

**EL DORADO COUNTY
MENTAL HEALTH JOINT COMMISSION
Minutes: June 25, 2014**

TIME: 5:00 PM

**PLACE: In person and councils connected via tele/video-conferencing:
Western Slope – Health and Human Services Agency – Sierra Room
3057 Briw Road
Placerville, CA 95667

South Lake Tahoe – Public Health/Mental Health Offices
1360 Johnson Blvd., #103
South Lake Tahoe, CA 96150**

I. Call to order; Roll Call; Introductions

Mental Health Commissioners: Jim Abram, Denise Burke, Stephen Clavere, Ben Ehrler, R.S. Lynn, Bonnie McLane, Guadalupe Medrano, Craig Therkildsen, Linn Williamson

Mental Health Commission Associate Members: Steve Ehrler, Diana Hankins

Supervisors: Supervisor Ron Mikulaco

Guests: Dan Boals, Jeanne Harper, Heidi Hayes, Shannon Hoff, Lucy Oliveira, Lori Pond, Donna Soldano, Dave Sterkin,

HHSA Staff: Don Ashton, Sabrina Owen, Brandi Reid, Jamie Samboceti, Ren Scammon, Laura Walny

II. Approval of Agenda

- **MOTION:** A motion was made by Bonnie McLane, seconded by Craig Therkildsen, to approve the agenda as written.

Yes: 9 – Abram, Burke, Clavere, Ehrler, Lynn, McLane, Medrano, Therkildsen, Williamson

III. Approval of Minutes

- **MOTION:** A motion was made by Bonnie McLane, seconded by Linn Williamson, to approve the minutes from the May 28, 2014 Mental Health Commission Joint Meeting as written.

Yes: 9 – Abram, Burke, Clavere, Ehrler, Lynn, McLane, Medrano, Therkildsen, Williamson

IV. Public Comment (15 minutes)

- Shannon Hoff conveyed her support for the El Dorado Community Vision Coalition and stated that she is concerned that spending for PEI programs represents less than 6% of the total MHSA proposed budget.
- Lucy Oliveira stated that she is glad to see PIP included as part of the MHSA FY 14-15 draft plan and shared a success story about one the children who participated in the PIP program through Black Oak Mine Unified School District.

- V. Recommendation by Commissioner Abram that the Board of Supervisors appoint David Sterkin to the Mental Health Commission, West Slope Council
- David Sterkin introduced himself to the Commission. He stated that he is a consumer and has achieved balance through medications and therapy. He went to college and law school and is now a practicing attorney.
 - **MOTION:** A motion was made by Bonnie McLane, seconded by Craig Therkildsen, to recommend that the Board of Supervisors appoint David Sterkin to the Mental Health Commission, West Slope Council.
Yes: 9 – Abram, Burke, Clavere, Ehrler, Lynn, McLane, Medrano, Therkildsen, Williamson
 - Jim Abram advised that the Board of Supervisors will be considering the appointments of both Lori Pond and David Sterkin at their meeting on July 15, 2014. The two will not become voting members until after final approval by the Board of Supervisors.
- VI. Commissioner Abram, as Chair of the West Slope Council, to appoint Daniel Boals as an Associate Member of the West Slope Council
- Jim Abram appointed Dan Boals as an Associate Member of the West Slope Council since there is currently not a permanent Mental Health Commission position available on the West Slope.
- VII. Mental Health Commission to identify a date and time for the public hearing on the Draft Fiscal Year 2014-15 Mental Health Services Act (MHSA) Plan Update
- **MOTION:** A motion was made by Jim Abram, seconded by Bonnie McLane, to hold the special meeting to discuss the Fiscal Year 2014-15 MHSA Plan Update at 5:30 PM on July 16, 2014.
Yes: 9 – Abram, Burke, Clavere, Ehrler, Lynn, McLane, Medrano, Therkildsen, Williamson
- VIII. Discussion and review of proposed changes to the El Dorado County Mental Health Commission Bylaws and adoption of a joint commission recommendation for the language to be included in the final draft of the revised/amended Bylaws (Appendix B). The final draft of the revised/amended Bylaws to be presented and voted on at a special meeting of the Mental Health Commission (scheduled to align with the public hearing for the MHSA Plan Updated referenced in agenda item VII).
- The Commission read through and discussed each of the proposed changes in the Bylaws as recommended by the Bylaws Committee. There was much discussion on three items in particular regarding the Organizational Structure: 1) whether or not to have separate Councils by slope or just have one joint Commission; 2) if there are two separate Councils by slope, how many members should be on each Council; and 3) how frequently the Commission and/or individual Councils should be required to meet annually. The final revised draft will be presented and voted on at the special meeting to be held at 5:00 PM on July 16, 2014.
 - Other proposed changes to the Bylaws were agreed upon and the Bylaws will be brought back to the Mental Health Commission on July 16, 2014 for further consideration and discussion.

- IX. Mental Health Commission Evaluation Committee Update
- Jim Abram stated that he received a written recommendation from Craig Therkildsen and the Evaluation Committee. The committee would like to evaluate the jails on both slopes as it relates to mental health services and are developing their evaluation questions.
- X. Questions/Comments on Mental Health Division Monthly Report
- A written update of Mental Health Division was distributed. The Division Monthly Report is included as an appendix to this document (Appendix A).
 - R.S. Lynn asked Don Ashton what the impact is to services, if any, with the Affordable Care Act and the expansion of Medi-Cal. Don Ashton stated that there are a lot more people with Medi-Cal benefits and there has been an impact at all levels of health care, including mental health services. There is a \$100K grant for El Dorado County to help enroll eligible minority communities in Medi-Cal.
 - R.S. Lynn stated that Orange County is, and San Francisco County may move forward with Assisted Outpatient Treatment (AOT). Jim Abram stated that El Dorado County is also moving forward with AOT, but advised that support is needed from law enforcement and judicial in order to continue to move forward. Don Ashton commented that AOT continues to need funding sources identified.
 - Bonnie McLane asked when does the federal funding end for Medicaid? Don Ashton stated that it ends after three years, either 2016 or 2017.
 - Linn Williamson complimented the Psychiatric Health Facility (PHF) on only have six seclusion episodes (16.5 hours) for the month compared to the past when it was not uncommon to have 16 hours of seclusion hours in just one day. Jamie Samboceti commented that this improvement is related to better training for staff at the PHF, including ProACT training.
 - Stephen Clavere asked about the status of the PHF Request for Proposals (RFP). Don Ashton reported that there are three vendors who responded and that their final proposals are due by July 2, 2014.
- XI. Commissioner's Comments
- Bonnie McLane provided an update on Claudia and Bill Ball.
 - Stephen Clavere asked about the status of the mental health budget. Don Ashton reported that the Board of Supervisors has approved the Recommended Budget and that budget hearings are to be held in September. A presentation to the Mental Health Commission on the Mental Health Division Recommended Budget will be scheduled prior to budget hearings in September.
 - Jim Abram stated that due to the main two disagreements between councils on the bylaws, he would like proponents on each side to provide him their arguments in writing. He reiterated that if the Commission cannot make a unified recommendation, then the Board of Supervisors may make their own recommendation.
 - Denise Burke advised that she is unable to attend the special meeting on July 16, 2014 and asked if she could vote proxy. Jim Abram advised that proxy votes are not allowed.
- XII. Determine next Mental Health Commission Meeting Date
- A Special Meeting is scheduled for 5:00 PM on July 16, 2014 to discuss the proposed changes to the El Dorado County Mental Health Commission Bylaws and the public hearing on the Draft Fiscal Year 2014-15 Mental Health Services Act (MHSA) Plan Update will be held at 5:30 PM.

- The next regular meeting of the Mental Health Commission is scheduled for 5:00 PM on July 23, 2014.

XIII. Adjournment

El Dorado County Health and Human Services Agency
Mental Health Division Update
Mental Health Commission
June 25, 2014 Meeting

Assistant Director Update (Patricia Charles-Heathers)

- The Mental Health Division would like to thank the El Dorado County Fair Association Board of Directors and NAMI for their generous contribution of tickets to clients to attend the County Fair. Transportation was arranged for clients to attend as a group on Sunday, and some clients opted to attend on their own with friends or family.
- The Mental Health Division would like to thank NAMI for the client picnic they hosted on June 11.

Outpatient Services

(Dennis Plunkett & Jamie Samboceti)

The plans for the shade structure for the outside patio have been approved and construction should begin within the next few weeks!! This long awaited addition will cover approximately half of the patio leaving plenty of sunshine for the planter boxes.

The Wellness Center will be hosting a "4th of July" Celebration on July 2nd with BBQ Hot Dogs and other treats!! The activities will conclude with a special performance by the "Victory Mine Players"

Continuum of Care:

LPS Conservatorship

- 59 clients currently on LPS Conservatorship
- 2 Temporary LPS Conservatorships were initiated

ICM

- Currently serving 40 clients with Intensive Case Management Services.

Placement:

Transitional Houses/Cottage/Apartment

- 23 transition beds available
 - 20 active residents;
 - 3 openings
 - New 'Lower Mallard' 6-bed T-house should open within the next few weeks (1 client already placed - will add 5 additional when house clean-up is complete)
 - Plan to gain 6 additional beds (1 new Transition Houses) in the next 30 days
 - Master lease project was approved by BOS on June 17
- Trailside Terrace
 - Full 5 units
 - ICM team coverage

Board and Care/IMDs/Secure Placements:

- 60 total out-of-county placements (No Change)
- 3 current 'step-down' pending

Staffing:

- New Hires:
 - Glen Bushers started as a clinician in the QA/UR unit. He will be working on access to services for Adults and will be going to the PHF weekday mornings (more about this under the PHF updates)
 - ICM Program Coordinator: 20+ year LCSW, Holly Janoska, accepted offer and is scheduled to begin 7/14/14
- Interviews:
 - Extra Help Office Staff positions are scheduled to begin their phone interviews next week.
 - We have received the Clinician list for the West Slope and South Lake Tahoe and will begin scheduling interviews.
 - Extra Help Clinicians have been interviewed and 2 selected, both have completed Live Scan and are scheduled for Med Review.
 - ICM 0.6 Mental Health Aid is currently in the hiring process
- Recruitments:
 - N/A
- Resignations:
 - N/A

WS Adult Outpatient Services (Dennis Plunkett)

- Current Group Schedule:

Monday

- BHC - Anger Management: 1:00 pm - 2:00 pm
- Wellness - Anger Management: 2:00 pm - 3:00 pm
- Basic Conversation Skills: 3:00 pm - 4:00 pm

Tuesday

- DBT Group 1 - Skill Building: 10:00 am - 12:00 pm
- DBT Group - Relieving Depression & Anxiety: 10:00 am - 11:30 pm
- Healthy Pleasures: 1:30 pm - 2:30 pm
- ****New**** Intensive O/P Alcohol/Drug Tx: 1:30 pm - 2:30 pm

Wednesday

- DBT Group - Coping w/Bipolar: 10:00 am - 11:30 pm
- SAMHSA - Medication Education: 11:00 am - 12:00 pm
- Transitional Housing Independent Living Skills: 12:00 pm - 1:30 pm
- Mental Health Coping Strategies: 1:30 pm - 3:00 pm
- Codependent Addiction Recovery: 3:00 pm - 4:00 pm

Thursday

- DBT Group - Stress Reduction: 10:30 am - 12:00 pm
- Healthy Pleasures - 1:30 pm - 2:30 pm
- ****New**** Intensive O/P Alcohol/Drug Tx: 1:30 pm - 2:30 pm
- Symptoms without Stigma - 3:00 pm - 4:00 pm
- ****New**** Nutrition/Meal Planning group (takes place in the T-house on rotating schedule)

Friday

- DBT Group 2 - Skill Building: 10:00 am - 12:00 pm
- Mindfulness Group - 2:00 pm - 3:00 pm

SLT Adult Outpatient Services (Jamie Samboceti)

Current Group Schedule:

Monday

- DBT: 1:30 pm - 3:00 pm
- Seeking Safety (Dual Dx Group): 11:00 am - 1:00 pm

Tuesday

- Anger Management: 1:30 pm - 3:00 pm
- Stress/Anxiety Reduction: 11:00 am - 12:00 pm

Wednesday

- TBA

Thursday

- Seeking Safety (Dual Dx Group): 11:00 am - 1:00 pm
- Women's Group: 1:00 pm - 2:30 pm

Friday

- Men's Group: Dave has returned
- (Dave is also looking at starting DBT: Anxiety and Depression Groups. We are ordering Manuals for these groups)

Children Outpatient Services (Jamie Samboceti)

- There are approximately 307 active child cases with our Contract Providers and 55 new referrals since the April billing cycle.
- Clinical Meetings with Contract Providers started this month and will continue monthly to review processes, referrals, discharges, treatment issues, and any questions that might come up. Invited providers are New Morning, Remi Vista, Summitview, Tahoe Youth and Family, and Sierra Child and Family Services.

Psychiatric Emergency Services (Jamie Samboceti)

- Crisis services continue to be very busy on both the West Slope and South Lake Tahoe.
- We are seeing individuals positive for meth come to crisis in increasing numbers.
- Anthony, our weekend crisis worker is positive about his job, interactions with ER staff, and PHF staff as he assists them doing what needs to be done while they recruit for the vacant Clinician position.

Crisis Intervention Team (CIT) (Jamie Samboceti)

- CIT will be problem solving the drug cases, looking for the most positive response.
- I continue to provide feedback to our CIT lead regarding dispositions of individuals who are referred to crisis via 5150 by the Sheriff's Office.
- Individual cases are discussed looking for appropriate resources and treatment options for referral.
- An estimated 40% to 50% of cases brought in for assessment are drug/alcohol related, and are not current clients of Mental Health.

Psychiatric Health Facility (Doris Jones / Jamie Samboceti)

- A restructuring at the PHF has been implemented in order to strengthen the clinical, program and staffing components. Administrative functions have been reassigned, so the focus will be primarily on client care and staff training and development.
- There were 53 Admissions in May, 2014; 44 admissions were El Dorado County residents and 9 were out of county clients.
- There were 44 El Dorado County residents discharged in May, 2014; 24 to home with support; 7 to home without support; 3 to Adult Residential Facilities; 0 to Board and Care; 5 to local T-Houses; 1 to Jail; and 4 to Shelters.
- Upon Discharge, 40 El Dorado County residents were insured; 1 was in self-pay status.
- During the month of May there were 6 seclusion episodes all together totaling 16.25 hours.
- Staffing: Received the applicant list for Clinicians and will begin scheduling interviews.
- Dr. Price has increased support for rounds and on-call shifts with the addition of Dr. Kahlon and Dr. Pick. (Dr. Pick is also working 3.5 days at Outpatient.)
- Outpatient staff has been assisting the PHF daily due to the Clinician vacancy.
- Outpatient QA/UR clinician Glen Bushers is completing his PHF training with Laura Eakin. He will improve the linkage for clients from PHF to Outpatient by being at the PHF each weekday morning to attend rounds with the Doctor and complete outpatient assessments as indicated.
- New PHF staff are attending ProACT training the week of June 23 and a refresher course is being offered the following week for those who completed the training last year.

MHSA (Ren Scammon)

- MHSA Plan Status: The Draft FY 2014-15 MHSA Plan was posted on June 9 and the 30-day comment period ends July 9 at 5:00 pm. We are awaiting notification of when the Mental Health Commission will be able to hold the Public Hearing. As of 6/18/14, nine organizations or individuals have provided comment, but I anticipate receiving additional comments before the close of the comment period.
- Status of Contracts/RFPs: The PEI contracts for Mentoring services (West Slope), Family Resource Center (Tahoe Basin), Wennem Wadati program (West Slope) and the SAMHSA Model Programs (Countywide) will all be executed by June 30. The RFP for Mentoring services in the Tahoe Basin is in the final review process and other PEI RFPs are being drafted. The draft language for the new WET sole source contracts are under review by the contractor.
- PEI Services - Children 0-5 and Their Families served clients from Cameron Park, El Dorado Hills and Placerville. The Family Resource Center in South Lake Tahoe served 239 individuals in the third quarter. The PIP program has been very active this semester, with South Lake Tahoe serving 55 students, El Dorado Hills serving 40 students and Black Oak Mine Unified School District serving 46 students.

Behavioral Health Court (Shirley White)

- Placerville Behavioral Health Court has 10 active participants.
- South Lake Tahoe Behavioral Health Court has 8 active participants.

AB 109 (Shirley White)

- Services for AB109 eligible clients are being provided in South Lake Tahoe and in Placerville. Moral Reconciliation Therapy, substance abuse treatment, mental health services, public health nursing, eligibility services, and adult education is being offered to

AB109 clients in both jails and in Placerville and South Lake Tahoe. Transitional planning services are being given to clients who are exiting jail so that they can receive services when they enter our communities.

Patients' Rights Advocate (Doris Jones)

- Mental Health Grievances: 25 grievances have been received and assigned for investigation this fiscal year 2013-14, beginning July 1, 2013 to date; 20 have been completed; 5 are in process.
- Ongoing Client Advocacy with the Psychiatric Health Facility, Mental Health, and Public Guardian regarding Mental Health Client needs, requests, issues and rights.
- PHF: On-site presence at the facility to provide advocacy, support, information, and education to Mental Health Clients and Staff; attend treatment team meetings, staffings and represent clients at Certification Review Hearings.
- Ongoing work to implement policies and procedures that coincide with applicable codes, regulations, laws and mental health patients' rights.
- Ongoing: Resources, information, education, consultation and training materials provided for Health and Human Services staff: Mental Health, Public Guardian, APS, CPS, IHSS, etc.
- Mental Health Sites Safety Coordination: Regular meetings and contact with all Mental Health Facility sites regarding safety issues and to ensure quarterly fire drills are scheduled, held and documented.

EL DORADO COUNTY MENTAL HEALTH COMMISSION

BYLAWS

ARTICLE I

Name

The name of this Commission shall be the El Dorado County Mental Health Commission (MHC).

ARTICLE II

Authority

The authority of this Commission is established in the provisions of Sections 5604, etc., of the California Welfare and Institutions Code, and in El Dorado County Resolution 131-93 (superseded by El Dorado County Resolution 054-2000.)

ARTICLE III

Objectives

The El Dorado County Mental Health Commission shall:

- a. Review and evaluate the community's mental health needs, services, facilities, and special problems.
- b. Review any county agreements entered into pursuant to California Welfare & Institutions Code §5650 (Performance Contract).
- c. Advise the Board of Supervisors and the El Dorado County Mental Health Director as to any aspect of the local mental health program.
- d. Review and approve the procedures used to ensure citizen and professional involvement at all stages of the planning process as specified in California Welfare & Institutions Code §5651.
- e. Submit an Annual Report to the Board of Supervisors on the needs and performance of the county's mental health system.
- f. Review ~~and make recommendations on applicant~~each applicant for the ~~appointment~~position of ~~a~~Director of Mental Health Services, and make recommendations to the Board of Supervisors. The Commission shall be included in the selection process prior to the vote of the Board of Supervisors.

- g. Review and comment on the county's performance outcome data and communicate its findings to the ~~State~~California Mental Health Planning Council.

ARTICLE IV

Membership

A. Composition of Commission

The Mental Health Commission for El Dorado County shall consist of sixteen ~~(16)~~ regular members appointed by the Board of Supervisors in accordance with California Welfare and Institutions Code §5604. The sixteenth member shall be a member of the County Board of Supervisors and selected by that body. Additionally, Associate Members may be appointed by either of the Council Chairs to serve on Mental Health Commission committees.

B. Term

The term of each regular member of the Commission shall be for three ~~(3)~~ years, with appointments equitably staggered so that approximately one third of the appointments expire in each year. The sixteenth member shall be a member of the County Board of Supervisors and selected by that body. The term of each Associate Member will expire at the end of the calendar year upon dissolution of the MHC committees.

C. Conflict of Interest

The El Dorado County MHC shall abide by the provisions of the California Welfare & Institutions Code in defining who shall not be eligible for regular membership by virtue of a conflict of interest. No regular member of the MHC or his or her spouse shall be a full time or part time County employee of the El Dorado County Department of Mental Health, an employee of the State Department of Mental Health, or an employee of or a member of the Governing Body of a ~~Short-~~Doylemental health contract facilityagency. Regular members of the Commission shall abstain from voting on any issue in which the member has a financial interest, as defined in §87103 of the Government Code.

D. Commission Composition

The composition of the El Dorado County MHC shall, to the extent possible, reflect the demographic ethnic diversity of the client population in the County. Fifty percent of the Board membership shall be consumers or the parents, spouse, sibling, or adult children of consumers, who are receiving or have received mental health services. At least 20 percent of the total membership shall be families of consumers and at least ~~20%~~percent of the total shall be consumers.

E. Vacancies and reappointments

A vacancy of an appointed regular member shall be filled for the remainder of the unexpired term. A vacancy in regular membership shall be deemed to exist for any applicable cause specified in §1770 of the Government Code or for any other provision of law, including but not limited to, any of the following:

1. A regular member ceases to reside in El Dorado County.
2. A regular member ceases to retain the status that qualified him/her for appointment on the Commission.
3. A regular member has failed to attend a meeting of the Commission for three ~~(3)~~ consecutive months (except when prevented by sickness or temporary absence from the state) unless ~~non-attendance~~ nonattendance is excused by the Chairperson.

F. Compensation

All members shall serve without compensation, but may be reimbursed for actual and necessary expenses, as specified in the California Welfare and Institutions Code §5604.3, incurred in connection with their duties in accordance with the Board of Supervisors Resolutions and Ordinances.

G. Organizational Structure

Given El Dorado County's geography, the MHC shall ~~be comprised of~~ comprise a Western Slope Council of ~~nineteen~~ regular members, a South Lake Tahoe Council of ~~six~~ five regular members, and a member of the Board of Supervisors. The Board of Supervisors member or designee may attend either or both Council's meetings. ~~It is intended that this structure will provide for countywide representation and facilitate membership involvement and meeting attendance.~~

ARTICLE V

Officers

Officers of the Commission shall be the Chair, Vice-Chair and Secretary of each Council, and all shall serve as members of the Countywide Mental Health Commission Executive Committee. The Countywide MHC Executive Committee shall be chaired by one of the Council Chairs, ~~this position being rotated annually between the Councils.~~ The MHC Executive Committee shall meet at least once a year, and additionally as described under Article VIII.

Council ~~Commission~~ officers shall serve for a one ~~(1)~~ year term ~~and, subject to ratification by a majority of regular Council members, shall progress annually through each Council seat from Secretary to Vice Chair to Chairperson.~~ Elections shall be held annually at the first meeting of the calendar year at which time the slate presented by the Nominating Committee and any nominations from the floor will be considered.

The duties of the officers shall be as follows:

Mental Health Commission Countywide Chairperson:

- a. Chair all countywide meetings.
- b. Call special Countywide meetings as necessary.
- c. Serve as a representative of the El Dorado County Mental Health Commission to regional or state mental health organizations that may be established.
- d. Be responsible for the agenda of all countywide meetings in consultation with the Executive Committees of each Council.
- e. Consult with the Director of Mental Health Services.
- f. Submit Mental Health Commission Annual Report to Board of Supervisors during the first quarter of the calendar year following his/her term of office.

Council Chairperson:

- a. Chair all Council meetings.
- b. Appoint all Council committees.
- c. Call special Council meetings when necessary.
- d. Be responsible for the agenda of all Council meetings in consultation with the Council Executive Committee.
- e. Consult with the Director of Mental Health Services.
- f. Submit that Council's Annual Report at the February meeting.

Council Vice-Chairperson:

- a. In the absence of the Chairperson the Vice-Chairperson shall fulfill all of the Chairperson's responsibilities. Additionally, he/she shall assume such tasks and responsibilities as the Chairperson may designate.

Council Secretary:

- a. The Council Secretary shall have the responsibility for all correspondence authorized by the Council. Additionally, he/she shall assume such tasks and responsibilities as the Chairperson may designate.

ARTICLE VI

Meetings

Countywide Mental Health Commission meetings and Council Commission meetings shall be subject to the provisions of Chapter 9, (commencing with §54950 of Part I of Division 2 of Title 5 of the Government Code), relating to meetings of local agencies, known as the Brown Act, in addition to applicable El Dorado County Ordinances and Board of Supervisors Resolutions.

Regular meetings of the two Councils shall be held no ~~less~~fewer than ~~eight (8)~~two times each per year at a location to be designated by the Council Chair. Additionally, the two Councils shall combine to hold Countywide Mental Health Commission meetings ~~at least twice (2)~~no fewer than nine times per calendar year at a time and place to be designated by the Mental Health Commission Chairperson.

Notice of all Council and Countywide MHC meeting dates shall be ~~mailed~~communicated to members ~~at least~~no fewer than five ~~(5)~~ days prior to the date of the meeting and notice of all meetings shall be posted according to law and may be changed upon a 24-hour public notice.

All Council and Countywide Mental Health Commission meetings shall be governed by the provisions of ~~Roberts~~Robert's Rules of Order (newly revised), modified to allow open participation and input by the public.

Special meetings may be called by the Chairperson for a stated specific subject and only the specified matter may be considered at such a special meeting.

ARTICLE VII

Quorum

A simple majority of all regular members of the Countywide MHC shall constitute a quorum of the Commission and a vote of the simple majority of that quorum shall constitute a vote of said Commission. Voting may be conducted separately in the individual Councils and all Council meetings shall be open to regular members of the other Council but a member may only vote once on any given issue. Votes on adoption of amendments to the Bylaws shall require a majority of all regular members. Election of Council officers shall be by simple majority of the individual Council regular membership.

For administrative and other issues that are of concern to an individual Council, a simple majority of the members of that Council shall constitute a quorum and a vote of the simple majority of that quorum shall constitute a vote of said Council. Neither Council is empowered to act on behalf of the Countywide MHC without the participation of the other Council.

Associate members, assigned to Council and countywide committees, may vote and participate in all other committee activities. While voting privileges in Council and Countywide Mental Health Commission meetings are limited to regular members, Associate Members may otherwise fully participate in the activities of these meetings, including all discussions.

The Mental Health Commission's Executive Committee (The Executive Committees from both Councils) is empowered to act on behalf of the entire Commission in an emergency situation when either Council or countywide membership meetings are not possible. Decisions so made by the Executive Committee are subject to confirmation by the general membership at the next regular Council meetings.

ARTICLE VIII

Special Meetings

Special meetings of the MHC may be called any time by Executive Committee Chair, Council Chair or by a majority of the regular members of the Commission. Any special meeting notice must be

received by regular members at least 24 hours in advance and shall specify time, place and business to be transacted. No other business shall be considered.

ARTICLE IX

Committees

Except for the countywide Executive Committee, all committees are advisory to the Mental Health Commission and no committee shall have the power to bind the Mental Health Commission.

~~Each Council Chair may appoint the following standing committees:~~

~~**Council Commission Executive Committee:**~~

~~The members of the Commission Executive Committee are elected by the MHC membership.~~

~~Officers shall be the Chair, Vice-Chair, and Secretary and together they shall serve as members of the Council Commission Executive Committee. In an emergency situation when a full Council Commission meeting is not possible, the Council Commission Executive Committee shall be empowered to act on behalf of the entire Council Commission on local issues not requiring full MHC consideration. Decisions so made by the Council Commission Executive Committee are subject to confirmation by the general membership of the Council Commission at the next regular Council Commission meeting.~~

~~The Commission Chair may appoint the following standing committees:~~

~~**Membership Committee:**~~

~~The Membership Committee is responsible for:~~

- ~~a. Ensuring that Council and Countywide-Mental Health Commission regular membership meet/meets State mandates and local expectations.~~
- ~~b. Coordination with the Board of Supervisors on regular membership matters.~~
- ~~c. Orientation of new regular members.~~
- ~~d. Training of new regular members.~~

~~**Evaluation Committee:**~~

~~The Evaluation Committee shall review and evaluate the County's mental health services and facilities and may also be assigned to evaluate and report on special problems. Mental Health Commission members shall not be current consumers or family members of current consumers in programs they are evaluating. Evaluators shall rotate assignments from year to year. There will always be two people evaluating a program.~~

~~**Planning and Budget Committee:**~~

~~The Committee will focus on the current and next year's plan and budget. The Planning and Budget Committee shall:~~

- ~~a. Participate in the development of the planning process.~~
- ~~b. Review all state and county proposals resulting in plan amendments and make recommendations to the MHC.~~

- c. Review the budget, contracts, and other documents which need to be reviewed by the Mental Health Commission ~~and/or the Board of Supervisors.~~
- d. Ensure consistency with the long-range goals and objectives of the MHC in planning and programs.

Nominating ~~Committee~~Committees for each Council:

The Nominating ~~Committee~~Committees shall be appointed during the month of October for the purpose of developing a slate of officer nominees, which shall be presented to the regular members of the ~~Council~~Commission at the November meeting.

Children's Committee:

The Children's Committee is responsible for:

- a. Representing the special needs of children.
- b. Evaluating (where appropriate, in conjunction with the Evaluation ~~Committee~~,
Committees), and making recommendations on Children's Mental Health Services.
- c. Such reports and inquiries as may be assigned by the Chairperson concerning Children's Services.

Committee on Aging:

This Committee is responsible for:

- a. Representing the special needs of the elderly.
- b. Evaluating (where appropriate, in conjunction with the Evaluation Committees) and making recommendations on the Elderly Mental Health Services.
- c. Such reports and inquiries as may be assigned by the Chairperson.

Legislative Committee:

The duties of this Committee shall consist of:

- a. Reviewing all pertinent legislative bills on mental health issues and reporting to the ~~Council~~Commission.
- b. Making recommendations to the ~~Council~~Commission about actions on pending legislation.
- c. Making recommendations to the ~~Council~~Commission regarding the future legislative stance of the County.

~~Patients~~Patients' Rights Committee:

The duties of this Committee shall consist of:

- a. Evaluating (in conjunction with the Evaluation Committee) and making recommendations on the ~~Patients~~Patients' Rights policies and procedures of the Department.
- b. Such reports and inquiries as may be assigned by the Chairperson.

Ad Hoc Committees:

The Chairperson of each Council and the countywide Chairperson may appoint for a specific purpose an ad hoc committee. Such committees shall be given a specific charge in writing, e.g., in the minutes of an MHC meeting, by the Chairperson. Ad Hoc committees are dissolved upon submission of their report and recommendations to the ~~Council~~Commission.

Evaluation Committees:

The Chairperson of each Council may appoint an Evaluation Committee, which shall review and evaluate the County's mental health services and facilities in their respective geographical areas, and may also be assigned to evaluate and report on special problems. Mental Health Commission members shall not be current consumers or family members of current consumers in programs they are evaluating. There will always be two people evaluating a program.

Committee Membership:

A regular member of the Mental Health Commission ~~will~~shall chair all committees—(, both regular and ad hoc). Persons other than regular members of the MHC may serve on all committees ~~upon appointment of the Council's Chairperson on the recommendation of the,~~ provided that at least one committee member is a regular member.

ARTICLE X

Staffing

The Mental Health Commission and two Councils shall be staffed by the El Dorado County Director of Mental Health or designee.

ARTICLE XI

Amendments

These Bylaws may be amended at regular or special meetings provided that such proposed amendments have been presented in writing to the Executive Committee chair and each member of the MHC and read by the ~~Council~~Commission Chair at an earlier regular or special meeting. Said proposed amendments are to be approved by a majority of all regular MHC members.