



SOLANO COUNTY BOARD OF SUPERVISORS  
ADVISORY BOARD/COMMISSION REVIEW SHEET

**Date:** *October 8, 2014*

**Name of Advisory Board:** *Alcohol and Drug Advisory Board*

**Name of person completing review sheet:** *Tracey Lee*

**Name and Department of County Contact/Staff assigned to Board:** *Kristina Feil, OAIH  
Substance Abuse Services, Department of Health & Social Services*

**PURPOSE**

1. What is the purpose of the advisory board?

*Our board ensures that community needs are met regarding substance-related issues through prevention, early intervention and treatment. The Board reviews, evaluates and participates in the planning process, advises the Substance Abuse Manager and Board of Supervisors and encourages public understanding of Alcohol and other Drug problems.*

2. Does the board/commission have a mission statement? If so, please provide.

*Mission Statement: The Alcohol & Drug Advisory Board (ADAB) is composed of individuals from diverse disciplines representing a cross section of Solano County. The ADAB ensures that community needs are met regarding substance use disorder (SUD) related issues through prevention, early intervention, treatment and ongoing recovery. The ADAB reviews, evaluates and participates in the planning process (es), advises Substance Abuse Administrator (SAA) and Board of Supervisors (BOS) and encourages public understanding of Alcohol and Other Drugs (AOD) problems, thereby ensuring the most effective use of county AOD dollars and services.*

3. Please provide the most recent copy of board/commission's bylaws and include the date they were approved by the Board of Supervisors.

*The current bylaws (attached) were approved by the Board of Supervisors on May 22, 2012.*

4. Please reference how, why and when the board/commission was created.

*Resolution 94-191. Approved by the Board of Supervisors on September 6, 1994.*

## MEETING SCHEDULE

5. How often does the advisory board meet?

*Monthly*

6. Does the board/commission adopt an annual work plan? If so, please provide a copy, and include the County staff involved? If there is no work plan, explain why there isn't one?

*We continued to follow the work plan established for 2013 and will update the plan in November 2014.*

7. Please attach membership list and attendance records for October 2013 through September 2014 or since the last reporting period.

*October 2013 through September 2014 attendance records attached.*

## BROWN ACT REQUIREMENTS

8. Please answer the following related to the Advisory Board Principles and Policies. If you answered "no" to any of the questions below, please explain:

A. Was a quorum present at each meeting? *Yes*

B. Did each new member receive training and written guidelines on the Brown Act?  
*Our newest member received written guidelines on the Brown Act but has not yet attended formal training. She became a member in June 2014 and there has not been a Brown Act Training since.*

C. Did existing members receive a review of the Brown Act? *Yes*

D. Were agendas posted and minutes taken in accordance with the Brown Act and the Advisory Board Principles and Policies? *Yes*

## OBJECTIVES AND ACCOMPLISHMENTS

9. List primary goals and objectives from the last reporting period and note if they were met.

*The last reporting period was October 2012 through September 2013. The goals and objectives were:*

- At least eight times per year 1 provider will be invited to do a presentation of their facility and services. Met*
- Once a year board members will attend a Board of Supervisors meeting. Met*
- Increase ADAB's community presence through prevention-oriented activities and by reaching out to community groups with an interest in substance use disorder prevention, treatment and recovery. Met*

- *Hold an Educational Forum as part of our regularly scheduled May 2013, meeting on the problem of marijuana availability and use among Solano County youth. Met in July 2013*
- *Hold a public hearing to determine community needs as part of the regularly scheduled meeting in September 2013.*

10. List primary goals and objectives for the current reporting period.

*The current reporting period was October 2013 through September 2014. The goals and objectives were:*

- *At least eight times per year 1 a guest speaker or provider will be invited to do a presentation of their facility and services.*
- *Once a year board members will attend a Board of Supervisors meeting.*
- *Increase ADAB's community presence through prevention-oriented activities and by reaching out to community groups with an interest in substance use disorder prevention, treatment and recovery.*
- *Hold an Educational Forum as part of our regularly scheduled meeting*
- *Hold a public hearing to determine community needs as part of the regularly scheduled meeting in September, 2014.*

11. Briefly outline accomplishments for the current reporting period (October 2013 – September 2014), and how those accomplishments were shared with other agencies.

*November 2013*

- *Presentation: Solano County Senior Coalition- Senior Citizen Access to Substance Abuse and Mental Health Services. Tracee Stacy, Chairperson*
- *Presentation: First 5 Solano Children & Families Commission – “Roadmap to Cut Bay Area Poverty. Christina Arrostituto, Executive Director*
- *Presentation: Solano County Substance Abuse Services – Medical Marijuana Dispensaries in Unincorporated Areas of Solano County. Andrew Williamson, Administrator*
- *Presentation: Siting Medical Marijuana Dispensaries in Unincorporated Areas of Solano County. Bill Emlen, Director of Resource Management*

*December 2013*

- *Presentation: Healthy Partnerships, Inc. Sharon Loveseth, Executive Director.*

*January 2014*

- *Presentation: Fairfield Alcohol, Tobacco, and Other Drugs (ATOD) Program. Jeff Conner, Crime Prevention Specialist, FFPD.*

*February 2014*

- *Presentation: Bureau of Medi-Cal Fraud & Elder Abuse. Special Agent Supervisor Larry Hyatt*

*March 2014*

- ***Community Education Event (50+ people in attendance)***
  - *Film -The Anonymous People*
  - *Presentation- The Solano Recovery Initiative, Roger Maryatt, SRP Exec Director*

*April 2014*

- *Presentation: Solano State Prison Long-Term Offenders Program. Dr. Youseff Elmanawy, Director*

*May 2014*

- *Presentation: CURES (Prescription Drug Monitoring Program. Mike Small, DOJ Administrator, Law Enforcement Support Program, Bureau of Criminal Identification and Investigative Services*
- *Presentation: Solano Recovery Initiative. Roger Maryatt, SRP Executive Director*

*July 2014*

- *Presentation: Recidivism Reduction and Re-Entry. Linda Denly, Director of California Attorney General Division of Recidivism Reduction and Re-Entry*

*August 2014*

- *Presentation: Solano County Adult Drug Court. Judge Kam, Caryn Brock, and Karen Sheehy, Adult Drug Court.*

*September 2014*

- *Planning continues for the October 8<sup>th</sup> Community Listening Forum entitled Recovery Works: Fund What Works in honor of Recovery Month*
- *Strong ADAB Board presence at the following Recovery Month Events in Solano County*
  - *Recovery Luminaria 9/19/14*
  - *Walk for Recovery 9/20/14*
  - *Recovery Rally 9/20/14*
  - *Messaging Training 9/21/14*

## **ADDITIONAL INFORMATION**

12. Please add any additional comments. Comments should be 150 words or less.

*None*

**Alcohol and Drug Advisory Board  
Attendance Record  
October 2013 through September 2014**

Committee Position <i>(List all committee positions)</i>	Member <i>(List names or Vacant)</i>	Term of Office	10/9/2013	11/13/2013	12/11/2013	1/8/2014	2/19/2014	3/12/2014	4/9/2014	5/14/2014	6/11/2014	7/9/2014	8/13/2014	9/10/2014	Date of Last Brown Act Training and/or Review	Date of Last AB 1234 Training	Received Copy of BOS Principles and Policies
District 1 Representative	Vacant																
District 2 Representative	Jessie Knight	04/10/12 - 04/10/15	A	X	X	A	X	X	X	X	A	X	A	X	10/25/13	10/25/13	YES
District 3 Representative	Kent Shaw	08/27/13 - 08/27/16	X	X	X	X	X	X	X	X	X	X	X	A	10/17/13	10/17/13	YES
District 4 Representative	Gene Korte	4/8/14 - 4/8/17	X	X	X	A	X	X	X	X	X	X	X	X	11/6/12	11/6/12	YES
District 5 Representative	Tracey Lee	10/11/11 - 10/11/14	X	A	X	X	X	X	X	X	X	A	X	X	9/14/14	9/14/14	YES
Member at Large	Christie DeClue	05/07/13 - 05/07/16	X	X	X	X	X	X	A	A	A	X	X	X	10/25/13	10/25/13	YES
Individual who has received treatment or services for an alcohol problem and has remained clean and sober for at least 1 year	Vacant																
Individual who has received treatment or services for an drug problem and has remained clean and sober for at least 1 year	Debra Sanderson	6/10/14 - 6/3/17	Joined June 10, 2014 <i>(Member was not notified of membership until after June meeting)</i>								A	X	X	X	due	9/13/14	YES
Mental Health Advisory Board	Vacant																

Minutes sent to BOS		Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y
Minutes sent to CAO		Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y
Quorum Present *	* 51% of filled positions	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y

X = PRESENT  
A = ABSENT  
Y = YES  
N = NO      NQ= No Quorum

<b>Agenda Posting Locations:</b>	<b>County Administration Center Bulletin Board H&amp;SS Bulletin Board, 275 Beck Ave H&amp;SS Front Door, 2101 Courage Drive</b>
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Quorum Present ( \* Define what a quorum is)  
Example: 51% of filled positions, 5 members per bylaws, etc.

ALCOHOL & DRUG ADVISORY BOARD BY-LAWS  
May 22, 2012

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SOLANO COUNTY  
ALCOHOL AND DRUG ADVISORY BOARD BY-LAWS

ARTICLE I - NAME

SECTION 1. NAME: The name of this organization shall be the Solano County Alcohol and Drug Advisory Board ("Advisory Board").

ARTICLE II - PURPOSE

SECTION 1. AUTHORITY: The Advisory Board shall function according to the provisions of Resolution Number\_\_\_\_\_ of the Solano County Board of Supervisors ("Board of Supervisors") and shall be deemed to be a local entity for purposes of the Ralph M. Brown Act (Chapter 9 (commencing with Section 54950) of Part 1 of Division 2 of Title 5 of the Government Code).

SECTION 2. DUTIES AND RESPONSIBILITIES: The Advisory Board shall:

- A. Review and evaluate the county program budget and any amendments thereto, and the community's alcohol and drug prevention, treatment, and rehabilitation needs, services, facilities, and special problems; and may make on-site visits to such facilities, and interview persons who are employees of such facilities and who have received aid from such facilities.
- B. Participate in the planning process and review procedures used to insure citizen and professional involvement at all stages of the planning process.
- C. Advise the Solano County Substance Abuse Administrator on policies, goals and operations of the county program and on any other related matters the Substance Abuse Administrator refers to it or which are raised by the advisory board.
- D. Encourage public understanding of the problems of alcoholism and drug abuse and support throughout the county development and implementation of effective alcohol and drug programs.
- E. In the event the Substance Abuse Administrator and the Advisory Board disagree regarding the development or

implementation of any element of the county program budget or any related matter, the Advisory Board may designate a representative to report or make a presentation before the Board of Supervisors relating to such disagreement and ask for direction, if necessary.

### **ARTICLE III - MEMBERSHIP**

**SECTION 1. QUALIFICATIONS:** The Advisory Board shall be comprised of nine members appointed by the Board of Supervisors as follows:

1. One member of the public from each Supervisorial District;
2. An at-large member of the public;
3. An individual who has received treatment or services for an alcohol problem and who has remained clean and sober for at least one year;
4. An individual who has received treatment or services for a drug problem and who has remained clean and sober for at least one year;
5. A representative of the County Mental Health Advisory Board.

Members must understand prior to selection that service on at least one standing committee, if needed, is a condition of appointment. Members shall have a personal interest in the field of alcohol and drugs. The Advisory Board shall be comprised to the extent

possible of persons who have a professional interest in or personal commitment to alleviating problems related to alcohol and/or drug abuse in their communities. The membership shall include representatives from various ethnic, economic, social, and occupational groups. All members of the Advisory Board shall be residents of Solano County.

- A. No member of the Advisory Board, or their spouse, shall be a full-time or part-time county employee of any county facility which provides alcoholism or drug abuse services, nor a member of the Board of Supervisors or any of their staff, nor a recovering alcoholic or drug addict with less than one (1) year of continuous sobriety.
  
- B. Neither providers and/or their spouses shall be eligible to serve. Provider shall be defined as any employee of a private agency (profit or non-profit) receiving funds from the Solano County Department of Health and Social Services for the provision of drug and alcohol services.
  
- C. Each Advisory Board member shall file an annual statement disclosing his/her interest and that of his/her spouse in investments, real property and income designated as reportable under the category to which the member's position is assigned

in Exhibit A of the Conflict of Interest Code of the Advisory Board. The instruction manual in this code (available in the office of the Solano County Board of Supervisors) is, therefore, included by reference in the by-laws of the Advisory Board.

**SECTION 2. TERM OF OFFICE:** Each member shall be appointed for a term of three (3) years. At the end of each three (3) year term, members may reapply. No individual member shall serve more than two (2) consecutive full three (3) year appointed terms.

**SECTION 3. VACANCIES:** A vacancy on the Advisory Board shall be filled by the Board of Supervisors.

**SECTION 4. COMPENSATION:** The members of the Advisory Board shall serve without compensation. They shall be reimbursed for pre-authorized expenses incurred in connection with their duties as members of the Advisory Board.

**SECTION 5. ATTENDANCE:** All Advisory Board members must inform the Secretary of the Advisory Board if they will not be attending an Advisory Board meeting, otherwise it will be construed as an unexcused absence. The Advisory Board shall entertain a motion to

recommend termination by the Board of Supervisors for unexcused absences from three (3) consecutive board meetings. The determination of what constitutes an excused absence shall be at the discretion of the Executive Committee.

**SECTION 6. REMOVAL OF MEMBERS:** The members of the Advisory Board may be removed for cause, i.e., unable to participate on committee work, or when they have more than three (3) consecutive unexcused absences or when they no longer qualify for membership per Article III, Section 1., above.

SPECIAL CIRCUMSTANCES: A productive Advisory Board member removed from the Advisory Board may be transferred or placed on an inactive board status until the basis of removal (cause) no longer exists. At such time, the member may reapply and with the Executive Committee or full board approval, be reinstated to the Advisory Board filling any vacancy for which he/she may qualify. If there is no vacancy, the person may fill the next vacancy occurring on the Advisory Board. Special circumstances may include, but not be limited to: a) personal prolonged illness, b) immediate family member illness, or c) temporary reassignments (six months or less).

**SECTION 7. TECHNICAL ADVISORY COMMITTEE MEMBERSHIP:** Solano County

service providers shall be members of the Solano County Alcohol and Drug Advisory Board Technical Advisory Committee. The Technical Advisory Committee shall provide its expertise and knowledge to the Advisory Board. This committee shall not have voting or veto power, but is encouraged to attend all meetings in order to assist the Advisory Board whenever requested to do so.

#### **ARTICLE IV - MEETINGS**

**SECTION 1. SCHEDULE:** The Advisory Board shall meet regularly at a stated date, time, and place to be decided by the Advisory Board. Said meetings should occur monthly, but the Advisory Board may decide to meet less or more than monthly. The Advisory Board shall meet a minimum of six (6) times per year. All meetings of the Advisory Board shall be subject to the Ralph M. Brown Act (Chapter 9 (commencing with Section 54950) of Part 1 of Division 2 of Title 5 of the Government Code).

**SECTION 2. QUORUM:** A majority of the Advisory Board shall constitute a quorum for the transaction of business.

**SECTION 3. CONFLICT OF INTEREST:** No member who would personally or professionally benefit from a county funded project may vote on, advise or render an opinion on any issue involving any portion of those contracted monies.

#### **ARTICLE V - OFFICERS**

**SECTION 1. ELECTED OFFICERS:** The officers of the Advisory Board

shall be the Chair and Vice-Chair. Only officially appointed Advisory Board members may serve in these offices.

**SECTION 2. ELECTIONS:** In December of each year the Advisory Board shall elect its officers for the ensuing year. Nominations will be made at the end of the December meeting and immediately thereafter a vote shall be taken by handwritten ballot. The newly elected officers shall assume their respective responsibilities commencing January 1 of the next year.

**SECTION 3. TERM OF OFFICE:** Each officer shall serve for one year in the same office. No Chair or Vice-Chair shall serve for more than two (2) consecutive, elected terms.

**SECTION 4. VACANCIES:** Any vacancy shall be filled by an Advisory Board election at the first regular monthly meeting following the occurrence of the vacancy. In the event of a vacancy in the office of Chair, the Vice-Chair will be moved into that vacancy for that meeting.

**SECTION 5. DUTIES AND RESPONSIBILITIES:** The Chair shall preside at all regular and special meetings of the Advisory Board. He/she, or a person designated by him/her in the absence of the

Chair and Vice-Chair, shall act as the official representative of the Advisory Board in its communications with other organizations and groups. In the absence or unavailability of the Chair, the Vice-Chair will assume the duties and responsibilities of that position on an interim basis.

**SECTION 6. OTHER OFFICERS:** The Advisory Board may elect such other officers as they deem necessary to perform such duties as determined by the Advisory Board.

**SECTION 7. RULES OF ORDER:** The meetings of the Advisory Board shall be governed by the authority of "Robert's Rules of Order" modified to allow the Chair to participate during discussion, and he/she will vote only in case of a tie, except the Chair may vote in the annual election of officers.

## **ARTICLE VI - COMMITTEES**

**SECTION 1. EXECUTIVE COMMITTEE:** There shall be a standing Executive Committee comprised of the Chair and Vice-Chair and standing Committee Chairs. Duties and responsibilities shall be as delegated by the Advisory Board or it's duly appointed

representatives.

**SECTION 2. OTHER COMMITTEES:** Other standing and special committees may be appointed by the Chair with the approval of the Advisory Board. The Technical Advisory Committee shall be a standing committee. Each standing committee shall select a Chair who serves at the pleasure of that committee.

**ARTICLE VII - AMENDMENTS**

**SECTION 1. AMENDMENT OF BY-LAWS:** The By-laws may be amended at any meeting of the Advisory Board by a two-thirds (2/3) vote of the full membership provided that copies of proposed amendments are sent to all members of the board at least five (5) days prior to the meeting at which the vote is taken. Any By-law changes must be approved by the Board of Supervisors.

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(ADAB BYLAW.Changes. \_\_\_\_\_ 2012)

(Revised: \_\_\_\_\_, 2012)