

FORM APPROVED COUNTY COUNSEL
 BY: GREGORY P. PRIAMOS DATE: 7/31/15

Departmental Concurrence

**SUBMITTAL TO THE BOARD OF SUPERVISORS
 COUNTY OF RIVERSIDE, STATE OF CALIFORNIA**

815



FROM: Department of Mental Health

SUBMITTAL DATE:

July 28, 2015

SUBJECT: Second Amendment to the Bylaws of the Riverside County Behavioral Health Commission.
 District: All. [\$0]

RECOMMENDED MOTION: That the Board of Supervisors approve the Second Amendment to the Bylaws of the Riverside County Behavioral Health Commission.

BACKGROUND:

Summary

On November 24, 2014, the Board of Supervisors adopted Resolution 2014-230 and Resolution 2014-231. Resolution 2014-230 consolidated the Riverside County Mental Health Board and Substance Use Advisory Committee and elevated the joint committees establishing the Behavioral Health Commission. Resolution 2014-231 implemented bylaws to govern the newly formed Behavioral Health Commission.

The Board of Supervisors approved the First Amendment to the Bylaws of the Riverside County Behavioral Health Commission on June 2, 2015 (Agenda Number 3-15). Shortly after, the Behavioral Health Commission discussed the inconsistencies of members' terms of office.

(Continued on Page 2)

Jerry Wengerd
 Jerry Wengerd
 Department of Mental Health
 Director

FINANCIAL DATA	Current Fiscal Year:	Next Fiscal Year:	Total Cost:	Ongoing Cost:	POLICY/CONSENT (per Exec. Office)
COST	\$ 0	\$ 0	\$ 0	\$ 0	Consent <input checked="" type="checkbox"/> Policy <input type="checkbox"/>
NET COUNTY COST	\$ 0	\$ 0	\$ 0	\$ 0	

SOURCE OF FUNDS: N/A
Budget Adjustment: NA
For Fiscal Year: 15/16

C.E.O. RECOMMENDATION:

APPROVE

BY: *Christopher M. Hans*

County Executive Office Signature Christopher M. Hans

MINUTES OF THE BOARD OF SUPERVISORS

- A-30
- Positions Added
- 4/5 Vote
- Change Order

2-40

**SUBMITTAL TO THE BOARD OF SUPERVISORS, COUNTY OF RIVERSIDE, STATE OF CALIFORNIA
FORM 11: Second Amendment to the Bylaws of the Riverside County Behavioral Health
Commission. District: All. [\$0]**

DATE:

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BACKGROUND:

Summary (continued)

The previous Mental Health Board terms of office ended by calendar year (December 31) and the previous Substance Use Advisory Committee ended by fiscal year (June 30). On June 3, 2015, Darrell Connerton, Chair of Bylaws Committee, suggested to extend the terms of the previous Mental Health Board by 6 months to comply with Board of Supervisors Policy A-21 Resolution 2005-148 Adopting Uniform Rules and Procedures for Advisory Committees, Boards and Commissions of the County of Riverside, which references July 1 as the terms start date as shown below.

*“**Length of Terms.** Terms of appointment for each appointee shall, at the recommending Board member’s discretion, be for not less than two years and not more than four years from the last preceding July 1, except that a majority of the members first appointed shall be appointed for half the term of the remainder of the members, and ex officio members shall serve while they hold office.”*

On July 1, 2015, after careful consideration, the Behavioral Health Commission voted unanimously to extend memberships by six (6) months for previous Mental Health Board members to reflect the July 1 term start date to comply with the Board of Supervisors’ Policy A-21/ Resolution 2005-148. Revised terms are listed below:

Members	Previous Term End Dates	Revised Term End Dates
Julie Crouch	12/31/2016	6/30/2017
Greg Damewood	12/31/2017	6/30/2018
Richard Divine	12/31/2015	6/30/2016
Walter Theodore Haessler	12/31/2015	6/30/2016
Carole Schaudt	12/31/2016	6/30/2017
Georgia Ann Smith	12/31/2017	6/30/2018

The second paragraph of Article II, Section 2, “Terms of Office”, has been amended to state “Unless otherwise stated, pursuant to Riverside County Board of Supervisors Policy A-21, the terms shall begin on July 1 of the year they are appointed and expire three (3) years thereafter on June 30.”

ATTACHMENTS:

Riverside County Behavioral Health Commission Bylaws (Revised July 2015)

**COUNTY OF RIVERSIDE
BEHAVIORAL HEALTH COMMISSION BYLAWS**

**ARTICLE I
PURPOSE, AUTHORITY AND DUTIES**

SECTION 1. PURPOSE

The County of Riverside Behavioral Health Commission (the "Commission") is to serve as the appointed advisory body to the County of Riverside Board of Supervisors and the Director of Mental Health. The Commission is tasked with reviewing and evaluating the County's mental health and substance use needs, services, facilities, and special problems. In addition, the commission shall review and comment on various agreements related to the provision of services for the prevention, treatment and recovery from mental illnesses and substance use, as well as to report to various state and local governing bodies regarding the provision of these services. The Behavioral Health Commission will assist in the coordination of services among contract agencies, private providers, community and faith-based organizations, consumer support and education groups, and other health organizations in an integrated matrix.

SECTION 2. AUTHORITY

This Commission is established pursuant to the provisions of California Welfare and Institutions (W&I) Code Sections 5604 et seq. and Health and Safety Code Sections 11800-11803 et seq.

SECTION 3. DUTIES

The duties of the Behavioral Health Commission shall be as follows:

- (1) Review and evaluate the community's behavioral health and substance abuse and/or dependency needs, services, facilities, and special problems;
- (2) Review and recommend approval, at the discretion of the Commission, county agreements pertaining to county substance use and mental health contracts entered into pursuant to W&I Code Section 5650;
- (3) Advise the Board of Supervisors and the Director of Mental Health as to any aspect of the local behavioral health program;
- (4) Review and approve the procedures used to ensure citizen and professional involvement at all stages of the planning process;
- (5) Submit an annual report to the Board of Supervisors regarding the needs and performance of Riverside County's behavioral health system;
- (6) Review and make recommendations on applicants for the appointment of a local director of behavioral health services;
- (7) Review and comment on the county's performance outcome data and communicate its findings to the California Mental Health Planning Council;
- (8) Assess the impact of the realignment of services from the state to the county on the services delivered to clients and on the local community.

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BEHAVIORAL HEALTH COMMISSION BYLAWS**

**ARTICLE II
MEMBERSHIP**

SECTION 1. COMPOSITION

The initial composition of the Commission shall consist of 19 members who were members of the two advisory groups that were combined to make this group – 11 members shall be the members previously appointed to the Mental Health Board and 8 members shall be the members previously appointed to the Riverside County Advisory Committee on Substance Use Programs. The terms of these members shall be the terms of their appointment on the previous advisory group.

Over time, through attrition of the members, and pursuant to the requirements W&I Code Section 5604(a) the size, membership and composition of this Commission shall be as follows:

- (1) This Commission shall consist of between ten (10) to sixteen (16) members: fifteen (15) members appointed by the Board of Supervisors, with each Supervisor appointing an equal number of members; and one (1) member of the Board of Supervisors who may designate a representative;
- (2) The composition of this Commission shall represent the demographics of the county as a whole to the extent feasible;
- (3) Fifty percent (50%) of the membership of this Commission shall be consumers or family members of consumers who are receiving or have received behavioral health services. At least twenty percent (20%) of the total membership shall be consumers, and at least twenty percent (20%) shall be families of consumers;
- (4) Members of the Commission should include, but are not limited to, the following:
 - a) A member representing the alcohol and drug community;
 - b) A member representing the Transitional Age Youth Advisory Committee;
 - c) A member representing the education field;
 - d) A member representing law enforcement; and
 - e) A member representing the medical field.

When a position becomes vacant in a Supervisor's district, the Commission will work with that Supervisor's office to determine if a member is needed to meet this requirement.

SECTION 2. TERMS OF OFFICE

Notwithstanding the initial Commission members, the term of each Commission member shall be before three (3) years. The Board of Supervisors shall attempt to stagger the appointments so that approximately one-third of the appointments expire in each year.

Unless otherwise stated, pursuant to Riverside County Board of Supervisors Policy A-21, the terms shall begin on July 1 of the year they are appointed and expire three (3) years thereafter on June 30.

Commission members serve at the pleasure of the Board of Supervisors and may be removed from the Commission at any time only by the Board of Supervisors.

The resignation of a Commission member prior to the term date of the member shall be submitted to the Clerk of the Board and shall be effective upon declaration by the Board of Supervisors of the vacancy.

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SECTION 3. VACANCIES

Vacancies shall be filled in accordance with Riverside County Board of Supervisors Policy A-21, Section 5(e).

SECTION 4. MEMBERSHIP RESTRICTIONS

No Commission member or his or her spouse shall be a full-time or part-time county employee of a county mental health and/or substance use 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.

All Commission members shall be residents of the County of Riverside.

SECTION 5. INITIAL MEMBERS

MEMBER NAME	TERM DATE	SUPERVISOR DISTRICT
Patricia Carrillo	6/30/2016	2 nd
Darrell Connerton	6/30/2016	BOS Appointee – 3 rd
Julie Crouch	6/30/2017	1 st
Greg Damewood	6/30/2018	5 th
Richard Divine	6/30/2016	4 th
Jennifer Dunaway	6/30/2017	5 th
Gilbert Espinoza	6/30/2016	5 th
Rick Gentillalli	6/30/2018	3 rd
Beatriz Gonzalez	6/30/2016	4 th
Walter Theodore Haessler	6/30/2016	1 st
Opal Hellweg	6/30/2017	BOS Appointee – 3 rd
Eric Keen	6/30/2016	1 st
Phillip McKinnon	6/30/2017	2 nd
Carole Schaudt	6/30/2017	4 th
Georgia Ann Smith	6/30/2018	2 nd
Victoria St. Johns	6/30/2018	4 th
James Stuart	6/30/2016	4 th
Daryl Terrell	6/30/2016	5 th
Christina Torres	6/30/2017	5 th

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BEHAVIORAL HEALTH COMMISSION BYLAWS**

**ARTICLE III
TRAINING REQUIREMENTS, COMPENSATION, AND REIMBURSEMENT**

SECTION 1. ETHICS TRAINING

Assembly Bill 1234 requires members of County Boards, Commissions, Committees (BCCs) to complete a two-hour ethics training program every two years. Newly appointed members must complete initial ethics training within one year of appointment.

SECTION 2. HIPAA TRAINING

HIPAA Training is required every three years. Newly appointed members must complete initial HIPAA training within one year of appointment.

SECTION 3. COMPENSATION AND REIMBURSEMENT

Commissioners shall serve without compensation. However, pursuant to W&I Code 5604.3 the Board of Supervisors may pay from any available funds the actual and necessary expenses of the members of the Behavioral Health Commission, of a community behavioral health services incurred incident to the performance of official duties and functions. The expenses may include travel, lodging, childcare, and meals for the members of the Commission while on official business as approved by the director of the local behavioral health program.

**ARTICLE IV
MEETINGS, RULES AND PROCEDURES**

SECTION 1. COMPLIANCE WITH THE BROWN ACT

All meetings of the Commission and any committee meetings representing a quorum of the Commission shall be a "public meeting" in compliance with the Ralph M. Brown (Part I, Division 2, Title 5 of the Government Code, commencing with Section 54950).

SECTION 2. RULES AND PROCEDURES

The rules and procedures at all meetings of the Commission, Executive Committee and standing committees shall be in accordance with these Bylaws and then with the latest edition of Robert's Rules of Order, where applicable.

SECTION 3. TIME AND PLACE OF REGULAR BUSINESS MEETING

The Commission shall meet a minimum of ten (10) times a year, preferably every month starting in January.

The regular meetings of the Commission shall be held on the first Wednesday of each month at any meeting place designated by the Chairperson by written notice given to the members and public in accordance with the Brown Act.

SECTION 4. SPECIAL MEETINGS

Special meetings of the Commission may be called at any time by the Chairperson or by a quorum of the Commission. The notice of the special meeting shall specify the time, place and business to be transacted, and no other business shall be considered unless in accordance with, and under the provisions of, the Brown Act.

SECTION 5. CLOSED SESSIONS

The Commission may conduct closed sessions during any regular or special meeting to consider those matters allowed by law to be heard in this manner. Closed sessions will be conducted in accordance with the Brown Act.

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BEHAVIORAL HEALTH COMMISSION BYLAWS**

**ARTICLE V
AGENDA, QUORUM, AND ATTENDANCE**

SECTION 1. AGENDA

The agenda shall confirm the place, date, and time of a regularly scheduled meeting of the Commission and the business to be brought before the Commission, and shall serve as a public notice of the meeting when posted publicly according to the Brown Act and County policy. Further, the agenda and background material shall be made available to the public prior to the meeting in accordance with the Brown Act.

A meeting of the Executive Committee to set the agenda for the next meeting shall be held prior to the regular monthly meeting. The place, date and time shall be set by the Chairperson.

Written information provided by the chairperson, department staff, or others and the information relevant to any agenda item shall be mailed or emailed per Commissioners' request along with the agenda to Commissioners at least ten (10) calendar days prior to a regular monthly meeting.

SECTION 2. QUORUM AND ACTIONS OF THE COMMISSION

A quorum shall consist of a majority of the members of the Commission not counting vacant positions. Any action of the Commission shall require an affirmative vote of not less than a quorum, except that less than a quorum may adjourn a meeting to a later date.

SECTION 3. ATTENDANCE

Commission members are expected to attend regularly and participate in meetings and other activities, which contribute to the effective functioning of the Commission in order to ensure that the residents of the County of Riverside are fully served by persons both interested and able to invest their time in such public service.

Three (3) absences throughout any calendar year of appointment constitute grounds for removal. The third absence is considered to be a voluntary resignation to be submitted to the Board of Supervisors. Exceptions to the above rule may be granted under extenuating circumstances including, but not limited to, medical and/or military leave, upon approval of a majority of the Commission.

**ARTICLE VI
OFFICERS, DUTIES, AND ELECTIONS**

SECTION 1. OFFICERS

The officers of this Commission shall be: Chairperson, Vice Chairperson, and Secretary. These members shall comprise part of the Executive Committee and they shall serve for one year. At the final meeting of the fiscal year, the Commission members shall elect a new Chairperson, Vice Chairperson, and Secretary. The Recording Secretary shall be the Director of Mental Health or his/her designee.

The Chairperson may serve no more than two (2) consecutive one year terms.

SECTION 2. DUTIES OF OFFICERS

Duties of the Chairperson

- (1) The Chairperson shall preside at the meetings and perform the duties of the presiding officer according to Robert's Rules of Order.

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- (2) The Chairperson shall nominate the members of all committees and task forces, with the exception of the Nominating Committee, in consultation with the Executive Committee and subject to the approval of the full Commission.
- (3) The Chairperson shall be an ex-officio member of all committees and task forces, except the Nominating Committee.
- (4) Pursuant to W&I Code 5604.5, the chairperson of the Behavioral Health Commission shall be in consultation with the Director of Mental Health.
- (5) The agenda for meetings shall be prepared at the direction of the Chairperson, in consultation with the Executive Committee. The Chairperson also will ensure that copies of the agenda are publicly posted in accordance with the Brown Act.
- (6) The Chairperson shall direct the preparation of the Commission's Annual Report, in consultation with the Executive Committee, and present the report at a regular meeting of the Board of Supervisors.
- (7) The Chairperson shall direct the preparation of the Commission's report on the County's Performance Outcome Data to the appropriate state mental health authority as necessary, in consultation with the Director of Mental Health.
- (8) The Chairperson, or his/her designee, shall be the County representative at any regional or statewide meetings, conferences or training sessions, which involve other local mental health and substance use boards and commissions. The Chairperson shall have the authority to vote on behalf of the Commission. The Chairperson shall report to outcome of any such meetings, conferences, or training sessions to the full Commission at the next regularly scheduled meeting.

Duties of the Vice Chairperson

- (1) The Vice Chairperson shall assume the duties of the Chairperson when that officer vacates the position, is absent or incapacitated.
- (2) The Vice Chairperson shall carry out other duties as requested by the Chairperson.
- (3) The Vice Chairperson shall have the responsibility of orienting new Commissioners to the duties and functions of the Commission, and to recruiting new members.

Duties of the Secretary

- (1) The Secretary shall be responsible for keeping a historical journal of the activities of the Commission for assisting in the preparation of the Annual Report to the Board of Supervisors.
- (2) The Secretary shall ensure the timely production of meeting minutes by assisting department clerical staff assigned to the Commission in clarifying matters when necessary.

Vacancies in the Office of Chairperson or Vice Chairperson

When either the office of Chairperson or the Vice Chairperson becomes vacant, the entire body shall nominate and elect a replacement. The newly elected person shall serve in the elected capacity until the next regularly scheduled election is conducted as set forth in these bylaws.

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**ARTICLE VII
COMMITTEES**

SECTION 1. COMMITTEES

The Commission may create Standing Committees, Ad Hoc Committees, and/or Task Forces. If members of the Department of Mental Health staff are requested by the Commission Chairperson to serve on any committees or task forces, they shall serve in an advisory capacity only, and only with the consent of Director of Mental Health. The Commission shall have the authority to form additional standing committees as needed. The Commission shall also have the authority to assign a liaison to attend other public agency and/or organization meetings.

Standing Committees are appointed for an indefinite time or until the Commission votes them out of existence due to lack of necessity or inactivity of its members. It shall be the duty of the committee to staff its members by application and represent stakeholders in the community, i.e. consumers of mental health or substance use services, family members, and members of the general public. Any member of said categories with an interest in the subject matter of which the committee was formed may be considered for membership on Commission committees. In accordance with Robert's Rules of Order, a committee shall consist of a group of persons who are appointed or elected to carry out a charge. The charge may be to investigate, review and evaluate, and report to the Commission on an assigned matter. All Commission committees are regulated by the Commission and shall adopt the Commission Bylaws as their governing document. No Commission committee, nor their assigned Chairs, may take any action that shall in any way bind the Commission.

Special (select Task Forces or Ad Hoc) committees are appointed by the Commission Chairperson to accomplish a specific task. An Ad Hoc or Special Committee shall dissolve upon its completion of the assigned task.

Subcommittees may be formed at the discretion of a committee chair to serve a specific purpose or to accomplish a specific task. A subcommittee exists only to do specific work for the committee of which it is a part, and has no standing of its own.

Committee Chairs. Except for the Executive Committee, committee chairs are appointed by the Commission Chairperson and approved by a majority vote of the Commission. The Chairs of standing committees shall be members of the Commission and are responsible for the following:

- (1) Committee Chairs shall be responsible for leading the work of their individual committee and serving as a link between the committee, the Commission and the Department. Standing Committees are formed to investigate, review and evaluate, and make recommendations to the Commission on the content of their subject matter (e.g. that for which the committee was formed). A Standing Committee shall only perform the work it is charged with and nothing more. Its function is a directive of the Commission.
- (2) The Standing Committee Chair may be responsible to develop and circulate an application for committee membership. Any interested party may complete an application and submit it to the committee chair for review and approval.

Committee Membership:

- (1) Each committee should represent the Commission membership and its various constituencies as accurately as possible

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- (2) Each committee shall provide the Commission with a written Mission Statement for approval. Each committee must also submit annually their Goals and Objectives for the coming year. Upon unanimous vote of the committee members, a Mission Statement may be rewritten and resubmitted to the Commission for approval.
- (3) Each committee Chairperson shall select three (3) members to review applications for membership. The selected members shall make recommendations to the committee chair regarding appropriateness of approval for membership. All appointed members shall be placed on a roster denoting pertinent contact information.
- (4) Members of the Regional Behavioral Health Commission may serve on both standing and Ad Hoc committees.
- (5) Each committee member shall be responsible for attendance and participation consistent with the adopted Commission bylaws and committee requirements. Since a committee constitutes a miniature assembly and exists to do its specific piece of Commission work, it can only act when a quorum (half of its membership plus one) has been established.
- (6) Non-committee Commission members and other individuals may attend meetings to present their views on a subject before the committee at reasonable times to committee appoints or requests. During committee deliberations, however, only members of the committee have the right to speak and vote.
- (7) On or before June 30 each year the committee Chairperson or his/her designee shall submit an annual report to the Commission of the committee's activities and met goals and objectives through the course of that year. An updated roster shall be attached to the committee's report. This report shall be included in the annual Commission Report to the Board of Supervisors.

Standing Committees: The Standing Committees of the Riverside County Commission shall be:

- (1) **Executive Committee:** The Executive Committee shall consist of the elected officers of the Commission (Chairperson, Vice-Chairperson, and Secretary). It shall be the duty of the Executive Committee to:
 - a. Act for the Commission when necessary between meetings. Such actions must be ratified at the next regular Commission meeting or they will become null and void.
 - b. Assist with agenda planning.
 - c. Assist with preparation of the Annual Commission Report of the Board of Supervisors. Approve report for submission to the Commission for final review and approval.
 - d. Monitor the time schedule of events and goals adopted by the Commission.
 - e. Ensure that the Commission is in compliance with procedures and policy as established by the Board of Supervisors, W&I Code, and Mental Health Department Policies.
 - f. Consult with the Director of Mental Health on a monthly basis.

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- g. Executive Committee shall function as the planning and Budget Committee. This committee will focus on the current and next year's planning and budget. The Planning and Budget Committee shall:
- i. Review and approve the procedures used to ensure citizen and professional involvement in all stages of the planning process.
 - ii. Review the County Performance Contract and any other County Mental Health agreements related to grants or contractors.
 - iii. Review the budget and all Form 11's that need to be reviewed by the Commission according to policies formulated by the Commission and/or the Board of Supervisors.
 - iv. Assist with the planning, development and implementation of the County Mental Health Strategic Plan.

- (2) **Membership Committee:** It shall be the responsibility of the Commission Membership Committee to:
- a. Maintain membership of the Commission and the Regional Behavioral Health Boards.
 - b. Coordinate with the Board of Supervisors and the Director of Mental Health on membership matters.
 - c. Recruit and orient new members of the Behavioral Health Commission and the Regional Behavioral Health Boards.
 - d. Ensure that the Behavioral Health Commission and the Regional Behavioral Health Boards meet the composition requirements of the W&I Code § 5604.
 - e. Ensure that the Regional Behavioral Health Boards train and orient their new members.
 - f. Provide ongoing training to the Commission members.

The Commission members may recommend appointees to the Board of Supervisors. Counties are encouraged to appoint individuals who have experience and knowledge of the behavioral health system.

- (3) **Nominating Committee:** The Nominating committee shall be appointed during the month of May for the purpose of preparing a slate of candidates for elections of officers to the Behavioral Health Commission for the following fiscal year. The list of candidates shall be presented to members of the Behavioral Health Commission at the June meeting.
- (4) **Children's Committee:** It shall be the responsibility of the Children's Committee to:
- a. Represent the special needs of children.
 - b. Evaluate and make recommendations on Children's Behavioral Health Services.
 - c. Report monthly to the Commission concerning children's services.
 - d. Submit an annual report to the Commission for inclusion in the Commission Annual Report to the Board of Supervisors.

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- (5) **Older Adults System of Care Committee (OASOC):** It shall be the responsibility of the OASOC Committee to:
- a. Represent the special needs of older adults.
 - b. Evaluate and make recommendations on Older Adult Behavioral Health Services.
 - c. Report monthly to the Commission concerning behavioral health services provided to older adults.
 - d. Submit an annual report to the Commission for inclusion in the Commission Annual Report to the Board of Supervisors.
- (6) **Legislative Committee:** The duties of this committee shall be to:
- a. Review relevant legislative bills on mental health and substance abuse and/or dependency issues and report to the Commission.
 - b. Make recommendations to the Commission about action on pending legislation.
 - c. Report monthly to the Commission regarding the future legislative stance of the county.
 - d. Submit an annual report to the Commission for inclusion in the Commission Annual Report to the Board of Supervisors.
- (7) **Criminal Justice Committee:** It shall be the responsibility of the Criminal Justice Committee to:
- a. Work in collaboration with other agencies and make recommendations to the Commission and the Department of Mental Health as to the needs of those consumers involved in the criminal justice system.
 - b. Report monthly to the Commission regarding the committee's activities.
 - c. Submit an annual report to the Commission for inclusion in the Commission Annual Report to the Board of Supervisors.
- (8) **Housing Committee:** It shall be the responsibility of the Housing Committee to:
- a. Work in collaboration with other agencies and make recommendations to the Commission and the Department of Mental Health as to the needs of those consumers seeking housing.
 - b. Represent the special needs of the homeless mentally ill.
 - c. Report monthly to the Commission regarding the committee's activities.
 - d. Submit an annual report to the Commission for inclusion in the Commission Annual Report to the Board of Supervisors.
- (9) **Bylaws, Structure, and Functions Committee (BSF):** It shall be the responsibility of the Bylaws, Structure and Functions Committee (BSF) to:
- a. Update the Bylaws as deemed necessary by a unanimous vote of members of the Commission.
 - b. Develop and maintain an updated Policies and Procedures manual.
 - c. Resolve conflicts if they arise between the Bylaws and Commission policies.
 - d. Serve as the Commission Parliamentarian (Chair of the BSF Committee only).

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- (10) **Adult System of Care Committee (ASOC):** It shall be the responsibility of the ASOC Committee to:
- a. Work in collaboration with other agencies and make recommendations to the Commission and the Department of Mental Health as to the needs of adult consumers of behavioral health services.
 - b. Report monthly to the Commission regarding the committee's activities.
 - c. Submit an annual report to the Commission for inclusion in the Commission Annual Report to the Board of Supervisors.
- (11) **Veterans Committee:** It shall be the responsibility of the Veterans Committee to:
- a. Work in collaboration with other agencies and make recommendations to the Commission and the Department of Mental Health as to the needs of veterans that are adult consumers of behavioral health services.
 - b. Report monthly to the Commission regarding the committee's activities.
 - c. Submit an annual report to the commission for inclusion in the Commission Annual Report to the Board of Supervisors.
- (12) **Substance Abuse and/or Dependence Committee:** It shall be the responsibility of the Substance Use and/or Dependence Committee to:
- a. Represent the special needs of individuals that are consumers of substance use services.
 - b. Work in collaboration with other agencies and make recommendations to the Commission and the Department of Mental Health.
 - c. Report monthly to the Commission regarding the committee's activities.
 - d. Submit an annual report to the Commission for inclusion in the Commission Annual Report to the Board of Supervisors.

**ARTICLE VIII
CONFLICT OF INTEREST**

SECTION 1. NO DIRECT FINANCIAL INTEREST

All Commission members shall disclose any direct financial interest in any matter coming before the Commission that would interfere with their serving on the Commission.

SECTION 2. NO PARTICIPATION IN DECISION

No Commission member shall vote on any proposal or recommendation or participate in the making of any decision in which he/she has a conflict of interest.

SECTION 3. MUST DISQUALIFY SELF AND DISCLOSE INTEREST

A Commission member must disqualify himself/herself from voting or otherwise attempting to influence the votes of other members of the Commission as to projects in which the Commission member has an interest. The Commission member must disclose his/her interest and make it a matter of record.

**ARTICLE IX
REGIONAL BOARDS**

The Behavioral Health Commission shall have the following responsibilities to its Behavioral Health Regional Boards (hereinafter, referred to as "Regional Boards" and/or "RBs").

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BEHAVIORAL HEALTH COMMISSION BYLAWS**

- (1) To receive from the RBs, recommendations for membership to the various RBs. RBs shall delegate the responsibility of one of its members to be assigned to the Commission Membership Committee.
- (2) To receive annual reports from the various RBs each year on or before June 30.
- (3) To receive from the RBs recommendations to the Commission in regard to policy and procedural matters.
- (4) To allow the Chairperson, or his/her designee, of each RB to sit in regular attendance at each scheduled meeting of the Commission and to participate fully in the activities of those scheduled meetings. Chairpersons of each RB may assume a seat at the Commissioners' table. However, in accordance with established law, they may not vote unless they are duly appointed members of the Commission in addition to their Regional Board membership.
- (5) To coordinate, when appropriate, the activities of the Commission with those of its Regional Boards.
- (6) Each RB Chairperson shall report monthly to the Commission on actions voted by the RB members prior to any action taken by the Regional Boards.
- (7) Formal communications from Regional Boards to the Board of Supervisors shall flow as follows:
 - a. The RB Chair shall submit to the Commission Executive Committee any motion approved at the RB level to communicate with the Board of Supervisors.
 - b. The Executive Committee shall review the document for its appropriateness for placement on the Commission agenda as an Action Item.
 - c. Upon its affirmative vote by members of the Commission, the Commission Liaison, by directive of the Commission Chair, shall submit Commission final recommendations to the Board of Supervisors via the Department's Administration Office.
 - d. The Department's Administration staff is then responsible for fulfilling the required documentation for submitting such recommendations to the County Executive Office, who has full authority to deem the appropriateness of any Board of Supervisors agenda item.
 - e. All recommendations are to be submitted on county-authorized Commission letterhead.
 - f. All recommendations shall fairly and accurately represent the position and/or sentiments of the Commission and the Department of Mental Health as formally reflected in their meeting minutes. (Pursuant to Board of Supervisors Policy A-21, Resolution #2005-148, Attachment A).
- (8) Every RB Chairperson shall be responsible for submitting the RB annual report to the Commission Chair on or before June 30 each year.
- (9) Every RB Chairperson shall be responsible for assigning Site Reviews to its members. Completed Site Reviews shall be presented by the RB Chair to the Commission.
- (10) Regional Board Chairpersons shall make every attempt to be present at the monthly Commission meeting.

**COUNTY OF RIVERSIDE
BEHAVIORAL HEALTH COMMISSION BYLAWS**

**ARTICLE X
AMENDMENTS**

These bylaws may be amended by an affirmative vote of a two-thirds majority of the members of the Commission, not including vacant positions. All recommended changes must be submitted to County Counsel in *draft form* for approval. Upon approval and release from County Counsel, the Commission Liaison shall be responsible for their submission to the County Executive Office, via the Department's Administration Office, for placement on the Board of Supervisors agenda for final approval.

**ARTICLE XI
RECORDS**

Records shall be kept at the Riverside County Department of Mental Health by the Commission Liaison. Records of Commission meetings, agendas and all related materials shall be governed by the Public Records Act (Govt. Code § 6250 – 6276.48).