMBERSHIP

1. The Mental Health Board shall consist of sixteen (16) members appointed by the Board of Supervisors as follows:
  - (a) Permanent members: There shall one permanent member of the board, who shall be a member of the Board of Supervisors.
  - (b) Rotating members: There shall be fifteen (15) rotating members appointed as follows:
    - (1) At least fifty (50%) percent of the members shall be consumers or the parents, spouses, siblings, or adult children of consumers, who are receiving or received mental health services;
    - (2) At least (20%) of the total membership shall be consumers and at least twenty (20%) percent of the total membership shall be families of consumers.
    - (3) At least one member shall be a military veteran or veteran advocate. The county shall notify its county veterans service officer about vacancies on the board, if a county has a veterans service officer. For purposes of this section, "veteran advocate" means either a parent, spouse, or adult child of a veteran, or an individual who is part of a veterans organization, including the Veterans of Foreign Wars or the American Legion.
2. The Board of Supervisors shall, through its appointments to the Mental Health Board, strive to reflect the ethnic diversity of the client population of the County.
3. The Board of Supervisors is encouraged to appoint individuals who have experience and knowledge of the mental health system. (§ 5, Ord. 1159, eff. May 20, 1993)
4. There shall be an equal number of appointees by each member of the Board of Supervisors.
5. Except as provided in the next paragraph, a member of the board or the member's spouse shall not be a full-time or part-time county employee of a county mental health service, an employee of the State Department of Health Care Services, or an employee of, or a paid member of the governing body of, a mental health contract agency.

A consumer of mental health services who has obtained employment with an employer described in the paragraph above and who holds a position in which the consumer does not have any interest, influence, or authority over any financial or contractual matter concerning the employer may be appointed to the board. The member shall abstain from voting on any financial or contractual issue concerning the member's employer that may come before the board.

6. A member of the Mental Health Board shall abstain from voting on any issue in which the member has a financial interest as defined in Section 87103 of the California Government Code.
7. If it is not possible to secure membership as specified in this section from among persons who reside in the county, the governing body may substitute representatives of the public interest in mental health who are not full-time or part-time employees of the county mental health service, the State Department of Health Care Services, or on the staff of, or a paid member of the governing body of, a mental health contract agency. (§ 5, Ord. 1159, eff. May 20, 1993)

### SECTION III: MEMBERSHIP TERMS

1. As vacancies occur, subsequent appointments shall be made for three (3) year terms. The governing body shall equitably stagger the appointments so that approximately one-third of the appointments expire in each year.
2. Unless the Board of Supervisors specifically determines otherwise for good cause, in its sole discretion, no member may serve more than two (2) consecutive terms without at least a one (1) year break in service before becoming eligible for reappointment. (County of Yolo Administrative Policies and Procedures Manual, Advisory Board, Commissions, Committees, and Councils)
2. Membership shall be effective upon appointment by the Board of Supervisors. However, all terms shall be deemed to have commenced on February 1 following the initial appointment, and thereafter all terms shall be aligned to begin on February 1 and end on January 31.
3. If, prior to the expiration of a term, a member ceases to retain the status which qualified the member for appointment to the Mental Health Board, the membership of the member shall be terminated, and a vacancy shall be declared.

### SECTION IV: VACANCIES

When a vacancy occurs, the board chair shall contact the appropriate governing board member to determine if she/he has a candidate for the vacancy and/or if the member would consider recommendations from the Mental Health Board.

### SECTION V: TERMINATION

The term of office of a rotating member who has three (3) consecutive unexcused absences from meetings of the Mental Health Board may be terminated by the Board of Supervisors after notification to the member and the Mental Health Board. The vacancy thereby created shall be filled by the appointment of another representative of the same group ~~for the remainder of the unexpired term of as~~ the member being replaced. (§ 7, Ord. 1159, eff. May 20, 1993)

### SECTION VI: QUORUM

A quorum for meetings of the Mental Health Board shall consist of one person more than one-half of the appointed members. A majority vote of the members present shall be required for any motion, resolution, or other action. (§ 6, Ord. 1159, eff. May 20, 1993)

## SECTION VII: BOARD SELF-EVALUATION

Each year the Board shall conduct a Board Self-evaluation, which shall address issues of effective Board operation and governance and accomplishment of Board statutory requirements and annual goals. The Board may choose to use this resource: "[Evaluation Form](#)" (Google Form).

## SECTION VIII: OFFICERS

The officers shall be a chairperson, a vice-chairperson, and a secretary who shall be Mental Health Board members and who shall serve on a yearly basis and be subject to election by a majority of the Board present and voting in May of each year. (§ 8, Ord. 1159, eff. May 20, 1993)

## SECTION IX: MEETINGS

The Board shall be subject to the provisions of Chapter 9 (commencing with Section 54950) of Part I of Division 2 of Title 5 of the Governing Code, relating to meeting of local agencies (The Brown Act.) The Board will meet at least ten (10) times annually.

The Board shall meet and provide opportunities for client and general public input at least once per year in the cities of Davis, Woodland and West Sacramento, California. The Board may at its discretion add additional locations as deemed necessary.

## SECTION X: REIMBURSEMENT FOR EXPENSES

Members of the Mental Health Board shall receive reimbursements for their actual and necessary expenses incurred in the performance of their duties outside the boundaries of the County. A member shall obtain written approval from the Mental Health Director prior to attending any event outside the boundaries of the County for which the member wishes to be reimbursed. Odometer reading and receipts will be required for reimbursement in accordance with the rules established by the County Auditor-Controller. Reimbursements shall be budgeted and charged against County Mental Health funds and shall be subject to the budgets limitations and restriction placed on such funds.

## SECTION XI: RESPONSIBILITIES OF OFFICERS

The Chair shall be the principal Board officer, shall chair Board meetings and serve as the Board's chief spokesperson. They shall carry out the policies of the Board and shall do everything necessary to carry into effect the Board's statutory responsibilities and additional Board goals.

The Vice-Chair shall do everything necessary to assist the Chair in the performance of their duties. In the event of absence of the Chair, the Vice-Chair shall exercise all powers of Chair.

The Secretary shall review the minutes of the Mental Health Board prior to public distribution and assist the Chair and Vice-Chair in the performance of their duties.

## SECTION XII: REMOVAL OF OFFICERS

An officer may be removed for cause from office by the majority vote of all members at an official Board meeting.

Adequate formal notice, in writing and person, must be given to an officer of such an impending removal action.

### SECTION XIII: STANDING COMMITTEES

There are three standing committees of the Board appointed by the Board Chair. The purpose of the standing committees shall be to assist and support the Board by carrying out specific tasks assigned as needed by the Board Chair and/or the Board. A standing subcommittee cannot take formal action on behalf of the Board without prior authorization of the Board. All Mental Health Board members are welcome and encouraged to attend standingsub committee meetings. The standing committees are:

**Budget and Finance:** The Budget and Finance Committee shall provide leadership to the Board by reviewing and reporting on legislative proposals, considering budget and funding issues for mental health in Yolo County, and ensuring all advising functions of the Board are carried out.

**Communications and Education:** The Communications and Education Committee shall provide leadership by assisting the Board to inform the public on mental health issues in Yolo County, developing education opportunities for the Board, and coordinating the development of the Board's annual report required by the Health and Welfare Code and Yolo County Ordinance.

**Program:** The Program Committee shall provide leadership to the Board on the review and evaluation of Yolo County mental health needs, facilities, services and special problems required by Welfare and Institutions Code and Yolo County Ordinance.

The Chairs of each of the three standing committees shall serve on the Executive Committee of the Board.

### SECTION XIV: EXECUTIVE COMMITTEE

The Executive Committee of the Board shall consist of the Board Chair, Vice Chair, Secretary, Chair of the Budget and Finance Committee, Chair of the Communications and Education Committee, and Chair of the Program Committee. The Executive Committee shall meet as needed as determined by the Board Chair. The Executive Committee is a standing committee for purposes of the Brown Act.

### SECTION XV: ~~AD HOC TASK AND TIME SPECIFIC COMMITTEES AND OTHER AD-HOC~~ COMMITTEES

The Chair may at any time appoint task-Ad Hoc and time specific committees of the board to address strategic goals, projects, or studies. These committees shall address a specific task, be for a time certain and will disband upon completion of the assigned task. (§ 10, Ord. 1159, eff. May 20, 1993).

### SECTION XVI: RULES OF ORDER

The authority of the Brown Act shall govern meetings of this organization and its standing committees and Roberts Rules of Order modified to allow open participation of the Chair, who may also set discussion time limits as appropriate.

## ARTICLE II

### SECTION XVII: AMENDMENTS

These bylaws may be amended at any meeting of this organization by a two-thirds vote of the appointed membership of the Yolo County Local Mental Health Board. These bylaws shall be reviewed periodically to ensure compliance with State Law.

### SECTION XVIII: EFFECTIVE DATE

These bylaws shall go into effect and become effective immediately upon their adoption.

### SECTION XIX: CODE OF ETHICS

The following principles and commitments constitute the Board's code of ethics.

As a member of the Yolo County Local Mental Health Board, I:

- Will become knowledgeable about the duties and mission of the Local Mental Health Board and promote those to the publics with whom I have influence;
- Will give necessary time, thought, and study to the work of the Board;
- Will attend regular meetings and participate in committee meetings;
- Will be fully and carefully prepared for each meeting by doing the required reading and completing the necessary tasks for Board and committee work;
- Will work with fellow Board members in a spirit of harmony and cooperation;
- Will respect other speakers and listen to other viewpoints;
- Will share viewpoints and, despite differences of opinion, abide by and uphold final decisions of the board;
- Will abide by the purpose of the Brown Act;
- Will disqualify myself from discussion and vote on an issue where there is a conflict of interest or if the outcome will grant me or my employer any pecuniary or material benefits; and

The code of ethics should be discussed with new board members and reviewed at least yearly by all members.