

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



ITEM: 3.23
(ID # 26993)

MEETING DATE:
Tuesday, March 11, 2025

FROM : RUHS-BEHAVIORAL HEALTH

SUBJECT: RIVERSIDE UNIVERSITY HEALTH SYSTEM - BEHAVIORAL HEALTH: Approve the Fourth Amendment to the Bylaws of the Riverside County Behavioral Health Commission. All Districts. [\$0]

RECOMMENDED MOTION: That the Board of Supervisors:

1. Approve and accept the revised Fourth Amendment to the Bylaws of the Riverside County Behavioral Health Commission.

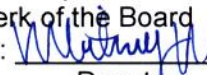
ACTION:Policy


Matthew Chang, Director 2/20/2025

MINUTES OF THE BOARD OF SUPERVISORS

On motion of Supervisor Gutierrez, seconded by Supervisor Spiegel and duly carried by unanimous vote, IT WAS ORDERED that the above matter is approved as recommended.

Ayes: Medina, Spiegel, Washington, Perez and Gutierrez
Nays: None
Absent: None
Date: March 11, 2025
xc: RUHS-BH, COB/CF

Kimberly A. Rector
Clerk of the Board
By: 
Deputy

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

FINANCIAL DATA	Current Fiscal Year:	Next Fiscal Year:	Total Cost:	Ongoing Cost
COST	\$ 0	\$ 0	\$ 0	\$ 0
NET COUNTY COST	\$ 0	\$ 0	\$ 0	\$ 0
SOURCE OF FUNDS: N/A			Budget Adjustment: No	
			For Fiscal Year: 2024/2025	

C.E.O. RECOMMENDATION: Approve

BACKGROUND:

Summary

The Board of Supervisors approved the First Amendment to the Bylaws of the Riverside County Behavioral Health Commission (BHC) on June 2, 2015 (Agenda Number 3-15). The BHC revised members' terms of office and submitted a Second Amendment to the Bylaws, which was approved on August 18, 2015 (Agenda Number 2-40).

The third amendment approved on February 1, 2017, (Agenda Number 3-25) the BHC voted to amend the Bylaws and requested authority to take a position on pending legislation which involves behavioral health matters.

In this fourth amendment, the BHC is presenting an updated version of the Bylaws to ensure compliance with the current Welfare & Institutions Codes as regulated by the State of California. In certain sections, the language has been revised to provide clearer definitions of the roles and responsibilities of the BHC. The 2024 Bylaws are included as an attachment to this document.

Impact on Residents and Businesses

The BHC serves as an oversight committee of the Riverside University Health System – Behavioral Health to advocate as a united voice for consumers of substance abuse and mental health services and to promote improvement in the quality, quantity, and cultural competency of behavioral health services delivered to the residents of Riverside County.

Attachment

Attachment A. Revised 2024 County of Riverside, Riverside University Health System-BHC Bylaws.


Jacqueline Ruiz, Principal Analyst 2/28/2025



COUNTY OF RIVERSIDE

Riverside University Health System-
Behavioral Health Commission Bylaws

REVISED 2024

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BEHAVIORAL HEALTH COMMISSION BYLAWS

ARTICLE I
PURPOSE, AUTHORITY, AND DUTIES

MISSION: The Mission of the Behavioral Health Commission is to advocate, advise, and monitor the efficacy, sustainability, and availability of behavioral health services to the consumers of Riverside County.

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 Behavioral Health. The Commission is tasked with reviewing and evaluating the County’s behavioral 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 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; review and evaluate the community’s public behavioral health needs, services, facilities, and special problems in any facility within the county or jurisdiction where behavioral health screening and evaluations or services are being provided, including, but not limited to: schools, emergency departments, penal systems, rehabilitation facilities, homeless outreach, conservatorship services, and psychiatric facilities.
- (2) At the discretion of the Commission, review and recommend approval of county agreements pertaining to county substance use and mental health contracts entered into pursuant to W&I Code Section 5650; review any county agreements entered into pursuant to Section 5650. The local behavioral health commission may make **recommendations** to the governing body regarding concerns identified within these agreements.
- (3) Advise the Board of Supervisors and the Director of Behavioral Health as to any aspect of the local behavioral health program; advise the Board of Supervisors and the Director of Behavioral Health as to any aspect of the local behavioral health program. This Behavioral Health Commission may request assistance from the local **patients’ rights advocates** when reviewing and advising on behavioral health evaluations or services provided in public facilities with limited access.
- (4) Review and approve the procedures used to ensure citizen and professional involvement at all stages of the planning process; 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/or substance use disorders and their families, community members, advocacy organizations, and behavioral health professionals. It shall include other professionals who interact with individuals living with mental illnesses and/or substance use disorders daily, such as education, emergency services, employment, health care, housing, law enforcement, local business owners, social services, seniors, transportation, and veterans.
- (5) Submit an annual report to the Board of Supervisors regarding the needs and performance of Riverside County’s behavioral health system.

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- (6) Review and make recommendations on applicants for the appointment of a local director of behavioral health services; review and make recommendations on applicants for the appointment of the director of behavioral health services. The board shall be included in the selection process prior to the vote of the governing body of person(s) responsible for hiring, pursuant to W&I Code Section 5604.2 (a).
- (7) Review and comment on the county's performance outcome data and communicate its findings to the California Behavioral 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; and it is the intent of the Legislature that, as part of its duties pursuant to subdivision this Behavioral Health Commission shall assess the impact of the realignment of services from the state to the county, on services delivered to clients, and the County of Riverside.
- (9) Review and advocate for, or against, pending legislation involving behavioral health matters.
- (10) No part of the above nine duties shall limit the ability of the Board of Supervisors to transfer additional duties or authority to the Behavioral Health Commission.

ARTICLE II- MEMBERSHIP

SECTION 1. COMPOSITION

Historically, the initial composition of the Commission consisted 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 to the previous advisory group. Members must be a minimum of 18 years of age.

Over time, through attrition of the members, and pursuant to the requirements WIC 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. 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 Community, ages 18-25 years of age;
 - c) A member representing the education field;
 - d) A member representing law enforcement;
 - e) A member representing the medical field;
 - (f) A member of the small business community, with respect to not seeking financial interest from the membership;
 - g) A member representing the non-profit sector, not contracted or has financial interest with the Department of Behavioral Health; and
 - h) A Veteran Advocate, either a parent, spouse, or adult child of a veteran or an individual who is part of a veteran's organization, including the Veterans of Foreign Wars or the American Legion, per WIC Code 5604.5
 - i) A member representing the homeless community

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(3) Pursuant to W&I Code 5604, fifty percent of the board membership ***shall be*** consumers, ***OR*** the parents, spouses, siblings, or **adult** children of consumers, who are receiving or have received behavioral health services. At least 20 percent of the total membership shall be consumers, and at least **20 percent shall be families of consumers. Specific Conflict of Interest provisions are:**

(A) No member of the Behavioral Health Commission or his or her spouse shall be a full-time or part-time employee of County Behavioral Health Services, an employee of the State Department of Health Care Services, an employee or paid member of a governing body, of a county mental health contract agency. Section 5604 (d) of the W & I Code.

(B) A consumer of behavioral health services who has obtained employment with an employer described in the previous paragraph and who holds a position in which he or she does not have any interest, influence, or authority over any financial or contractual matter concerning the employer may be appointed to the commission. The member shall abstain from voting on any financial or contractual issue concerning his or her employer that may come before the commission. Section 5604 (d) of the W&I Code.

(4) In addition to consumers and family members, Counties are encouraged to appoint individuals who have experience with and knowledge of the behavioral health system. This would include members of the community who engage with individuals living with mental illness in the course of daily operations, such as representatives of county offices of education, large and small businesses, hospitals, hospital districts, physicians practicing in emergency departments, city police chiefs, county sheriffs, and community and nonprofit service providers.

If it is not possible to secure membership as specified in this document from among persons who reside in the County, the governing body may substitute representatives of the public interest in behavioral health who are not full-time or part-time employees of the county behavioral health service, the State Department of Health Care Services, or on the staff of, or a paid member of the governing body of, a behavioral health contract agency, unless the person(s) is a consumer of behavioral health services. In addition, 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 member of the board shall be three years. The governing body shall equitably stagger the appointments so that approximately one-third of the appointments expire 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.

SECTION 3. VACANCIES

Vacancies shall be filled in accordance with Riverside County Board of Supervisors Policy A-21, Section 5(e), OR at the discretion of the respective Board of Supervisor with recommendation from the membership committee.

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SECTION 4. MEMBERSHIP RESTRICTIONS

Unless otherwise stated by law, no Commission member or his or her spouse shall be a full-time or part-time county employee of a county behavioral 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 behavioral health contract agency. This section shall not apply to any board member who is: (1) a consumer of behavioral health services; and (2) is employed by any of the above-listed agencies in a position that does not provide for any interest, influence, or authority over any financial or contractual matter concerning the employer.

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

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

SECTION 1. ETHICS TRAINING

Assembly Bill 1234 requires members of County Boards, Commissions, and 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, under 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. Governing bodies are encouraged to provide a budget for the local Behavioral Health Commission and Regional Boards, using planning and administrative revenues identified in subdivision (c) of Section 5892 that is sufficient to facilitate the purpose, duties, and responsibilities of the local behavioral health commission and regional boards.

**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), to include video or telephone option for participation per current conditions.

SECTION 2. RULES AND PROCEDURES

The rules and procedures at all meetings of the Commission, Executive Committee and standing committees shall be by these Bylaws, the Brown Act 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 attempt to meet a minimum of ten (10) times a year, preferably once every month; dark in August and December.

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.

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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.

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

SECTION 1. AGENDA

The agenda shall confirm the location, 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. If more than four commissioners attend, then the meeting must be open to the public. The location, date and time shall be set by the Chairperson. Regular attendance is required of committee members.

Written information provided by the chairperson, department staff, or others and the information relevant to any agenda item shall be mailed or emailed per the 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 membership, **not including vacant positions**. (When membership is an odd number, half will be rounded down, plus one). 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. Commission members are expected to notify the Behavioral Health Commission liaison or Chair of intended absence.

Three (3) unexcused absences throughout any fiscal year of appointment constitute grounds for removal. Written correspondence is provided to the commissioner following the second unexcused absence notifying the Commissioner that three unexcused absences have the potential for removal from the Commission. After a third unexcused absence, the Commission member shall be contacted by BHC Liaison with written correspondence requesting intent to remain as an active Commission member and informing of planned membership review by the Membership Committee. The Membership Committee will review and consider the circumstances surrounding the absences and will make a recommendation to the Executive Committee for review or removal. Furthermore, if no response is received from the absentee Commissioner, 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.

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

SECTION 1. OFFICERS

The officers of this Commission shall be the 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 Behavioral Health or his/her designee.

Neither the chair nor vice chair shall occupy the same office for more than 1 year at a time, and the person who serves as chair one year shall not serve as vice chair the following year. However, whenever possible and appropriate, the vice chair from the previous year shall be automatically nominated as chair the subsequent year in accordance with Riverside County Board of Supervisors Policy A-21, Section 7 (a & b).

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 the Brown Act and 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&I Code 5604.5, the chairperson of the Behavioral Health Commission shall be in consultation with the Director of Behavioral Health.
- (5) The agenda for meetings shall be prepared at the direction of the Chairperson, in consultation with the Executive Committee. The Chairperson will also 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 Behavioral 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 behavioral health and substance use 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 recruiting new members, including assisting new members in obtaining copies of appropriate Behavioral Health Commission documents; including but not limited to: Bylaws, operating procedures, site review forms and instructions, etc.

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Duties of the Secretary

- (1) The Secretary and the Behavioral Health Commission Liaison shall ensure a historical journal is kept of the activities of the commission for assisting in the preparation of the Annual report to the Board of Supervisor.
- (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.

Election and Voting

The Behavioral Health Commission will hold public and transparent voting. Votes will be recorded and tallied by the Behavioral Health Commission Liaison and reported immediately following the vote. Recommendations will be accepted from the floor prior to the vote during the Behavioral Health Commission Meeting.

**ARTICLE VII
COMMITTEES**

SECTION 1. COMMITTEES

The Commission may create Standing Committees, Ad Hoc Committees, and/or Task Forces. If members of the Riverside University Health System - Behavioral 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 the Director of Behavioral 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 behavioral 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 understand, 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 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.

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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 understand, review, 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 for developing and circulating 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.
- (2) New members are appointed to a standing committee after being listed as an agenda item.
- (3) Each committee shall provide the Commission with a written Mission Statement for approval. Each committee must also submit annually their Goals and Objective for the coming year. Upon unanimous vote of the committee members, a Mission Statement may be rewritten and resubmitted to the Commission for approval.
- (4) Each committee Chairperson shall review membership applications. The Chairperson shall make recommendations of the membership committee, unless voting members have a concern regarding the appropriateness of the membership approval. The Membership Committee will appoint recommended members to the committee. All appointed members shall be placed on a roster denoting pertinent contact information. Appointed members will have the right to vote on matters of the committee.
- (5) Members of the Behavioral Health Commission and Regional Advisory Boards may serve on both standing and Ad Hoc committees.
- (6) 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 has been established.
- (7) 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 appointments or requests. During committee deliberations, however, only members of the committee have the right to speak and vote.
- (8) 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.

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- c. Assist with the 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 complies with procedures and policy as established by the Board of Supervisors, W&I Code, and Riverside University Health System - Behavioral Health Policies, Brown Act, and as written in Robert's Rules of Order.
- f. Consult with the Director of Behavioral Health, or their designee, monthly.
- g. The Executive Committee shall function as the planning Committee. This committee will focus on the current and next year's planning. The Planning Committee shall:
 - i. Review and approve the procedures used to ensure citizen and professional involvement in all stages of the planning process, based on current legislation.
 - ii. Review the County Performance Contract and any other County Behavioral Health agreements related to grants or contractors.
 - iii. Review the intent of funding and all Form 11s 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, developing, and implementing the County Behavioral Health Strategic Plan.
 - v. Ensure Commission members and Regional Board members comply with all mandatory training pursuant to AB 1234 or current laws and regulations.

(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 Behavioral 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 training to the new Commission members and new Regional Board members.

The Commission members may recommend appointees to the Board of Supervisors. Counties are encouraged to appoint individuals with experience and knowledge of the Behavioral Health System.

(3) Nominating Committee: The Nominating Committee shall be appointed at the May meeting to prepare a slate of candidates for elections of officers to the Behavioral Health Commission, Chair, Co-Chair and Secretary, hereinafter called the Executive Committee, for the following fiscal year. The list of candidates for the Executive committee shall be presented to the Behavioral Health Commission members at the June meeting. The Behavioral Health commission will hold a public and transparent vote during the June meeting to vote on the Executive Committee officer selections. Votes will be recorded and tallied by the Behavioral Health Commission Liaison and reported immediately following the vote. Nominations will be accepted from the floor prior to the vote during the Behavioral Health Commission Meeting.

(4) Children's Committee:

- a. Represent the special behavioral health needs of children.
- b. Evaluate and make recommendations on children's behavioral health services.
- c. Report to the Commission concerning children's services.
- d. Submit an annual report to the Commission for inclusion in the Commission's Annual Report to the Board of Supervisors.

**COUNTY OF RIVERSIDE
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(5) Older Adult Integrated System of Care Committee (OASOC): It shall be the responsibility of the OASOC Committee to:

- a. Represent the special behavioral health needs of older adults.
- b. Evaluate and make recommendations on older adult behavioral health services.
- c. Report to the Commission concerning behavioral health services provided to older adults.
- d. Submit an annual report to the Commission for inclusion in the Commission's Annual Report to the Board of Supervisors.

(6) Legislative Committee: The duties of this committee shall be to:

- a. Review relevant legislative bills on behavioral health 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's 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 Riverside University Health System - Behavioral Health as to the needs of those consumers involved in the criminal justice system.
- b. Report 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 Riverside University Health System - Behavioral Health as to the needs of those consumers seeking housing.
- b. Represent the unhoused in need of or receiving behavioral health services.
- c. Report 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:

- g. Maintain and meet to update the Bylaws as deemed necessary by a unanimous vote of members of the Commission.
- h. Resolve conflicts as they arise between the Bylaws and Commission policies.
- i. Serve as the Commission Parliamentarian (Chair of the BSF Committee only).
- j. Updates and changes will be submitted to the Commission for review, final approval, and action.
- k. Regional Board Chairs, or their designee, are encouraged to participate in the Bylaw Committee.

(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 Riverside University Health System – Behavioral 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.

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(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 Riverside University Health System – Behavioral Health as to the needs of veterans who 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’s 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. Every 2 years Commissioners are required to complete a course on ethics, HIPAA, and conflict of interest.

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 and should excuse themselves from the meeting until discussion and/or voting is completed. The Commission member must disclose his/her interest and make it a matter of record.

**ARTICLE IX
REGIONAL BOARDS**

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

- (1) Regional Boards shall make 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) Regional Boards shall provide annual reports to the Commission at each fiscal year, June 30.
- (3) Regional Boards shall make recommendations to the Commission in regard to the policy, procedural, and staffing matters that pertain to their regional behavioral health services and constituents.
- (4) 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. The 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 *per the BOS* in addition to their Regional Board membership.
- (5) The Commission shall advise Regional Boards of planned activities and coordinate, when appropriate, its activities.
- (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 documents 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 the Commission’s final recommendations to the Board of Supervisors via the Department’s Administration Office.

**COUNTY OF RIVERSIDE
BEHAVIORAL HEALTH COMMISSION BYLAWS**

- d. The Department's Administration staff is then responsible for fulfilling the required documentation for submitting such recommendations to the County Executive Office, which has full authority to deem the appropriateness of any Board of Supervisors agenda item.
 - e. All recommendations are to be submitted on a county-authorized Commission letterhead to the Commission's Liaison.
 - f. All recommendations shall fairly and accurately represent the position and/or sentiments of the Commission and the Riverside University Health System-Behavioral Health as formally reflected on their meeting minutes. (Pursuant to the Board of Supervisors Policy A21, 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 August 30 each year.
- (9) Every RB Chairperson shall be responsible for assisting the Behavioral Health Commission Liaison in 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 or have a designated representative attend in their place.
- (11) Commissioners are encouraged to attend regional board meetings.

Regional Board Nominating Committee: The Regional Board Nominating Committee shall be appointed annually by the Regional Boards. The Regional Board Nominating Committee will prepare a slate of candidates for elections of officers to the Regional Boards for the following year. The list of candidates for Chair, Vice Chair, and Secretary shall be presented to Regional Board members. The Regional Board will hold a public and transparent vote. Votes will be recorded and tallied by a designee; the newly elected members will be presented to the Board immediately following the vote. Nominations will be accepted from the floor prior to the vote for consideration. Persons on the nominating committee will not be eligible to hold an office.

**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. During periods of declared emergencies meetings may be held virtually as determined by the state or public health.

**ARTICLE XI
RECORDS**

Records shall be kept at the Riverside County Riverside University Health System - Behavioral Health by the Commission Liaison for a period of no less than 7 years. Records of Commission meetings, agendas and all related materials shall be governed by the Public Records Act (Govt. Code § 6250 – 6276.48).

**COUNTY OF RIVERSIDE
BEHAVIORAL HEALTH COMMISSION BYLAWS**

ADDENDUM

INITIAL MEMBERS OF BEHAVIORAL HEALTH COMMISSION 2014

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