



**MENDOCINO COUNTY
BEHAVIORAL HEALTH ADVISORY BOARD**

REGULAR MEETING

AGENDA

**October 23, 2024
1:00 PM – 3:00 PM**

Location: Behavioral Health Regional Training Center, 8207 East Road,
Redwood Valley, CA 95470

**Chairperson
Vacant**

**Vice Chair
Perri Kaller**

**Secretary/Treasurer
Jo Bradley**

**BOS Supervisor
Mo Mulheren**

MEMBERSHIP:

**ANTHONY BAROZA
JO BRADLEY
MARK DONEGAN
JENNIFER ESTEVO
DENISE GORNY**

**PERRI KALLER
LOIS LOCKART
MARTIN MARTINEZ
JEFF SHIPP**

OUR MISSION: *To be committed to consumers, their families, and the delivery of quality care with the goals of recovery, human dignity, and the opportunity for individuals to meet their full potential."*

	Agenda Item / Description	Action
1. 3 minutes	Call to Order, Roll Call, Quorum Notice, & Approve Agenda: <i>Review and Possible Action.</i>	Board Action:
2. 2 minutes	Approval of Minutes from the September 25, 2024, BHAB Regular Meetings: <i>Review and Possible Action.</i>	Board Action:
3. 10 minutes (Maximum)	Public Comments: <i>Members of the public wishing to comment on the BHAB will be recognized now. Any additional comments can be provided through email to bhboard@mendocinocounty.gov</i>	Board Action:
4. 10 minutes	Board & Committee Reports: <i>Discussion and Possible Action</i> A. Vice Chair – <i>Perri Kaller</i> B. Chair – <i>Vacant</i> C. Secretary/Treasurer – <i>Jo Bradley</i> - Measure B Update D. Appreciation Committee – <i>Member Martinez</i>	Board Action:

5. 10 minutes	Mendocino County Youth Project Report Out – Amanda Archer/Designee A. Services Update	Board Action:
6. 10 minutes	Redwood Community Services Report Out – Victoria Kelly/Designee A. Services Update	Board Action:
7. 10 minutes	Tapestry Report Out – Kendra Palma/Designee A. Services Update	Board Action:
8. 10 minutes	Mendocino County Hospitality Center – Paul Davis/Designee A. Services Update	Board Action:
9. 10 minutes	Anchor Health Management Report – Anchor Health Management Inc. A. Services Update	Board Action:
10. 10 minutes	Nomination and Appointment of Chair, Vice Chair, Secretary, & Treasurer	Board Action:
11. 10 minutes	Behavioral Health Advisory Board Bylaws Amendment – Jo Bradley, Secretary	Board Action:
12. 10 minutes	Goals and Planning for 2025 – Jo Bradley, Secretary	
13. 10 minutes	Mendocino County Report – Jenine Miller, Director of Health Services A. Director Report Questions B. BHAB Support Staff C. 5150 Flow Chart and Brochure	Board Action:
14. 3 Minutes	Member Comments:	Board Action:
15. 2 minutes	Adjournment:	Board Action:

AMERICANS WITH DISABILITIES ACT (ADA) COMPLIANCE

The Mendocino County Behavioral Health Advisory Board complies with ADA requirements and upon request will attempt to reasonably accommodate individuals with disabilities by making meeting material available in appropriate alternative formats (pursuant to Government Code Section 54953.2). Anyone requiring reasonable accommodations to participate in the meeting should contact the Mendocino County Behavioral Health Administrative Office by calling (707) 472-2355 at least five days prior to the meeting.

BHAB CONTACT INFORMATION:

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EMAIL THE BOARD: bhboard@mendocinocounty.gov | WEBSITE: www.mendocinocounty.gov/bhab



**MENDOCINO COUNTY
BEHAVIORAL HEALTH
ADVISORY BOARD**

REGULAR MEETING

MINUTES

**September 25, 2024
1:00 PM – 3:00 PM**

Location: Yuki Trails, 23000 Henderson Lane., Covelo, CA 95428
and Behavioral Health and Recovery Services, Conference Room 1,
1120 South Dora St., Ukiah, CA 95482

**Chairperson
Vacant**

**Vice Chair
Perri Kaller**

**Secretary/Treasurer
Jo Bradley**

**BOS Supervisor
Mo Mulheren**

**1ST DISTRICT:
DENISE GORNY
LOIS LOCKART
VACANT**

**2ND DISTRICT:
MARK DONEGAN
VACANT
VACANT**

**3RD DISTRICT:
JEFF SHIPP
PERRI KALLER
VACANT**

**4TH DISTRICT:
VACANT
VACANT
VACANT**

**5TH DISTRICT:
VACANT
JO BRADLEY
MARTIN MARTINEZ**

OUR MISSION: *To be committed to consumers, their families, and the delivery of quality care with the goals of recovery, human dignity, and the opportunity for individuals to meet their full potential."*

	Agenda Item / Description	Action
1. 3 minutes	<p>Call to Order, Roll Call, Quorum Notice, & Approve Agenda: <i>Review and Possible Action.</i></p> <ul style="list-style-type: none"> • Vice Chair Kaller called the meeting to order at 1:19 PM. • Members present: Bradley, Donegan, Gorny, Kaller, Lockart and Martinez. • Supervisor Mulheren was present. • Acting Deputy Director Karen Lovato was present. • Before approving the agenda and minutes Member Lockart read the Mission Statement. 	<p>Board Action: Motion made by Member Martinez, seconded by Member Kaller to approve the September 25, 2024, agenda. Motion passes with approvals.</p>
2. 2 minutes	<p>Approval of Minutes from the August 28, 2024, BHAB Regular Meetings: <i>Review and Possible Action.</i></p>	<p>Board Action: Motion made by Member Bradley, seconded by Member Donegan to approve the August 28, 2024, minutes. Motion passes with approvals.</p>

<p>3. 10 minutes (Maximum)</p>	<p>Public Comments: <i>Members of the public wishing to comment on the BHAB will be recognized now. Any additional comments can be provided through email to bhboard@mendocinocounty.gov</i></p> <ul style="list-style-type: none"> - Audrina Phillips, Peer Counselor, Substance Use Disorder Treatment (SUDT) at Yuki Trails introduced herself to the board. - Darcy Cordova, Receptionist at Yuki Trails introduced and expressed her excitement to have the BHAB Meeting in their community. - Otis Brotherton, Executive Director, Yuki Trails, introduced and commented how they had an outstanding relationship with Mendocino County and the BHAB. He mentioned he is grateful to reestablish the relationship as it was before. - Amanda Archer, Executive Director, Mendocino County Youth Project (MCYP), introduced herself and expressed gratitude for everyone sharing about themselves. She mentioned that she doesn't visit their community often, but they are always discussing what they can do for this community and how beautiful the space is. She was thankful for the community hosting the meeting there. 	<p>Board Action: None.</p>
<p>4. 20 minutes</p>	<p>Board & Committee Reports: Discussion and Possible Action.</p> <p>A. Vice Chair – <i>Perri Kaller</i></p> <ul style="list-style-type: none"> - AB 817 Updates - Nothing to report. <p>B. Chair – <i>Vacant</i></p> <ul style="list-style-type: none"> - N/A <p>C. Secretary/Treasurer – <i>Jo Bradley</i></p> <p>D. Appreciation Committee – <i>Member Martinez</i></p> <ul style="list-style-type: none"> - Nothing to report. 	<p>Board Action: None.</p>
<p>5. 10 minutes</p>	<p>Mendocino County Youth Project Report Out – <i>Amanda Archer/Designee</i></p> <p>A. Services Update</p> <ul style="list-style-type: none"> - Amanda Archer, Executive Director, MCYP, shared the mission for the youth project: empower young people to find success and independence by providing essential support such as hygiene supplies, paraprofessional support on school days, housing, and clinical support services. She encouraged members to visit their website for more information. Additionally, she shared some data that Supervisor Mulheren requested at the last meeting. She printed it out and distributed it to the members. The request was made for the clerk to email that information to the other members who were present remotely afterward. 	<p>Board Action: None.</p>
<p>6. 10 minutes</p>	<p>Redwood Community Services Report Out – <i>Victoria Kelly/Designee</i></p> <p>A. Services Update</p> <ul style="list-style-type: none"> - Victoria Kelly, Chief Executive Officer of Redwood Community Services (RCS), informed the members the report update was sent to the clerk for distribution to the board. They shifted to the new Electronic Health Records (EHR) and are still putting all the pieces together. Their recruitment efforts have led to offers for three new staff members. Sarah Livingston is transitioning from 	<p>Board Action: None.</p>

	<p>Crisis Director to a role at the Mental Health Rehabilitation Center (MHRC). Denise Addison was promoted to the Interim Crisis Director role on September 1, 2024. In anticipation of shifting our manager to a director role, RCS to hire a Crisis Respite Supervisor and a Crisis Program Supervisor.</p>	
<p>7. 10 minutes</p>	<p>Tapestry Report Out – <i>Kendra Palma/Designee</i> A. Services Update - Nothing to report.</p>	<p>Board Action: None.</p>
<p>8. 10 minutes</p>	<p>Mendocino Coast Hospitality Center – <i>Paul Davis/Designee</i> A. Services Update - Nothing to report.</p>	<p>Board Action: None.</p>
<p>9. 10 minutes</p>	<p>Anchor Health Management Report – <i>Anchor Health Management Inc.</i> A. Services Update - Sarah Walsh informed the board they continue collaborating with the other agencies. For Substance Use Disorder Treatment (SUDT) services the application is completed and have scheduled an on-site visit for compliance. For whole person care, they are in direct collaboration with New Life Clinic.</p>	<p>Board Action: None.</p>
<p>10. 15 minutes</p>	<p>Mendocino County Report – <i>Karen Lovato, Acting Deputy Director</i> A. Director Report - No questions. B. Mobile Response - As of mid August, have been operating 24/7 mobile crisis. The team is 3.5 Mental Rehabilitation Specialist crisis workers essentially assigned to mobile teams, and they continue to recruit to fill vacant positions. The crisis line serves as this primary point of contact ensuring effective communication and coordination. Consequently, the mobile crisis team collaborates closely with RCS Crisis, which serves as the main access point for mobile teams. C. Warm Line - Approval to expand the innovation funds was received on the last day of June, so the organization is currently working on developing contracts. The native peer base warm line is in place, and the hope is that it will be on the Board of Supervisors (BOS) calendar in October or November. The peer-based support is intended to be forming, not crisis threshold. Pinoleville is in conversations and development of this project, which has the intention to work with all communities and to form a partnership with all tribal groups, all 10 federally recognized, and hopefully the non-federally recognized as well. Eventually, at the end of the project, they hope to have additional resources to sustain the warm line.</p>	<p>Board Action: None.</p>
<p>11. 10 minutes</p>	<p>Yuki Trails – <i>Kevin Mack, Psy.D.</i> - Dr. Mack, Clinical Director of Yuki Trails, introduced himself to the board members. Some of the services and what they are trying</p>	<p>Board Action: None.</p>

	<p>to accomplish on the cultural side show that a lot is going on and is exciting. They are building a canoe that is carved from a redwood tree and will be part of a float at the Indian Days from September 27 to September 29. This project is bringing the community together and is a great thing. They also have a garden for the community that has been a real success. On the clinical side, they provide most of the mental health treatment there for individuals, groups, and families. Audrina Phillips helps as a peer support specialist. Myron Holland is also involved in that role, so they have a more robust team with substance use disorder treatment services than mental health services. They also have someone who works two days a week; the ages of those served range from 0 to 25 years old. She is a great component of being able to prescribe. They don't have anybody for beyond the age of 25 years old. They are also involved at the high school and junior high school, which has been nice.</p> <ul style="list-style-type: none"> - Otis Brotherton, Executive Director of Round Valley Indian Health Center, informed the board that the presence of the sheriff in the area had been beneficial in the past, but while they serve an important role, they can also be intimidating. When they walk into a scene, they have their gun and their taser, so all the child sees are, "I'm in trouble, I'm going to jail," when they are not there to arrest. They are there to help, but the children do not hear that all they see is this person in authority who normally takes people to jail. For now, they do have the tribal police, but it is not the same as the sheriffs. 	
<p>11. 3 minutes</p>	<p>Member Comments:</p> <ul style="list-style-type: none"> - Supervisor Mulheren suggested that the board add 30 minutes to next month's agenda for 5150 items and provide the flow chart and brochure. She participated in a forum in Coyote Valley last Friday, September 20, 2024, with RCS Crisis, Mendocino County Crisis Team and SUDT, which provided a valuable opportunity to understand who is involved in these matters. 	<p>Board Action: None.</p>
<p>12. 2 Minutes</p>	<p>Adjournment: 3:27 PM</p>	<p>Board Action: Motion made by Member Gorny, seconded by Member Martinez to adjourn the meeting. Motion passes with approvals.</p>

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○ **Board of Supervisors:**

Recently passed items or presentations:

- Mental Health:
 - None
- Substance Use Disorders Treatment:
 - None

Future BOS items or presentations:

- Mental Health:
 - None
- Substance Use Disorders Treatment:
 - None

○ **Staffing Updates:**

- New Hires:
 - Mental Health: 1
 - Substance Use Disorder Treatment: 1
- Promotions:
 - Mental Health: 0
 - Substance Use Disorder Treatment: 0
- Transfers:
 - Mental Health: 0
 - Substance Use Disorder Treatment: 0
- Departures:
 - Mental Health: 2
 - Substance Use Disorder Treatment: 0

○ **Audits/Site Reviews: September and October 2024**

- Site Reviews
 - SUDT Site review for Ukiah and Willits are completed. Re-certified for another two years.
- Upcoming/Scheduled:
 - Reviews for FY 23-24: None. All completed.
- Upcoming Site Reviews:
 - SUDT Recertification Review of Willits Office.
- Audit Reviews:
 - ACMA (Annual County Monitoring Activities): Requirements met

- CalEQRO (External Quality Review Organization): Completed
- Upcoming/Scheduled Audits for FY 24-25
- Network Adequacy scheduled for Aug 1, 2024

- **Grievances/Appeals:**

FY 2024-2025 Q1 (July-September 2024)

- MHP Grievances: 5, pending 1, 4 resolved
- SUDT Grievances: 0
- MHSA Issue Resolutions: 0
- Second Opinions: 0
- Change of Provider Requests: 4, 4 resolved.
- Provider Appeals: 0
- Consumer Appeals: 0

- **Meetings of Interest:**

- Safe Rx Coalition on Tuesday, October 22, 2024, 11:00 am - 12:00 pm via [Teams Link](#)

- **Grant Opportunities:**

- None

- **Significant Projects/Brief Status:**

Assisted Outpatient Treatment (AOT): AB 1421/Laura's Law September 2024

Melinda Driggers, AOT Coordinator, is accepting and triaging referrals:

- 24/25 Referrals to date: unduplicated 0 new referrals, 3 had been in progress at the end of FY 23/24
- Total that did not meet AOT criteria: 0
- Currently in Investigation/Screening/referral: 1
- Pending Assessment to file Petition: 1
- Settlement Agreement/Full AOT FY 24/25: 1

Notes: There are going to be discrepancies with the number of clients referred and clients that did not meet the criteria. Just because someone was not ordered into AOT does not mean they did not meet the criteria. There are times when the County files a petition and the client does not show up to court, a higher level of care is needed, the client chose to participate in BHC instead, they were incarcerated, the client left the area, etc.

Most of the referrals AOT receives are from service providers which means the client is already connected to services. When the county AOT Coordinator can contact a client, she assists in connecting them with services they are interested in.

Unable to locate/connect with the client: - even if unable to contact the client the AOT Coordinator does a record review and notifies mobile crisis, mobile outreach, crisis, and the jail discharge planner letting them know we have a referral and need to touch-

base with the client. If it looks like the client likely meets the criteria, the AOT Coordinator will put together an investigation report and send it for an assessment just in case they do have contact with the client.

○ **Educational Opportunities:**

- Safe Rx Coalition on Tuesday, October 22, 2024, 11:00 am - 12:00 pm via [Teams Link](#)

○ **Mental Health Services Act (MHSA):**

- MHSA Forum/QIC Wednesday, December 4, 2024, from 3:00 pm - 5:00 pm at the Behavioral Health Regional Training Center at 8207 East Road Redwood Valley and via [Teams](#).
- MHSA is attending regular statewide meetings and learning sessions to prepare for the transition and implementation of Proposition 1 and transformation to Behavioral Health Services Act.

○ **Lanterman Petris Short Conservatorships (LPS):**

- Number of individuals on LPS Conservatorships: **63**

○ **Substance Use Disorders Treatment Services:**

Number of Substance Use Disorders Treatment Clients Served in August 2024:

- Total number of clients served: 89
- Total number of services provided: 431
- Fort Bragg: 22 clients served for a total of 84 services provided
- Ukiah: 52 clients served for a total of 293 services provided
- Willits: 15 clients served for a total of 54 services provided

Number of Substance Use Disorder Clients Completion Status:

- Completed Treatment/Recovery: 7
- Left Before Completion: 4
- Lost Contact/Service Unavailable: 6
- Incarceration: 1
- Discharged to Rehab Facility: 1
- Pre-Admission Discharge: 0

○ **New Contracts:**

- New contract in development with Indigenous Wellness Alliance, Inc. to provide culturally specific community preferred practice classes and Culture is Prevention wellness activities through MHSA Prevention, \$49,000.
- New contract in development with Round Valley Indian Health Center to provide Native Ways mentorship to the Round Valley community as a resiliency and MHSA Prevention project, \$60,000.

○ **Capital Facilities Projects:**

○ **Willow Terrace Project:**

- Innovation activities occurring, processing applications as vacancies are available.

○ **Orr Creek Commons Phase 2:**

- Support activities available on site/expanded innovation.

○ **CRT: Phoenix House:**

September 2024:

- 13 clients served, 178 total bed days
- 2 duplicated clients
- 0 Vacancies
- Success stories: One client returned to family. One client found own housing and began a job and college.



Mendocino County Behavioral Health and Recovery Services
 Behavioral Health Advisory Board General Ledger
 FY 24/25
 10/1/2024

ORG	OBJ	ACCOUNT DESCRIPTION	YR/PER/JNL	EFF DATE	AMOUNT	INVOICE #	CHECK #	VENDOR NAME	COMMENT
MHB	862080	FOOD	2025/02/001268	08/29/2024	69.57			4398354 SAFEWAY	ACCT# 85006
MHB	862080	FOOD	2025/03/001159	09/26/2024	85.97			4399788 SAFEWAY	ACCT# 85006
MHB	862080	FOOD							
MHB	862080	FOOD							
		FOOD Total			\$155.54				
MHB	862150	MEMBERSHIPS							
		MEMBERSHIPS TOTAL			\$0.00				
MHB	862170	OFFICE EXPENSE							
		OFFICE EXPENSE Total			\$0.00				
MHB	862190	PUBL & LEGAL NOTICES							
		PUBL & LEGAL NOTICES Total			\$0.00				
MHB	862210	RNTS & LEASES BLD GRD							
		RNTS & LEASES BLD GRD Total			\$0.00				
MHB	862250	TRNSPRATION & TRAVEL	2025/03/000586	09/12/2024	80.40			4398916 MARTINEZ MARTIN D	08/28/2024 IN CO MIL BHAB MTG
MHB	862250	TRNSPRATION & TRAVEL	2025/03/000887	09/19/2024	69.01			4399311 GORNY DENISE	08/28/2024 IN CO MIL
		TRNSPRATION & TRAVEL Total			\$149.41				
		TRAVEL & TRSP OUT OF COUNTY Total			\$0.00				
		Grand Total			\$304.95				

Summary of Budget for FY 24/25

OBJ	ACCOUNT DESCRIPTION	Budget Amount	YTD Exp	Remaining Budget
862080	Food	1,000.00	155.54	844.46
862150	Memberships	700.00	0.00	700.00
862170	Office Expense	500.00	0.00	500.00
862190	Publ & Legal Notices	0.00	0.00	0.00
862210	Rents & Leases Bld	360.00	0.00	360.00
862250	In County Travel	3,000.00	149.41	2,850.59
862253	Out of County Travel	2,000.00	0.00	2,000.00
	Total Budget	\$7,560.00	\$304.95	\$7,255.05

**Behavioral Health and Recovery Services
Mental Health FY 2024-2025
Budget Summary
Year-to-Date as of October 15, 2024**

	Program	FY 24-25 Approved Budget	Expenditures					Revenue					Total Net Cost	
			Salaries & Benefits	Services & Supplies	Other Charges	Fixed Assets	Operating Transfers	Total Expenditures	2011 Realignment	1991 Realignment	Medi-Cal FFP	Other		Total Revenue
1	Mental Health (Overhead)	(7,220,987)	-	17,978	1,517,615	-	-	1,535,592	-	(21,532)	(11,955,610)	-	(11,977,142)	(10,441,549)
2	Administration - MHAD75	1,042,476	202,781	15,383	-	-	218,163	-	-	-	(940)	(940)	217,223	
4	MHARPA	-	813	-	-	-	813	-	-	-	-	-	813	
5	CalWORKs - MHAS32	-	-	-	-	-	-	-	-	-	-	-	-	
6	Mobile Outreach Program - MHAS33	-	23,754	103	-	-	23,857	-	-	-	-	-	23,857	
7	Adult Services - MHAS75	12,200	18,150	979	-	-	19,128	-	-	-	-	-	19,128	
8	Path Grant - MHAS91	-	-	1,724	-	-	1,724	-	-	-	-	-	1,724	
9	SAMHSA Grant - MHAS92	-	-	17,421	-	-	17,421	-	-	-	-	-	17,421	
10	Mental Health Board - MHB	7,560	-	305	-	-	305	-	-	-	-	-	305	
11	CCMU -BCHIP - MHBCMU	-	16,572	4,001	-	-	20,574	-	-	-	-	-	20,574	
12	Business Services - MHBS75	931,860	246,721	40,614	-	-	287,335	-	-	-	(857)	(857)	286,478	
13	MHCALA - Cal-Aim	-	-	-	-	-	-	-	-	-	-	-	-	
14	CCMU Grant - CRRSAA Funds	-	49,120	-	-	-	49,120	-	-	-	-	-	49,120	
15	MH Grant (Other)	-	15,298	-	-	-	15,298	-	-	-	-	-	15,298	
16	AB109 - MHMS70	(21,989)	32,865	-	-	-	32,865	-	-	-	-	-	32,865	
17	Conservatorship - MHMS75	2,537,033	32,972	4,112	779,938	-	817,022	-	-	-	(11,260)	(11,260)	805,762	
18	Public Conservator Office - MHPC75	253,545	63,973	9,927	-	-	73,900	-	-	-	(1,908)	(1,908)	71,992	
19	QA/QI - MHQA99	2,458,302	180,549	880,456	-	-	1,061,005	-	-	-	-	-	1,061,005	
a	Total YTD Expenditures & Revenue	-	883,568	993,002	2,297,553	-	-	4,174,123	-	(21,532)	(11,955,610)	(14,965)	(11,992,107)	(7,817,983.95)
b	FY 2024-2025 Adjusted Budget	-	5,217,919	5,523,496	23,577,144	-	3,970,135	38,288,694	-	-	(17,824,736)	(20,463,958)	(38,288,694)	-
c	Variance	-	4,334,351	4,530,494	21,279,591	-	3,970,135	34,114,571	-	21,532	(5,869,126)	(20,448,993)	(26,296,587)	7,817,984

**Behavioral Health and Recovery Services
Mental Health Services Act (MHSA) FY 2024-2025
Budget Summary
Year-to-Date as of October 15, 2024**

Program	FY 24-25 Approved Budget	Expenditures						Revenue			Total Net Cost	
		Salaries & Benefits	Services & Supplies	Other Charges	Fixed Assets	Operating Transfers	Total Expenditures	Revenue Prop 63	Other- Revenue	Total Revenue		
1	Community Services & Support	(261,848)	176,290	484,148	1,252,400	-	-	1,912,838	(2,598,070)	(73)	(2,598,144)	(685,305)
2	Prevention & Early Intervention	1,302,360	49,309	12,585	-	-	-	61,894	(649,518)	-	(649,518)	(587,624)
3	Innovation	366,783	-	31	-	-	-	31	(170,926)	-	-	(170,894)
4	Workforce Education & Training	-	-	-	-	-	-	-	-	-	-	-
5	Capital Facilities & Tech Needs	-	-	-	-	-	-	-	-	-	-	-
a	Total YTD Expenditures & Revenue	1,407,295	225,599	496,764	1,252,400	-	-	1,974,764	(3,418,514)	(73)	(3,247,661)	(1,443,823)
b	FY 2024-2025 Adjusted Budget	-	1,722,283	2,961,717	6,913,006	-	980,907	12,577,913	(7,096,483)	(5,481,430)	(12,577,913)	-
c	Variance	-	1,496,684	2,464,953	5,660,606	-	980,907	10,603,149	(3,677,969)	(5,481,357)	(9,330,252)	1,443,823

* Prudent Reserve Balance 1,018,338

* WIC Section 5847 (a)(7) - Establishment & maintenance of a prudent reserve to ensure the county continues to be able to serve during years in which revenues for the Mental Health Services Fund are below recent averages adjusted by changes in the state population and the California Consumer Price Index.

**Behavioral Health and Recovery Services
Substance Use Disorder Treatment (SUDT) FY 2024-2025
Budget Summary
Year-to-Date as of October 15, 2024**

Program	FY 24-25 Approved Budget	Expenditures						Revenue				Total Net Cost		
		Salaries & Benefits	Services and Supplies	Other Charges	Fixed Assets	Operating Transfers	Total Expenditures	SABG and FDMC	2011 Realignment	Medi-Cal FFP	Other		Total Revenue	
1	SUDT Overhead	(2,816,730)		6			6	(1,154,596)	-	(133,762)	(3,237)	(1,291,595)	(1,291,589)	
2	County Wide Services - SU0035	1,350,760		3,086			3,086					-	3,086	
3	Elevate Youth - SU00EY	-					-					-	-	
4	Ukiah Adult Treatment Services - SU0100	101,199	83,602	5,283			88,885				(660)	(660)	88,225	
5	Drug Court Services - SU0105	22,406	28,044	37			28,080	-				-	28,080	
6	Women in Need of Drug Free Opportunities - SU0125	62,035	19,827	674			20,502					-	20,502	
7	Family Drug Court - SU0127	-	54,292	536			54,828					-	54,828	
8	Friday Night Live - SU0158	4,229	1,709				1,709					-	1,709	
9	Willits Adult Services - SU0200	(97,309)	26,948	240			27,189					-	27,189	
10	Fort Bragg Adult Services - SU0300	211,861	54,264	1,619			55,883				(260)	(260)	55,623	
11	SU0MIP	-	6,164	-			6,164				(121,581)	(121,581)	(115,417)	
11	Administration - SUADMN	1,294,938	91,586	15,664			107,250				(1,684)	(1,684)	105,566	
12	Adolescent Services - SUADOL	(33,500)	48,526	690			49,217	(6,496)				(6,496)	42,720	
13	SABG ARPA - SUARPA	-	1,018				1,018				(24,973)	(24,973)	(23,955)	
14	COSSAAP - SUCOSP	-	18,161				18,161					-	18,161	
15	SUGRNT	-	7,619	31,786			39,405				(15,000)	(15,000)	24,405	
16	Prevention Services - SUPREV	(99,889)	37,125	374			37,499				(28,126)	(28,126)	9,373	
a	Total YTD Expenditures & Revenue	-	478,887	59,995	-	-	-	538,882	(1,161,092)	-	(133,762)	(195,522)	(1,490,376)	(951,494)
b	FY 2024-2025 Adjusted Budget	-	2,633,262	12,626,691	-	-	-	15,259,953	(1,765,156)	(71,360)	(478,768)	(12,944,669)	(15,259,953)	-
c	Variance	-	2,154,375	12,566,696	-	-	-	14,721,071	(604,064)	(71,360)	(345,006)	(12,749,147)	(13,769,577)	951,494

Pain Isn't Always Obvious

**KNOW
THE SIGNS**

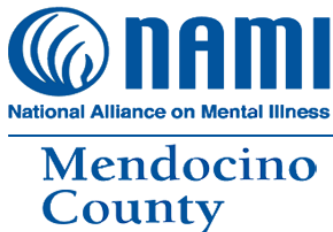
Suicide Is Preventable



What is a 5150 hold?



Navigating the Involuntary Hold Process



IMPORTANT RESOURCES

- **Crisis: 1-855-838-0404**
- **Access: 1-800-555-5906**
- **Warmline: 1-707-472-2311**
- **Suicide Prevention: 1-855-587-6373 or 988**
- **Trevor Project (LGBTQ+): 1-866-488-7386 or text START to 678678**
- **Veterans Crisis Line: 1-800-273-8255**



Presented by:

**behavioral
health &
recovery services**
Mendocino County

Additional Support

NAMI Mendocino County is a grassroots, family and peer self-help support, education and advocacy organization dedicated to improving the lives of people with mental illness and their families. NAMI Mendocino County is an affiliate of the National Alliance for Mental Illness (NAMI). NAMI Mendocino offers several support services that are run by volunteers.

Family-to-Family Support Group is a biweekly meeting for family members of individuals suffering from mental illness.

Family-to-Family Class is an eight-week education program for family members of individuals suffering from mental illness. It is usually offered once a year in the fall in Ukiah,

Peer-to-Peer Class is an eight-week education program for peers who are suffering from mental illness. It is usually offered once a year.

For more information, call NAMI Mendocino office 707-485-2008

**For more information regarding NAMI
and the support groups, please call:**

NAMI Mendocino

Phone: 707-485-2008

Email: namimendocino@mcn.org

Web: www.namimendocino.org

 **NAMI** | Mendocino
County
National Alliance on Mental Illness

Meeting Criteria

If an individual is deemed to be a danger to themselves or others or is gravely disabled, the crisis worker will start the process of locating a facility with an open bed. Once the crisis worker has been successful in obtaining a bed at a psychiatric facility, the patient will be taken by ambulance to that location. (All insurance companies will only pay for ambulance transport) Family members have the right to accompany their loved one in the ambulance, but they will not have return transportation. If you plan to accompany your loved one in the ambulance to the psychiatric facility, be sure that you have someone who can follow and provide a ride home. If you do not go with your family member to the psychiatric facility, a signed ROI by the individual will allow the crisis worker to inform you where your loved one is going.

Insurance

Mental Health Services are provided and paid for by your insurance company. Mendocino County Mental Health is the Medi-Cal provider for Specialty Mental Health Services, Partnership is the Medi-Cal provider for Mental Health Services for individuals who do not need a high level of services. Mendocino County Mental Health or contracted providers will provide a mental health crisis assessment for anyone in Mendocino County regardless of their insurance company.

If an individual has Medicare or private insurance the insurance company will direct services following the crisis assessment. If an individual is hospitalized in a psychiatric facility, the insurance company (including Medi-Cal) will work with the facility on approved days and payment. An individual's insurance plan will determine what hospitals are available for acute psychiatric inpatient care.

It is important to have an ROI for family members, so that they can stay involved in the individual's care and know when the individual will be discharged. Mendocino County Mental Health and their contracted providers will not be provided information on clients that do not have Medi-Cal as their health insurance.

Admission to a Psychiatric Facility

When an individual arrives at a psychiatric facility, they will again be reassessed for meeting 5150 hold criteria (72 hours). Generally, the individual still meets criteria and is admitted to the facility.

If in the rare circumstance that the individual is found to not still meet criteria for a 5150 hold, the facility will release the individual from the 5150 hold. If the facility is able to, due to confidentiality regulations, they will call Mendocino County Mental Health or its contracted provider to see about transporting the individual back to Mendocino County. If the individual does not want transportation from Mendocino County Mental Health, the facility will work with the individual on a transportation plan. This is another reason a ROI is helpful, as it would allow a call to a family member for transportation. Most psychiatric hospitals are several hours away from Mendocino County and having a family member stranded without knowing where they are can only contribute to further crisis.

Once admitted to a psychiatric facility, an individual may stay up to 72 hours (three days) on the current hold. If the individual requires more time at the facility to stabilize, the facility may place the individual on a 5250 (up to 14 days) hold or the individual may agree to stay voluntarily.

While at the psychiatric hospital, the patient will be seen by the hospital's psychiatrist who will work with the individual on medication support needs; this may include prescribing different medications than the ones the patient was on before. The patient will have opportunities to participate in group therapy, and be overseen by hospital staff at all times. There will also be a social worker assigned to them to prepare for discharge and look after insurance matters.

Discharge Plan

If you or your loved one receive a 5150 assessment and are not hospitalized, the Mental Health Crisis Worker should discuss a discharge plan for follow up care, which will vary depending on your health insurance plan.

What is a 5150 hold?

“5150” refers to a California code for placing an individual on a 72 hour hold for assessment, evaluation, and psychiatric treatment if as a result of a mental health condition the individual is:

- In danger of hurting themselves (suicidal)
- In danger of hurting others (homicidal)
- Gravely disabled due to a mental illness (unable to provide food, shelter or clothing for themselves)

Who can put someone on a 5150 hold?

In Mendocino County, the following individuals may place an individual on a 5150 hold:

- A Law Enforcement officer
- Mental Health Crisis Worker

What will happen?

A 5150 assessment can take place in a variety of settings including at home, in the community, at the local crisis center, or at the local hospital.

When a 5150 hold is placed by Law Enforcement, the individual is placed on the hold and then brought to the local crisis center or hospital. Once the individual arrives at the hospital, a Mental Health Crisis Worker is called to assess the individual.

When an individual comes to the hospital emergency room in a mental health crisis, a Mental Health Crisis Worker will be called to complete a crisis assessment.

If an individual is assessed by a Mental Health Crisis Worker in the community or the crisis center, once the individual has been placed on a 5150 hold, they will be brought to the local hospital emergency room for medical clearance.

In Mendocino County, the crisis worker will be an employee of RCS (Redwood Community Services) or Mendocino County Behavioral Health Department. During the assessment process, individuals should be prepared to answer a variety of questions and complete forms.

If you or your loved one is placed on a 5150 hold, the Mental Health Crisis Worker will start the process of locating a psychiatric facility. This process involves locating a facility that takes the individual's health insurance and has an open bed. An individual will remain at the local hospital emergency room until an accepting facility is found or the individual no longer meets criteria for a hold.

During this time the hospital will conduct a medical clearance that includes lab tests and a toxicology screening. This is important because many physical conditions can exhibit as psychiatric distress. If physical problems are detected, the hospital will refer the individual for further medical care. A medical clearance is required for acceptance into a psychiatric facility.

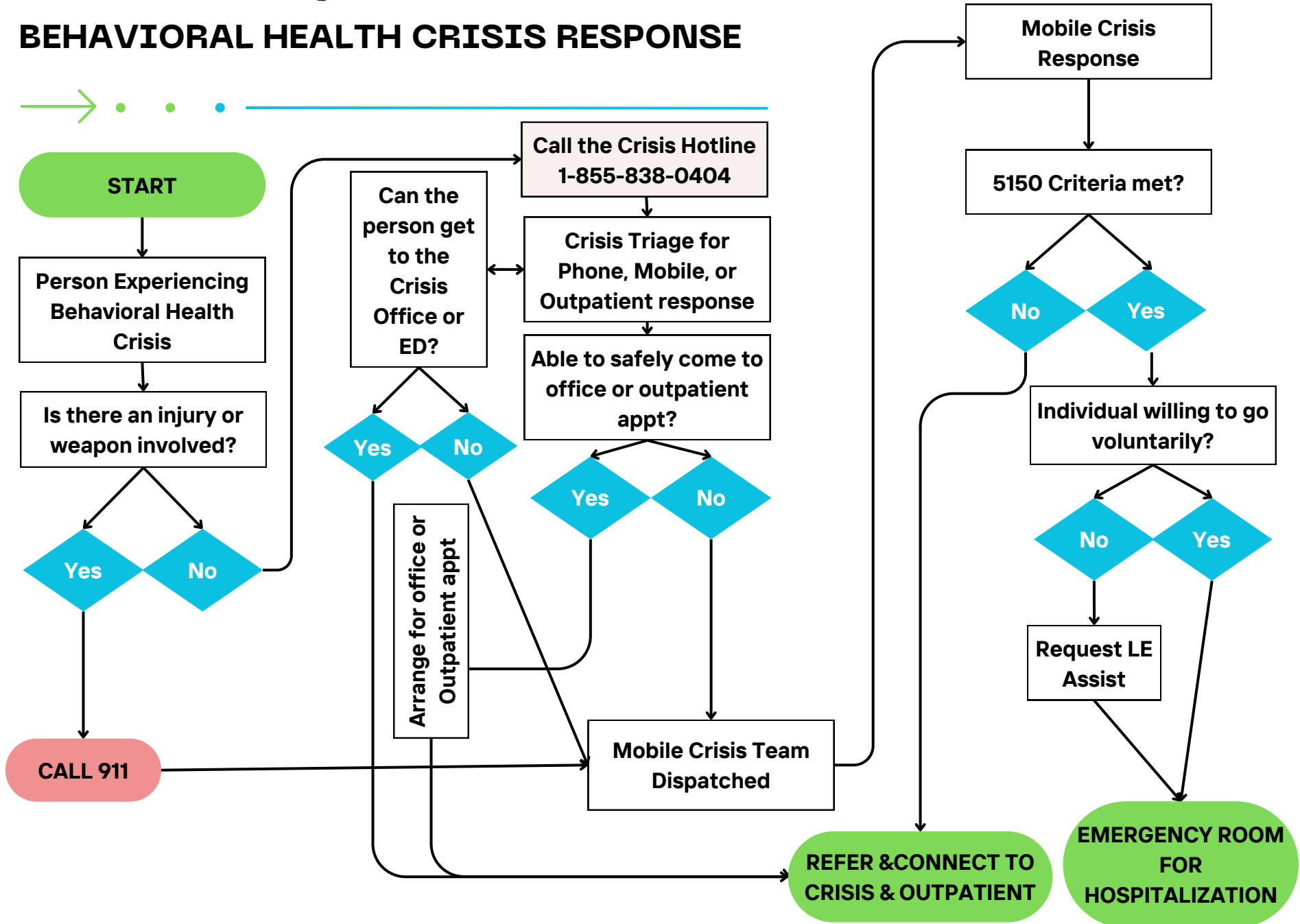
Release of Information

During the crisis screening process, the individual will be asked if they are willing to sign a form to release information (ROI) to someone. This is very important for family members, because without an ROI they cannot get information about their loved one. Family members can always provide information to the doctor, hospital, crisis worker and staff, but the doctor, hospital, crisis worker, and staff will not be able to legally respond without a signed ROI.

Accompanying a Loved One During a Mental Health Crisis

If an individual is willing, family members are usually welcome to stay with their loved one in the emergency room. The family member is often in a better position to communicate with hospital staff and Mental Health Crisis Worker about the needs and condition of their loved one than the individual experiencing a psychiatric crisis. For example, they may be able to provide necessary information on the crisis form such as insurance information, any prescribed medications, and doctors caring for the patient, etc. Hospital staff will accommodate the needs of the patient by providing food and a bed. Often family members are welcome to spend the night in the same room. If the patient is agitated, the hospital security may stay nearby in case there is a need to restrain or de-escalate an individual.

BEHAVIORAL HEALTH CRISIS RESPONSE



RESOLUTION NO. 23-194

RESOLUTION OF THE MENDOCINO COUNTY BOARD OF SUPERVISORS REDUCING COMPOSITION OF THE BEHAVIORAL HEALTH ADVISORY BOARD (BHAB) FROM 15 TO 11 MEMBERS, ENCOURAGING DUAL PARTICIPATION BY UP TO 5 QUALIFYING MEMBERS OF MEASURE B OVERSIGHT COMMITTEE, DIRECTING MEETINGS OF EACH ADVISORY BOARD TO BE HELD ON THE SAME DAY, AND DIRECTING REVISIONS TO BHAB BYLAWS

WHEREAS, on August 29, 2023, the Mendocino County Board of Supervisors directed staff from Behavioral Health and Recovery Services to investigate options for merging the Behavioral Health Advisory Board (BHAB) with Measure B Oversight Committee to address the goals of increasing membership on the BHAB, streamlining processes, saving costs related to administration of meetings, and strengthening the connection between both advisory boards regarding common issues; and

WHEREAS, on October 31, 2023, County staff presented their research and recommendations to the Board of Supervisors, and recommended against complete merger of the two advisory boards due to the statutory requirements for membership of BHAB which varies from that required by the local electorate for membership of Measure B; and

WHEREAS, it is the desire of the Board of Supervisors to approve the reduction of the BHAB from 15 to 11 members, as BHAB currently only fills 8 of their 15 positions, and pursuant to Welfare and Institutions Code section 5604, may have a minimum of 10 members and up to 15 members depending on the preference of the Board of Supervisors; and

WHEREAS, in an effort to increase membership for BHAB, it is the desire of the Board of Supervisors to encourage up to five (5) members of the Measure B Oversight Committee to consider appointment to the BHAB should they be nominated by the Board of Supervisors and meet the qualifications of membership required for BHAB pursuant to section 5604; and

WHEREAS, it is the desire of the Board of Supervisors for BHAB and Measure B Committee to hold their meetings on the same day in the same location and back-to-back with at least a half hour break in between meetings, in order to support efficiencies in the administration of the boards and to facilitate establishing a quorum; and

WHEREAS, the Board of Supervisors directs staff to propose revisions to the BHAB Bylaws in line with this Board's direction and in accordance with the requirements of Welfare and Institutions Code section 5604.5, for consideration by the BHAB at their first meeting of the calendar year, 2024, and for BHAB to return bylaws promptly to Board of Supervisors for approval thereafter.

NOW, THEREFORE, BE IT RESOLVED that the Mendocino County Board of Supervisors hereby approves the reduction of composition of the Behavioral Health Advisory Board from 15 to 11 members, encourages dual participation by up to 5 qualifying members of Measure B Oversight Committee, directs meetings of each Advisory Board to be held on the same day, and directs revisions to BHAB bylaws consistent with this resolution and in accordance with applicable statutory requirements.

The foregoing Resolution introduced by Supervisor Mulheren, seconded by Supervisor Williams, and carried this 19th day of December, 2023, by the following vote:

AYES: Supervisors McGourty, Mulheren, Haschak, Gjerde, and Williams
NOES: None
ABSENT: None

WHEREUPON, the Chair declared said Resolution adopted and SO ORDERED.

ATTEST: DARCIE ANTLE
Clerk of the Board



Deputy

APPROVED AS TO FORM:
CHRISTIAN M. CURTIS
County Counsel





GLENN MCGOURTY, Chair
Mendocino County Board of Supervisors

I hereby certify that according to the provisions of Government Code Section 25103, delivery of this document has been made.

BY: DARCIE ANTLE
Clerk of the Board



Deputy

**MENDOCINO COUNTY
BEHAVIORAL HEALTH ADVISORY BOARD (BHAB)
Mental Health & Substance Use Treatment Disorder
BYLAWS**

ARTICLE I – NAME

The name of this Board shall be the Mendocino County Behavioral Health Advisory Board (Mental Health and Substance Misuse Treatment), herein referred to as BHAB.

ARTICLE II - AUTHORITY

The authority for establishment of the BHAB is set forth in Sections 5604 through 5607 of the California Welfare and Institutions Code (WIC) and by Mendocino County Board of Supervisors (BOS) Resolutions.

ARTICLE III - PURPOSE

The purpose of the Behavioral Health Advisory Board are as follows:

1. Review and evaluate Mendocino County's (County) Behavioral Health and Recovery Services (BHRS) treatment and prevention needs, services, facilities and related problems.
2. Review any County contracts entered into pursuant to W&I Code section 5650 and make recommendations to the regarding concerns identified within the contracts.
3. Advise the Governing Body, herein after the Mendocino County Board of Supervisors (BOS) and the local BHRS Director, as to any aspect of the local BHRS (mental health and substance misuse treatment) programs.
4. Review and approve the procedures used to ensure citizen and professional involvement at all stages of the planning process.
5. Submit an annual report to the BOS on the needs, challenges, and performance of the behavioral health system of Mendocino County.
6. Review, interview and make recommendations regarding applicants seeking appointment as a BHRS Director prior to appointment by the BOS.
7. Review and comment on the County's performance outcome data and communicate its findings to the California Mental Health Planning Council (CMHPC) and/or other appropriate entities.
8. Assess the impact of realignment of services from the State of California to the County on mental health and substance misuse services delivered to beneficiaries and the local community.
9. Develop and amend bylaws.
10. Recognize that the BOS can transfer additional duties or authority to the BHAB.

Special Duties in connection with the Mental Services Act shall include but not be limited to:

1. BHAB shall conduct a public hearing on the Mental Health Services Act (MHSA) draft three-year program and expenditure plan and each annual update at the close of each mandated 30-day comment period.
2. The BHAB shall review the (MHSA) adopted plan or update and make recommendations pursuant to W&I Code 5848(b) and W&I Code section 5608.

ARTICLE IV – MEMBERSHIP

1. Number of Members of the Board

There shall be 11 members on the BHAB including one representative from the BOS, who serves as a non-voting, ex-officio member who shall not be counted for the purposes of establishing a quorum. The members shall consist of those individuals appointed by the Mendocino County Board of Supervisors to the BHAB.

2. Direction of the Behavioral Health Board Required

The activities and affairs of individual members of the BHAB, acting as Board members, shall be conducted, and powers exercised, by and under direction of the BHAB and these Bylaws.

3. Term of Office

In accordance with W&I Code, the term of each member of the BHAB shall be three (3) years. The BOS shall equitably stagger the appointments so that approximately one-third of the appointments expire in each year. Appointed members are eligible to vote at the next regular or special meeting after being sworn in by a County Official. In case of an unscheduled vacancy, a new member shall be appointed to fill the unexpired term of their predecessor and may subsequently apply to be re-appointed to a new three-year term.

4. Compensation

No member shall be compensated for duties performed as a member of the BHAB. Notwithstanding the previous sentence, a member may be reimbursed for the actual cost for attending meetings (mileage), conferences, or similar gathering if attendance at the meeting, conference, or similar gathering is approved in advance by the BHAB.

5. Requirements Applicable to All Members:

A member of the BHAB must:

- a. Be appointed by the Mendocino County Board of Supervisors.
- b. Take the Oath of Office.
- c. Serve on at least one committed or work group of the BHAB.
- d. Maintain a satisfactory meeting attendance record to Behavioral Health Board meetings and other assignments as defined in these Bylaws.
- e. 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 15th of each year.
- f. Keep any confidential information obtained while performing duties as a BHAB member confidential.

ARTICLE V – QUALIFICATIONS OF MEMBERS

1. Requirements Applicable to All Members:

A member of the BHAB shall be composed of the following:

- a. At least fifty percent of the BHAB shall be consumers, who are receiving or have received mental health or substance use disorder services, or their family members.
- b. At least twenty percent (20%) of the Board membership shall be consumers.
- c. At least twenty percent (20%) of the Board shall be family members of consumers.
- d. Any members who are not consumers or family members of consumers shall be individuals who are interested and concerned citizens from the general public.
- e. At least one veteran or veteran advocate.
- f. At least one member who is 25 years of age or younger.
- g. At least one member shall be an employee of a local educational agency.
- h. One member of the Mendocino County Board of Supervisors.

The compensation of the BHAB should reflect the ethnic diversity of the consumer population and the demographic of the County as a whole to the extent feasible.

2. Residents of the County Requirement

Members appointed should be residents of Mendocino County.

3. Individuals Disqualified from Serving

No appointed member of the BHAB or his/her spouse/domestic partner shall be an employee of the County BHRS, an employee of the Department of California Health Care Services (DCHS)/Mental Health Services Division (MHSD), an employee of a Mendocino County mental health services contractor or their subcontractor, or employee of the State Department of Mental Health, or a paid member of the governing body of a mental health contract agency. However, a consumer of mental health services who has obtained employment with an employer described above and who holds a position in which he/she does not have any interest, influence, or authority over any financial or contractual matter concerning the employer may be appointed to BHAB. That member shall abstain from voting on any financial or contractual issue concerning his/her employer that may come before BHAB.

ARTICLE VI – RECRUITMENT OF MEMBERS

1. Responsibility of Recruitment

Recruitment of prospective members of the Mendocino County BHAB shall be the responsibility of individual member of the Mendocino County Board of Supervisors and members of the BHAB. An effort will be made to recruit mental health and substance misuse professionals as well as individuals who have experience and knowledge of the behavioral health system.

2. Board of Supervisors Recruitment

Board Supervisors are encouraged to nominate individuals from their respective district to facilitate wider representation across Mendocino County, for a total of five (5) behavioral Health Board members to be nominated and appointed by the Board of Supervisors. The Board of Supervisors may accept more than one nomination from each district based on interest and willingness of community members to serve.

3. Behavioral Health Advisory Board Recruitment, Interview, and Recommendation

All applicants, except those nominated directly by the Board of Supervisors, shall initially be interviewed by at least two members of the BHAB. Names of the applicants recommended shall be presented to the full BHAB for its consideration. Those applicants recommended by the BHAB shall then be referred to the Board of Supervisors with a recommendation they be appointed to the Mendocino County BHAB.

ARTICLE VII – MEETINGS

1. Annual Meetings

There shall be a regular meeting, which shall constitute the annual meeting of the BHAB, to be held on the Fourth Wednesday of July of each year at which time the officers will present their reports, a meeting schedule will be adopted for the next twelve months, and elections held. If the fourth Wednesday of July falls on a Holiday, the meeting shall be held on the third Wednesday of July.

Annual meetings shall be noticed and conducted in conformance with the provisions of the Government Code section 54950 et. seq., "The Brown Act."

2. Regular Meetings

Other regular meetings of the BHAB may be held at such time and place as is established by the annual meeting schedule. Meetings may be scheduled in various geographic locations approved by the BHAB.

Regular meetings shall be noticed and conducted in conformance with the provisions of the Government Code section 54950 et. seq., "The Brown Act."

3. Special Meetings

Special meetings of the BHAB may be called at any time by the Chairperson or by a Majority Vote of the members at a Special or Regular meeting at which a Quorum is present.

Special meetings shall be noticed and conducted in conformance with the provisions of the Government Code section 54950 et. seq., "The Brown Act."

4. Notice of Annual and Regular Meetings

Notice of the Annual Meeting shall be given to each member of the BHAB by one of the following methods: (a) by personal delivery of written notice; (b) by first class mail, postage prepaid; (c) by fax transmittal or e-mail of written notice; or (d) by telephone, either directly to the member or to a person at the member's office who would reasonably be expected to communicate that notice promptly to the member. Notices sent by first class mail shall be deposited in the U.S. Mail not less than five days before the time set for the meeting. Notice given by personal delivery, fax, e-mail, or telephone shall occur at least 72 hours before the time set for the meeting. All such notices shall be given or sent to the members address or telephone number as shown on the records of the Board.

5. Notice of Special Meeting

A special meeting may be called at any time by the Chair of the BHAB or by a majority of the BHAB members. Notice of special meetings shall be given by delivering written notice to each member of the BHAB and to local newspapers of general circulation and radio or television station that has requested notice in writing. The notice shall be delivered personally, or by any other means and shall be received at least 24 hours before the time of the meeting as specified in the notice. The notice shall specify the time and place of the special meeting and the business to be transacted or discussed. No other business shall be considered at these meetings by the Board. The written notice may be dispensed with as to any member who at or prior to the time the meeting convenes files with the clerk or secretary of the Board a written waiver of notice. The waiver may be given by telephone. The written notice may also be dispensed with as to any member who is actually present at the meeting at the time it convenes. The notice shall be posted at least 24 hours prior to the special meeting in a location that is freely accessible to members of the public.

ARTICLE VII - OFFICERS

1. Officers of the Board

The officers of the BHAB shall consist of Chairperson and Vice-Chairperson. They shall be elected annually at the Regular or Special meeting in July, to take office immediately.

2. Election of Officers

The offices of Chair and Vice-Chair shall be elected at the annual meeting of the Board and those elected shall serve for a term of at least one but not more than two consecutive years.

If the Chair's office is vacated prior to the end of the one-year term, the Vice Chair shall assume the Chair's office and a replacement Vice Chair nominated at the next regularly scheduled meeting. The election vote for the new Vice Chair shall be held at the next regularly scheduled meeting following the nomination meeting.

ARTICLE VIII – DUTIES OF OFFICERS AND OTHER BOARD POSITIONS

The duties of the officers of the Behavioral Health Board shall be as follows:

1. CHAIR

- a. Administer the operation of the BHAB and preside at all meetings
- b. Call special meetings.
- c. Establish committees and appoint committee members to standing and ad hoc committees.
- d. Finalize and forward the Annual Report to the BOS and BHRS directors.
- e. Notify the BOS when vacancies or prolonged absences occur.
- f. Be in regular contact, consultation, and collaboration with the BHRS Director(s).
- g. Prepare and approve the monthly agenda.

2. VICE CHAIR

- a. Act as Chairperson in the absence of the Chairperson.
- b. Monitor and work with the County Executive Office on membership issues.
- c. Other duties as requested by the Chairperson.

3. Upon the expiration of his or her term of office, or in the case of resignation, each Officer shall turn over to his or her successor, without delay, all records books and other materials pertaining to the office.
4. Any officer may be removed from office and relieved of duties by a Majority Vote of the BHAB membership at any regular or special meeting with a quorum in attendance. Reasonable notice, in writing or in person by any member of good standing, must be given to an officer of such an impending removal action.

Duties of Other Board Positions. The duties of other positions shall be as follows:

1. SECRETARY

- a. Handle correspondence as directed by the Chairperson.
- b. Establish a Quorum at regular and special meetings.
- c. Prepare and process publicity releases.
- d. Maintain the Policies and Procedures Manual in consultation and with the assistance of the BHRS department and administrative staff.

2. TREASURER

- a. Monitor any and all funds allocated to and expended by the BHAB.
- b. Report the BHAB's financial status at each regular meeting.
- c. Submit a timely annual BHAB budget request to the Chairperson and the BHRS Director(s) in accordance with W&I Code section 5604.3 and County policy.

ARTICLE IX – COMMITTEES

The following Standing Committee is created:

1. EXECUTIVE COMMITTEE

The Executive Committee will be composed of the current Chair, Vice Chair, Secretary and Treasurer. The term of Executive Committee members shall coincide with their terms as members of the Board.

2. STANDING COMMITTEES

The Chairperson may create one or more standing committees and appoint members at any time with the Majority Vote of the members. Standing committee meetings shall be noticed and conducted in conformance with the provisions of The Brown Act.

3. AD HOC COMMITTEES

The Chairperson may create ad hoc committees at any time. Ad hoc committees are of limited scope and duration, and address specific issues under consideration by the BHAB. Ad Hoc committees terminate no later than the submission of the Annual Report to the BOS.

ARTICLE X - ATTENDANCE AND VACANCIES ON THE BOARD

1. All BHAB members are required to contact the BHAB Chair or Secretary prior to a meeting if they are unable to attend. Failure to do so will result in an unexcused absence.
2. BHAB members are in good standing unless they have three (3) consecutive absences in a 12-month period. A Board member may be deemed by the Executive Committee to have ceased to discharge their duties of a BHAB member based on attendance and/or performance of

other assigned duties. If after review, the Executive Committee determines the member should be removed, a recommendation will be made to the full BHAB. Upon a two thirds vote the BHAB may recommend the removal of the member to the Board of Supervisors.

ARTICLE XI – RESIGNATION AND LEAVE OF ABSENCE

1. Any member may resign effective upon giving written notice to the County Executive Office or to Behavioral Health & Recovery Services Administrative Support Staff.
2. A Board member who does not wish to resign and who needs leave from board commitments, may request a leave of absence for personal reasons. The request must be submitted in writing to the Chair of the BHAB. The Executive Committee may approve his or her request for a period of time not to exceed 6 months. A member on leave may request an extension in writing to the Chair and such extension is subject to the approval of the Executive Committee. The request for extension will be reviewed by the Executive Committee as to the reasonableness of the extension and the overall impact on the Board in carrying out its responsibilities.

ARTICLE XII – MEETINGS, QUORUMS, AND RULES OF ORDER

1. The BHAB shall meet monthly or as scheduled on the BHAB’s approved annual calendar of meetings. A quorum shall consist of one person more than one-half of the appointed members. Members who are on an approved leave of absence will not count toward establishing a quorum. The Chairperson may request a vote by show of hands or a roll call vote.
2. Meetings of the BHAB shall be governed by The Standard Code of Parliamentary Procedure (Sturgis 4th Edition) as modified to allow open participation of the Chair and to comply with the Brown Act.

ARTICLE XIII - AMENDMENT OF THE BYLAWS

These bylaws may be amended at any meeting of the BHAB a majority vote of the membership of said Board when reasonable advance notice has been given as described below.

The BHAB shall use the following procedure when amending the Bylaws

1. Proposals for change shall be noticed on the BHAB agenda and a copy provided to BHAB members prior to the meeting date on which the proponents wish to consideration and a vote on the change.
2. The changed and revised copy of the Bylaws is then forwarded to the Mendocino County Board of Supervisors for their review and approval/disapproval.
3. A copy of approved changed Bylaws is to be provided to each Mendocino County BHAB member at the next regularly scheduled meeting.