



**SISKIYOU COUNTY BEHAVIORAL HEALTH SERVICES BOARD
BYLAWS
ARTICLE I – NAME**

(1). The name of the Board shall be the Siskiyou County Behavioral Health Services Board hereinafter referred to as “the Board.”

ARTICLE II – AUTHORITY

(2). The authority of the Board is set forth in provisions of the [1]Welfare and Institutions Code, §5604 (also known as the [2]Bronzan-McCorquodale, 1992) and the Welfare and Institutions Code §5150-5152 (also known as the [3]Lanterman-Petris-Short Act, 1972), of which are originally known as the community Mental Health Services Act.

ARTICLE III – RESPONSIBILITIES AND OBJECTIVES

(3). The duties of the Board, as defined in Section 5604.2 of the Welfare and Institutions Code, shall be:

(A). Review and evaluate the community’s mental health, alcohol and drug needs, services, facilities and special problems.

(B). Review any County agreements entered pursuant to Welfare & Institutions Code Section 5650.

(C). Advise the governing body and the local mental health director as to any aspect of the local mental health program.

(D).Review and approve the procedures used to ensure citizen and professional involvement at all stages of the planning process.

(E). Submit an annual report to the governing body on the needs and performance of the County’s mental health system.

(F). Review and make recommendations on applicants for the appointment of a local director of mental health services. The Board shall be included in the selection process prior to the vote of the governing body.

(G).Review and comment on the County’s performance outcome data and communicate its findings to the State Mental Health Commission (the California Mental Health Planning Council.)

(H).Assess the impact of the realignment of services from the State to the County, on services delivered to clients and on the local community.

ARTICLE IV – MEMBERSHIP

(4). Term

(A). The term of each member of the Board shall be for three years. The governing body shall equitably stagger the appointments so that approximately one-third of the appointments expire in each year. The Board of Supervisors (BOS) shall appoint a delegate and an alternate delegate to the Board for one year terms.

(5). Attendance at Meetings

(A). A Board member shall be considered in good standing if the member does not miss more than two consecutive regular meetings throughout any twelve month period or a total of three regular meetings per twelve month period. In the event a member should miss more than three regular meetings in a twelve month period, the Board may review said member's membership. Such review shall occur at a regular Board meeting and shall be itemized in the agenda. If the member's effectiveness is deemed unsatisfactory as a result of the absences, the member, at the discretion of the Board, may be removed from the Board by a majority vote. An appointment of a new member to serve out the remainder of the unexpired term will be requested of the BOS.

(B). The immediately preceding paragraph shall not apply to the BOS delegate and/or alternate delegate.

(C). Either the BOS delegate or alternate may attend a Board meeting. The BOS delegate position is not subject to attendance requirements.

(6). Number

(A) Siskiyou County Behavioral Health Services shall have a Board of a maximum of 11 members, which shall be comprised in accordance with Welfare and Institutions Code Section 5604(a) (1) and (2). Members shall be residents of Siskiyou County, California. Members shall be appointed by the BOS, and shall be appointed at large without regard to supervisorial district. The Board may suggest individuals to the BOS for appointment to the Board, and such appointments shall be made in consultation with the Board.

(B). One alternate shall be recommended by the Board and approved by the BOS to sit in on all regular meetings. When any regular Board member resigns or leaves the Board for any reason, the alternate will automatically fill that member's unexpired term with the rights, duties, and expectations of a regular member.

(7). Governing Body

(A). The governing body is the Siskiyou County Board of Supervisors.

(B). The local governing body may transfer additional duties or authority to the Board at their discretion.

(8). Composition of Board

(A). Fifty percent of the Board membership shall be consumers or family members (i.e., parent, spouse, sibling, adult children, or grandparent) of consumers, who are receiving or have received mental health services; whereas mental health services shall be defined in the Welfare and Institutions Code Section 5601(g); and the definition of a consumer family member shall be as defined in Welfare and Institutions Code Section 5604(a)(2).

(B). At least 20 percent of the total membership shall be consumers, and at least 20 percent shall be a family member of consumers.

(C). The BOS shall appoint one delegate and one alternate delegate to serve on the Board from their current membership.

(D). At least one member of the Board shall be a service provider as defined in the Welfare and Institutions Code Section 14043.27(c)(5).

(E). If it is not possible to secure membership as specified from among persons who reside in the County, the governing body may substitute representatives of the public interested in mental health.

(F). Interested persons should submit a letter of interest to the Behavioral Health board chair (or County Clerk) and attend one meeting. The application letter is to list the qualifications and reasons for applying for membership at this time. Following receipt of the letter by the County Clerk, the Board is notified of the existence of an applicant for Board membership. If there is no vacancy at that time, the Board will contact the

applicant, thus verifying and acknowledging the applicants desire to be a candidate, and consequently keeps the applicant's letter at such time that a vacancy opens.

(G).If a vacancy exists, the Board will interview the perspective candidate. At the conclusion of the interview, the Board will go into executive (closed) session and vote on a recommendation to the BOS.

(9). Conflict of Interest

(A). No member of the Board or his/her spouse shall be a full or part-time employee of the County of Siskiyou Behavioral Health Services, the State Department of Health Care Services, or on the staff of, or a paid member of the governing body of a mental/behavioral health contract agency. (See exception in Article IV(8)(A))

(B). A consumer of behavioral health services who has obtained employment with an employer bound by the Bronzan-McCorquodale Act as described in the preceding paragraph (6)(a), and whose position with said employer does not involve the interest, influence, or authority over the financial or contractual matters between said employer and behavioral health services may be appointed to the Board and is not in violation of the Bronzan-McCorquodale Act as defined in the Welfare and Institutions Code Section 5604.2(d)(1). At any time that a contractual or financial issue between the aforementioned employer and behavioral health services comes before the Board for a vote, the Board member shall recuse himself/herself from that vote as cited by the [4]Brown Act §18707.87105 (a)(1)(a).

(C). Members of the Board shall abstain from voting on any issue in which the member has a financial interest as defined in Section 87103 of the Government Code and section 18707.87105 of the Brown Act.

(10). Minority Representation

(A). The composition of the Board shall attempt to reflect the minority population found in the County.

ARTICLE V – MEETINGS

(11). Meetings

(A). Time, date and location of regular meetings, which alternate between the Yreka and Mt. Shasta campus, may be determined and changed by a majority vote of the Board at any regular meeting. Special meetings may be held by giving 24 hours notice of the meeting to all members upon the call of the Chair or upon a majority of the Board.

(B). The agenda for the regular meetings shall be prepared by the Chair and Director and distributed to each Board member the week prior to the meeting and released to the press. Copies of the agenda shall be made available for the public at each meeting. The agenda shall allow time for presentation of non-agenda items.

(C). All meetings of the Board shall be open to the public and shall be subject to the provisions of Chapter 9 (commencing with Section 54950) of Part I of Division 2 of Title 5 of the Government Code relating to meetings of local agencies. By law, closed meetings shall be in accordance with the Brown Act with proper notice given.

(D). Siskiyou County Behavioral Health Services, on approval of the Director of the Behavioral Health Services Agency shall pay from any available funds the actual and necessary expenses of the members of the Board incurred incident to the performance of their official duties and functions. Such expenses may include travel, lodging and meals for the members of such a Board while on official business.

(E). In the event no elected officers are present to conduct a meeting, a Chair pro-tem shall be elected by the members present at the meeting. The Chair pro-tem shall act as chairman for that meeting only.

(12). Quorum

(A) A quorum shall consist of one person more than half of the appointed members of the Board.

(13). Voting Procedures

(A). Board members must be present at the meeting in orders to vote.

(B). A voting Board consists of a quorum.

(C). The alternate will vote when one or more Board members are not present in order to maintain a quorum.

ARTICLE VI – OFFICERS

(14). Chair and Vice-Chair

(A). At the first regular meeting of the calendar year, the Board members shall elect a Chair and Vice-Chair. Any member may be nominated for Chair or Vice-Chair. The Chair shall preside at all meetings, preserve order and decorum, decide issues of parliamentary procedure, may make motions and exercise all of the rights and duties enjoyed by any other member of the Board, and shall perform such other powers and duties as the Board may assign from time to time. In the absence or disability of the chair, the Vice-Chair shall act in the Chair's place. In the absence of the Chair and Vice-Chair, a Chair Pro-tem shall be appointed by the Board on an as-needed basis for the meeting at which neither the Chair nor Vice-Chair is present.

(15). Secretary

(A). The Secretary to the Board shall be provided by the Siskiyou County Behavioral Health Services. The Secretary shall not be considered a member of the Board. The Secretary shall take and keep the minutes of the Board.

ARTICLE VII – REPRESENTATION TO THE CALIFORNIA ASSOCIATION OF LOCAL MENTAL HEALTH BOARDS

(A). The Chair will represent the Board to the California Association of Local Mental Health Boards, or the Board will elect a member to serve as its representative to the California Association of Local Mental Health Boards. The appointment will occur in January at the beginning of the calendar year. The representative will inform the Board of issues and information discussed at the meetings.

(B). The Board may instruct the representative to support or oppose any item on the California Association of Local Mental Health Board agenda and/or may submit through the representative, proposals for consideration by the California Association of Local Mental Health Boards.

ARTICLE VIII – COMMITTEES

(A). Special purpose committees may be established as deemed appropriate by the Board and appointed by the Chair, and may include the Chair, the local Director of Behavioral Health Services, member of the Board, and selected members of the general public. The Chair of each committee shall be appointed by the Chair of the

Board. The Chair of the Board shall be an ex-officio (*non-voting*) member of each special purpose committee to which he or she is not specifically appointed.

ARTICLE IX – AMENDMENTS

(A). The Board may adopt, amend, or repeal these bylaws at any time, to the extent not inconsistent with the responsibilities and objectives of the Siskiyou County Behavioral Health Services Board and any applicable federal, state, or local law.

Adopted 9/16/1996; revised 9/15/1997
Amended 1/25/99
Amended 5/21/2001
Amended 11/20/06
Amended 06/17/19
Amended 03/18/21

CERTIFICATE OF THE CHAIR

I, the undersigned, certify that I am the Chair of the Siskiyou County Behavioral Health Services Board and that the above bylaws were ratified and adopted at a meeting of the Board held on 7/19/2021 at Yreka, California.

Executed on 7/19/2021 at Yreka, California

Signature on File

Linda Smith, Ph.D., Chair

MEETING GROUND RULES

- Show up, be on time, be prepared
- Leave outside concerns outside
- Listen respectfully and appreciatively
- Speak to the question or issue, not in response to a person
- No side talk
- Be open-minded and objective: be informed by your expertise - decide based on evidence
- Practice active listening
- Be brief, stay on point; no speech making
- Say what you think, not what others think
- Respect confidentiality
- Allow the facilitator to 'direct speaking traffic'
- Cell phones and pagers on silent.

Person-first Language

When talking about people with mental illness, it is important to be mindful and use "person-first language" because the Behavioral Health Board (BHB) has impressionable guest speakers from other agencies and the public, including individuals with mental illness, who attend BHB meetings. Thus, it is vital for BHB members to set an example and lead the way in using terminology when speaking or writing that is positive and reflective of the person first.

Generic phrases such as "the mentally ill" or "psychological disturbed" are not appropriate since they convey a lack of appreciation for and depersonalize the individual. These terms communicate and reinforce the discriminatory notion that "the mentally ill" are a special and separate group that is fundamentally unlike the rest of "us."

The use of person-first language such as "a person with schizophrenia," "an individual with bipolar disorder," or "people with mental illnesses," refers first that they are people and secondarily that they have a disability. Use of person-first language, although sometimes awkward, is important and requires that we be mindful of what we present to the public.

Examples of language to avoid

- Mentally defective or disturbed
- Mentally ill
- Mentally or emotionally handicapped
- Mentally afflicted
- Crazy, nuts or fruitcake
- Emotionally challenged
- Differently-abled
- Victim or sufferer

Examples of Person-First Language:

- Person with a psychiatric or psychological disability
- Person with schizophrenia
- Person with a mental illness
- Person with bipolar disorder
- Person with an emotional disability

Siskiyou County Behavioral Health Board: Acronyms & Abbreviations January 2022

Acronym/ Abbreviation	Description	Comment/ Explanation
5150	W&I Code danger to self/others	Defines who can be hospitalized
24/7	24hr/day--7days/week	
PSA II	Planning and Services Area #2 Area Agency on Aging	Federal/State Funded
AB 100	Elimination of state approval of MHSA programs	Legislation
AB 102	Transfer of MediCal MH from DMH to DHCS	Legislation
AB 106	Transfer drug MediCal from ADP to DHCS	Legislation
AB 109	Corrections Realignment	Legislation
AB 201	Establish Veteran's Courts	Passed, but vetoed
AB 1231	Ethics Training Requirements	Legislation
ACS	Adult and Children's Services	
ADHD	Attention-deficit/hyperactivity disorder	
ANSA	Adult Needs & Strengths Assessment	
AOD	Alcohol & Other Drugs	
AOT	Assisted Outpatient Treatment	Laura's Law
ASO	Administrative Services Organization	
BH	Behavioral Health	Refers to mental health/SUD
BHB	Behavioral Health Board	
BHC	Behavioral Health Concepts	Conducts EQRO review
BHD	Behavioral Health Division	
BOS	Board of Supervisors	
CAEQRO	Calif. External Quality Review Organization	By BHC
CALMHBC	Calif. Assoc. of Local MH Boards & Commissions	
CaMHSA	CA Mental Health Services Authority	
CANS	Child, Adolescent Needs & Strengths Assessment	
CANSA	Child and Adult Needs & Strengths Assessment	Life cycle assessment used by BH
CBHDA	California Behavioral Health Director's Association	
CCR	California Code of Regulations	
CF/TN	Capital Facilities & Technology Needs	MHSA component
CFR	Code of Federal Regulations	
CIT	Crisis Intervention Training	Law Enforcement
CLCP	Cultural and Linguistic Competence Plan	
CMHPC	California Mental Health Planning Council	Stakeholder Group
CMS	Centers for Medicare & Medicaid Services	
CMSP	County Medical Services Program	Insurance Plan for low income

CNMHC	California Network of Mental Health Clients	Stakeholder Group
ConRep	Conditional Release Program	State Funded
CPPP	Community Program Planning Process	
CR	Crisis Residential	Progress Foundation
CRC	Community Resource Center	PEI Provider
CS	Crisis Stabilization	within PES
CSS	Community Services and Support	MHSA component
CWS	Child Welfare Services	
CY	Calendar Year	
DHCS	Department of Health Care Services	replaced DMH
DSM-V	Diagnosis & Statistical Manual of Mental Disorders	
EPSDT	Early & Periodic Screening, Diagnosis & Treatment	Children's MediCal
EQRO	Abbreviation for CAEQRO	
FFP	Federal Financial participation	Federal share of Medi-Cal services
FQHC	Federally Qualified Health Center	
FSP	Full Service Partnership	
FURS	Foster Care Urgent Response System	
FY	Fiscal Year	
HCFC	California Homeless Coordinating and Financing Council	
HHS	Health & Human Services Agency	
HIPAA	Health Insurance Portability and Accountability Act	
HUD	Housing & Urban Development (Federal)	
IEP	Individual Education Plan	For "challenged" students
IMD	Institution for Mental Diseases	
INN	Innovation	MHSA component
IP	Implementation Plan	
ISCA	Information Systems Capability Assessment	
KET	Key Event Tracking	
LEP	Limited English Proficient	
Locum Tenens	Psychiatrists on temporary contracts	
LPHA	Licensed Practitioner of the Healing Arts	
LPT	Licensed Psychiatric Technician	
LVN	Licensed Vocational Nurse	
MC	Medi-Cal	
MCP	Managed Care Plan	
MFT	Marriage and Family Therapist	
MH	Mental Health	
MHAC	Mental Health America California	Stakeholder Group

MHBG	Mental Health Block Grant	
MHRC	Mental Health Rehabilitation Center	
MHP	Mental Health Plan	
MHS	Mental Health Services	
MHSA	Mental Health Services Act	
MHSOAC	Mental Health Services Oversight and Accountability	
MOE	Maintenance Of Effort	
MOU	Memorandum of Understanding	
NAMI	National Alliance on Mental Health	Stakeholder Group
NOA	Notice Of Action	
OA	Older Adult	
OAC	Abbreviation for MHSOAC	Stakeholder Group
P&Ps	Policies & Procedures	
PAF	Partnership Assessment Form	
PATH	Projects for Assistance in Transition from Homeless	DHCS Programs
PC 1370	Penal Code: Incompetent to Stand Trial	aka "1ST"
PCP	Primary Care Physician	
PEI	Prevention & Early Intervention	MHSA component
PET	Psychiatric Emergency Team	
PHD	Public Health Division	
PHF	Psychiatric Health Facility	
PHI	Protected Health Information	
PIP	Performance Improvement Projects	
Prop 63	State Proposition establishing MHSA	
PTSD	Posttraumatic Stress Disorder	
QI	Quality Improvement	
QIC	Quality Improvement Committee	
QIP	Quality Improvement Plan	
QIWP	Quality Improvement Work Plan	
RFA	Request for Applications	
RFI	Request for Information	
RFP	Request for Proposals	
SABG	Substance Abuse Block Grant	
SAD	Seasonal Affective Disorder	
SAMHSA	Substance Abuse & Mental Health Services Agency	Block Grant program
SAR	Service Authorization Request	
SCBHS	Siskiyou County Behavioral Health Services	
SD/MC	Short-Dole/Medi-Cal	
SELPA	Special Education Local Plan Administration	Each School Dist. has one

SLP	Supported Living Programs	
SMHS	Specialty mental Health Services	
SMI	Seriously Mentally Ill	
SNF	Skilled Nursing Facility	
SPMI	Serious Persistent Mental Illness (or Mentally Ill)	
SSD	Social Services Division	
STP	Specialized Treatment Program	
SUD	Substance Use Disorder	
TA	Technical Assistance	
TAR	Treatment Authorization Request	
TAY	Transitional Age Youth	18-24
TBS	Therapeutic Behavioral Services	
TDD/TTY	Telecommunication Device for the Deaf	
UM	Utilization Management	
UR	Utilization Review	
W&I	Welfare & Institutions Code (State)	
W&R	Wellness & Recovery	
WET	Workforce Education & Training	MHSA Component
Wraparound	Wraparound Services	A combination of services

Behavioral Health Board CY 2022 Meeting Schedule

**The Siskiyou County Behavioral Health Board meets the third
Monday of each month from 3:30 to 5:00 PM at 2060 Campus
Drive Yreka, CA 06097
or at 1107 Ream Ave. Mt. Shasta, CA 96067
(zoom option available for the duration of the public health
emergency)**

January 18, 2022 (Monday Holiday)

February 22, 2022 (Monday Holiday)

March 21, 2022

April 18, 2022

May 16, 2022

June 20, 2022

July 18, 2022

August 15, 2022

September 19, 2022

October 17, 2022

November 21, 2022

December 19, 2022

Behavioral Health Board Calendar FY 2022 (revised 1/20/22)

<p style="text-align: center;">TUESDAY <u>January 18, 2022</u></p> <ul style="list-style-type: none"> • Election of Officers • Establish Goals • Year Ahead Calendar Review • Brown Act Review • Bylaws Review • Site Review Planning • Assign Contacts for Presentations: <ul style="list-style-type: none"> ○ Day Reporting Center (March) ○ ASOC/CSOC programs (March) ○ 6 Stones Wellness Center (April) 	<p style="text-align: center;">TUESDAY <u>February 22, 2022</u></p> <ul style="list-style-type: none"> • Workgroup formation: CPP (MHSA) <ul style="list-style-type: none"> ○ Identify ways to aid process ○ Assign attendees to CPP coordinated events • Review on-boarding documents 	<p style="text-align: center;">MONDAY <u>March 21, 2022</u></p> <ul style="list-style-type: none"> • Review of BH audits and MHSA Annual Plan <ul style="list-style-type: none"> ○ MHSA Coordinator ○ BH Director • Diversion/Revive/AOT Presentation: <ul style="list-style-type: none"> ○ Day Reporting Center • ASOC/CSOC <ul style="list-style-type: none"> ○ Program Supervisors
<p style="text-align: center;">MONDAY <u>April 18, 2022</u></p> <ul style="list-style-type: none"> • Prepare Resolution to address BOS re: Mental Health Awareness Month (May) and annual BH report • Wellness Center Presentation: <ul style="list-style-type: none"> ○ 6 Stones • Assign Contacts for Presentations: <ul style="list-style-type: none"> ○ I-5 Corridor FRC/CRCs (May) ○ Compliance/Pt's Rights (June) ○ SUD Program (July) • Review grants and state reporting 	<p style="text-align: center;">MONDAY <u>May 16, 2022</u></p> <ul style="list-style-type: none"> • Community Outreach: I-5 Corridor Family Resource Centers <ul style="list-style-type: none"> ○ CRC/FRC Director/staff • RFP and contract reviews for next FY • Provide feedback on grants and reports being submitted to the BOS and state 	<p style="text-align: center;">MONDAY <u>June 20, 2022</u></p> <ul style="list-style-type: none"> • Compliance/Patient's Rights Report <ul style="list-style-type: none"> ○ Grievance Log Report (Bi-Annual) • Review BH budgets <ul style="list-style-type: none"> ○ Fiscal ASM
<p style="text-align: center;">MONDAY <u>July 18, 2022</u></p> <ul style="list-style-type: none"> • SUD Program <ul style="list-style-type: none"> ○ SUD Supervisor/staff • Preview Performance contract review • Assign Contacts for Presentations: <ul style="list-style-type: none"> ○ Crisis Continuum (August) ○ Meds (August) 	<p style="text-align: center;">MONDAY <u>August 15, 2022</u></p> <ul style="list-style-type: none"> • Review BH Performance Contract • Crisis Continuum Report <ul style="list-style-type: none"> ○ ASOC Supervisor/Program Coordinator (5150, suicide rate) ○ Meds Supervisor 	<p style="text-align: center;">MONDAY <u>September 19, 2022</u></p> <ul style="list-style-type: none"> • Fiscal report FY 2021/2022 <ul style="list-style-type: none"> ○ Fiscal ASM • Report on EQRO, SUD and BH audit outcomes <ul style="list-style-type: none"> ○ QI Manager, Program Coordinator, AOD Administrator
<p style="text-align: center;">MONDAY <u>October 17, 2022</u></p> <ul style="list-style-type: none"> • Assign Contacts for Presentations: <ul style="list-style-type: none"> ○ Siskiyou Mobile Clinic (November) • Review CPP for 22/23 MHSA • Review Data Notebook 	<p style="text-align: center;">MONDAY <u>November 21, 2022</u></p> <ul style="list-style-type: none"> • Community Outreach: Siskiyou Mobile Clinic <ul style="list-style-type: none"> ○ Mobile Unit staff • Identify Goals for 2023 • Data Notebook due to the state 	<p style="text-align: center;">MONDAY <u>December 19, 2022</u></p> <ul style="list-style-type: none"> • Compliance/Patient's Rights Report <ul style="list-style-type: none"> ○ Grievance Log Report (Bi-Annual) • Close any loose ends • Termed Members Ending

Siskiyou County Behavioral Health Board
Goals for Calendar Year 2022

General Objectives

- A. Fulfill the Mandated Responsibilities and Core Purposes of the Behavioral Health Board.
 - 1) Review and evaluate the community's behavioral health needs, services, facilities, and special problems [5604.2 (a)(1)] Welfare & Institutions Code (WIC).
 - 2) Review and comment on the county's performance outcome data and communicate its findings to the California Behavioral Health Planning Council (CBHPC) [5604.2 (a)(7)] WIC.
 - 3) Review and approve the procedures used to ensure citizen and professional involvement at all stages of the planning process [5604.2 (a)(4)] WIC.
 - 4) Review any county agreement entered into pursuant to Section 5650 of the Welfare & Institutions Code (WIC).

- B. Maintain an active, involved Behavioral Health Board.
 - 1) Achieve full BHB membership that reflects the diversity of the populations served.
 - 2) Maintain a high attendance and participation at all BHB meetings, including all committees and/or workgroups.
 - 3) Maintain representation on appropriate local, regional, and state boards, committees, councils, etc., and regular reporting to the Behavioral Health Board (for example: CALBHBC, QIC, etc).
 - 4) Complete 100% of scheduled site visits.

Specific Goals and Implementation Plan

- A. Fulfill the Mandated Responsibilities and Core Purposes of the Behavioral Health Board.
 - 1) *Review and evaluate the communities behavioral health needs, services, facilities, and special problems (5604.2 (a)(1)] Welfare & Institutions Code (WIC).*
 - a. Hold community forums that include service providers and/or consumers.
 - b. Review information provided in stakeholder meetings.
 - c. Review available community data on County Behavioral Health Services.
 - d. Have presentations by various agencies, contractors, and community groups.
 - e. Review facilities and services through site visits.

The BHB members will be involved in selecting guest speakers and related activities needed to achieve the aforementioned goals. Specialized Work Groups will be established, if needed, to achieve these goals.

- 2) *Review and comment on the county's performance outcome data and communicate its findings to the California Behavioral Health Planning Council (CBHPC) (5604.2 (a)(7)] WIC.*

The Siskiyou County Behavioral Health Board will make an attempt to evaluate available local performance data provided by Siskiyou County Behavioral Health Services.

3) *Review and approve the procedures used to ensure citizen and professional involvement at all stages of the planning process (5604.2 (a)(4)) WIC.*

- a. Hold public meetings and hearings, including at least one alternate site meeting (1107 Ream Ave., Mt. Shasta, CA 96067).
- b. Encourage community input at Board meetings.
- c. Participate as partners with the local behavioral health program in all aspects of community planning processes.
- d. Members are to continue to serve on health and human service committees, both internal and external to the local behavioral health program.

4) *Review any county agreement entered into pursuant to Section 5650 of the Welfare & Institutions Code (WIC.)*

- a. Review Siskiyou County's annual Performance Contract.
- b. Monitor and review the budget process and allocation of funds to various programs.

B. Maintain an active involved Behavioral Health Board.

1) *Achieve full BHB membership that reflects the diversity of the populations served.*

- a. Achieve full BHB membership that reflects the diversity of the populations served, including consumers, through recruitment efforts by BHB members, Board of Supervisors, and allied organizations and groups.
- b. Increase public attendance and comments at BHB meetings, especially consumers and family members, by conducting outreach to communities throughout Siskiyou County.

2) *Maintain a high attendance and participation at all BHB meetings.*

- a. Maintain a high attendance and participation at all BHB meetings by encouraging attendance and participation, and by following up with members who are absent.

C. Maintain representation on appropriate local, regional, and state boards, committees, councils, etc., and regular reporting to the Behavioral Health Board.

1) *The BHB will encourage interested members to represent the MHB on outside committees.*

2) *Represent the BHB at community outreach efforts and involvement in Mental Health Month (May), and others as may be appropriate. This will be accomplished by interested BHB members who volunteer for these assignments.*

D. Complete 100% of scheduled site visits.

- 1) *The Board will select sites to be visited and will schedule with interested/available BHB members, with the assistance of the Board Secretary.*
- 2) *Written reports of site visits will be submitted to the Board for open discussion with the entire BHB and public.*

E. Provide training opportunities to BHB members.

EXAMPLE



SISKIYOU COUNTY
Health and Human Services
Agency

SARAH COLLARD, PH.D.
Director of Health and Human Services Agency
TRACIE LIMA, LCSW
Clinical Director of Behavioral Health Division
AIMEE VON TUNGELN, LMFT
Deputy Director of Behavioral Health Division

DEPARTMENTAL PROCEDURES

SUBJECT: Behavioral Health Board Participation in Recruitment Process of Behavioral Health Director	POLICY NO. BHB 904	EFFECTIVE DATE 1/12/22
APPROVED BY: Sarah Collard, Ph.D., HHSA Director	REVISION DATE: NA	PAGES 2

PURPOSE

The purpose of this policy and procedure is to ensure effective Behavioral Health Board involvement in the selection process of the Behavioral Health Director for Siskiyou County Health and Human Services.

POLICY

A delegation of up to three Behavioral Health Board members selected, and approved by the Behavioral Health Board, will be deeply involved in the selection process of the Behavioral Health Director. The delegation will review all unedited resumes submitted to the Agency, directly participate in the selection of candidates for interview, the interviews themselves, and assist in the selection of one or more "approved candidates" whom the Agency may pursue through hiring.

PROCEDURES

Selection of Behavioral Health Board Delegates

The Behavioral Health Board will select a group of up to three members that will represent the Board in the selection process (the BHB Delegation)

Resume Review

The BHB Delegation will meet with the Agency Director and Acting Behavioral Health Director to conduct a confidential review of the unedited resumes of vetted candidates. The purpose of this review is to become familiar with the background of the applicants; and to ensure that the selection of the top candidates to proceed to full interviews is appropriate.

Main Interviews and Selection of Finalists

The BHB Delegation members are invited to participate in the "main interview" of each candidate. The main interview consists of each candidate being interviewed on the same day by a sequence of two or more interview panels. The panels include representatives from providers, agency management, and staff of the Behavioral Health Division. Each interviewer rates each candidate in accordance with pre-established protocol that indicates whether the interviewer recommends inclusion of each candidate in the list of "finalists" and then prioritizes the finalists. A finalist is a candidate who, standing on his or her own merits, the interviewer considers qualified and appropriate to be hired for the job. Taking this input into consideration, the Agency Director determines whether there are finalists to continue in the recruiting process and, if so, prioritizes them. The Director may continue recruitment of finalists through the final selection process. However, to select a candidate who is not designated a finalist as the result of this step#3, the Behavioral Health Board will again be consulted.

"Reality Check Interviewing"

HHSA staff then conducts such additional interview of one or more finalists as they consider necessary to ensure that any candidate to whom an offer will be made understands the community, the agency, and the requirements of the position. Normally, candidates will be pursued in their order of priority established during the interview process; however, their priority or approved status may change based on information gathered after interviews are completed.

Agency Selection of Finalist

Based on the results of the HHSA staff interview, the Agency Director selects one candidate and recommends her/him to the County Executive Officer (CEO) and Board of Supervisors. The director will also provide a report on the selection process to the Behavioral Health Board.

CEO Approval

The CEO or her designate may further interview the recommended candidate. The CEO then approves the candidate.

Appointment by Board of Supervisors

The Board of Supervisors appoints the final candidate.



SISKIYOU COUNTY
Health and Human Services
Agency

SARAH COLLARD, PH.D.
Director of Health and Human Services Agency
TRACIE LIMA, LCSW
Clinical Director of Behavioral Health Division
AIMEE VON TUNGELN, LMFT
Deputy Director of Behavioral Health Division

DEPARTMENTAL PROCEDURES

SUBJECT: Roles and Duties of the BHB and HHSA Staff	POLICY NO. BHB 902	EFFECTIVE DATE 1/13/2022
APPROVED BY: Sarah Collard, Ph.D., HHSA Director	REVISION DATE: NA	PAGES 3

PURPOSE:

The purpose of this policy and procedure is to ensure the required duties of the Siskiyou County Behavioral Health Board (BHB) and Siskiyou County Health and Human Services (HHSA) staff are being met in accordance with state law and the BHB Bylaws. It is not intended that this Policy limits or eliminates any powers or duties given to the BHB through any statute or other law.

POLICY:

It shall be the policy of the BHB and HHSA staff to work in a collaborative way to fulfill each of its roles and duties in order to make the BHB an efficient and effective Board representing the interests of community.

PROCEDURES:

Roles and Duties of the Officers of the BHB

The Officers of the MHB are the Chair and Vice-Chair. Each position has specific duties as outlined in the *Bylaws of the Siskiyou County Behavioral Health Board*.

The Chair of the BHB shall:

- 1) Prepare the agenda for all regular and special meetings of the BHB and confirm meeting materials;
- 2) Preside over all regular and special meetings of the Board;
- 3) Call special meetings of the Board when necessary;
- 4) Be in regular consultation with the Siskiyou County Director of Behavioral Health;
- 5) Review correspondence and make recommendations for distribution of correspondence to appropriate Board Members;
- 6) Upon the recommendation of the Board appoint committees and coordinate existing committees;

- 7) Serve as an ex-officio member of all committees; and,
- 8) Contact BHB members who have missed two consecutive meetings in order to determine continued participation on the board.

The Vice-Chair of the MHB shall:

- 1) Assist the Chair in the execution of his or her office and to act in his or her stead during an absence;
- 2) As assigned by the Board Chair, act as ex-officio member on selected committees.

Roles and Duties of the BHB Members

In general, all BHB Members must:

- 1) Serve on at least one committee of the BHB unless excused by the BHB for good cause shown;
- 2) Maintain a satisfactory meeting attendance record. BHB members are required to contact the BHB Secretary prior to a meeting if they are unable to attend;
- 3) Comply with all applicable regulations of the Fair Political Practices Commission including but not limited to preparing and filing FPPC Form 700, if required, within 30 days of appointment and annually prior to April 1st if each year;
- 4) Recruit for prospective members of the BHB;
- 5) Review and evaluate the county's Behavioral health needs, services, facilities, and special problems, including becoming more knowledgeable and staying informed on information relating to the above.
- 6) Review any county agreements entered into pursuant to W&I Code Section 5650;
Section 5650 specifically refers to the BHB's review of the "annual county mental health services performance contract for mental health services in the county."
- 7) Through the BHB, advise the Siskiyou County Board of Supervisors (BOS) and the local behavioral health director as to any aspect of the county's behavioral health program;
- 8) Review and approve the procedures used to ensure citizen and professional involvement at all stages of the planning process;
- 9) Through the BHB, participate in public hearings as required by the Mental Health Services Act (MHSA) and make required recommendations;
- 10) Through the BHB, submit an annual report to the BOS on the needs and performance of the county's behavioral health system;
- 11) Review and make recommendations on the applicants for the appointment of a local director of behavioral health services. The BHB Members shall be included in the selection process prior to the final vote of the BOS;
- 12) Review and comment on the county's performance outcome data and communicate its findings through the BHB to the California Behavioral Health Planning Council;
- 13) Perform such additional duties as assigned by the BOS through the BHB.

Roles and Duties of HHSA:

In order for the BHB to fulfill its core purpose of reviewing and evaluating the community's behavioral health needs, services, facilities, and special problems, HHSA shall:

- 1) Submit the procedures used to ensure citizen and professional involvement in all stages of the planning process to the board for review and approval whenever they are reviewed or revised by HHSA;
- 2) Track the BHB's Annual Report and advise the board when a report is coming due;
- 3) Provide the Board with performance outcome data and facilitate the communication of the Board's comments to the state planning body;
- 4) Periodically provide the Board with information relating to the history of realignment and its local impact;
- 5) Routinely provide the Board with budget information, contracts, and relevant state information notices and letters.

References: Welfare and Institution Code sections 5604.2, 5650, 5848, 18965.



SISKIYOU COUNTY

Health and Human Services Agency

SARAH COLLARD, PH.D.

Director of Health and Human Services Agency

TRACIE LIMA, LCSW

Clinical Director of Behavioral Health Division

AIMEE VON TUNGELN, LMFT

Deputy Director of Behavioral Health Division

DEPARTMENTAL PROCEDURES

SUBJECT: BHB Work Groups	POLICY NO. BHB 903 Attachment A	EFFECTIVE DATE 1/13/2022
APPROVED BY: Sarah Collard, Ph.D., HHS Director	REVISION DATE: NA	PAGES 2

PURPOSE:

The purpose of this policy and procedure is to ensure effective processes for work groups established by the Behavioral Health Board (BHB).

POLICY:

Consistent with Welfare & Institutions Codes 5604.2 (a)(1),(4), & (7) WIC for California Behavioral Health Boards, the work groups established by the BHB will:

- 1) Contribute to the annual goals established by the BHB.
- 2) Generate a work product that will add value to either consumers, families of consumers or BHB goals.
- 3) Operate within the work plan and procedures as approved by the BHB.

PROCEDURE:

Establishing a Work Group

Provide a written draft work plan to the full membership of the Board (Attachment A). The draft work plan should include the following:

- 1) A work group name
- 2) A description of the purpose of the workgroup that links the proposed work to one or more of the BHB Annual Goals
- 3) The number of proposed members for the workgroup
- 4) A detailed description of how the work group will go about accomplishing its purpose
- 5) A schedule of tasks and target date of completion
- 6) The initial and/or ongoing resources the work group will need to accomplish its purpose

Review Process

The Board will:

- 1) Review each work group proposal submitted in writing.
- 2) Review and approve or deny the request.
- 3) Review and identify aspects of the plan that require revisions including but not limited to:
 - a) Areas that are unclear or too broad.
 - b) Areas that may be unnecessary or out of the scope of the BHB goals.
 - c) Clarification regarding how the work group plan goals can be met.

Work Group Established

- 1) If the work plan proposal is approved, the Board Chair or his/her designee appoints a work group chairperson and provides a schedule for progress reports to the full membership.
- 2) The work group chairperson will be provided with written approval from the Board Chair or his/her designee. After the proposal is approved, the work group may begin implementing its plan.

**SISKIYOU COUNTY BEHAVIORAL HEALTH BOARD
WORK GROUP PROPOSAL**

SUBMITTED BY:

Date:

NAME OF WORKGROUP:

ANNUAL GOAL/OBJECTIVE WORKGROUP WILL CONTRIBUTE TOWARDS:

PURPOSE OF WORKGROUP:

THE WAY THIS WORKGROUP WILL ACCOMPLISH ITS PURPOSE WILL BE:

NUMBER OF PEOPLE NEEDED FOR WORKGROUP:

SCHEDULE OF TASKS AND TARGET DATE FOR COMPLETION:

RESOURCES NEEDED FOR WORKGROUP:

APPROVED BY: _____

DATE: _____

COMMENTS:



SISKIYOU COUNTY
Health and Human Services
Agency

SARAH COLLARD, PH.D.
Director of Health and Human Services Agency
TRACIE LIMA, LCSW
Clinical Director of Behavioral Health Division
AIMEE VON TUNGELN, LMFT
Deputy Director of Behavioral Health Division

DEPARTMENTAL PROCEDURES

SUBJECT: Behavioral Health Board Reimbursement of Expenses	POLICY NO. BHB 901 Attachment 1	EFFECTIVE DATE 1/13/2022
APPROVED BY: Sarah Collard, Ph.D., HHSA Director	REVISION DATE: NA	PAGES 2

POLICY:

5604.3 W&I Code states, "The Board of Supervisors may pay from any available funds the actual and necessary expenses of the members of the Mental Health Board of a Community mental health services incurred incident for the performance of their official duties and functions. The expenses may include travel, lodging, child care and meals for the members of an advisor board while on official business as approved by the director of mental health programs."

The Behavioral Health Board's definition of "available funds" are those funds that may be incorporated in a BHB budget that is proposed by the Chair and acted upon by the Behavioral Health Board and where this budget is approved by the Director of the Behavioral Health Division, following the Health & Human Services Agency policies and procedures, and, when necessary, the Board of Supervisors.

Requests for reimbursement of expenses will follow the policies and procedures of Siskiyou County, the Health & Human Services Agency and the Behavioral Health Division in effect at the time of the request.

All requests require prior authorization, and must be made in a timely manner, especially regarding travel and related expenses, such as conference fees. The following steps are to be followed in making requests.

PROCEDURES:

Submit a written request to the BHB Chair, or the Chair's designee. The request must include a breakdown of the details of the expense, and how the expense will benefit the business of the BHB, including how the expense relates to the current BHB Goals and Objectives.

The Chair, or the Chair's designee, will address any concerns or questions with the requesting member, consider the request, funds available and budget priorities, including the benefit to the Behavioral Health Board's goals, objectives and priorities.

Approved requests are then forwarded to the Director of the Behavioral Health Division for approval or denial. The Director's action is final.

After expenses are incurred, the member will submit to the Chair, or the Chair's designee, the appropriate County Claim form with all required receipts and documentation. If in order, the claim will be submitted to the BHB secretary for processing.

NAME: _____ I.D.#: _____

MAILING ADDRESS:

on the Treasury of the County of Siskiyou, State of California for the sum of _____. The undersigned, under penalty of perjury states: that the following claim, and the items and statements are therein set out, are true and correct; that no part thereof has been paid, and that the amount therein is justly due this claimant, and that the same is presented for payment within one year after the first item accrued.

CAUTION: DO NOT CLAIM MILEAGE IF YOU DID NOT DRIVE YOUR OWN VEHICLE.

Date: _____ *SIGNATURE: _____

*If a firm and a purchase order has been issued the signature is not necessary. Otherwise show name of firm, sign it and add your relationship to said firm.

File this claim with the **SISKIYOU COUNTY AUDITOR-CONTROLLER**, P.O. Box 8, YREKA, CA 96097.
Vendors should address shipments to the DEPARTMENT or OFFICE OF ORIGIN.

HAVE YOU READ THE INSTRUCTIONS ON THE BACK OF THIS FORM?
Bills Must Be Itemized in Detail - See instructions on Purchase Order.
Attach all Statements or Invoices on the reverse side.

DEPARTMENT: Behavioral Health DEPARTMENT SIGNATURE: _____

Encumbrance	Invoice #	Amount	DATE	FUND	CC	OBJECT	AMOUNT
TA #							
Purpose of trip:							
Date:		To/From:					
Departure Time:							
Returned Time:							
Breakfast dates:							
Lunch dates:							
Dinner dates:							
Attach Toll / Parking Receipts							
Lodging on Cal-Card: Y N							
Registration on Cal-Card Y N							
Attached agenda Y N		(Required)					
B=\$13.00, L\$15.00, D=\$22.00							
							0.00

SPECIAL MAILING INSTRUCTIONS

FOR AUDITOR USE ONLY

VENDOR _____

VOUCHER _____ APPROVED _____

CLAIM _____ USE GROSS _____ TAX _____ WARRANT _____



SISKIYOU COUNTY
Health and Human Services
Agency

SARAH COLLARD, PH.D.
 Director of Health and Human Services Agency
TRACIE LIMA, LCSW
 Clinical Director of Behavioral Health Division
AIMEE VON TUNGELN, LMFT
 Deputy Director of Behavioral Health Division

DEPARTMENTAL PROCEDURES

SUBJECT: Behavioral Health Board Recruitment	POLICY NO. BHB 900 Attachment A, Attachment B Attachment C	EFFECTIVE DATE 1/2/2022
APPROVED BY: Sarah Collard, Ph.D., HHSA Director	REVISION DATE: NA	PAGES 2

PURPOSE:

The purpose of this policy and procedure is to ensure an efficient process for filling existing and anticipated vacancies on the Siskiyou County Behavioral Health Board (BHB).

POLICY:

All existing and anticipated vacant positions on the Siskiyou County Behavioral Health Board will be filled in a timely manner. Siskiyou County BHB recruitment and member selection processes will meet all California Department of Health Care Services and BHB By-Law requirements in order to ensure adequate consumer, family, and general citizen representation.

PROCEDURES:

Existing BHB Members Application for Reappointment and Discontinuation of Membership

Existing Behavioral Health Board members who are due for membership renewal shall be contacted by the Secretary of the Behavioral Health Board no later than the October meeting to determine if the member is interested in being reappointed for another term. Board terms are three years in length and expire on December 31st of the third year.

Existing BHB members who decide to reapply for another term shall indicate their interest in doing so in writing on a "BHB Member Request for Reappointment" form (Attachment A) to be filed with the Secretary of the BHB. The designated Secretary shall forward this information to the Clerk of the Board of Supervisors (BOS). Existing BHB members who choose to resign during the course of their existing term shall complete a

written "BHB Resignation" form letter (Attachment B) to the attention of the Chair of the BHB, the Vice Chair of the BHB, or the Secretary of the BHB with a copy sent to the Siskiyou County Board of Supervisors.

Recruitment of New BHB Members

When BHB positions become vacant, and upon receipt of the written notice from the BHB member leaving the Board, the Secretary of the BHB shall immediately inform the Clerk of the BOS of the following information:

- 1) The date of the vacancy
- 2) The type of the vacancy (i.e. consumer, family member, interested/concerned citizen)

The BHB Secretary shall have the primary responsibility of ensuring that the recruitment is targeted to the type of vacancy necessary to ensure that the composition of the BHB meets BHB By-Law and other regulatory guidelines. (See Attachment C)

If qualified applications are received by the Clerk of the BOS during any application period, they shall be forwarded to the BHB Secretary.

Each applicant will be interviewed by at least two representatives of the BHB. The representatives shall pass on their recommendations to the full BHB and the BHB at its next regularly scheduled meeting shall finalize its recommendations to the BOS.



SISKIYOU COUNTY
Health and Human Services
Agency

SARAH COLLARD, PH.D.
Director of Health and Human Services Agency
TRACIE LIMA, LCSW
Clinical Director of Behavioral Health Division
AIMEE VON TUNGELN, LMFT
Deputy Director of Behavioral Health Division

A Commitment to Service

Date:

To: Siskiyou County Behavioral Health Board Chair and members

Subject: Request for Reappointment

I would like to inform you that I would like to be reappointed to my position as a (*indicate: family member of consumer, consumer, concerned citizen*) of the Siskiyou County Behavioral Health Board.

Thank you for the opportunity to participate on the Behavioral Health Board.

Sincerely,

Signature

Print Name

Cc: Clerk for the Board of Supervisors

BEHAVIORAL HEALTH DIVISION

North County (Main) Office
2060 Campus Drive
Yreka, CA 96097
(530) 841-4100 / Fax (530) 841-4712

South County Office
1107 Ream Avenue
Mt. Shasta, CA 96067
(530) 918-7200 / Fax (530) 918-7216



SISKIYOU COUNTY
Health and Human Services
Agency

SARAH COLLARD, PH.D.
Director of Health and Human Services Agency
TRACIE LIMA, LCSW
Clinical Director of Behavioral Health Division
AIMEE VON TUNGELN, LMFT
Deputy Director of Behavioral Health Division

A Commitment to Service

Date:

To: Siskiyou County Behavioral Health Board Chair and members

Subject: Resignation

I would like to inform you that I am resigning from my position as (*indicate: family member of consumer, consumer, concerned citizen*) of the Siskiyou County Behavioral Health Board, effective _____ (Date).

Thank you for the opportunity to participate on the Behavioral Health Board.

Sincerely,

Signature

Print Name

Cc: Clerk of the Board of Supervisors

BEHAVIORAL HEALTH DIVISION

North County (Main) Office
2060 Campus Drive
Yreka, CA 96097
(530) 841-4100 / Fax (530) 841-4712

South County Office
1107 Ream Avenue
Mt. Shasta, CA 96067
(530) 918-7200 / Fax (530) 918-7216

Board Membership

Section 5604 of the California Welfare and Institutions Code provides in pertinent part:

5604 (a)(I) Each community behavioral health service shall have a behavioral health board consisting of 10 to 15 members, depending on the preference of the county, appointed by the governing body except that boards in counties with a population of less than 80,000 may have a minimum of five members. One member of the board shall be a member of the local governing board. Any county with more than five supervisors shall have at least the same number of members as the size of its board of supervisors. Nothing in this section shall be construed to limit the ability of the governing body to increase the number of members above 15. Local behavioral health boards may recommend appointees to the county supervisors. Counties are encouraged to appoint individuals who have experience and knowledge of the behavioral health system. The board membership should reflect the ethnic diversity of the client population in the county.

(2) Fifty percent of the board membership shall be consumers or the parents, spouse, sibling, or adult children of consumers, who are receiving or have received mental health services. At least 20 percent of the total membership shall be consumers, and at least 20 percent shall be families of consumers.

PERCENTAGE TABLES

	11 Members:		12 Members:		13 Members:	
CONSUMER	20%	=3	20%	=3	20%	=3
FAMILY MEMBER OF CONSUMER	20%	=3	20%	=3	20%	=3
COMBINED NUMBER OF FAMILY MEMBERS OF CONSUMER AND CONSUMERS	50%	=6	50%	=6	50%	=7
BOARD OF SUPERVISORS	1	=1	1	=1		=1
	14 Members:		15 Members:			
CONSUMER	20%	=3	20%	=3		
FAMILY MEMBER OF CONSUMER	20%	=3	20%	=3		
COMBINED NUMBER OF FAMILY MEMBERS OF CONSUMER AND CONSUMERS	50%	=7	50%	=8		
BOARD OF SUPERVISORS	1	=1	1	=1		