



**NOTICE OF PUBLIC MEETING – County of Santa Cruz
MENTAL HEALTH ADVISORY BOARD RETREAT**

MARCH 11, 2022 ♦ 10:00 AM - 3:00 PM

HEALTH SERVICES AGENCY

1400 EMELINE AVENUE, BLDG K, ROOM 207, SANTA CRUZ, CA 95060

THE PUBLIC MAY JOIN THE MEETING BY CALLING (916) 318-9542, CONFERENCE ID 676 015 533#

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| Xaloc Cabanes Chair 1 st District | Valerie Webb Member 2 nd District | Vacant 3 rd District | Serg Kagno Secretary 4 th District | Jennifer Wells Kaupp Member 5 th District |
| Laura Chatham Member 1 st District | Catherine Willis Member 2 nd District | Hugh McCormick Member 3 rd District | Antonio Rivas Member 4 th District | Jeffrey Arlt Member 5 th District |

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| Supervisor Greg Caput Board of Supervisor Member | Erik G. Riera Behavioral Health Director |
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**IMPORTANT INFORMATION REGARDING PARTICIPATION IN THE
MENTAL HEALTH ADVISORY BOARD MEETING**

The public may attend the meeting at the Health Services Agency, 1400 Emeline Avenue, Room 207, Santa Cruz. All individuals attending the meeting at the Health Services Agency will be required to use face coverings regardless of vaccination status. Individuals interested in joining virtually may click on this link: [Click here to join the meeting](#) or may participate by telephone by calling (916) 318-9542, Conference ID 676 015 533#. All participants are muted upon entry to prevent echoing and minimize any unintended disruption of background sounds. This meeting will be recorded and posted on the Mental Health Advisory Board website.

If you are a person with a special need, or if interpreting services (English/Spanish or sign language) are needed, please call 454-4611 (Hearing Impaired TDD/TTY: 711) at least 72 hours in advance of the meeting in order to make arrangements. Persons with disabilities may request a copy of the agenda in an alternative format.

Si usted es una persona con una discapacidad o necesita servicios de interpretación (inglés/español o Lenguaje de señas), por favor llame al (831) 454-4611 (Personas con Discapacidad Auditiva TDD/TTY: 711) con 72 horas de anticipación a la junta para hacer arreglos. Personas con discapacidades pueden pedir una copia de la agenda en una forma alternativa.

RETREAT AGENDA

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| 10:00 | <ul style="list-style-type: none"> a. Call to order b. Introduction c. Roll Call d. Public Comments |
| 10:10 | <ul style="list-style-type: none"> a. Struggles and Triumphs |
| 10:45 | <ul style="list-style-type: none"> a. Centering Break / Mindfulness Activity |
| 11:00 | <ul style="list-style-type: none"> a. John Nguyen, County Counsel <ul style="list-style-type: none"> 1. Brown Act Questions 2. Committee Clarification 3. Welfare & Institutions Code 5604 / Santa Cruz County Code 2.38, 2.104, 2.84 |
| 12:45 | LUNCH |
| 1:15 | <ul style="list-style-type: none"> a. Review 2021 Goals and Objectives b. 2022 Goals and Objectives c. Consider additional one-hour monthly meeting to address special, urgent, or requested MHAB related topics |
| 1:35 | <ul style="list-style-type: none"> a. MHAB State Requirements <ul style="list-style-type: none"> 1. Committees – officers 2. Continue participation /education requirements |
| 1:55 | BREAK |
| 2:10 | <ul style="list-style-type: none"> a. Review membership commitments, committees, committee goals for 2022 <ul style="list-style-type: none"> -MHSA Advisory Committee -Site Visit/ Programs Committee -Budget Committee -SUDC/MHAB Merger Committee -Community Engagement Committee -Law Enforcement and Mental Health Committee b. New committee - 988 |
| 2:45 | <ul style="list-style-type: none"> a. 2022 Mission Statement |
| 3:00 | ADJOURN |

NEXT REGULAR MENTAL HEALTH ADVISORY BOARD MEETING IS ON:
MARCH 17, 2022 ♦ 3:00 PM – 5:00 PM
HEALTH SERVICES AGENCY
1400 EMELINE AVENUE, BLDG K, ROOM 207, SANTA CRUZ, CA 95060
TELEPHONE CALL-IN NUMBER (916) 318-9542; CONFERENCE ID 165 963 902#

State of California

WELFARE AND INSTITUTIONS CODE

Section 5604

5604. (a) (1) Each community mental health service shall have a mental 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. A county with more than five supervisors shall have at least the same number of members as the size of its board of supervisors. This section does not limit the ability of the governing body to increase the number of members above 15.

(2) (A) The board serves in an advisory role to the governing body, and one member of the board shall be a member of the local governing body. Local mental health boards may recommend appointees to the county supervisors. The board membership should reflect the diversity of the client population in the county to the extent possible.

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

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

(3) (A) In counties with a population that is less than 80,000, at least one member shall be a consumer, and at least one member shall be a parent, spouse, sibling, or adult child of a consumer, who is receiving, or has received, mental health services.

(B) Notwithstanding subparagraph (A), a board in a county with a population that is less than 80,000 that elects to have the board exceed the five-member minimum permitted under paragraph (1) shall be required to comply with paragraph (2).

(b) The mental health board shall review and evaluate the local public mental health system, pursuant to Section 5604.2, and advise the governing body on community mental health services delivered by the local mental health agency or local behavioral health agency, as applicable.

(c) 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.

(d) If two or more local agencies jointly establish a community mental health service pursuant to Article 1 (commencing with Section 6500) of Chapter 5 of Division 7 of Title 1 of the Government Code, the mental health board for the community mental health service shall consist of an additional two members for each additional agency, one of whom shall be a consumer or a parent, spouse, sibling, or adult child of a consumer who has received mental health services.

(e) (1) Except as provided in paragraph (2), a member of the board or the member's spouse shall not be a full-time or part-time county employee of a county mental health service, an employee of the State Department of Health Care Services, or an employee of, or a paid member of the governing body of, a mental health contract agency.

(2) A consumer of mental health services who has obtained employment with an employer described in paragraph (1) and who holds a position in which the consumer does not have any interest, influence, or authority over any financial or contractual matter concerning the employer may be appointed to the board. The member shall abstain from voting on any financial or contractual issue concerning the member's employer that may come before the board.

(f) 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.

(g) If it is not possible to secure membership as specified in this section from among persons who reside in the county, the governing body may substitute representatives of the public interest in mental health who are not full-time or part-time employees of the county mental health service, the State Department of Health Care Services, or on the staff of, or a paid member of the governing body of, a mental health contract agency.

(h) The mental health board may be established as an advisory board or a commission, depending on the preference of the county.

(Amended by Stats. 2019, Ch. 460, Sec. 3. (AB 1352) Effective January 1, 2020.)

Chapter 2.38
BOARDS, COMMISSIONS, COMMITTEES AND DEPARTMENT ADVISORY GROUPS
GENERALLY

Sections:

- 2.38.010 Title for citation.**
- 2.38.020 Policy declaration.**
- 2.38.030 Definitions.**
- 2.38.040 Scope of provisions.**
- 2.38.050 Effect of provisions.**
- 2.38.060 Commission creation procedures.**
- 2.38.070 Committee creation procedures.**
- 2.38.071 Department advisory group creation procedures.**
- 2.38.080 Membership qualifications and nomination.**
- 2.38.090 Application for appointment.**
- 2.38.100 Terms of office.**
- 2.38.110 Compliance with Brown Act.**
- 2.38.120 Officers.**
- 2.38.130 Meetings.**
- 2.38.140 Bylaws.**
- 2.38.150 Quorum.**
- 2.38.160 Minutes of meetings.**
- 2.38.170 Reports.**
- 2.38.180 Expenses.**
- 2.38.190 County staff support.**
- 2.38.200 Vacancies.**
- 2.38.210 *Repealed.***
- 2.38.220 *Repealed.***
- 2.38.230 Subcommittee establishment or dissolution.**
- 2.38.240 Additional regulations.**
- 2.38.250 Exceptions.**
- 2.38.260 Public records maintenance.**
- 2.38.270 Conflict of interest code adoption.**
- 2.38.280 Noncompliance—Penalty.**

2.38.010 Title for citation.

This chapter shall be known as the "Commissions Policy Ordinance of Santa Cruz County." [Ord. 5279 § 8, 2018; Ord. 4573 § 1, 1999; Ord. 2078, 1974; prior code § 3.01.010(a)].

2.38.020 Policy declaration.

The public's trust in their government may be sustained only as long as the public remains involved in the deliberations essential to responsible decision-making by that government. The Board of Supervisors wishes to preserve this public trust by openly seeking advice, ideas and recommendations from the citizens of the County. Accordingly, the Board wishes to provide equal opportunities for public service and encourages citizens, regardless of their political affiliation, race, color, creed, religion, national origin,

ancestry, disability, medical condition (cancer-related and genetic characteristics), marital status, sex, sexual orientation, gender, age (over 18), veteran status, pregnancy, or other non-merit factors, to serve on commissions and committees advisory to the Board. Furthermore, the Board believes the performance of these commissions and committees can be enhanced by creating and by administering them according to a consistent policy. [Ord. 5279 § 8, 2018; Ord. 4573 § 1, 1999; Ord. 2078, 1974; prior code § 3.01.010(b)].

2.38.030 Definitions.

The following words, whenever used in this chapter, shall have the meanings set forth in this section:

- (A) "Board" means any advisory body created by the Board of Supervisors to exist for longer than two years and designated as a "board" by a Federal or State statute. Unless otherwise indicated, the regulations applicable to commissions shall be equally applicable to boards.
- (B) "Commission" means any advisory body created by the Board of Supervisors to exist for longer than two years. "Commission" shall not mean any group composed solely of County staff persons.
- (C) "Committee" means any advisory body created by the Board of Supervisors to exist for two years or less. "Committee" shall not mean any group composed solely of County staff persons.
- (D) "Department advisory group" means any advisory body created by a County department or agency. "Department advisory group" shall not include any advisory body, a majority of whose members are County employees or other non-County public employees.
- (E) "Ordinance" means any local law approved as to form by the County Counsel and adopted pursuant to Government Code Section [25120](#) et seq. by the Board of Supervisors. [Ord. 5285 § 10, 2018; Ord. 5279 § 8, 2018; Ord. 4573 § 1, 1999; Ord. 2078, 1974; prior code § 3.01.020].

2.38.040 Scope of provisions.

This chapter shall apply to any advisory board, commission, committee or department advisory group over which the County has appointing authority or jurisdiction. Nothing in this chapter shall be interpreted or applied so as to create any power, duty or condition in conflict with any Federal or State statute. [Ord. 4573 § 1, 1999; Ord. 2130, 1975; Ord. 2078, 1974; prior code § 3.01.030(a)].

2.38.050 Effect of provisions.

Each existing board, commission and committee shall be deemed abolished six months from and after the effective date of the ordinance codified in this chapter unless the board, commission or committee has been reorganized and established by ordinance or resolution in conformity with this chapter before the expiration of said six months. [Ord. 4573 § 1, 1999; Ord. 2115, 1975; Ord. 2078, 1974; prior code § 3.01.030(b)].

2.38.060 Commission creation procedures.

- (A) Each commission created by the Board of Supervisors shall be created by an ordinance specifying:
 - (1) The commission's statutory authority, if any;
 - (2) The commission's purpose;
 - (3) The commission's membership consistent with [SCCC 2.38.080](#);
 - (4) The commissioner's terms of office, consistent with [SCCC 2.38.100](#);

(5) The commission's organization and procedures, consistent with SCCC [2.38.110](#) through [2.38.250](#);

(6) Any necessary exceptions, consistent with SCCC [2.38.250](#); and

(7) The repeal of any County ordinance in conflict with the ordinance creating the commission.

(B) An ordinance creating a commission may be amended, repealed or superseded only by an ordinance.

(C) The Clerk of the Board shall send a copy of each ordinance creating a commission to each County department directly affected by such ordinance. [Ord. 5279 § 8, 2018; Ord. 4573 § 1, 1999; Ord. 2078, 1974; prior code § 3.01.040].

2.38.070 Committee creation procedures.

(A) Each committee created by the Board of Supervisors shall be created by a resolution specifying:

(1) The committee's statutory authority, if any;

(2) The committee's purpose;

(3) The committee's membership, consistent with SCCC [2.38.080](#);

(4) The committee's termination date;

(5) The committee's organization and procedures, consistent with SCCC [2.38.110](#) through [2.38.250](#);

(6) Any necessary exceptions, consistent with SCCC [2.38.250](#); and

(7) The repeal of any County ordinance in conflict with such resolution.

(B) No committee shall serve an original term of longer than two years. The Board of Supervisors may by resolution extend the term of any committee for a specified period of time. A committee shall automatically be deemed dissolved if its term is not extended before the committee's termination date.

(C) A resolution creating a committee may be amended, repealed or suspended only by an ordinance or resolution which specifically refers to the original authorizing resolution.

(D) The Clerk of the Board shall send a copy of each resolution creating a committee to each County department directly affected by such resolution. [Ord. 5279 § 8, 2018; Ord. 4573 § 1, 1999; Ord. 2078, 1974; prior code § 3.01.050].

2.38.071 Department advisory group creation procedures.

(A) A department advisory group may be established, amended or abolished at the discretion of an agency or department head. Notification in writing shall be given to the Board of Supervisors and County Administrative Office by the agency or department head prior to taking any action to establish, amend or abolish a group. Notice to the Board of Supervisors regarding the establishment of a group shall specify:

(1) The group's statutory authority, if any;

(2) The group's purpose;

(3) The group's membership, and/or minimum qualifications for selection to the group;

- (4) The termination date for the group; and
- (5) The group's organization and procedures. A department advisory group is encouraged but is not required to comply with the requirements of the Ralph M. Brown Act. If the group will not be utilizing the Ralph M. Brown Act, alternate procedures concerning public participation, noticing of meetings, quorum requirements, minutes, establishment of subcommittees, and any other appropriate matter shall be provided.

All existing advisory bodies meeting the definition of a department advisory group shall comply with the noticing requirements for establishment as a department advisory group pursuant to this section by April 1, 2000. [Ord. 5279 § 8, 2018; Ord. 4573 § 1, 1999].

2.38.080 Membership qualifications and nomination.

(A) **Eligibility.** Each member of a commission, committee or department advisory group shall be a resident of Santa Cruz County, except that residents of other counties may be appointed to a commission, committee or department advisory group when the commission, committee or department advisory group is established jointly with an out-of-County entity or entities.

(B) **Equal Representation.** The Board of Supervisors shall make appointments to commissions and committees as provided herein.

(1) **Allocated Nominations.** When statutory provisions or special membership requirements do not restrict such a policy, each Supervisor shall nominate an equal number of persons who may reside within the Supervisor's district to serve on each commission or committee.

(2) **At-Large Nominations.** Equal representation of each supervisorial district may be waived, and at-large nominations may be considered for appointment by the Board of Supervisors when, in the opinion of the Board:

- (a) Members should represent socio-economic categories;
- (b) Members should represent categories of expertise;
- (c) The number of members required by statute is not a multiple of five; or
- (d) Members should represent specific institutions, public agencies, or community organizations in the County.

(3) **Appointments of At-Large Nominees.** Unless there is only one at-large nomination forwarded by a public agency, community organization or other designated sponsor for appointment by the Board of Supervisors, which may be placed on the consent agenda of the board, the board shall nominate and approve all at-large appointments as provided in [SCCC 2.38.220](#).

(C) **Alternate Members.** No alternate members shall be appointed to serve on any commission or committee unless deemed necessary by the Board of Supervisors.

(D) **Department Advisory Group Representation.** The agency or department head selecting the members of a department advisory group shall ensure that a broad range of qualified members of the public are provided an opportunity to request selection to the group. Persons meeting the minimum qualifications for service on the department advisory group shall, as much as possible, also be generally representative of the diverse skills, backgrounds, interests, and demography of persons residing in the County. [Ord. 4573

§ 1, 1999; Ord. 3305 § 1, 1982; Ord. 2971, 1980; Ord. 2390, 1977; Ord. 2218, 1975; Ord. 2173, 1975; Ord. 2130, 1975; Ord. 2078, 1974; prior code § 3.01.060].

2.38.090 Application for appointment.

(A) Any person seeking appointment to any advisory body to which the Board of Supervisors makes appointments may submit to the Board a written application expressing their interest in serving on such advisory body.

(B) Any person seeking to serve on a department advisory group may submit to the agency or department head selecting the group a written request expressing their interest in serving on such advisory body. The agency or department head shall maintain a copy of all such requests for selection to a department advisory group. [Ord. 5279 § 8, 2018; Ord. 4573 § 1, 1999; Ord. 2078, 1974; prior code § 3.01.090].

2.38.100 Terms of office.

(A) **Commission Members.**

(1) **Regular Term.** Each commission member whose term is not set by statute shall serve for a term of four years, commencing on April 1st of the year in which such commission member's nominating Supervisor begins a full term.

(2) **At-Large Nominations.** For the purposes of this section only, the majority of all at-large nominees appointed by the Board to serve on any commission shall serve for a term of four years, commencing on April 1st of the year in which the Fourth District Supervisor begins a full term. The remaining at-large members of the commission shall serve for a term of four years commencing on April 1st of the year in which the Fifth District Supervisor begins a full term.

(B) **Committee Members.** Each committee member shall serve for the life of the committee.

(C) **Removal.** Any Supervisor may at any time review and remove any commission or committee member nominated to represent that Supervisor's district. In addition, any commission or committee member may be removed from office by a four-fifths vote of the Board of Supervisors favoring such removal.

(D) **Department advisory group members shall serve a term for the life of the group.** Agency or department heads may review and remove a member of a department advisory group at any time. [Ord. 4573 § 1, 1999; Ord. 3044, 1981; Ord. 2130, 1975; Ord. 2078, 1974; prior code § 3.01.070].

2.38.110 Compliance with Brown Act.

(A) Each commission and committee shall comply with the Ralph M. Brown Act (Government Code Section [54950](#) et seq.).

(B) A department advisory group shall comply with the procedures specified in the notification provided to the Board of Supervisors pursuant to [SCCC 2.38.071\(A\)\(5\)](#). [Ord. 4573 § 1, 1999; Ord. 2078, 1974; prior code § 3.01.080(a)].

2.38.120 Officers.

(A) Each commission and committee shall elect its chairperson and vice-chairperson. Commission officers shall be elected during the commission's first meeting after the commission is established at which a majority of the members are present, and thereafter shall be elected during the first meeting in April of

each year. Committee officers shall be elected during the committee's first meeting at which a majority of the members are present and shall serve for the life of the committee.

(B) An agency or department head may appoint one or more officers of a department advisory group. [Ord. 5279 § 8, 2018; Ord. 4573 § 1, 1999; prior code § 3.01.080(e)].

2.38.130 Meetings.

(A) **Open and Public.** Each commission and committee meeting shall be open and public. All commissions and committees shall hold regular meetings, the time and place for which shall be determined by a majority of the members, as specified in the commission's or committee's bylaws, and approved by the Board of Supervisors. All commission and committee meetings shall be held at locations which are accessible to the public and which are functional for, usable, and accessible to persons with a disability.

(B) **Executive Sessions.** No commission or committee shall hold an executive session, or any meeting excluding the public, without first receiving written authorization from the County Counsel to hold such a session or meeting. The County Counsel shall be represented at all executive sessions held by any commissions or committees.

(C) A department advisory group shall comply with the meeting procedures specified in the notification provided pursuant to SCCC [2.38.071\(A\)\(5\)](#). All department advisory group meetings shall be held at locations which are functional for, usable, and accessible to persons with a disability. [Ord. 5279 § 8, 2018; Ord. 4573 § 1, 1999; Ord. 3567 § 1, 1984; Ord. 2378, 1977; Ord. 2225, 1976; Ord. 2130, 1975; Ord. 2078, 1974; prior code § 3.01.080(b)].

2.38.140 Bylaws.

(A) Procedures for the conduct of business by each commission or committee, not specified in the commission's authorizing ordinance or the committee's authorizing resolution, shall be contained in bylaws adopted by the commission or committee and submitted to the Board of Supervisors for final approval.

(B) Procedures for the conduct of business by a department advisory group, not otherwise specified in the notification provided to the Board of Supervisors pursuant to SCCC [2.38.071\(A\)\(5\)](#), may, at the discretion of the agency or department head, be set forth in written bylaws promulgated by the agency or department head. If written bylaws are not promulgated, the agency or department head shall be responsible for determining all matters necessary for the conduct of business of a department advisory group. [Ord. 4573 § 1, 1999; Ord. 2078, 1974; prior code § 3.01.080(c)].

2.38.150 Quorum.

A majority of the membership of each commission or committee shall constitute a quorum, and no act of any commission or committee shall be valid unless at least a majority of those members constituting a quorum concur therein; provided, however, that for five-member commissions or committees an affirmative vote of at least three of the voting members of the commission or committee shall be required. Any act of any commission or committee shall be accomplished by a roll call vote when such a vote is requested by any member in attendance. [Ord. 5279 § 8, 2018; Ord. 4573 § 1, 1999; Ord. 2367, 1977; Ord. 2122, 1975; Ord. 2078, 1974; prior code § 3.01.080(d)].

2.38.160 Minutes of meetings.

(A) Official minutes recording the motions entertained and actions taken at each commission or committee meeting shall be prepared and submitted by each commission and committee to the Board of Supervisors, the Clerk of the Board, and the County Administrative Office.

(B) Minutes of a department advisory group shall be prepared and maintained by the agency or department head, or their designee. [Ord. 5279 § 8, 2018; Ord. 4573 § 1, 1999; prior code § 3.01.080(g)].

2.38.170 Reports.

(A) A report shall be submitted by each board or commission according to a schedule set by the Board of Supervisors. The report shall highlight the activities, accomplishments and future goals of the board or commission and shall utilize the following report format:

- (1) Role(s) of the board or commission;
- (2) Meeting dates, time and location;
- (3) Board or commission structure;
- (4) Board or commission staff (designated staff or staff assigned through department);
- (5) Attendance;
- (6) Goals and accomplishments during the reporting period (goals and attainment of those goals; summary of activities including special projects and workshops or seminars that members have attended, if applicable);
- (7) Future goals; and
- (8) Recommendations (public and/or private sector actions to advance the goals of the board or commission).

(B) A final report, containing a summary of activities and projects undertaken by the committee, any final committee recommendations to the Board of Supervisors, and any other information requested by the Board, shall be submitted by each committee to the Board before expiration of the committee's life.

(C) A report shall be issued by each department advisory group to the agency or department head according to a schedule set by the Board of Supervisors. The report shall highlight the activities, accomplishments and future goals of the group and shall utilize the following report format:

- (1) Role(s) of the department advisory group;
- (2) Meeting dates, time and location;
- (3) Attendance;
- (4) Goals and accomplishments during the reporting period (goals and attainment of those goals; summary of activities including special projects and workshops or seminars that members have attended, if applicable); and
- (5) Future goals.

(D) In addition to any report required by this section, a commission or committee may submit progress reports and recommendations to the Board of Supervisors at any time.

(E) Each board, commission, committee, and departmental advisory group shall submit an attendance report to the Board of Supervisors at the end of each calendar year. [Ord. 5073 § 1, 2010; Ord. 4573 § 1, 1999; Ord. 3989 § 1, 1989; Ord. 2733, 1979; Ord. 2271, 1976; Ord. 2078, 1974; prior code § 3.01.080(h)].

2.38.180 Expenses.

(A) The members of each commission and committee may receive reimbursement for traveling and other expense incurred while on official business of the County when such reimbursement is approved in advance by the Board of Supervisors.

(B) The members of a department advisory group shall not be entitled to reimbursement for traveling and other expense. [Ord. 4573 § 1, 1999; Ord. 2130, 1975; Ord. 2078, 1974; prior code § 3.01.080(m)].

2.38.190 County staff support.

(A) The Board of Supervisors shall, when feasible, provide that each commission and committee be assisted by the County department most closely related to the function of such commission or committee, and may designate as administrative secretary to such commission or committee the head of such department; the department head may designate their representative to serve as administrative secretary.

(B) An agency or department head may, at their discretion, designate staff to assist a department advisory group. [Ord. 5279 § 8, 2018; Ord. 4573 § 1, 1999; Ord. 2078, 1974; prior code § 3.01.080(f)].

2.38.200 Vacancies.

(A) Reporting Unscheduled Vacancies.

(1) An unscheduled vacancy shall exist whenever a commission or committee member fails to attend three consecutive regular meetings without good cause, as documented in the minutes of the commission or committee.

(2) Any unscheduled vacancy caused by the death, incapacitation, termination, or voluntary resignation of a commission or committee member shall be reported in writing by the commission or committee chairperson to the Board and the Clerk of the Board. Where a vacancy has occurred as set forth in subsection (A)(1) of this section, the member vacating their seat shall be copied on the reporting correspondence.

(3) Whenever the Board receives knowledge of an unscheduled vacancy, from whatever source, it shall proceed to fill the vacancy pursuant to subsection (B) of this section.

(B) Filling Unscheduled Vacancies.

(1) Whenever any unscheduled vacancy occurs in any commission or committee, whether due to removal, resignation, death, termination, or other causes, a special notice of vacancy shall be posted in the office of the Clerk of the Board, and no appointment to fill such vacancy shall be made until at least 10 working days have passed after the posting of such notice, except as provided herein.

(2) If the vacancy is for an appointment to be made by an Individual Supervisor, the appointing Supervisor may make a nomination to fill such vacancy at any time after the 10-day period has expired, by placing a letter recommending a person for appointment on the Board's consent agenda.

(3) When an unscheduled vacancy is for an appointment to be made by the Board as a whole, on an at-large basis, the special notice of vacancy shall be placed on the consent agenda of the Board within 20 days after the vacancy occurs. Nominations for appointment to fill any such at-large vacancy may be made at any meeting held at least two weeks after the date that the notice of vacancy appears on the Board's consent agenda, and the final appointment to fill such at-large vacancy shall be made at the next succeeding meeting of the Board, or at any later meeting, as an item on its regular agenda. Notwithstanding the above, when there is only one at-large nomination

forwarded by a public agency, community organization or other designated sponsor for appointment by the Board of Supervisors, the nomination may be placed on the Board's consent agenda.

(4) Notwithstanding the foregoing, the Board may, if it finds that an emergency exists, fill any vacancy immediately by appointing a person to serve on an acting basis until a final appointment is made, pursuant to this section and subsection (C) of this section. Except for emergency appointments, all vacancies shall be filled by personnel appointed by the Board to serve for the remainder of the unexpired term. The commissions' or committees' recommendations concerning successors may be submitted to the Board of Supervisors.

(5) For the purpose of this section, a vacancy shall exist from the date of removal, resignation, death, termination or other completion of the term.

(C) Filling Scheduled Vacancies.

(1) On or before December 31st of each year, the Clerk of the Board of Supervisors shall prepare an appointment list of all regular and ongoing commissions and committees, which shall contain the following information:

(a) A list of all appointive terms which will expire during the next calendar year, with the name of the incumbent appointee, the date of appointment, the date the term expires, and the necessary qualifications for the position.

(b) A list of all commissions and committees whose members serve at the pleasure of the Board of Supervisors and the necessary qualifications for each position.

(2) Scheduled vacancies shall be filled in compliance with the provisions of SCCC [2.38.080\(B\)](#). [Ord. 5279 § 8, 2018; Ord. 4608 § 1, 2001; Ord. 4573 § 1, 1999; Ord. 3285 § 1, 1982; Ord. 3044, 1981; Ord. 2390, 1977; Ord. 2078, 1974; prior code § 3.01.080(j)(1)].

2.38.210 Filling scheduled vacancies.

Repealed by Ord. 5279. [Ord. 4573 § 1, 1999; Ord. 3044, 1981; Ord. 2390, 1977; Ord. 2078, 1974; prior code § 3.01.080(j)(3)].

2.38.220 Filling unscheduled vacancies.

Repealed by Ord. 5279. [Ord. 4573 § 1, 1999; Ord. 3306 § 1, 1982; Ord. 3044, 1981; Ord. 2390, 1977; Ord. 2078, 1974; prior code § 3.01.080(j)(2)].

2.38.230 Subcommittee establishment or dissolution.

(A) The establishment and dissolution of all subcommittees shall be reported in writing to the board by the commission or committee which appointed the subcommittee. Members of any subcommittee need not be commission or committee members, except that the commission or committee chairperson shall designate a commission or committee member to serve on the subcommittee.

(B) For the purpose of SCCC [2.38.110](#) through [2.38.250](#) only, "subcommittee" means any subsidiary study group appointed by a commission or committee to assist that commission or committee for longer than six months. [Ord. 4573 § 1, 1999; Ord. 2130, 1975; Ord. 2078, 1974; prior code § 3.01.080(i)].

2.38.240 Additional regulations.

Each commission or committee shall observe any additional provision deemed necessary by the Board of Supervisors and included in the commission's authorizing ordinance or the committee's authorizing resolution. [Ord. 4573 § 1, 1999; Ord. 2078, 1974; prior code § 3.01.080(k)].

2.38.250 Exceptions.

To the extent that any provision of SCCC [2.38.100](#) or [2.38.110](#) through [2.38.250](#) may be demonstrated to be unfeasible in their application to a particular commission or committee, an exception to SCCC [2.38.100](#) or [2.38.110](#) through [2.38.250](#) may be granted by the Board only after the exceptions are specified as "exceptions" in the commission's authorizing ordinance or the committee's authorizing resolution. [Ord. 4573 § 1, 1999; Ord. 2078, 1974; prior code § 3.01.080(l)].

2.38.260 Public records maintenance.

(A) **Records Required.** The Clerk of the Board shall be responsible for maintaining custody of:

- (1) Current membership lists recording the name, term of office, nominating Supervisors, and expiration of term of each commission and committee member. The appropriate membership list shall appear inside the jacket of each commission and committee file, along with a copy of the commission's or committee's bylaws and authorizing ordinance or resolution;
- (2) All minutes from each commission and committee meeting;
- (3) All annual reports, final reports, progress reports or recommendations to the Board from each commission and committee; and
- (4) All other public documents pertaining to the business of any commission or committee.

(B) **Inventory of Vacancies.** A complete inventory of all commission and committee vacancies shall be conducted by the Clerk of the Board each month, and a list of such vacancies shall be reported in writing to the Board on the first business day of each month.

(C) **Notice of Vacancies.** All vacancies caused by expired terms on any advisory body to which the board makes appointments shall be noticed publicly by the Clerk of the Board on a quarterly basis. All such vacancies occurring during a three-month period shall be publicly noticed on the first business day of the month immediately preceding such three-month period. All public notices shall be given in a newspaper of general circulation printed and published in the County.

(D) **California Public Records Act.** All public records of each commission and committee and department advisory group shall be accessible to the public pursuant to the California Public Records Act. (Government Code Section [6250](#) et seq.) [Ord. 4573 § 1, 1999; Ord. 2130, 1975; Ord. 2078, 1974; prior code § 3.01.100].

2.38.270 Conflict of interest code adoption.

(A) Those boards, commissions and committees referred to in this chapter which possess decision-making authority shall develop and adopt a conflict of interest code in accordance with the Political Reform Act of 1974, which shall take effect upon approval by the Board of Supervisors.

(B) Pursuant to the provisions of Title 2, California Code of Regulations, Section 18700, a commission or committee possesses decision-making authority whenever:

- (1) It may make a final governmental decision;
- (2) It may compel or prevent a governmental decision, either by reason of an exclusive power to initiate the decision or by reason of a veto which may not be overridden; or
- (3) It makes substantive recommendations and, over an extended period of time, those recommendations have been regularly approved without significant amendment or modification by

another public official or governmental agency.

(C) For the purposes of this section, the following boards, commissions and committees shall be deemed to possess decision-making authority:

(1) **Boards:**

- (a) **Assessment Appeals Board,**
- (b) **Workforce Development Board;**

(2) **Commissions:**

- (a) **Agricultural Policy Advisory Commission,**
- (b) **Arts Commission,**
- (c) **Civil Service Commission,**
- (d) **Fish and Wildlife Advisory Commission,**
- (e) **Animal Nuisance Abatement Appeals Commission,**
- (f) **Parks and Recreation Commission,**
- (g) **Planning Commission,**
- (h) **Human Services Commission,**
- (i) **Santa Cruz-Monterey-Merced County Managed Medical Care Commission,**
- (j) **First 5 Commission;**

(3) **Committees: Environmental Review Committee. [Ord. 5279 § 8, 2018; Ord. 5024 § 1, 2008; Ord. 4776 § 1, 2004; Ord. 4573 § 1, 1999; Ord. 4541 § 1, 1999; Ord. 3495 § 1, 1984; Ord. 2677, 1979; Ord. 2455, 1977; Ord. 2398, 1977; Ord. 2195, 1975; prior code § 3.01.085].**

2.35.280 Noncompliance—Penalty.

In addition to any other penalty provided for by law, any willful or knowing failure by any commission or committee to comply with any provision of this chapter may result in the removal of any or all of the commission's or committee's members. [Ord. 5279 § 8, 2018; Ord. 4573 § 1, 1999; Ord. 2078, 1974; prior code § 3.01.110].

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**Chapter 2.104
MENTAL HEALTH ADVISORY BOARD**

Sections:

2.104.010 Established—Statutory authority.

2.104.020 Membership.

2.104.030 Term of office.

2.104.040 Organization and procedures.

2.104.050 Powers and duties.

2.104.010 Established—Statutory authority.

The Mental Health Advisory Board is established under the authority of Welfare and Institutions Code Section [5604](#). [Ord. 5279 § 15, 2018; Ord. 4231 § 1, 1992; Ord. 2235, 1976; prior code § 3.41.010].

2.104.020 Membership.

The Board shall consist of 11 members who are residents of the County, appointed as follows:

(A) Each Supervisor shall nominate two persons who may reside within the Supervisor's district. Of the 10 persons so appointed by the Board of Supervisors, at least six shall be persons, or the parent, spouse, sibling, or adult child of persons, who are receiving or have received mental health services from a city or County Bronzan-McCorquodale program or any of its contract agencies, a State hospital, or any public or private nonprofit mental health agency. At least three of the members so appointed shall be persons who have received or are receiving these mental health services; and at least three of the members so appointed shall be a parent, spouse, sibling, or adult child of a person receiving or having received mental health services. The remaining members appointed by the Board of Supervisors shall be persons with experience and knowledge of the mental health system;

(B) One member of the Board shall be a member of the Board of Supervisors;

(C)(1) Except as provided in subsection (C)(2) of this section, no member of the Mental Health Advisory Board, or the spouse of that person, shall be a full-time or part-time employee of a County mental health service, an employee of the State Department of Health Care Services, or an employee of, or a paid member of, the governing body of a Bronzan-McCorquodale contract facility;

(2) A consumer of mental health services who has obtained employment with an employer described in subsection (C)(1) of this section and who holds a position in which that person does not have any interest, influence, or authority over any financial or contractual matter concerning the employer may be appointed to the Mental Health Advisory Board. The member shall abstain from voting on any financial or contractual issue concerning that member's employer that may come before the Mental Health Advisory Board;

(D) The composition of the Board should reflect the ethnic diversity of the client population. [Ord. 5279 § 15, 2018; Ord. 5213 § 1, 2015; Ord. 4231 § 1, 1992; Ord. 4191 § 1, 1992; Ord. 3822 §§ 1, 2, 1987; Ord. 3723 § 1, 1986; Ord. 3620 § 23, 1985; Ord. 2636, 1979; Ord. 2357, 1976; Ord. 2235, 1976; prior code § 3.41.030].

2.104.030 Term of office.

Each member shall serve a term of three years. Per Welfare and Institutions Code Section [5604](#), the Board of Supervisors shall equitably stagger the appointments so that approximately one-third of the appointments expire in each year. [Ord. 5279 § 15, 2018; Ord. 4231 § 1, 1992; Ord. 2357, 1976; Ord. 2235, 1976; prior code § 3.41.040].

2.104.040 Organization and procedures.

(A) General Organization. The Board shall comply in all respects with SCCC [2.38.110](#) through [2.38.250](#) unless otherwise provided herein.

(B) Quorum. The quorum for the Board shall be one person more than one-half of the appointed members.

(C) Staff Support. The County Health Services Agency shall provide staff support for the Board. The Director of the Health Services Agency, or a designated representative, shall serve as Administrative Secretary to the Board. The Administrative Secretary shall receive copies of all reports and recommendations prepared by the Board, prepare and mail agendas, take minutes of each meeting, and perform other duties as directed by the Board.

(D) 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. [Ord. 5279 § 15, 2018; Ord. 4231 § 1, 1992; Ord. 4191 § 2, 1992; Ord. 2235, 1976; prior code § 3.41.050].

2.104.050 Powers and duties.

The Board shall exercise the following responsibilities in its efforts to obtain the highest quality and most effective mental health services for the County:

(A) Review and evaluate the County's mental health needs, services, facilities and special problems;

(B) Review the County agreements entered into pursuant to Welfare and Institutions Code Section [5650](#);

(C) Advise the Board of Supervisors 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 Board of Supervisors on the needs and performance of the County's mental health system;
 - (F) Review and make recommendations on applications 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 Board of Supervisors;
 - (G) Review and comment on the County's performance outcome data and communicate its findings to the State Mental Health Commission;
 - (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. [Ord. 5279 § 15, 2018; Ord. 4231 § 1, 1992; Ord. 3723 § 2, 1986; Ord. 2235, 1976; prior code § 3.41.020].
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[Home] [<] [>]

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Chapter 2.84
SUBSTANCE USE DISORDER COMMISSION

Sections:

2.84.010 Established—Statutory authority.

2.84.020 Purpose.

2.84.030 Membership.

2.84.040 Term of office.

2.84.050 Organization and procedures.

2.84.060 Powers and duties.

2.84.010 Established—Statutory authority.

The Substance Use Disorder Commission is established under the authority of Government Code Section 31000.1 and in compliance with SCCC 2.38.060. [Ord. 5279 § 11, 2018; Ord. 4278 § 2, 1993].

2.84.020 Purpose.

The purpose of the Commission is to work towards the prevention of substance use disorder in the County, the successful rehabilitation of those persons affected by substance use disorder and the provision of high-quality public and private programs to eliminate substance use disorder in the County. [Ord. 5279 § 11, 2018; Ord. 4278 § 2, 1993].

2.84.030 Membership.

(A) The Commission shall consist of 10 members, residents of the County, appointed by the Board of Supervisors. The Commission shall be composed of persons who have a personal commitment to or a professional interest in alleviating substance use disorder in the community. Persons recovering from substance use disorder should have a minimum of two years' continuous abstinence from substance use to be eligible to serve on the Commission. The Commission shall not include any person, or the spouse of that person, who is:

(1) A member of a board of directors or advisory body or employee of any County-operated substance use disorder services program or provider of substance use disorder services operating under a contract with the County;

(2) A member of any advisory body to, or a person who holds any similar position or title on a compensated or non-compensated basis in, a program which seeks to or possesses a license pursuant to Chapter 9 of the Health and Safety Code (commencing with Section 11836);

(3) A direct recipient of any State funds allocated under this part pursuant to a contract with the County, which shall include compensation for contracted services from or membership on an advisory body or board of directors of the entity which receives funds;

(4) An employee of the County's Health Services Agency;

- (5) A member of the Board of Supervisors;
- (6) A person on the staff of a member of the Board of Supervisors.

(B) Each Supervisor shall nominate two persons who may reside within the Supervisor's district. Members shall include representatives from various economic, social, and occupational groups, and shall be broadly representative of the demographic characteristics of the County. [Ord. 5291 § 5, 2019; Ord. 5279 § 11, 2018; Ord. 4560 § 1, 1999; Ord. 4278 § 2, 1993].

2.84.040 Term of office.

(A) Each member shall serve for a term of four years commencing on April 1st of the year in which said member's nominating Supervisor begins a full term. In the event that prior to expiration of their term, a member ceases to retain the status which qualified that person for appointment to the Commission, their membership shall terminate and there shall be a vacancy on the Commission which may be filled by nomination of the Supervisor who previously nominated that position.

(B) A vacancy shall exist and shall be reported in writing by the Commission Chairperson to the Board of Supervisors, the Clerk of the Board, and the member vacating their seat whenever a Commission member fails to attend three regular meetings of either the Commission or of any standing committee created pursuant to SCCC 2.84.050(F) within any 12-month period without good cause entered in the minutes of the Commission. [Ord. 5279 § 11, 2018; Ord. 4278 § 2, 1993].

2.84.050 Organization and procedures.

(A) General Organization. The Commission shall comply in all respects with SCCC 2.38.060 unless otherwise provided herein.

(B) Staff Support. The Health Services Agency shall provide staff support for the Commission. The County Substance Use Disorder Services Program Administrator, or their designated representative, shall serve as Administrative Secretary to the Commission and shall participate in all meetings in an advisory role. The Administrative Secretary shall record the actions taken at meetings, record pertinent discussion at meetings, prepare correspondence and other written information resulting from or to be discussed at meetings, and notify members and the public of meetings.

(C) Meetings. The Commission shall meet at least monthly in various locations throughout the County. Other meetings may be scheduled as determined by Commission membership and/or by the Chairperson.

(1) Five days prior to each meeting, the following items shall be delivered to each Commission member, the Director of the Health Services Agency, the County Substance Use Disorder Services Program Administrator, and the directors of contract providers of substance use disorder services:

- (a) Minutes of prior meeting.
- (b) Agenda,
- (c) Any written material to be discussed at the meeting.

(2) A quorum must be present in order for any matters requiring a vote to be acted on. A quorum shall be one person more than one-half of the appointed members of the Commission.

(3) The public shall be notified of the time and place of regular and special meetings.

(D) Officers. Members of the Commission shall elect a Chairperson and Vice-Chairperson at the regular April meeting. The duties and responsibilities of the officers are as follows:

(1) Chairperson: presides over meetings, prepares agendas, represents the Commission, and is responsible for communication with the Board of Supervisors;

(2) Vice-Chairperson: assumes the duties of Chairperson in their absence;

(E) Agendas.

(1) Commission members shall present items for the agenda to the Commission Secretary at least two weeks in advance of the meeting;

(2) The agenda shall include community oral communications limited to non-agenda items. Each speaker shall be allowed five minutes to state their concern during a designated time on the regular business agenda.

(F) Committees.

(1) There shall be three standing committees on alcohol issues, other drug issues, and budget issues. Each standing committee shall be maintained with a minimum of three members of the Commission to be appointed as required by the Commission Chairperson and ratified by the Commission membership;

(2) Other committees, subcommittees, or task forces shall be appointed by the Commission Chairperson as needed and ratified by the Commission membership. The Chairperson shall terminate committees, subcommittees, or task forces when they have completed their tasks. The Commission Secretary shall notify the Board of Supervisors of the establishment or termination of any committee, subcommittee or task force established by the Commission. [Ord. 5279 § 11, 2018; Ord. 4791 § 1, 2005; Ord. 4560 § 2, 1999; Ord. 4278 § 2, 1993].

2.84.060 Powers and duties.

The Commission shall:

(A) Advise and report directly to the Board of Supervisors and the County Substance Use Disorder Services Program Administrator on policies and goals of the County substance use disorder services and on any matters concerning the development, administration, funding and review of County substance use disorder services, or any other related matters which are referred to the Commission by the Administrator or which are raised by the Commission.

(B) Review and evaluate the community's substance use disorder services, programs, and facilities.

(C) Review the County's substance use disorder services program plans and any amendments thereto.

(D) Review and approve the procedures used to ensure citizen and professional involvement at all stages of the planning process leading to the formulation and adoption of the County substance use disorder services program plans.

(E) Participate in the process of planning for substance use disorder services in the County.

(F) Determine the needs of persons affected by substance use disorder in the County and recommend initiation of programs to meet those needs.

(G) Encourage and educate the public to understand the nature of substance use disorder and encourage support throughout the County for development and implementation of effective prevention, intervention, treatment and recovery programs for substance use disorder.

(H) Coordinate, with assistance of the County Substance Use Disorder Services Program Administrator, the efforts of various public and private agencies and organizations administering substance use disorder programs in the County to ensure the effectiveness of such programs.

(I) Communicate and coordinate Commission activities with other County agencies and advisory bodies concerned with substance use disorder prevention, treatment and recovery.

(J) Exercise any other responsibilities which may be set forth in the Commission's bylaws approved by the Board of Supervisors.

(K) Promote State and Federal legislation that supports the goals of the Commission. [Ord. 5279 § 11, 2018].

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**County of Santa Cruz Mental Health Advisory Board
procedures for rules voted at Nov. 2020 retreat**

Applicable new by-laws voted at Nov 2020 retreat, not yet confirmed by Board of Supervisors.

1. Secretary will track attendance of meetings and trainings
2. Chair and/or Vice-Chair will provide an onboard orientation of new board members within the first two weeks of BOS appointment (preferred), but required by the new board member's second meeting
3. Board members must attend at least 2, up to 4 trainings (state or local trainings) in a year as voted by the Board, and inform Secretary of attendance at the trainings.
4. Chair/Co-Chair of committees will send attendance tracking to the Secretary (and the Recorder) of the MHAB.
5. Board members can miss a total of 4 excused/unexcused meetings in a calendar year.
6. Two consecutive absences without advance notice or contact by a Board member shall result in separation from the Board
7. Community Engagement Committee will research and develop the Public Health (Communication) Guide, unless one already exists.

For Attendance Tracking of Committees, (regarding #'s 5 and 6 above)

- a) Each committee will choose a Committee Chair.
- b) The Committee Chair, or their designee, will schedule at least one monthly meeting attempting to find a time for all committee members. (Doodle Polls are one option to find a time for all members).
- c) Any member not able to make the assigned meeting, will schedule a separate meeting with the Committee Chair, or their designee, to make up for the absence and go over what was covered.
- d) Approximately one week before the monthly MHAB meeting, the Committee Chair will email to the Secretary and the Recorder the date of any meetings held, those who attended, those who had a make-up meeting, and any members who did not attend or have a make-up meeting.
- e) At the MHAB monthly meeting, the Committee Chair will also give a report of their committee meeting including attendance information.
- f) The Secretary will track attendance, share with Board Chair, Board Vice Chair, and Recorder.
- g) Board Chair or Board Vice Chair will contact any member in danger of having too many absences prior to them being separated from the Board.

For Training Tracking for MHAB members, (regarding #3 above)

- a) Board members must attend at least 2, up to 4 trainings (state or local trainings) in a year as voted by the Board, and inform Secretary of attendance at the trainings.
- b) Each Board member will email the Secretary and the Recorder approximately one week prior to the monthly MHAB meeting any trainings they attended. They will include the date/time, how long it was, and a website link to a description of the training.
- c) The Secretary will track trainings attended by Board members and will share at the monthly MHAB meeting.
- d) The Secretary will update the Board Chair and Board Vice Chair so they may contact any member in danger of not attending required trainings prior to them being separated from the Board.

Secretary Reports at monthly MHAB meetings will include,

- a) Outside local or state training attended by members. Those in danger of not attending trainings. Any upcoming trainings known.
- b) On-Boarding attended by new members. New members in need of on-boarding.
- c) Ethics Trainings by new members. New members in need of Ethics training.

**County of Santa Cruz
Santa Cruz County Mental Health Board
BYLAWS**

I. Purpose:

The Santa Cruz County Mental Health Advisory Board ("MHAB") shall carry out all those responsibilities provided for in the California Welfare and Institutions Code sections 5604 through 5606 (the Bronzan-McCorquodale Act, Chapter 1) and the Santa Cruz County Code including 2.104 (Mental Health Advisory Board).

II. Meetings:

- A. All meetings of the MHAB shall be noticed as required by the Brown Act (California Government Code section 54950 et. seq.) The regular meeting of the Santa Cruz County MHAB shall take place on at least a monthly basis and shall be at a time and place that is convenient for Board Members, staff, and the public to attend.
- B. Special meetings may be called at any time by the Chair or by a majority of the members of the Board. Noticing of any special meeting shall be made no less than 24 hours prior to the meeting and shall specify the time, place and business to be transacted. No other business shall be considered.
- C. A quorum is one person more than one-half of the appointed members to the MHAB. Therefore, on a full board of eleven (11), a quorum would be seven (7) of the appointed members.
- D. The public shall be notified of the time and place of regular and special meetings as required by the Brown Act (California Government Code 54950 et. seq.)
- E. When a member fails to attend three (3) consecutive meetings without providing advance notice of their good cause to be absent, or if a member fails to attend six (6) meetings during any twelve (12) consecutive month period with or without good cause, a vacancy shall exist and shall be reported in writing by the MHAB Chair to the Board of Supervisors, the Clerk of the Board, and the member vacating his or her seat of the Mental Health Board.

III. Official Membership:

- A. The membership of the MHAB shall comply in its composition with the membership requirements mandated in Sections 5604 through 5606 of the W & I Code and Santa Cruz County Code 2.104.020 and 2.104.030. Each supervisor shall make two appointments. A member of the Board of Supervisors shall serve as the 11th member of the Mental Health Board.
- B. When representing themselves as Officers or Members of the MHAB in a public setting, the positions taken shall represent decisions made and voted upon by the MHAB.

IV. Officers:

- A. The officers of the MHAB are the Chair, Co-Chair and Administrative Secretary, or Chairperson and Vice Chairperson as the MHAB may choose.
- B. The duties of the Chair are to preside over meetings, prepare agendas, represent the MHAB, and be responsible for the communication with the Board of Supervisors. The Co-Chair will assume these same responsibilities in the absence of the Chair.

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- C. Co-Chairpersons shall mutually share and agree on the division of the duties as they so choose.
- D. The Secretary shall review the minutes of all MHAB and Committee meetings prepared by the MHAB staff, and serve as Acting Chair in the absence of the Chair and Vice Chair.
- E. Election of officers shall be held annually in April of each year during its regular monthly meeting. The annual term of office for Officers will begin at the first regularly scheduled MHAB meeting in May. At the March meeting of the MHAB, the Chair will appoint three members to a nominating committee which will select at least one person per office and report back to MHAB at the April meeting. At this meeting, nominations from the floor will be accepted. (Santa Cruz County Code, Section 2.38.120).

V. Member-at Large:

- A. A member of the MHAB who desires to retain membership, and upon whom the MHAB desires to confer this status. The MHAB may appoint 2 members-at-large. Their status shall be reviewed each six months by the Mental Health Board. The member-at-large has the right to attend and participate at all meetings of the board and sub-committees, but shall have no voting powers.

VI. Agendas:

- A. At least seventy-two (72) hours prior to each regular meeting, an agenda for the regular meeting shall be mailed to each MHAB member, and to each representative of the news media and to each other person who has submitted a written request to the MHAB for notification of meetings, and shall be posted at least seventy-two (72) hours prior to the regular meeting at a location that is freely accessible to the public. The agenda shall contain a brief general description of each item of business to be transacted or discussed at the meeting. No action or discussion shall be undertaken on any item not appearing on the posted agenda except that members of the board may briefly respond to statements made or questions posed by persons exercising their public testimony rights or ask a question for clarification, refer the matter to staff or to other resources for factual information, or request staff to report back at a subsequent meeting concerning any matter. Notwithstanding the foregoing, action may be taken on a routine or incidental item of business not appearing on the posted agenda upon a determination by two-thirds vote of the membership of the Board, or if less than two-thirds of the members are present, by unanimous vote of those members present, that there is a need to take immediate action and that the need for action came to the attention of the County subsequent to the agenda being posted.
- B. At least seventy-two (72) hours prior to each special meeting, an agenda for the special meeting shall be mailed to each Board member and to each representative of the news media and to each other person who has submitted a written request to the Board for notification of meetings; and shall be posted every seventy-two (72) hours prior to the special meeting at a location that is freely accessible to members of the public. No business other than that listed on the agenda will be considered at a special meeting.
- C. In addition, the agenda will provide for community oral communications on items not on the agenda, which are within the subject matter jurisdiction of the Board at the beginning of each regular meeting agenda.

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- D. MHAB members shall give items for the agenda to the MHAB staff at least two weeks in advance of the meeting.
- E. The meeting will be conducted in accordance with Roberts Rules of Order unless otherwise specified by the Bylaws.

VII. Committees:

- A. Committees or task forces shall be appointed, as needed, by the Chair and ratified by the MHAB.
- B. All subcommittees shall comply with the notice and agenda requirements otherwise applicable to the MHAB in these Bylaws, except for subcommittees composed solely of less than a quorum of the members of the Board which are not standing subcommittees of the Board with either a continuing subject matter jurisdiction or a meeting schedule fixed by resolution or other formal action of the Board.

VIII. Public Input: Public participation in MHAB meetings shall be as follows:

- A. An opportunity for members of the public to directly address the Board on any item on the agenda of interest to the public shall be provided before or during the Board's consideration of the item.
- B. The Chair of the Board may establish reasonable limits on the amount of time allotted to each speaker on a particular item, and the Board may establish reasonable limits on the total amount of time allotted for public testimony on a particular item or the total amount of time allotted for community oral communications. When further discussion is required, the Board may vote to allot time in the agenda of the following meeting.
- C. The MHAB shall consider public input received through other means such as letters and email.

VIII. Revision to the Bylaws:

- A. Revisions to the Bylaws shall be determined by a majority vote of the MHAB and submitted to the Board of Supervisors for final approval, per Santa Cruz County Code 2.38.140.
- B. Any proposed revisions to the Bylaws shall be sent out with the agendas.

Bylaws / Rev 2.27.96
Bylaws / Rev 7.24.97
Bylaws / Rev 2.23.98
Bylaws / Rev 10.23.00
Bylaws / Rev. 9.30.04
Bylaws / Rev 7.21.05
Bylaws / Rev. 5.17.18