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 of time can focus on the issues raised by the evaluation process, and plans can be made to improve the Board’s work.

Attachment: Mental Health Board Evaluation
RESPONSIBILITY:
Submit an annual report to the governing board on the needs and performance of the county's mental health system.

OBJECTIVE:
Evaluate the performance of the board and its methods of operation annually.

<table>
<thead>
<tr>
<th>Activity: Identify the tasks that need to be completed to reach the objective.</th>
<th>Who:</th>
<th>When:</th>
<th>Notes: What else do we need to know to complete this task?</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. Select a temporary/ad hoc committee to oversee the development of the Annual Report.</td>
<td>Board</td>
<td>Annual Meeting</td>
<td></td>
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</tbody>
</table>
| 2. Meet to discuss the process for completing the evaluation:  
  - Establish a timeline for the evaluation process  
  - Determine who will participate in the evaluation process: board, selected staff members, public  
  - Develop a process for collecting and collating the input  
  - Determine how to report back to the board  
  - Make recommendations on specific areas that are identified as needing improvement | Temporary/Ad hoc Committee | As scheduled | |
| 3. Distribute and collect evaluations of the board. | Temporary/Ad hoc Committee | As scheduled | |
| 4. Collate results of the evaluation of the board. | Temporary/Ad hoc Committee | As scheduled | |
| 5. Report results of the evaluation of the board to the entire Board with recommendations as appropriate | Temporary/Ad hoc Committee | As scheduled | |
6. Present the Data Notebook to other organizations as appropriate:
   - Make presentations as appropriate to other organizations;
   - Send copies of the Data Notebook to other organizations;
   - Post the Data Notebook on website of the local board
   - Send a copy of the Data Notebook to the CA Association of Local Behavioral Health Boards/Commissions

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<tr>
<th>Board</th>
<th>As scheduled</th>
<th>Agency staff as needed/appropriate</th>
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</thead>
</table>
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 through 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  SOMETIMES
21. Encouraging participation in board development trainings:  YES  NO  SOMETIMES
22. Assuring that members feel free to express any viewpoint:  YES  NO  SOMETIMES
23. Assuring that members leave the meeting feeling like a team:  YES  NO  SOMETIMES
24. Assuring that members leave the meeting feeling accomplishment:  YES  NO  SOMETIMES
25. Assuring that each member represents the board interest of all those who use the system not personal/special interests:  YES  NO  SOMETIMES

Our Board wants to hold meetings that engage the public by:
26. Providing comfortable accommodations in the meeting room for the public:  YES  NO  SOMETIMES
27. Developing an agenda with public comment at the start of the meeting and during each agenda item:  YES  NO  SOMETIMES
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  SOMETIMES
29. Scheduling presentations that include areas of interest to the public:  YES  NO  SOMETIMES
30. Requesting presentations from services providers and other members of the public as appropriate:  YES  NO  SOMETIMES
31. When appropriate, developing liaisons from the Board to specific community groups:  YES  NO  SOMETIMES

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  SOMETIMES
33. Assuring that materials provided to the Board are also provided to the public attending the meeting:  YES  NO  SOMETIMES
34. Assuring that the agenda items fully describe the agenda item:  YES  NO  SOMETIMES
35. Following the agenda as written and not adding discussions about items not on the agenda:  YES  NO  SOMETIMES