

Solano County Behavioral Health Advisory Board

BYLAWS

DECEMBER 2023



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Solano County Behavioral Health

Behavioral Health Advisory Board (BHAB) Bylaws

Date Approved: _____

ARTICLE I: NAME

The name of this Board shall be the Solano County Behavioral Health* Advisory Board, hereinafter referred to as the Behavioral Health Advisory Board (“BHAB”) or (“BOARD”). *The term “Behavioral Health” encompasses both “Mental Health” and “Substance Use, Alcohol and Drugs”.

ARTICLE II: PURPOSE

Section I. Purpose

The State of California mandates each County have a Behavioral Health Board providing oversight and monitoring of the county behavioral health system, and to advise the Behavioral Health Director and the Board of Supervisors regarding mental health and substance use issues, needs, and policy.

Section II. Authority

The BOARD shall function according to the provisions of the Bronzan-McCorquodale Act which may be found at Part 2 of Division 4.7 of the California Welfare and Institutions Code (commencing at section 5600 et seq.), Solano County Board of Supervisors Resolutions, and the Brown Act.

Section III. Duties and Responsibilities

- A. 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 evaluations or services are being provided, including, but not limited to, schools, emergency departments, and psychiatric facilities.
- B. Review any county agreements entered into pursuant to the California Welfare and Institutions Code (“WIC”) section 5650. The BOARD may make recommendations to the Solano County Board of Supervisors regarding concerns identified within these agreements.
- C. Advise the Solano County Board of Supervisors and the local Behavioral Health Director as to any aspect of the local behavioral health programming. Local behavioral health boards

may request assistance from the local patients' rights advocates when reviewing and advising on mental health evaluations or services provided in public facilities with limited access.

- D. 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 with "behavioral health conditions", which includes mental health and/or substance use disorder, and their families, as well as community members, advocacy organizations, and behavioral health professionals. It shall also include other professionals from partners that interact with individuals living with behavioral health conditions daily, such as education, emergency services, workforce/employment, health care, housing/homelessness, law enforcement, local business owners, social services, seniors, transportation, and veterans.
- E. Review and make recommendations on applicants for the appointment of a local Director of Behavioral Health Services. The BOARD shall be included in the selection process prior to the approval of the Solano County Board of Supervisors.
- F. Review and comment on the county's performance outcome data and communicate its findings to the California Behavioral Health Planning Council.
- G. The BOARD shall assess the impact of the realignment of services from the state to the county, on services delivered to clients and on the local community.
- H. Adhere to Behavioral Health Services Act ("BHSA") Duties from WIC as current and amended including:
 - 1) Conduct BHSA Hearing: The BOARD established pursuant to section 5604 shall conduct a public hearing on the draft three-year program and expenditure plan and annual updates at the close of the 30-day comment period required by subdivision 5848a.
 - 2) Review/Recommendations on Adopted BHSA Plan: The BOARD shall review the adopted plan or update and make recommendations to the local behavioral health agency, as applicable, for revisions. The local behavioral health agency shall provide an annual report of written explanations to the Solano County Board of Supervisors and the State Department of Health Care Services for any "substantive recommendations made by the local behavioral health board" means any recommendation that is brought before the BOARD and approved by a majority vote of the membership present at a public hearing of the local behavioral health board that has established its quorum. [WIC 5848, 5848 (f)]

ARTICLE III: MEMBERSHIP

Section I. Qualifications

The BOARD shall be comprised of at least 9 but not more than 11 members appointed by the Solano County Board of Supervisors, with an additional member who shall be a member of the Board of Supervisors. Appointments must meet the following criteria:

- A. All members shall be residents of Solano County.
- B. BOARD membership shall reflect Solano County's demographic and ethnic diversity as specified in WIC section 5604.5(b) which states that the BOARD Bylaws shall, to the extent feasible, "Ensure that the composition of the BOARD represents and reflects the diversity and demographics of the county as a whole," and the WIC section 5604(a) which states, "The BOARD membership should reflect the ethnic diversity of the client population in the county."
- C. Fifty percent (50%) of the membership shall consist of direct consumers or family members of direct consumers of mental health services. A "direct consumer" is a person who has received or is receiving mental health services. A "family member" is a parent, spouse, sibling, or adult child of a direct consumer. At least twenty percent of the total membership shall be direct consumers, and at least twenty percent shall be family members of direct consumers. At least one of these members shall be an individual who is 25 years of age or younger.
- D. A minimum of three (3) members shall have experience with a substance use disorder (SUD) through professional experience or lived experience (a minimum of one year in recovery is required for individuals with lived experience of SUD as indicated in their application).
- E. At least one member of the BOARD shall be an employee of a local education agency.
- F. At least one member of the BOARD shall be a veteran or veteran advocate. The county shall notify its county veterans service officer about vacancies on the BOARD if a county has a veterans' service officer. For purposes of this section, "veteran advocate" means either a parent, spouse, or adult child of a veteran, or an individual who is part of a veterans' organization, including the Veterans of Foreign Wars or the American Legion.
- G. BOARD appointments shall reflect a commitment to appointing applicants proportional to the county's ethnic populations. Outreach shall occur annually by the Behavioral Health Plan to improve interest in Behavioral Health Advisory Board participation. Absent relevant ethnic diversity of a candidate at the time of consideration, such a candidate may still be appointed on the basis of being a direct consumer or family member of a direct consumer of behavioral health services.
- H. The BOARD is encouraged to include individuals who have experience with and knowledge of the behavioral health system, such as members of the community that engage with individuals living with behavioral 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.

- I. Except as provided in in the next paragraph, a member of the BOARD or the member's spouse shall not be a full-time or part-time county employee of a county behavioral health service, an employee of the State Department of Health Care Services, or an employee of, or a paid member of the Board of Supervisors, or a behavioral health contract agency.
- J. A consumer of behavioral health services who has obtained employment with an employer described in paragraph (I) and who holds a position in which the consumer does not have any interest, influence, or authority over any financial or contractual matter concerning the employer may be appointed to the BOARD. The member shall abstain from voting on any financial or contractual issue concerning the member's employer that may come before the BOARD and shall not serve as the Chair or Vice-Chair.

Section II. Term of Appointment

The normal appointment term of each member of the BOARD shall be for a period of three (3) years from the first day of the month of appointment. If prior to the expiration of their term, a member ceases to retain the status which qualified them for appointment to the BOARD, their membership on the BOARD shall terminate. A member shall not serve more than nine (9) consecutive years unless the member meets a criterion as specified in Section I (H).

Section III. Attendance

Any member of the BOARD who is absent three (3) consecutive regularly scheduled BOARD meetings will be dismissed by BOARD action, barring extenuating health or other personal circumstances as determined by the BOARD member who is a member of the Board of Supervisors, who also shall have the final decision for termination of a member due to absences.

Section IV. Resignation

A member unable to continue service shall submit a resignation to the Chair of the BOARD. If a member moves out of the county, resignation shall be automatic.

Section V. Vacancies

- A. **Existing Members of the BOARD:** Three (3) months prior to the term expiration date of an existing BOARD member, they shall request a reappointment recommendation from the BOARD by majority vote. Should the BOARD recommend reappointment, the Chair of the BOARD will notify the Board of Supervisors requesting a calendar date for reappointment of that BOARD existing member.
- B. **New Applicants to the BOARD:** New applicants will complete the appropriate application form and submit the form to the Membership Committee of the BOARD. The Membership Committee of the BOARD shall consist of select members of the Behavioral Health Services

Department and the BOARD. The Membership Committee shall review the application form and determine if the applicant meets the required criteria in Article III, Section I.

- 1) Should the applicant meet the criteria in Article III, Section I, the applicant will be invited to an interview with a Membership Committee member, the Behavioral Health Director, and a BOARD member. At that interview, prospective members will be asked a series of questions regarding the basis for interest of the prospective member, qualifications as defined herein, understanding and commitment to attendance. Assuming satisfactory responses to these questions, the applicant is presented to the BOARD for acceptance.
 - 2) If the applicant is accepted by the BOARD, the applicant will be forwarded to the Supervisor of the Solano County Board of Supervisors in whose district the applicant resides for appointment to the BOARD.
- C. The timeframe for an application and applicant to be reviewed, interviewed, accepted by the BOARD and referred to the Board of Supervisors for appointment to the BOARD should not exceed three (3) months from time of application submission to appointment.
- D. Nothing herein shall limit the authority of the Board of Supervisors to appoint any person meeting the criteria established in Article III, Section I to the BOARD, irrespective of any recommendations from the BOARD.

Section VI. Compensation and Reimbursements

The members of the BOARD shall serve without compensation.

ARTICLE IV: MEETINGS

Section I. Behavioral Health Advisory Board Meetings

The BOARD shall meet monthly at a convenient location which shall be noted in the posted agenda. Regular meetings, special meetings or changes in date, time, or meeting location may be called by the BOARD Chair, the majority of the Board members, or at the request of the Behavioral Health Director. The BOARD shall meet at a minimum of ten (10) times a year. Meetings shall be open to the public except for the Executive Committee as provided by law. Notice of the meeting time, location, and agenda shall be published seventy-two (72) hours in advance of regular meetings in accordance with the Brown Act, and twenty-four (24) hours in advance for special meetings. A meeting calendar for reminders of tasks for the year should be discussed at the regular January meeting and voted on at the regular February meeting.

Section II. Quorum

A quorum shall consist of one person more than one-half of the BOARD membership or in the case of a standing committee, a quorum shall consist of one person more than one-half of the membership of a standing committee. A quorum is required to conduct a vote.

ARTICLE V: OFFICERS

Section I. Elected Officers

The officers of the BOARD shall consist of the Chair and Vice Chair. Any BOARD members may serve in these elected offices.

Section II. Officer Elections

- A. In September of each year, the Chair shall appoint an ad hoc Nominating Committee of three (3) BOARD members for the purpose of identifying a slate of candidates for the following year, to secure the verbal consent of the candidates selected to serve, and report the names of these candidates to the BOARD at the January meeting. The Chair shall accept further nominations from the floor. The election of officers shall occur at the regularly scheduled BOARD meeting in January by a majority vote of the BOARD members. The Chair and Vice-Chair must have served on the BOARD for at least one year prior to being elected. Elected officers shall assume their responsibility immediately following the election.
- B. If Board membership drops to nine (9) or less members, the above election procedure may be interrupted and replaced with the following procedure:
 - 1) Between September and January, the Executive Committee will identify a slate of candidates, secure verbal consent of the candidates elected to serve, and present the names to the BOARD at a regularly scheduled meeting in January. The Chair shall also accept nominations from the floor.
 - 2) The election of officers shall occur at the regularly scheduled meeting in January by a majority vote of the BOARD members.
 - 3) Elected officers shall assume their responsibility immediately following the election.

Section III. Term of Office

Each officer is elected and shall serve in the position for one (1) year. No officer shall serve for more than two (2) consecutive elected terms in the same office unless there are no other volunteers from the BOARD membership.

Section IV. Officer Attendance

Any officer of the BOARD who is absent two (2) consecutive regularly scheduled BOARD meetings without notice, shall be dismissed as an officer, barring extenuating health or other personal circumstances as determined by the member of the BOARD who is on the Board of Supervisors.

Section V. Officer Resignation

An officer unable to continue service shall submit a resignation to the BOARD.

Section VI. Officer Removal

An officer shall be removed for repeated failure to perform the functions of an officer as determined by the remaining BOARD members, or as determined by the member of the BOARD who is on the Board of Supervisors in consultation with the Behavioral Health Director.

Section VII. Officer Vacancies

Any officer vacancy shall be filled by BOARD election at the first regular monthly meeting following the occurrence of the vacancy.

Section VIII. Officer Duties and Responsibilities

The Chair shall preside at all regular and special meetings of the Mental Health Advisory Board. The Chair shall act as the official representative of the BOARD in its communications with other organizations and agencies. In the absence or unavailability of the Chair, the Vice Chair or other BOARD designee shall assume the duties and responsibilities of that position.

Section IX. Other Officers

The BOARD may elect such other officers as it deems necessary to perform necessary duties as determined by the BOARD. These elections shall occur at regularly scheduled BOARD meetings and require a majority vote by the BOARD.

Section X. Rules of Order

The meetings of the BOARD shall be conducted in compliance with the Brown Act and conducted in accordance with Robert's Rules of Order.

ARTICLE VI: COMMITTEES

Section I. Executive Committee

There shall be a standing Executive Committee comprised of the Chair, Vice Chair, and the Chair of each "Other Committee." The Executive Committee may carry out any responsibilities delegated to it by the BOARD and act in emergencies in any way it deems necessary when there is no time for the entire BOARD to act, subject to the Brown Act.

Section II. Other Committees

The BOARD Chair, with the approval of the BOARD, may appoint other committees, such as standing, special, and ad hoc committees, which BOARD members may join. These committees shall serve as advisory committees to the BOARD. These other committees shall be comprised of no less than two (2) individuals.

Standing committees must abide by the Brown Act. Standing committee membership shall consist of less than a quorum of the BOARD. Standing Committees shall provide written minutes of all meetings which shall be included in the regularly scheduled BOARD meeting agenda packages.

Ad Hoc Committee membership shall consist of less than a quorum of the BOARD or of its standing committees and shall focus on a single topic and perform duties as assigned by the BOARD. These committees shall be time limited. The Chair of each committee shall be appointed by the Chair of the BOARD.

When BOARD members attending ad hoc or special committee meetings constitute a quorum, that committee shall post meeting dates, locations, and agendas seventy-two (72) hours prior to the meeting date in accordance with the Brown Act.

ARTICLE VI: AMENDMENTS

Section I. Amendments of Bylaws

The Bylaws may be amended at any regularly scheduled meeting of the BOARD by a two-third vote of the BOARD membership, subject to review by Solano County Counsel and approval by the Board of Supervisors. Bylaws amendments shall be introduced at a meeting of the BOARD at least 30 days prior to the subsequent meeting at which the vote is taken and may be altered after introduction. A copy of the proposed Bylaw amendments will be sent by mail to all BOARD members. BOARD members must receive proposed changes at least five (5) days prior to the BOARD meeting at which the vote to amend will be taken.

Section II. Procedure Appendices

Practices and procedures developed and implemented by the BOARD for the purpose of conducting business and implementing policies described by these Bylaws shall be written as a separate document and attached as an appendix to these Bylaws, and may be amended as deemed necessary by a majority vote of the BOARD and upon recommendation from Solano County Counsel, based on Counsel's determination that any such amendments do not contradict either the bylaws herein nor the statutory language contained in WIC section 5604.

AMENDED HISTORY

August 11, 1977

October 25, 1983

September 15, 1987

September 13, 1990

January 21, 1992

April 13, 1993

September 21, 1999

August 15, 2000 (Approved by Board of Supervisors)

November 25, 2014 (Approved by Board of Supervisors)

December __, 2023 (Approved by the Board of Supervisors)

BHAB Contact Information

Solano Behavioral Health Email & Website:

BHInfo@SolanoCounty.com |

<https://www.solanocounty.com/depts/bh/default.asp>

Behavioral Health Advisory Board:

<https://www.solanocounty.com/depts/mhs/mhab.asp>

Board Secretary (707) 784-8320

