

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



FROM: Supervisor Stone

SUBMITTAL DATE: November 19, 2014

SUBJECT: Establishing the Riverside County Behavioral Health Commission

RECOMMENDED MOTION: That the Board of Supervisors:

1. Adopt Resolution 2014-230 Consolidating the Riverside County Mental Health Board and the Riverside County Advisory Committee on Substance Abuse Programs to Establish the Riverside County Behavioral Health Committee and Elevating the Behavioral Health Committee to Establish the Behavioral Health Commission
2. Adopt Resolution 2014-231 to Adopt the Bylaws of the Riverside County Behavioral Health Commission

BACKGROUND: The Riverside County Mental Health Board was created on August 15, 1966 as the Mental Health Advisory Board, pursuant to Board Order 59. On April 6, 1993, the Mental Health Board superseded the Mental Health Advisory Board pursuant to Resolution 93-121. The purpose of the Mental Health Board is to review and evaluate the County's mental health needs, services, facilities and special problems and advise the Board of Supervisors and the Director of Mental Health; review certain mental health related agreements; Assess the impact of realignment of services from the state to the County; report to the State regarding the County's performance outcome data; as well as other enumerated tasks. The Mental Health Board is currently comprised of 11 members appointed by the Board of Supervisors pursuant to the requirements of Health and Safety Code section 5600 et seq.

(Continued on Page 2)

Jeff Stone, Chairman of the Board
Serving the 3rd District

MINUTES OF THE BOARD OF SUPERVISORS

On motion of Supervisor Ashley, seconded by Supervisor Jeffries and duly carried, IT WAS ORDERED that the above matter is approved as recommended.

Ayes: Jeffries, Stone, Benoit and Ashley
Nays: None
Absent: Tavaglione
Date: November 24, 2014
xc: Supvr. Stone, Commission, Committee, COB

Kecia Harper-Ihem
Clerk of the Board

By Deputy

Prev. Agn. ref.

Dist.

AGENDA NO

3-104

The Riverside County Advisory Committee on Substance Abuse Programs was formed on June 2, 1994 through the consolidation of the Riverside County Alcohol Advisory Committee and the Riverside County Advisory Committee on Drug Abuse. The purpose of the Advisory Committee on Substance Abuse Programs is to advise the Board of Supervisors and the Director of Mental Health on the prevention, treatment and recovery programs within the County; encourage and educate the public to understand the nature of drug and alcohol programs; and review the County's needs to address the ongoing problems associated with drug and alcohol abuse. The Committee is currently comprised of seven (7) members appointed by the Board of Supervisors.

In 2013, the state legislature dissolved the State Department of Mental Health and the State Department of Alcohol and Drug Programs and merged them into the Department of Healthcare Services (DHCS). The County of Riverside has operated both mental health services as well as drug and alcohol treatment programs within the County's Department of Mental Health for many years in order to better coordinate care of this overlap.

Given this overlap, and the state's consolidation efforts, the merging of the Mental Health Board and the Committee on Substance Abuse Programs makes sense. IT would avoid duplication of efforts and potential opposing views should the issues cross over. Further, as the issues are often so intertwined, having one advisory committee review all aspects of services, including advice on how resources should be allocated, consolidation makes fiscal and procedural sense.

2
3 **RESOLUTION NO. 2014-230**

4 **A RESOLUTION OF THE BOARD OF SUPERVISORS**
5 **OF THE COUNTY OF RIVERSIDE**

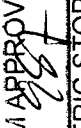
6 **CONSOLIDATING THE RIVERSIDE COUNTY MENTAL HEALTH BOARD AND THE**
7 **RIVERSIDE COUNTY ADVISORY COMMITTEE ON SUBSTANCE ABUSE**
8 **PROGRAMS BEHAVIORAL HEALTH COMMITTEE TO ESTABLISH THE**
9 **BEHAVIORAL HEALTH COMMISSION**

10
11 **WHEREAS**, Welfare & Institutions Code section 5602 requires the Board of
12 Supervisors to establish a community mental health service, and Welfare &
13 Institutions Code section 5604 requires that the community mental health service shall
14 have a Mental Health Board whose members are appointed by the Board of
15 Supervisors, and

16 **WHEREAS**, in 1993, pursuant to Resolution 93-121, the Board of Supervisors
17 created a Mental Health Board for the County of Riverside, that superseded the
18 Mental Health Advisory Board, and this Board of Supervisors now wishes to modify
19 the responsibilities, the name, and the composition of that board, and

20 **WHEREAS**, Health & Safety Code sections 11805 and 11998.1 provide that
21 each county is encouraged to have an advisory board on alcohol and other drug
22 problems, to be appointed by the Board of Supervisors, and

23 **WHEREAS**, on June 2, 1994, this Board created the Riverside County
24 Advisory Committee on Substance Abuse Programs through the consolidation of the
25 Riverside County Alcohol Advisory Committee and the Riverside County Advisory

FORM APPROVED COUNTY COUNSEL
BY:  ERIC STOPHER
DATE: 11/19/14

1 Committee on Drug Abuse, and this Board of Supervisors now wishes to modify the
2 responsibilities, the name, and the composition of that board, and

3 **WHEREAS**, the Riverside County Department of Mental Health includes the
4 provision of both Mental Health and Substance Abuse Recovery Services, and

5 **WHEREAS**, mental illnesses and substance abuse are so intertwined that the
6 treatment, prevention and recovery of these diseases is better served by one
7 department and one advisory group to avoid duplication, overlap and potential
8 conflicting advice, and

9 **WHEREAS**, this Board wishes to create the Behavioral Health Commission
10 through which, which, among other responsibilities, shall serve as the Mental Health
11 Board for the County of Riverside and the advisory board for substance abuse
12 programs, and

13 **WHEREAS**, this Commission will be formed by the consolidation of the Mental
14 Health Board and the Advisory Committee on Substance Abuse Programs and the
15 elevation of this newly merged group from a Committee to a Commission, and

16 **NOW, THEREFORE, BE IT RESOLVED**, by the Board of Supervisors of the
17 County of Riverside, assembled in regular session on Tuesday, November 25, 2014,
18 that the Riverside County Mental Health Board and the Riverside County Advisory
19 Committee on Substance Abuse Programs are hereby consolidated into one group
20 and renamed and reformatted into the Behavioral Health Commission.

21 **BE IT FURTHER RESOLVED AND ORDERED**, that the Board of Supervisors
22 will be asked to approve the bylaws and the members of the Behavioral Health
23 Commission pursuant to Resolution 2014-231.

24 ROLL CALL:

25 Ayes: Jeffries, Stone, Benoit and Ashley
Nays: None
Absent: Tavaglione

The foregoing is certified to be a true copy of a resolution duly adopted by said Board of Supervisors on the date therein set forth.

KECIA HARPER-IHEM Clerk of said Board
By  Deputy

2
3 RESOLUTION NO. 2014-231

4 A RESOLUTION OF THE BOARD OF SUPERVISORS
5 OF THE COUNTY OF RIVERSIDE
6 ADOPTING AND APPROVING THE BYLAWS OF THE
7 BEHAVIORAL HEALTH COMMISSION

8
9 **WHEREAS**, pursuant to Resolution No. 2014-230, the Board of Supervisors
10 voted to combine the Riverside County Mental Health Board and the Riverside County
11 Advisory Committee on Substance Abuse Programs and reformat the combined board
12 to form the Behavioral Health Commission, and

13 **WHEREAS**, pursuant to California Welfare and Institutions Code section
14 5604.5, the Behavioral Health Commission is required to adopt bylaws that are
15 approved by the Board of Supervisors, and

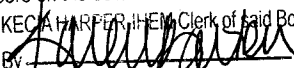
16 **WHEREAS**, the Riverside County Mental Health Board and the Riverside
17 County Advisory Committee on Substance Abuse Programs both had existing bylaws,
18 which have been hereby combined together and amended to conform to the
19 requirements of the Welfare and Institutions Code and Board Policy A-21.


20 **NOW, THEREFORE, BE IT RESOLVED**, by the Board of Supervisors of the
21 County of Riverside, assembled in regular session on Tuesday, November 25, 2014,
22 that Board hereby adopts and approve the bylaws of the Behavioral Health
23 Commission.

24 ROLL CALL:

25 Ayes: Jeffries, Stone, Benoit and Ashley
Nays: None
Absent: Tavaglione

The foregoing is certified to be a true copy of a resolution duly adopted by said Board of Supervisors on the date therein set forth.

KECIA HARPER, IHEM, Clerk of said Board
By:  Deputy

FORM APPROVED COUNTY COUNSEL
BY:  ERIC STORHER
DATE: 11/19/14

**COUNTY OF RIVERSIDE
BEHAVIORAL HEALTH COMMISSION
BYLAWS**

**ARTICLE I
PURPOSE**

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 abuse 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 of mental illnesses and substance abuse, 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 between 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 W&I Code Sections 11800 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 needs, services, facilities, and special problems;
- (2) Review any recommend approval of all County substance abuse 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) Submission of 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.

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 Abuse 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) At least one member shall represent the alcohol and drug community.
- (5) At least one member shall be represented on the Transitional Age Youth Advisory Committee.
- (6) At least one member shall be from education;
- (7) At least one member shall be from law enforcement;
- (8) At least one member shall be from 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 for 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.

County of Riverside
Behavioral Health Commission Bylaws

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.

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 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
Eric Keen	6/30/2016	1 st
Darrell Connerton	6/30/2016	B.O.S. Appointee
Rick Gentillalli	6/30/2015	3 rd
Beatrice Gonzalez	6/30/2106	4 th
Victoria St. Johns	6/30/2015	4 th
James Stuart	6/30/2016	4 th
Gilbert Espinoza	6/30/2016	5 th
Daryl Terrell	6/30/2016	5 th
Opal Hellweg	12/31/2016	B.O.S. Appointee
Julie Crouch	12/31/2016	1 st
Walter Theodore Hassler, MD	12/31/2015	1 st
Patricia Carrillo (Family rep.)	12/31/2015	2 nd
Phillip McKinnon	12/31/2016	2 nd
Georgia Ann Smith (Consumer)	12/31/2017	2 nd
Richard Divine	12/31/2015	4 th
Carole Schaudt	12/31/2015	4 th
Greg Damewood	12/31/2014	5 th
Jennifer Dunaway (Consumer)	12/31/2016	5 th
Christina Torres	12/31/2016	5 th

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

SECTION 1. TRAINING REQUIREMENTS

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, child care, 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 meeting representing a quorum of the Commission shall be a "public meeting" in compliance with the Ralph M. Brown Act (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 by-laws 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 at least six times a year, preferably every other month starting in January.

The regular meetings of the Commission shall be held on the first Thursday of each month at Riverside County Department of Mental Health Training Room, located at 3801 University Avenue, Suite 400, Riverside, California, or at any other 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 7. 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.

**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 committee not counting vacant positions. Any action of the committee shall require an affirmative vote of not less than a quorum, except that a quorum may adjourn a meeting to a later date.

Unless otherwise required by law, all resolutions, motions or other comments made by the Commission are subject to substantive intervening review by the director of the behavioral health program prior to any Board of Supervisors action.

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 his/her time in such public service.

Three consecutive unexcused absences throughout any calendar year of appointment constitute grounds for removal. The third unexcused 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 upon approval of a majority of the commission.

**ARTICLE VI
OFFICERS, DUTIES, 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 calendar year, the board members shall elect a new Chairperson and Vice Chairperson. The Secretary shall be the Director of Mental Health or his/her designee.

The Chairperson may serve no more than three (3) 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.
- (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&L 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 shall present the report in person 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 abuse boards and commissions. The Chairperson shall have the authority to vote on behalf of the commission. The Chairperson shall report the 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 recruit new members.

Duties of the Secretary

- (1) The Secretary shall be responsible for keeping an 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 Offices 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.

**ARTICLE VII
COMMITTEES**

SECTION 1. COMMITTEES

The Commission may create standing committees, Ad Hoc Committees and/or Task Forces. If members of 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 Executive Committee shall be comprised of the Chairperson, Vice Chairperson, Secretary and the Standing Committee Chairpersons. The Executive Committee shall carry out any responsibilities delegated to it by the Commission.

The size and composition of the each committee shall be determined by vote of the Commission. The term of any committee member shall be one (1) year from the time of appointment. Each committee shall elect its own chairperson.

**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
AMENDMENTS OF BYLAWS**

Amendments to the bylaws shall be submitted to the Board of Supervisors for its approval.