

TEHAMA COUNTY HEALTH SERVICES AGENCY BEHAVIORAL HEALTH ADVISORY BOARD (BHAB) BYLAWS

GENERAL PROVISION MISSION STATEMENT

It is the mission of the Tehama County Health Services Agency Behavioral Health Advisory Board (BHAB) to inform, review, and evaluate the local public behavioral health system, pursuant to the California Welfare and Institutions Code Section 5604.2, and advise the governing body on community behavioral health services delivered by the local behavioral health agency.

ARTICLE I – NAME

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

ARTICLE II – AUTHORITY

The authority of the BHAB (acting as a Mental Health Board) is set forth in sections 5604 through 5607 of the California Welfare and Institutions Code (W&I Code) and resolutions of the Tehama County Board of Supervisors. The BHAB shall also serve as an advisory board on alcohol and other drug problems as authorized under Section 11805 of the Health and Safety Code.

ARTICLE III – PURPOSE AND RESPONSIBILITY

The purpose of the Behavioral Health Advisory Board shall be as follows:

- a. Review and evaluate Tehama County mental health needs, services, facilities and special problems in relation to mental health and substance abuse in order to provide more effective programs for the benefit of all residents of Tehama County.
- b. Review the annual performance contract with the State Department of Healthcare Services (DHCS).
- c. Review any other County agreements entered into by Tehama County for the provision of mental health services, establishment of mental health facilities, contracting for mental health services or facilities and other matters necessary or desirable in accomplishing the purposes of the Mental Health Division.
- d. Review and approve the procedures used to ensure resident and professional involvement at all stages of the planning process.

- e. Review and make recommendations on applicants for a replacement should a vacancy occur for the position of Mental Health Director.
- f. Submit an annual report to the Tehama County Board of Supervisors (BOS) outlining and evaluating the performance of the local substance abuse and mental health programs, other available services, and unmet needs within the community.
- g. Encourage support throughout the County for the development and implementation of effective mental health programs.
- h. Review and evaluate community alcohol and drug prevention, treatment, and rehabilitation needs, services, facilities and special problems.
- i. Encourage support throughout the County for the development and implementation of effective drug and alcohol programs.
- j. Assist SUR in assessing the community's needs for drug and alcohol services, prioritizing identified needs, and proposing actions to remedy these identified needs.

ARTICLE IV – MEMBERSHIP OF BHAB

1. Number of Members of the Board. The BHAB shall consist of 5-15 members, however, initial membership of the Behavioral Health, Substance Use Recovery Advisory Board may exceed this number. All members shall be appointed by the BOS. Members of this BHAB shall serve at the discretion of the BOS and may be removed at any time with or without cause. One member of this BHAB shall be a member of the BOS.
 - a. Consumers, or the parents, spouses, siblings, or adult children of consumers who are receiving or have received behavioral health services constitute 50% of the BHAB membership.
 - i. Consumers constitute at least 20% of the total membership.
 - ii. Families of consumers constitute at least 20% of the membership.
 - b. No member of the BHAB (or their spouse) shall be an employee of the Tehama County Health Services Agency or an employee of the State Department of Healthcare Services.
 - c. The term of each member of the BHAB shall be three years with the exception that the BOS shall equitably stagger the appointments so that approximately one-third of the appointments expire in each year.
 - d. If it is not possible to secure membership as specified among persons who reside in Tehama County, the Board of Supervisors may substitute representatives of the public interested in mental health or substance

abuse who are not full-time or part-time employees of Tehama County Health Services Agency or the Department of Healthcare Services.

- e. Member of the BHAB shall abstain from voting on any issue in which the member has a financial interest as defined in Section 87103 of the Government Code.

Pursuant to Section 5604(a)(1) of the Welfare and Institutions Code, the BHAB shall reflect the ethnic diversity and demographics of the client population in the county.

2. Direction of BHAB Required. The activities and affairs of individual members of the BHAB, acting as Board members, shall be conducted, and powers exercised, by and under the direction of the BHAB and these Bylaws.
3. Terms of Office. Pursuant to Welfare and Institutions Code Section 5604(b) each member of the BHAB shall be appointed for a term of three years, with no limit to the number of terms a member can serve. When a vacancy occurs or a term expires, the BHAB may make recommendations of candidates for appointment to the BOS. A person appointed to fill a vacancy shall serve out the remainder of the original term.
4. Requirements Applicable to all Members. A member of BHAB must:
 - a. Be appointed by the Tehama County Board of Supervisors.
 - b. Take the Oath of Office Administered by the Clerk of the Tehama County Board of Supervisors.
 - c. Serve on at least one Committee or Work Group of the BHAB or serve as a BHAB representative on a designated local, regional or state committee/commission or professional/service organization.
 - d. Maintain a satisfactory meeting attendance record to BHAB meetings and other assignments as defined in Article IV-5 of these Bylaws. BHAB members are to notify the secretary at least twenty-four (24) hours in advance of a meeting in order to have an excused absence.
 - e. Keep any confidential information obtained while performing duties as a BHAB member confidential.
 - f. Participate in site visits of a behavioral health facilities or programs, at least once per year.

5. BHAB members are in good standing unless they have three (3) consecutive absences in a 12 - month period. The Chairperson may send written notice to the member of their default status. A copy of the notice will be provided to the BOS. Upon receipt of written notice, the defaulting member may re-engage with the BHAB, resign or be terminated by the BOS. A terminated defaulted BHAB member may reapply at any time. The Chairperson may pre-approve a leave of absence for up to three (3) meetings at his/her sole discretion, announced at a Regular or Special meeting.

ARTICLE V – MEETINGS AND QUORUM

1. Regular Meetings. Meetings of the BHAB shall be held on a regular basis as decided by the majority of the appointed membership. A written agenda, starting date, time, and place for the meeting will be forwarded to each member, posted on the Agenda Board at the Courthouse and submitted to local media for the public not less than 72 hours before the meeting. A tentative meeting schedule for the BHAB will be sent to the Board of Supervisors prior to the January meeting.
2. Suspension of Order of Business. The chairperson may suspend the regular order of business at anytime unless overruled by a majority of members present.
3. Special Meetings. Additional meetings of the BHAB may be held on call of the Chairperson, the Mental Health Director, the Health Services Agency Executive Director or the Board of Supervisors. The written agenda stating date, time, and place for the special meeting will be forwarded to each member, posted on the Agenda Board and submitted to the local media for public not less than 24 hours before the meeting.
4. Closed Session of the Board. The Board May conduct closed sessions during any regular, adjourned regular, or special meeting as permitted by the Ralph M. Brown Opening Meeting Act (Government Code sections 54590 et seq.).
5. Public. All meetings of this BHAB shall be open to the public. There will be a designated time for public comment at each meeting.

6. Quorum. Fifty percent (50%) plus one of the appointed membership shall constitute a quorum for the transaction of business. The entire membership must have knowledge of the date, time, and place of regular meetings and been duly notified of the date, time, and place of any special meetings.

ARTICLE VI – OFFICERS

1. Officers. The officers of the BHAB shall be Chairperson and Vice-Chairperson.
2. Election. The Chairperson and Vice-Chairperson shall be elected each odd year at the regular BHAB meeting in November, and shall assume the duties of such office at the regular meeting in January.
3. Consecutive Terms. No member shall hold the office of Chairperson for more than two consecutive terms unless extended by written ballot of the BHAB.
4. Removal. The Chairperson or Vice-Chairperson may be removed from office and relieved of duties by a majority vote of the membership.

ARTICLE VII – DUTIES

1. The Chairperson shall:
 - a. Preside at all meetings of the BHAB and perform duties consistent with the procedures outlined herein.
 - b. Call the meeting to order promptly at the appointed hour and conduct the meeting as prescribed by these procedures and the laws of the State of California.
 - c. Maintain order and decorum and decide questions of procedure subject to the right of the BHAB to appeal.
 - d. Initiate quarterly meetings with the Behavioral Health Director and Substance Use Recovery Director, or more often as needed.
 - e. Present an annual report to the Board of Supervisors in September (Substance Abuse) and May (Mental Health).
2. Vice-Chairperson shall:
 - a. The Vice-Chairperson, in the absence of the Chairperson, shall preside at all sessions of the BHAB.
3. Vacancy. Upon resignation or removal of the Chairperson, the Vice-Chairperson shall ascend to the office of the Chairperson. An election for the vacant office of Vice-Chairperson shall be conducted.

4. Temporary Chairperson. In the absence of both the Chairperson and the Vice-Chairperson, the members shall, by order duly entered in their records, elect one of the members to act at a chairperson pro tem.
5. Secretary shall:
 - a. The Secretary will be an assigned Tehama County Health Services Agency employee who is designated by the Executive Director. This employee is not a voting member of the BHAB. In the event the Agency resources preclude providing this clerical assistance, the Office of Secretary shall be established with the following duties:
 - i. Meetings. The Secretary to the BHAB will attend all regular and special meetings of the BHAB and be available to attend committee meetings if requested.
 - ii. Records. The Secretary shall be responsible for distributing the minutes of meetings to members and for maintaining a permanent file of all minutes and attendance.
 - iii. Agenda. An agenda for regular and special meetings shall be prepared by the Chairperson and distributed by the Secretary to BHAB members at least seventy-two (72) hours prior to a regular meeting and twenty-four (24) hours prior to a special meeting. Copies of the agenda shall be available to the public at each meeting. The agenda shall allow time for the presentation of announcements and public comments.

ARTICLE VIII – COMMITTEES AND OTHER BOARDS

1. Committees. Committees may be appointed relative to BHAB behavioral health, drug and alcohol issues. Members of each committee shall designate a chairperson and recorder to keep minutes of their meetings and fill vacancies as they occur. The BHAB Chairperson shall be an ex-officio member on all committees. Interested parties may serve on the committees.
 - a. Standing Committees. Appointed members shall meet Open Meeting guidelines.
 - b. Ad Hoc Committees. Ad Hoc Committees may be appointed as needed to accomplish specific short-term objectives.
2. Committee Appointments. The Chairperson may appoint committee members with the concurrence of the individual appointed.
3. Other Boards. The BHAB may maintain linkage with other behavioral, drug and alcohol advisory boards and committees. These advisory boards and committees may submit proposals and recommendations to the BHAB.

ARTICLE IX – AMENDMENTS

Bylaw Amendments, Alterations and Repeals

Bylaws shall be reviewed every two (2) years. These bylaws may be amended, altered and/or repealed by the following process:

- a. Proposed changes shall be submitted in writing to the BHAB for review and approval and to County Counsel for review and approval as to form.
- b. Written notice of the proposed bylaw change(s) will be mailed or delivered to each member at least seventy-two (72) hours prior to the date of the first two (2) necessary meetings and posted on the County Agenda Board.
- c. The bylaw change(s) shall be read at the second meeting and time allowed for discussion and public comment prior to adoption or rejection by a majority vote of the BHAB.
- d. All bylaw changes will be signed by the BHAB Chairperson and dated as to the revision date.
- e. The BHAB Secretary shall immediately submit amended bylaws to the Clerk of the Board of Supervisors for their records.