WELFARE AND INSTITUTIONS CODE SECTION 5604.2:

a) The local mental health board shall do all of the following:

(1) Review and evaluate the community's 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. Some examples include:
   - Programs presented to board during meetings by community organizations
   - Programs presented to board during meetings by staff
   - Visits to programs in the communities
   - Board meetings on the sites at various community programs
   - System for evaluation of residential facilities/programs
   - Holding "town halls" or "forums" to discover what people think about current issues
   - Working with the staff regarding special issues
   - Monitoring the Board of Supervisors agendas for activity regarding mental health/substance abuse

(2) 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. Some examples include:
   - Reviewing the performance contract between the Department of Health Care Services and the county for community mental health services, Mental Health services Act, the Projects for Assistance in Transition from Homelessness grant, the Community Mental Health Services Block Grant, and other federal grants or county mental health program. (See WIC Section 5650 for more information)
   - Be familiar with the funding streams of the mental/behavioral health department
   - Be familiar with the Mental Health Services Act implementation in the county
   - Be familiar with the realignment dollars and how they are distributed in the county

(3) 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 service provided in public facilities with limited access. Some examples include:
   - Monitoring the BOS agenda, including staff reports, to see what information is going to the 'governing body' and speaking to the BOS as appropriate regarding issues of importance to the board
   - Reporting during meetings by board members of activities in the community that are pertinent to their participation on the mental health board
   - Holding "town halls" or "forums" to discover what people think about issues
   - Requesting reports from the local patients' rights advocates about issues in the county
   - Consulting with the local patients' rights advocates about issues in the county

(4) 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, senior, transportation, and veterans. Some examples include:

- Assuring that Board meetings have citizen and professional involvement as appropriate
- Monitor the way that individuals in the audience are given the opportunity to address the Board
- Assuring appropriate outreach for meetings held to develop and finalize plans regarding the expenditure of Mental Health Services Act monies
- Participate as possible with the selection of applicants/appointments as member of the Board.

(5) Submit an annual report to the governing body on the needs and performance of the county’s mental health system. Some thoughts:

- Discuss the needs of the Board of Supervisors (BOS) with their representative to determine what kind of information should be included in the Annual Report
- Present the Annual Report in person to the BOS accompanied by other board members
- Participate in BOS meetings at times other than the presentation of the Annual Report to inform the board about the activities of the Board
- Use the planning document of the board as the basis for the Annual Report to the BOS
- Use the report submitted to the CA Behavioral Health Planning Council as the basis for the Annual Report to the BOS

(6) 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. Some thoughts:

- The LMHB does not select the local director of mental health services
- The board may participate in the selection process in a variety of ways: review job description prior to posting, review applications received and participate in the selection of final applicants for interviews, participate in the interview process.
- Develop a relationship with the Board of Supervisors that encourages the BOS to include the members of the local mental health board to be part of the decision making process.

(7) Review and comment on the county’s performance outcome data and communicate its findings to the California Behavioral Health Planning Council. Some thoughts:

- The CA Behavioral Health Planning Council (CBHPC) annually prepares the Data Notebook on a selected current issue for completion by the Board.
- The Board may complete the Data Notebook using staff, a subcommittee (standing, ad hoc) of the Board, the entire Board in a designated meeting, a collaboration of quality assurance staff with board members, focused interviews with community members/ agencies.
- The Data Notebook is designed to be educational and designed to help the board meet this requirement. As such, it means that the board has to participate in the completion of the document in some way.
- The Board may choose to approve the document prior to submission to the CBHPC.
- The Board may choose to present the findings of the Data Notebook to the Board of Supervisors.
- The Board may choose to use the report on the Data Notebook as the Annual Report for the BOS.

(8) This part does not limit the ability of the governing body to transfer additional duties or authority to a mental health board. Some thoughts:

- The BOS may wish to ask the Board to complete a task having to do with mental health/substance abuse services in the county
- The BOS may request that the local mental health board also act on issues pertinent to substance use
- At least one county's board currently completes a report on substance use treatment issues annually for the BOS

b) 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. Some thoughts:

- *Realignment is about the money that is distributed from the state to the county to meet the costs of mental health services.
- Realignment occurred in 1991:
  In 1991, the Legislature shifted significant fiscal and programmatic responsibility for many health and human services programs from the state to counties—referred to as 1991 realignment. Many changes have been made to this system over the last 27 years.
- Realignment occurred in 2011:
  The 2011 Criminal Justice Realignment became effective on October 1, 2011. AB 109 and other subsequent legislation provided the framework for the transfer of responsibility and funding for various adult offender populations (low level offenders, post-release community supervision, and some parole violators) and vested county Community Corrections Partnerships with the responsibility to advise county boards of supervisors as to how their county should implement realignment and invest resources at the local level.
- The Board should receive reports on the two realignments.
- The Board may ask a member to attend the county Community Corrections Partnership meetings for the county and report back information.
- The Board may ask that minutes from the Community Corrections Partnership be distributed to interested Board members.
EVALUATION OF YOUR MENTAL/BEHAVIORAL HEALTH BOARD/COMMISSION

Mental/behavioral health boards/commissions may consider evaluation of the Board and its methods of operation. Such an evaluation will help identify strengths and issues for the board. It will lead to developing procedures that are effective in building a stronger culture for the Board. Some specific reasons for doing an evaluation include:

- Holding effective meetings that get the work done
- Engaging each board member
- Holding meetings that engage the public in the work
- Ensuring compliance with the requirements of the Brown Act
- Building a positive culture within the Board and with the Department and the Board of Supervisors

Evaluation is a systematic determination of a subject's merit, worth and significance, using criteria governed by a set of standards. Evaluation can assist an organization to determine if they are meeting their goals. Evaluation help gain insight into the culture of the board and how it operates, and to enable reflection and assist in the identification of future change. It helps focus on the important parts of the way the Board works and to make the Board as effective as possible.

When planning and reporting evaluations, evaluators should include relevant perspectives and interests of the full range of stakeholders. In addition to having board members complete the evaluation, the Board may feel that it is appropriate to include the staff of the mental health plan and/or providers for mental health/substance use disorder treatment and/or consumers.

To get work done effectively, the Board wants to consider at least the following factors:

- The meeting is held in a comfortable room that is conducive to business
- Meetings are limited to 2 hours or less; meetings start and end on time
- The chair ensures compliance with the requirements of the Brown Act: public comment, agenda
- The meeting uses parliamentary procedures: Robert's Rules; Rosenberg’s Rules
- The Director/designee of the local mental health plan is included as a resource
- All members are allowed/encouraged to participate in the discussions
- Board committees demonstrate that they are working and producing results

To engage each board member, the Board wants to consider at least the following factors:

- Members attend all board meetings
- Members come to board meetings prepared and ready to work
- Members see themselves as part of a team
- Members are equal in the discussions and the board is not dominated by one or two members
- Members feel free to express even dissenting viewpoints
- Members represent the board interest of all those who use the system not just for personal or special interests
To hold meetings that engage the public, the Board wants to consider at least the following factors:

- Provide comfortable accommodations in the meeting room for the public
- Develop an agenda with public comment at the start of the meeting and during each agenda item; do not require members of the public to identify themselves as a prerequisite to making comment (Brown Act)
- Schedule presentations that include areas of interest to the public; request presentations from members of the public
- When appropriate, develop liaisons from the Board to specific community groups
- When appropriate, include members of the public on Board committees

To ensure compliance with the requirements of the Brown Act, the Boards wants to consider at least the following factors:

- Manage public comment at the beginning of the meeting and during agenda items
- Assure that materials provided to the Board are also provided to the public attending the meeting
- Assure that the agenda items fully describe the agenda item
- Follow the agenda as written and do not add discussions about business not on the agenda

Each board needs to develop an effective way to implement the evaluation for their Board. One recommended way is to include the evaluation process as part of an annual meeting. Board members/others will complete the evaluation prior to the meeting and the results will be tabulated. During the meeting, a period can focus on the issues raised by the evaluation process, and plans can be made to improve the Board’s work. These plans might include additional board training to provide the board with skills to address identified issues.

Attachment: Mental Health Board Evaluation
MENTAL/BEHAVIORAL HEALTH BOARD EVALUATION

Our Board wants to assure good meetings and get work done effectively by:

1. Providing a comfortable room that is conducive to business. YES NO SOMETIMES
2. Starting and ending the meetings on time YES NO SOMETIMES
3. Limiting meetings to 2 hours or less: YES NO SOMETIMES
4. Developing a positive tone for the meetings: YES NO SOMETIMES
5. Having the chairperson ensure compliance with the requirements of the Brown Act: YES NO SOMETIMES
6. Encouraging the Dept. Director to participate: YES NO SOMETIMES
7. Following a business-like system of parliamentary rules: YES NO SOMETIMES
8. Following the agenda except in an emergency: YES NO SOMETIMES
9. Assuring that members have enough information to make decisions about agenda items: YES NO SOMETIMES
10. Assuring that board committees are working and produce results: YES NO SOMETIMES
11. Annually reviewing and approving the mission statement and the board structure: YES NO SOMETIMES
12. Annually reviewing progress toward the long-range plan and modifying the long-range plan: YES NO SOMETIMES
13. Completing an evaluation of the Board’s performance annually: YES NO SOMETIMES

Our Board wants to engage each board member by:

14. Conducting a thorough orientation for all board members: YES NO SOMETIMES
15. Providing members with copies of the mission statement, bylaws, Welfare and Institutions Code regarding the board, board roster, any action plans, and other pertinent documents: YES NO SOMETIMES
16. Encouraging members to attend all board meetings: YES NO SOMETIMES
17. Assuring that members receive the support to attend meetings: YES NO SOMETIMES
18. Ensuring that members are encouraged to participate in discussions and that discussions are not dominated by one or two other members: YES NO SOMETIMES
19. Encouraging participation on committees of the board including standing and ad hoc committees: YES NO SOMETIMES
20. Providing an opportunity for members to tour programs: YES NO SOMETIME
21. Encouraging participation in board development trainings: YES NO SOMETIME
22. Assuring that members feel free to express any viewpoint: YES NO SOMETIME
23. Assuring that members leave the meeting feeling like a team: YES NO SOMETIME
24. Assuring that members leave the meeting feeling accomplishment: YES NO SOMETIME
25. Assuring that each member represents the board interest of all those who use the system not personal/special interests: YES NO SOMETIME

Our Board wants to hold meetings that engage the public by:
26. Providing comfortable accommodations in the meeting room for the public: YES NO SOMETIME
27. Developing an agenda with public comment at the start of the meeting and during each agenda item: YES NO SOMETIME
28. Complying with the requirements of the Brown Act to not require members of the public to identify themselves as a prerequisite to making public comment: YES NO SOMETIME
29. Scheduling presentations that include areas of interest to the public: YES NO SOMETIME
30. Requesting presentations from services providers and other members of the public as appropriate: YES NO SOMETIME
31. When appropriate, developing liaisons from the Board to specific community groups: YES NO SOMETIME

Our Board wants to ensure compliance with the requirements of the Brown Act by:
32. Accepting public comment at the beginning of the meeting and during agenda items: YES NO SOMETIME
33. Assuring that materials provided to the Board are also provided to the public attending the meeting: YES NO SOMETIME
34. Assuring that the agenda items fully describe the agenda item: YES NO SOMETIME
35. Following the agenda as written and not adding discussions about items not on the agenda: YES NO SOMETIME