

**TUOLUMNE COUNTY BEHAVIORAL HEALTH ADVISORY BOARD
REGULAR MEETING AGENDA**

Time: Wednesday, October 4, 2023 @ 4:00 p.m. to 6:00 p.m.

Place: Tuolumne County Behavioral Health, Enrichment Center – 101 Hospital Road, Sonora, CA

In order to assure public participation for Tuolumne County citizens, this Behavioral Health Advisory Board meeting will be available in person to the public at the address identified above. However, the public may participate and comment on any item via teleconference, U.S. Mail, email, or video conferencing through the Zoom platform at the following link:

Zoom (Video or Audio):

<https://tuolumne-ca-gov.zoom.us/j/85844915169?pwd=dylOlaZNoKwX8MevLQDZxPAP5ZUqiJ.1>

Meeting ID: 858 4491 5169 Passcode: 577269

Telephone (one tap mobile) +16694449171,,85844915169#,,, *577269# US

Or Dial by your location +1 669 444 9171 US

Email: Email your comments to Attn: Pandora Armbruster at behavioralhealth@tuolumnecounty.ca.gov

U.S. Mail: Mail your comments to Attn: Behavioral Health Advisory Board, 2 S. Green St., Sonora CA 95370. Written comments must be received no later than 8:00 a.m. on the morning before the noticed meeting.

Important Public Notice: Under CA Assembly Bill 2449's amendments to the Brown Act, through very limited circumstances, some members of the Tuolumne County Advisory Board may participate by teleconference.

AGENDA

**BOARD OF
SUPERVISOR'S
REPRESENTATIVE**

Jaron Brandon

**ALTERNATE
REPRESENTATIVE**

Daniel Anaiah Kirk

CHAIRPERSON

Mary Anne Schmidt

VICE

CHAIRPERSON

Sherry Bradley

OTHER MEMBERS

Cathie Peacock

Elizabeth Marum

Jenn Salazar

Maureen Woods

Terry Garcia

Valerie Shuemaker

Special Note: The times listed on the agenda are only approximate times. The Chair will not start the discussion of an agenda item earlier than what is listed, but it could be later.

1. 4:00 pm Estimated Time (ET) - CALL TO ORDER & ROLL CALL

- Announcement to attendees that the meeting is being recorded.
- Chair calls the meeting to order and establishes a quorum with roll call and introductions of Behavioral Health Advisory Board (BHAB) Members.

2. INTRODUCTIONS

- County staff, guests and any public attendees that wish to be identified

3. CORRESPONDENCE

- The Chair will call for any correspondence directed to the BHAB
- Public Comment

4. REVIEW ORDER OF AGENDA ITEMS

- The Chair will call for a review of the order of agenda items.

5. GENERAL PUBLIC COMMENT (3 minutes per person)

Members of the public may be heard on any item, **not** on the Board's Agenda. A person addressing the Board will be limited to three minutes. Comments by members of the public on any item on the agenda will only be allowed during consideration of the item by the Board.

6. 4:05 pm (ET) - CONSENT AGENDA (Attachment #1)

All matters listed on the Consent Agenda are routine or noncontroversial and can be acted upon in one motion. There will be no separate discussion of these items before the time the Behavioral Health Advisory Board votes on the motion unless an Advisory Board member requests a specific item to be removed from the Consent Agenda for individual action. This Consent Agenda contains:

- Draft Minutes of the September 6, 2023, Meeting.
- Public Comment

- Vote
7. **4:10 pm (ET) – FUTURE AGENDA ITEMS** (Attachment #2)

The Behavioral Health Advisory Board will consider for future meetings possible agenda items suggested by members, County staff, and the public. Also, agenda items can be submitted at any time to County support staff.

 - Discussion of future items for BHAB agenda
 - Public Comment
 8. **4:15 pm (ET) – UPDATE ON BEHAVIORAL HEALTH ADVISORY BOARD BYLAWS:** (Attachments #3 through #3C)

The Behavioral Health Advisory Board will hear an update and consider approval of the BHAB by the Board of Supervisors.

 - Discussion
 - Public Comment
 9. **4:20 pm (ET) – 2023 DATA NOTEBOOK REVIEW:** (Attachment #4)

The Behavioral Health Advisory Board will hear a brief overview and discuss the process of completing the Data Notebook.

 - Discussion
 - Public Comment
 10. **4:25 pm (ET) – BEHAVIORAL HEALTH ADVISORY BOARD ANNUAL RETREAT UPDATE:** (Attachment #5)

The Behavioral Health Advisory Board will discuss and consider approval of the final plan of the annual retreat.

 - Public Comment
 - Vote
 11. **4:30 pm (ET) – BEHAVIORAL HEALTH ADVISORY BOARD ANNUAL REPORT:** (Attachment #6)

The Behavioral Health Advisory Board will discuss, make suggestions, and consider approval of the draft Annual Report to be presented to the Board of Supervisors on October 17, 2023.

 - Public Comment
 - Vote
 12. **4:35 pm (ET) – SITE VISITATIONS BY THE BEHAVIORAL HEALTH ADVISORY BOARD:** (Attachment #7)

The Behavioral Health Advisory Board will discuss and consider approval of the Site Visitation Template.

 - Public Comment
 - Vote
 13. **4:40 pm (ET) - TUOLUMNE COUNTY BOARD OF SUPERVISORS REPORT -**
Presented by Jaron Brandon, District 5 Supervisor:
 - Clarification Questions from the Board, Staff and Public
 14. **4:45 pm (ET) - BEHAVIORAL HEALTH DIRECTOR'S REPORT -**
Presented by Tami Mariscal, Behavioral Health Director:
 - Clarification Questions from the Board, Staff and Public
 15. **5:00 pm (ET) – SPEAKER SERIES – Featuring Dr. Kim Freeman's presentation on the Opioid Crisis and Other Public Health Issues in Tuolumne County:** (Attachment #8)

**Next Special
Behavioral Health
Advisory Board
Meeting is currently
scheduled for
October 7, 2023
@ 8:30 am**

**Next Regular
Behavioral Health
Advisory Board
Meeting is scheduled
for November 1, 2023
@ 4 pm**

- Clarification Questions from the Board, Staff and Public
 - 16. **BEHAVIORAL HEALTH DEPARTMENT STAFF REPORTS:**
 - Clarification Questions from the Board, Staff and Public
 - 17. **BEHAVIORAL HEALTH ADVISORY BOARD MEMBERS' REPORTS & COMMUNITY MEETING REPORTS:** (Attachment #9 & 9A)
 - Clarification Questions from the Board, Staff and Public
 - 18. **ANNOUNCEMENTS**
 - 19. **6:00 pm (ET) - ADJOURNMENT**
-

This agenda can be made available in alternative formats upon request. Late agenda material can be reviewed at the Behavioral Health Department, 105 Hospital Road, Sonora, CA 95370.

In accordance with the Americans with Disabilities Act, if you require special assistance (i.e., auxiliary aids or services) in order to participate in this public meeting, please call (209) 533-6245 at least 48 hours prior to the start of the meeting to enable staff to make a reasonable accommodation to ensure accessibility to this public



Tuolumne County Behavioral Health Advisory Board

(Minutes of the meeting of September 6, 2023)

DRAFT

<u>2022 BHAB Membership</u>	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec
Jaron Brandon - BOS	Meeting Cancelled	✓	Meeting Cancelled	✓	✓	✓	✓	E	A			
Anaiah Kirk – BOS Alt		E		E	E	E	E	E	E			
Mary Anne Schmidt, Chairperson		✓		E	✓	✓	✓	✓	✓			
Sherry Bradley, Vice-Chairperson		✓		✓	✓	✓	✓	✓	✓			
Cathie Peacock		-		-	-	-	✓	✓	✓			
Elizabeth Marum		✓		✓	✓	V	E	E	E			
Jenn Salazar		✓		✓	✓	✓	✓	✓	✓			
Maureen Woods		✓		✓	✓	✓	✓	✓	E			
Terry Ann Garcia		-		-	-	-	✓	✓	✓			
Valerie Shuemaker		✓		✓	✓	E	A	E	✓			

Present = ✓ Absent = A Excused = E Virtual Attendance = V 9 MHAB Members, 1 BOS Alternate

<u>Tuolumne County Staff in Attendance</u>
Chris Schmidt, Deputy County Counsel
Jenn Guhl, MHSA Agency Manager – Behavioral Health Department
Amanda Lawrance, QM Staff Services Analyst – Behavioral Health Department
Evan Hammond, MHSA Program Specialist – Behavioral Health Department
Pandora Armbruster, Administrative Assistant – Behavioral Health Department
<u>Others in Attendance</u>
Morgan Rain, Director – LGBTQ+ Rural Resource Center
Community Member

1. CALL TO ORDER

- Behavioral Health Advisory Board Chairperson, Mary Anne Schmidt, called the meeting to order at 4:03 pm. Five of nine members were present and accounted for at the time of roll call, completing a quorum for the Board. Behavioral Health Advisory Board members introduced themselves as roll call was taken. Those present were Mary Anne Schmidt, Sherry Bradley, Cathie Peacock, Jenn Salazar, and Terry Ann Garcia. Supervisor Jaron Brandon, Elizabeth Marum, Maureen Woods, and Valerie Shuemaker were not yet in attendance.

2. INTRODUCTIONS

Introductions were made by Tuolumne County staff in attendance, as follows: Chris Schmidt, Deputy County Counsel; Jenn Guhl – MHSA Agency Manager, Behavioral Health Department; Amanda Lawrance, QM Staff Services Analyst - Behavioral Health Department; Evan Hammond, MHSA Program Specialist –

Behavioral Health Department; and Pandora Armbruster – Administrative Technician, Behavioral Health Department.

Morgan Rain – Director, LGBTQ+ Rural Resource Center, and a member of the community introduced herself.

One other community member was in attendance but chose not to introduce themselves.

3. CORRESPONDENCE

Pandora Armbruster reported that the 2023 Data Notebook had been received and the review process would be started by Behavioral Health staff to provide any needed statistics prior to the next meeting. The deadline for this years' Data Notebook is November 30, 2023, so only two meetings would be available to the board to complete it before the submission date.

4. AGENDA REVIEW PERIOD

There were no suggested changes to the order of agenda items.

5. PUBLIC COMMENT:

Members of the public may be heard on any item not on the Board's Agenda. A person addressing the Board will be limited to **three minutes**. Comments by members of the public on any item on the agenda will only be allowed during consideration of the item by the Board.

A community member shared that a resolution honoring Suicide Prevention Month was made by the Board of Supervisors at yesterday's meeting. She felt that the number of suicides reported through Public Health Officer, Dr. Kim Freeman's, presentation to the Board of Supervisors was more accurate than those shared in the past. She also reported that a family member had expressed concern to her regarding the new 988 Suicide Hot Line as calls are not answered locally. This created issues in trying to get the help they needed.

Morgan Rain, Executive Director – LGBTQ+ Rural Resource Center, shared a flyer and information with the group regarding the Be Well Warm Line which offers help to those in need and is operated locally.

6. CONSENT AGENDA

The Consent Agenda contained:

- Draft Minutes of the August 2, 2023, Meeting.

Sherry Bradley moved, and Terry Ann Garcia seconded to approve the Consent Agenda item as presented. The motion to approve the August 2, 2023, Draft Minutes as presented on the Consent Agenda passed.

(Ayes: 5 – Mary Anne Schmidt, Sherry Bradley, Jenn Salazar, Cathie Peacock, and Terry Ann Garcia. Abstentions: 0 Nays: 0 Members Absent: 4 – Jaron Brandon, Elizabeth Marum, Maureen Woods, and Valerie Shuemake.)

7. BEHAVIORAL HEALTH ADVISORY BOARD MEETING LOCATION

The group discussed concerns surrounding the current location of the monthly Behavioral Health Advisory Board Meetings. Parking, sound quality, bus service and other issues were identified. As no other location is readily available on the scheduled dates and times that can support the required technology of these

meetings, this topic may be revisited once the Tuolumne County Committee and Commission Meeting Room is available for reservation.

8. SPEAKER SERIES PRESENTATION UPDATE

A list of proposed questions for Dr. Kim Freeman was presented to the group by Board Chair, Mary Anne Schmidt. The group provided feedback and Mary Anne requested that members share any additional suggestions with Pandora Armbruster, Behavioral Health Staff Support, via email so that a list of questions can be compiled by the Chair before the meeting.

9. BEHAVIORAL HEALTH ADVISORY BOARD BYLAWS

Mary Anne Schmidt presented the Ad-hoc Committee's second draft of the bylaws which included County Counsel's recommendations and edits. Valerie Shuemaker, Behavioral Health Advisory Board Member, arrived at 4:28 pm.

The group discussed the proposed changes and posed questions to Chris Schmidt, County Counsel, regarding the difference between ad hoc committees, standing committees, and work groups. County Counsel clarified the importance of the availability of County staff to provide meeting support to assure technology and other Brown Act considerations are met.

Valerie Shuemaker moved, and Sherry Bradley seconded to move the Draft Bylaws, as presented, forward to the Board of Supervisors for review and approval.

A community member commented that they feel that the size of the county does not warrant the formation of multiple Ad hoc and Standing Committees as many much larger counties may need.

The motion passed.

(Ayes: 5 – Mary Anne Schmidt, Sherry Bradley, Jenn Salazar, Terry Ann Garcia, and Valerie Shuemaker. Abstentions: 0 Nays: 1 – Cathie Peacock Members Absent: 3 – Jaron Brandon, Elizabeth Marum, and Maureen Woods.)

10. BEHAVIORAL HEALTH ADVISORY BOARD ANNUAL REPORT TO THE BOARD OF SUPERVISORS

58:43 Mary Anne Schmidt shared that the Annual Report is still in draft form and due to information received from Tami Mariscal, Behavioral Health Director, the focus of the proposed recommendations from the Behavioral Health Advisory Board to the Board of Supervisors have shifted. As a result of that information, the previous recommendation to support the construction of a mental health facility within the county is no longer feasible due to the ongoing cost of supporting such, especially due to the low number of clients who would utilize it and the different levels of care that may be required by them.

The group discussed several additional items that were suggested for inclusion in the report. Some items identified were improved recruitment to address challenges in filling clinical positions and the effect a housing shortage may play in filling those positions. Valerie volunteered to gather more information on workforce housing to share with the group.

The Annual Report will be updated to reflect those suggestions and changes as appropriate. The draft Annual Report to the Board of Supervisors will be brought

back at the next meeting for final review and approval before presentation to the Board of Supervisors on October 17, 2023.

A member of the community pointed out that the Behavioral Health Advisory Board needs to choose recommendations that can be implemented and accomplished within the county. They feel that the recommendations discussed are too broad to implement or effect change within this small county. They suggested supporting other the counter availability of Naloxone (Narcan). Also suggested for recommendation were more public sharps disposal locations for those who use injectables, as well as public education surrounding these issues. The community member expressed her appreciation of this draft annual report and felt that it was very well written. They encouraged the BHAB and the public to attend the Board of Supervisors Meeting when it is scheduled to be presented.

The chair will send more information out to county staff support to request additional feedback from the Behavioral Health Advisory Board members before the next meeting.

11. SITE VISITATIONS BY THE BEHAVIORAL HEALTH ADVISORY BOARD

Sherry Bradley noted that needed changes to the form had been identified by the Ad hoc Committee and input from the Behavioral Health Director. Changes would include requesting policies, procedures, and information pertinent to the identified site prior to the visit. These changes will be presented at a future meeting for formal approval by the Behavioral Health Advisory Board.

Sherry Bradley relayed that there is an upcoming site visit scheduled for Monday, September 25, 2023, for the Enrichment Center and the Lambert Drop-In Center. The visit is scheduled for 10:30 am to 11:30 am at the Enrichment Center and then from 12:30 pm to 1:30 pm, allowing an hour for lunch. Volunteers from the Site Visit were identified as Mary Anne Schmidt and Sherry Bradley, with possibly Supervisor Brandon as a third participant.

12. BEHAVIORAL HEALTH ADVISORY BOARD RETREAT

The Chair went over the proposed topics and a tentative schedule for the Behavioral Health Advisory Board Retreat. The date proposed for the retreat is Saturday, October 7, 2023, at the Tuolumne County Resilience Center. A full day, split into two sessions, may be scheduled with a brown bag lunch in between those sessions.

Mary Anne shared that Teresa Comstock, Executive Director, California Behavioral Health Boards and Commissions, agreed to attend, and assist with the contract review process.

Some of the topics identified were: How to be a member of the Behavioral Health Advisory Board, how to review Behavioral Health contracts, A review of the Behavioral Health Advisory Board survey, and Behavioral Health Advisory Board goal-setting for the year.

More information will be distributed, and feedback solicited, from the Behavioral Health Advisory Board membership by staff support.

13. BEHAVIORAL HEALTH CONTRACTS

The group discussed the process involved in Behavioral Health Advisory Board's role in reviewing department contracts. Two contracts were shared with the group

for their review so that knowledge of the process and an understanding of the scope of practice can be gained. Members were asked to review these documents and bring back questions to the Behavioral Health Advisory Board Retreat.

14. TUOLUMNE COUNTY BOARD OF SUPERVISORS REPORT: Jaron Brandon,
District 5 Supervisor

This item was postponed to October's meeting as Supervisor Brandon was not available to report.

15. BEHAVIORAL HEALTH DIRECTOR'S REPORT: Tami Mariscal, Director

This item was postponed to October's meeting as Behavioral Health Director, Tami Mariscal, was not available to report.

16. BEHAVIORAL HEALTH STAFF MEMBER REPORTS

No staff reports were available to be shared at this month's meeting.

17. BEHAVIORAL HEALTH ADVISORY BOARD MEMBERS' REPORTS

Sherry Bradley attended the most recent Quality Improvement Council Meeting. Her report was contained within the September 6, 2023, BHAB Agenda packet.

Jenn Salazar shared information gained through the unsheltered surveys she is working on. She has not discovered any proof that the rise in the unsheltered population is due to available resources here in Tuolumne County. Some of the population that she has met with are veterans with untreated mental health issues. The Compassion Outreach group has continued their efforts in assisting with fire clearance and trash pickup at identified homeless encampments.

The group discussed ongoing homeless issues and concerns and the potential services available but not currently being utilized.

18. ANNOUNCEMENTS:

Cathie Peacock announced that the Area 12 Agency on Aging is currently conducting their annual senior survey to assist in constructing their 4-year plan. One of the questions on this survey inquires how people feel about local mental health services. Most surveys received so far have indicated that these services need improvement. Surveys can still be found at the public library and the Senior Center.

Valerie Shuemaker shared information on an upcoming free Two-Day Healthcare/Foot Clinic sponsored by Adventist Health which will be held at the Seventh-day Adventist Church on September 16 and 17, 2023, from 7 am to 2 pm. Valerie will send a flyer to County staff support to be shared with the Behavioral Health Advisory Board.

A community member relayed that Calaveras County Collaboration is sponsoring a Recovery Event at Mark Twain Hospital on Saturday, September 9, 2023, from 11 am to 2 pm. Also, at the last NAMI meeting in August, the Regional NAMI Director spoke to attendees. She is younger and active and would like to connect to do more outreach within the community. And finally, that NAMI will be meeting on September 14, 2023 @ at 6:00 pm at the Red Church. The meeting will be a potluck event and the scheduled speaker will be Glenda Taylor.

19. FUTURE AGENDA ITEMS:

No additional items not already identified within the meeting were shared.

20. ADJOURNMENT

The September 6, 2023, Behavioral Health Advisory Board meeting was adjourned at 6:06 pm.

The next Tuolumne County Behavioral Health Advisory Board meeting is scheduled for October 4, 2023, at 4:00 pm at the Tuolumne County Behavioral Health Enrichment Center, 105 Hospital Road, Sonora, CA 95370. Detailed meeting information will be provided on the October 2023 Agenda.

DRAFT

Attachment #2 Future Agenda Items

[illegible]

**Bylaws of the
Tuolumne County Behavioral Health Advisory Board**

**Article 1
Name**

The name of this advisory board shall be the Tuolumne County Behavioral Health Advisory Board (hereinafter referred to as the "Advisory Board").

**Article 2
Purpose**

The mental health board shall review and evaluate the local public mental health system and advise the Board of Supervisors on community mental health services delivered by the Department of Behavioral Health. To promote wellness, education, early intervention, prevention, treatment, and recovery for behavioral health services; ~~To~~to advocate for consumers; to protect/ensure high quality services are available to all; to advise the behavioral health program and county administrators of community needs and concerns.

**Article 3
Duties**

Pursuant to California Welfare and Institutions Code §5604.2, the Advisory Board shall do all of the following:

- (1) Review and evaluate the community's public mental health needs, services, facilities, and special problems in any facility within the county or jurisdiction where mental health evaluations or services are being provided, including, but not limited to, schools, emergency departments, and psychiatric facilities.
- (2) Review any county agreements entered into pursuant to Section 5650. The Advisory Board may make recommendations to the Board of Supervisors regarding concerns identified within these agreements.

(3) Advise the Board of Supervisors and the local mental health director as to any aspect of the local mental health program. The Advisory Board may request assistance from the local patients' rights advocates when reviewing and advising on mental health evaluations or services provided in public facilities with limited access.

(4) Review and approve the procedures used to ensure citizen and professional involvement at all stages of the planning process. Involvement shall include individuals with lived experience of mental illness and their families, community members, advocacy organizations, and mental health professionals. It shall also include other professionals that interact with individuals living with mental illnesses on a daily basis, such as education, emergency services, employment, health care, housing, law enforcement, local business owners, social services, seniors, transportation, and veterans.

(5) Submit an annual report to the Board of Supervisors on the needs and performance of the county's mental health system.

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

(7) Review and comment on the county's performance outcome data and communicate its findings to the California Behavioral Health Planning Council.

(8) The Board of Supervisors may transfer additional duties or authority to the Advisory Board.

(9) In carrying out one or more of the above duties, assess the impact of the realignment of services from the state to the county, on services delivered to clients and on the local community.

Article 4

Membership

1. Advisory Board Composition. The Advisory Board shall be comprised of between five (5) and fifteen (15) representatives of the public

interest of Tuolumne County and who represent the demographics of the county as a whole and who are appointed by the Board of Supervisors pursuant to Section 5604 and 5604.5 of the Welfare & Institutions Code.

2. Member Categories. Members shall also be Tuolumne County residents and overall composition should reflect the ethnic diversity of the client population in the County. Members shall be placed in categories as required by Welfare & Institutions Code § 5604(a). Vacancies shall notify-be notified to the Clerk of the Board of Supervisors by submission of an agenda item requesting direction from the Board to the Clerk to post a notice of vacancy. The required categories are as follows:

- a. At least fifty (50) percent of the Advisory Board membership shall be consumers or the parent, spouse, sibling, or adult children of consumers, who are receiving or have received behavioral health services.
- b. At least twenty (20) percent of the total membership shall be consumers.
- c. At least twenty (20) percent shall be families of consumers.
- d. One (1) member shall be from the Board of Supervisors.

* If the Advisory Board membership is limited to five (5) members, then the requirements of (a) through (c) herein shall be reduced to require appointment of one (1) consumer and one (1) parent, spouse, sibling, or adult children of consumers, who are receiving or have received behavioral health and/or substance use disorder services.

** For appointment selection purposes, it is encouraged the Board of Supervisors appoint individuals who:

- (1) have experience with and knowledge of the behavioral health system, and
- (2) include members of the community that engage with individuals living with mental illness or substance abuse disorder(s) in the course of daily operations, such as

Commented [HR1]: This is detailed in the Board of Supervisors Committee and Commissions Appointment Policy

Commented [HR2]: Handbook states that there should be two Board members assigned to each Committee and that they should serve as Chair and Vice-Chair for the Committee

representatives of county offices of education, hospitals, emergency departments personnel, city police chiefs, county sheriffs, and community and nonprofit service providers; and,

- (3) Are a veteran, or “veteran advocate” defined as a parent, spouse, or adult child of a veteran, or an individual who is part of a Veterans organization, including the Veterans of Foreign Wars or the American Legion.

- 3. Membership Responsibilities. Members of the Advisory Board are expected to attend all regular and special meetings of the Advisory Board, to report unavoidable absences to the Chairperson or Secretary prior to the date of the meeting, to participate in deliberations and activities of the Advisory Board, and to fulfill those other responsibilities that are specifically delegated to them as Advisory Board members by the Chairperson.

Specific responsibilities may include:

- a. Attendance at all regular meetings typically lasting two (2) hours,
- b. Spending additional time engaging in informal meetings with staff, program review, subcommittee meetings, training, interaction with other advisory boards, or general community contact as needed;
- c. To accept appointment, attend and actively participate in an existing Advisory Board committee, ad hoc committee, task force or represent the Advisory Board with a collaborating group or agency.

No Advisory Board member may take any action or make any representation on behalf of the Advisory Board without consent of the full committee.

- 4. Conflicts of Interest.

- a. Advisory Board members shall abstain from voting on or participating in any matter in which the member has a financial interest as defined in Section 87103 of the

Government Code.

A member may disqualify themselves either in writing to the Advisory Board Chairperson, or when the item on the agenda is announced by (1) disclosing the interest raising the potential conflict, and (2) that they are disqualifying themselves from participating in the decision. Any questions about conflicts of interest or disqualification may be referred to the Office of County Counsel.

- b. Restrictions on Membership. No member of the Advisory Board, or his or her spouse, shall be a full-time or part-time employee of the County Department of Behavioral Health, or State Departments or entities receiving funding from TCBH, the reorganized authorities and services previously held by the "State Department of Mental Health," such as the "State Department of Health Services," or any employee or paid member of the governing body of a Short-Doyle contract agency or facility. Any such employment or relationship shall immediately be reported to the Advisory Board.

A consumer of mental health services who has obtained employment with an employer described above 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.

5. Terms of Appointment. Advisory Board members shall be appointed for a period of three (3) years and may be reappointed.

6. Board Vacancies. When a member resigns or declares by ceasing participation in Board activities, the Advisory Board may notify the Clerk of the Board of Supervisors in writing with the request that the Board of Supervisors declare a vacancy

Commented [HR3]: Handbook rules require that Terms be staggered, Membership Rule 5

and proceed to fill the position.

Commented [HR4]: This is not consistent with the BOS Committee/Commission Appointment Policy

7. Removal of a Member. A majority of the members of the Advisory Board may, upon a roll call, vote to remove a member of the Advisory Board. Reasons for removal may include:
 - a. Missing three (3) or more meetings which are not excused; or
 - b. Exhibiting disruptive and/or disorderly behavior; or
 - c. Taking actions contrary to the Advisory Board's mission

Upon removal, the Advisory Board will notify the Clerk of the Board of Supervisors pursuant to Article 4, Section 6 above.

Commented [HR5]: Also, not consistent with the BOS Committee/Commission Appointment Policy

Article 5

Member Training

1. Mentors. Each new member will have an Advisory Board member as a mentor appointed or volunteered at the first meeting following the new member's appointment. The mentor will sit with the new member at meetings for at least one (1) year. The mentor will be available for questions.
2. Orientation Manual. New members will be provided with a current copy of the Advisory Board's Orientation Manual.
3. State Trainings. Each year the Advisory Board will consider utilizing trainings from the California Institute for Behavioral Health Solutions (CIBHS) and California Association of Behavioral Health Boards & Commissions (CALBHBC).
4. Behavioral Health Department Training. Each year the Advisory Board will receive trainings on the local system.

Article 6

Meetings

1. Open Meetings. Meetings shall be open to the public and conducted in accordance with the Ralph M. Brown Act. (Government Code §§ 54950 *et seq.*) The Advisory Board may

conduct closed sessions to consider those matters allowed by law to be heard in this manner.

2. Regular Meetings. Regular meetings of the Advisory Board shall be held once a month. The Advisory Board may set the date and time of a regular meeting, or cancel a meeting, by a majority vote of the members of the Advisory Board. Regular meetings shall be noticed at least seventy-two (72) hours prior to the date and time set for the meeting.

- a. Agenda Preparation. Agenda items should be presented to the Chairperson or the Behavioral Health Board Clerk at least ten (10) days before the regular meeting date. The officers not constituting a quorum of the Advisory Board may meet or confer with the Behavioral Health Director at least seven (7) days prior to the regular meeting to place items on the agenda.

Commented [HR6]: This is not consistent with the rules in the Handbook, specifically Meeting Protocols item 1

- b. Agenda Distribution. In addition to posting, including on the County's website, the agenda shall be provided to Advisory Board members by email, or by U.S. Mail if no email address is provided, the same day the agenda is posted, but no later than two (2) days prior to the regular meeting. Available agenda materials shall be included with the agenda, or if not, shall be available to members and attendees at the scheduled meeting.

3. Special Meetings. Special meetings may be called by the Chairperson or by majority vote of the members of the Advisory Board during a meeting. Special meetings shall be noticed at least twenty-four (24) hours prior to the date and time set for the meeting. Because special meetings must comply with Brown Act open meeting law requirements, resources of the department shall be confirmed prior to the scheduling of a special meeting.

Quorum. A quorum shall consist of a simple majority of the currently appointed members of the Advisory Board (excluding vacancies). A quorum shall be necessary at all times to conduct Advisory Board business. At any meeting at which a quorum is not achieved, or lost during a meeting, the meeting shall be

adjourned or recessed as appropriate until such time a quorum is achieved or re-established.

4. Conduct of Meetings. The officers may determine the order of meeting items, such as the following suggested format:

- a. Call to Order
- b. Introductions
- c. Public Comment
- d. Correspondence
- e. Approval of Minutes
- f. Action Items
- g. Program Review
- h. Supervisor/Director's Report
- i. Member Reports
- j. Committee Reports
- k. Old Business
- l. New Business
- m. Adjournment
- n. Behavioral Health and Recovery Upcoming Events

Article 7

Officers

1. Officers and Duties. The elected officers of the Advisory Board shall be the Chairperson, and Vice Chairperson

- a. Chairperson Duties. The Chairperson shall be in consultation with the local behavioral health director. The Chairperson shall preside at all meetings of the Advisory Board. The Chairperson shall have all the rights and duties of other members, including the right to introduce motions or proposals and to speak and vote on them while presiding. In the event of a tie vote, the matter may be either carried over for the next meeting, or the discussion may continue with an additional vote. If a consensus is not reached with further discussion or at a continued meeting, the matter will fail, or be reported as a "tie vote."

Commented [HR7]: It is our recommendation that this be the Chair/Vice-Chair as they should be in charge of running the meeting.

Commented [HR8]: This is inconsistent with the Handbook rules, Board of Supervisor members shall be Chair and Vice-Chair

- b. Vice Chairperson Duties. In the absence of the Chairperson, the Vice Chairperson shall preside at meetings of the Advisory Board. In the event of a vacancy in the office of the Chairperson, the Vice Chairperson shall succeed to the office of the Chairperson.

Commented [HR9]: This is inconsistent with the BOS Board Chair's process for Annual BOS Member appointments to Committees as outlined in the Governance Manual top of page 26.

In the event that the Vice Chairperson is not able to carry out his or her duties, an election shall be held for the vacant office at the next regular meeting of the Advisory Board if appropriate. In the event both the Chairperson and Vice Chairperson are not present, the membership of the Advisory Board shall vote to appoint an acting Chairperson for a given meeting.

Commented [HR10]: This is inconsistent as well; the BOS Board Chair appoints BOS Board Members to be Chair and Vice Chair at the beginning of each calendar year.

In lieu of a secretary, department staff will fulfill such duties, including scheduling and noticing meetings, distribution of the agenda and materials, attending meetings, maintaining record of meeting quorums, preparing minutes of meetings, and maintaining record of all activities of the Advisory Board.

Commented [HR11]: It is our recommendation, and that of the team who helped draft the Handbook rules, that only the Principal Staff Support for each committee should fulfill the secretary's duties as they would have access to the tools and training necessary to complete that process accurately and efficiently.

Happy to discuss if more information is needed.

2. Term. The term of office for officers shall be two (2) years.
3. Elections of Officers. Election of officers shall be held at the regular June meeting or as soon as practical thereafter. If more than one (1) person is nominated for any office, an open polling of each Advisory Board member in attendance will be made to decide the election. A secret ballot is not allowed by open meeting laws. The elected officers shall take office immediately after their election.
4. Vacancies. When a vacancy of an office occurs, the position may be filled by open Advisory Board nomination and majority vote of those members present. The officer filling a vacancy shall complete the remainder of the term.
5. Removal. The Chairperson or Vice Chairperson may be removed from office for sufficient cause and relieved of duties by a majority vote of the Advisory Board.

Commented [HR12]: Article 7, sections 2-5 are inconsistent with the BOS Board Chair's process for Annual BOS Member appointments to Committees per the Governance Manual Board Assignment Process.

Article 8

Committees & Task Forces

1. **Standing Committees.** The Advisory Board may form standing committees consisting of less than a quorum of the Advisory Board. Standing Committee Chairpersons may be appointed by the Advisory Board Chairperson after consultation with the Behavioral Health Director and Advisory Board. Because standing committee meetings must comply with Brown Act open meeting law requirements and require attendance of department staff, department resources shall be confirmed prior to formation of a Standing Committee.
2. **Ad Hoc Committees.** Ad Hoc Committees of limited duration and limited subject matter and constituting less than a quorum of the Advisory Board may be formed by the Advisory Board as needed provided department resources are confirmed by the department prior to formation.
3. **Task Forces.** Task forces may be formed by action of the Advisory Board consisting of community members and a task force chairperson. Members of the Advisory Board may not be appointed to a task force. Task force members are appointed by the Advisory Board, and the task force chairperson is appointed by the Advisory Board Chairperson.

Commented [HR13]: Your committee may want to align this section with rule 10 of the Meeting Protocols in the Handbook to create consistency and further define the Ad Hoc Committee procedure.

Article 9 **Bylaw Amendments**

All proposed bylaw amendments shall be approved by majority vote of the members of the Advisory Board. Amendments shall not take effect until approved by the Board of Supervisors.

Article 10 **Parliamentary Procedure**

The Advisory Board shall follow the *Rosenberg's Rules of Order* to conduct its meetings.

Approved by the Tuolumne County Behavioral Health Advisory Board
on this date, Wednesday, September 6, 2023.

By: _____
Chairperson, Behavioral Health Advisory Board

Approved by the Tuolumne County Board of Supervisors on this date,
_____.

By: _____
Chairperson, Board of Supervisors

Attest:

By: _____
Heather Ryan, Board Clerk of the Board of Supervisors

Approved as to legal form:

By: _____
Christopher Schmidt, Deputy County Counsel

Updated 2008/2009, 2012/2013, 2016/2017, 2023/2024



Tuolumne County Board of Supervisors Governance Manual

Adopted: September 06, 2022

The Tuolumne County Board of Supervisors Governance Manual was developed in 2022 and is a living document that is regularly reviewed and, as needed, revised by the Board.

This manual outlines practices that build and sustain positive Board relationships and define a culture of quality, respect and equality.

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Governance Begins with the Board

Governance is the act of transforming the needs and desires of the community into policies that direct the organization. As the Board of Supervisors fulfills the responsibility of setting direction related to policy, budget and finance, personnel, collective bargaining, facilities and advocacy, the way in which team members perform the governance role is critical. The executive team carries out direction provided by the Board.

Board Members are always stewards of the County whether in the Board Chambers, out in the community, or at home. The County provides services to all residents; municipal services to residents in the unincorporated areas; and State and Federal services as a political subdivision of the State of California. The integrity of the County is dependent upon the responsible and professional manner in which each Board member, and the Board collectively, fulfills governance roles and responsibilities. The demeanor and actions of Board members sends an important message to employees and the public.

By utilizing effective governance practices, private citizens, once elected to the Board of Supervisors, work with the County Administrator to keep the organization's efforts focused on its mission, values, and strategic goals. The community elects Board members to set and monitor the direction of the County with the County Administrator, who translates this direction into action. It is therefore vital that the Board and County Administrator have a respectful and productive working relationship based on gaining trust and open communication.

Effective governance tenets encompass the basic characteristics and behaviors that enable executive team members to effectively create a climate for excellence in the organization. Working as a group, Board members and the County Administrator leverage the efforts of the professional staff by:

- Setting direction for the organization reflective of the community's wishes
- Creating a supportive framework for action in the organization
- Holding the organization accountable through mutually agreed upon mechanisms
- Providing support to staff through behaviors and actions
- Demonstrating community leadership on behalf of residents
- Prioritizing based on available resources

When done effectively, the opportunity to create a climate for excellence increases dramatically.

Effective Governance

Board Members - There are four fundamental characteristics of effective Board members:

1. Mindfulness

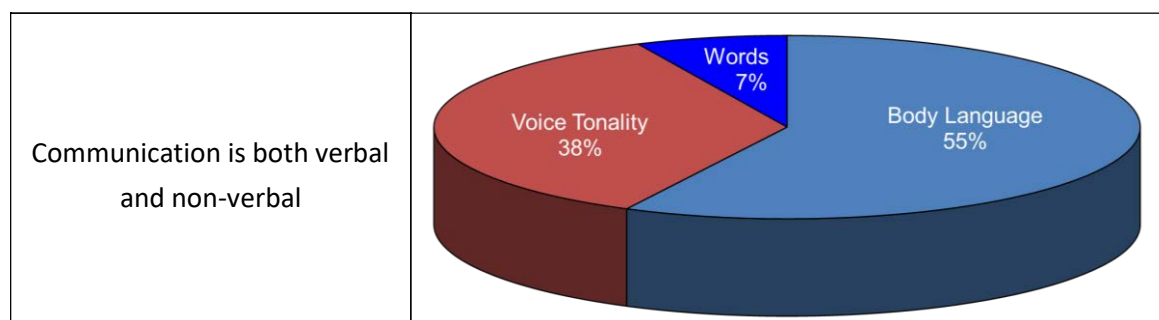
An important characteristic of an effective Board is the development of a governance mindset. Knowing how to think about governance, and always applying that knowledge and understanding during Board operations, is an essential characteristic of a Board member. Governance mindfulness is understanding the role and responsibilities of the governing board and how individual members can enhance their positive, value-added impact.

2. Focus

Mindful Board members always maintain a strategic focus in their Board work. They understand that they are not on the Board to administer the County, but rather to govern it. They understand that governance requires a broad, systemic view of the County, and they approach all their Board responsibilities with a clear sense of focus on achieving the strategic outcomes they have set, and how to effect policy change as a team rather than as an individual.

3. Manner

Mindful Board members are always respectful of other members' opinions. They understand that how they govern is often more important than what they say or do. Effective Board members work towards a common goal with other independently elected individuals in a collaborative setting which requires patience, understanding, respect, and most importantly, common courtesy. They model the civic behavior they expect the employees and the citizens of the County to exhibit.



4. Preparation

Mindful Board members are always prepared. This includes timely arrival to Board Meetings, all agenda materials have been reviewed and conferred with Department Heads prior to the meeting. This will ensure efficient and effective use of County resources. They are committed to doing the

hard work of being a Board member and leading on behalf of the community they serve. They are committed to making decisions based on quality information, evidence, and data.

Board of Supervisors – High-performing Boards have four essential characteristics that are the building blocks of effective governance:

1. Creating and Maintaining a Unity of Purpose

Unity of Purpose is serving the public, being good stewards of resources, and creating a common focus, overarching goals, values and beliefs. Board members aspire to transcend their individual differences to fulfill a greater purpose.

2. Governing within the Role of a Board

Effective teams value and respect their essential roles, reach mutual agreement on the roles of the Board and the County Administrator and strive to operate within them.

3. Creating a Positive Governance Culture

Culture is the tone created by the way people in an organization treat each other. Teams have unwritten (implicit) or written (explicit) agreements about how they will behave with each other and with others. These behavioral ground rules (norms) enable teams to build and maintain a positive culture or shift a negative one.

4. Structuring the Work for Effective Governance

High-performing governing bodies discuss and agree on the formal structure and processes used by the Board and the County Administrator in their functioning as a team; how they operate and do business.

Self-Monitoring of Board Governance and Effectiveness

- Conducting a governance self-evaluation demonstrates accountability to the community and the interest of the governance team to strengthen and improve governance practices.
- Board Governance sessions are an opportunity to discuss Board effectiveness and measure adherence to adopted protocols. Year-end discussion sessions are utilized for this purpose.
- Following the evaluation, the Board may develop strategies for strengthening Board performance and shall establish priorities for the next year's evaluation.

Unity of Purpose

Unity of purpose is a common focus, mission, values, and goals Board members share. A unity of purpose is a clear and unambiguous sense of purpose that becomes the inspiration for all Board efforts and the lens through which those efforts are viewed.

Having a unity of purpose demonstrates that Board members care most of all about what is best for the community and organization and understand that they will strive to identify common ground in order to provide focused leadership and direction to the County. They have a commitment to a common set of County vision and goals, and to principle-centered County policies. A defined unity of purpose focuses Board members on desired end results and supports their ability to display a singular focus on achieving those results.

In all relationships, dealings, and transactions, Board members act with integrity, in an ethical manner, openness, respect, consideration, engagement, and honesty. Through these values, the Board members strive to earn and convey trust. The Board of Supervisors retains public trust through accountability, communication with the public, and efficient and cost-effective stewardship of resources.

Board members work most effectively when they have a rational and purposeful framework to focus and guide their work. A unity of purpose helps Board members transcend their differences to fulfill a greater purpose.

Roles & Responsibilities

One of the most important characteristics of a high-performing Board is their understanding and agreement on roles and responsibilities. Generally, governance is about setting policy by defining the “what” of the organization, and administration is focused on the “how” policy gets implemented. If the discussion is focused on long-term outcomes, it tends to be strategic; if it is about short-term objectives or incremental steps, it tends to be administrative. Since the line between policy and administration can vary from topic to topic or issue to issue, it is essential that the County Administrator and the Board have a clear, mutually agreed upon understanding of how their roles and responsibilities will be defined.

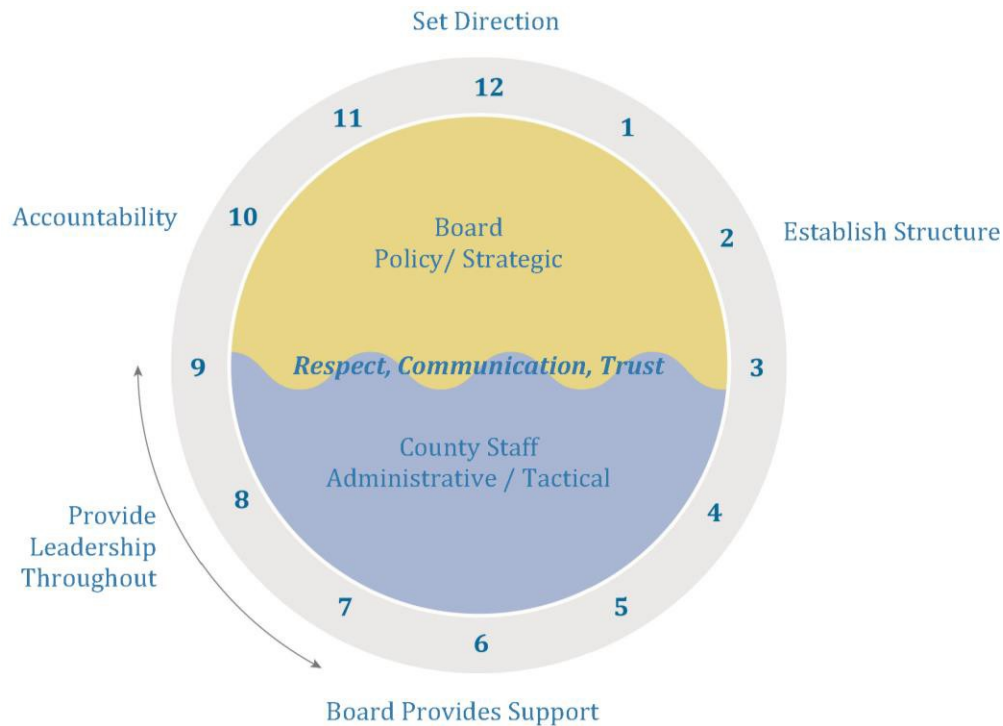
Board Roles

The primary role of the Tuolumne County Board of Supervisors is to collectively set the priorities, direction and policy for the organization as representatives of the people which:

- Serves as the leaders of the organization and sets the tone for the culture by displaying and acting out characteristics of a high-performing governing body
- Ensures fiscal sustainability and accountability
- Identifies countywide issues and puts strategies and coalitions in place to address them
- Identifies district-specific issues and advocates for strategies to address them
- Defines and supports the objectives of the Strategic Plan

The **primary role of the County Administrator** is to implement the direction and policy set by the Board through direct support to the Board, Departments, and the community.

Board Responsibilities



The above graphic depicts the five main responsibilities of the Board of Supervisors as a series of important functions that build upon one another. Although the responsibilities in practice are not always performed in a sequential manner, the depiction above reflects conceptually how they relate. The Board sets the direction, establishes a structure to implement that direction (hires a County Administrator, adopts a budget, adopts a strategic plan etc.), sets priorities, supports the staff by providing required resources as they implement that plan, holds the system accountable for implementation and educates the public on the goals established by the Board. Notice that the Board's policy oriented strategic role is in yellow, separate from the staff's administrative/tactical role in blue. The line separating these critical functions is wavy on purpose. It reflects the reality that in the real world of governance and administration, the line between policy and administration is often blurred depending upon the issue and subject to a shared understanding and agreement between the County Administrator and the Board.

Expected behavior

- Respect and Fairness – All people will be treated with respect, sensitivity, and compassion
- All situations are handled in an ethical manner
- Board members will act ethically in accordance with AB1234

- Promote a positive public image
- Integrity –
 - o Be a good steward of County property and public funds.
 - o Conduct and perform job duties diligently and promptly
- Stewardship – We are committed to responsible resource management

Set the strategic direction for the County

- Ensure the long-term vision is established for the County
- Identify and implement strategic priorities
- Charging staff to support strategic direction

Establish the governance structure for the County

- Appoint the County Administrator, County Counsel, Agricultural Commissioner/Air Pollution Controller/Animal Control/Weights and Measures, Community Development Department Director, Health and Human Services Agency Director, Chief Probation Officer, Public Defender, Public Works Director, and Public Health Officer.
- Adopt and amend the County Budget
- Adopt and amend ordinances and policies
- Create and participate in numerous boards, commissions, and committees
- Work with County elected officials

Provide support to the County organization

- Provide clear and consistent direction
- Support, advocate and participate in programs, commissions, committees and policies adopted by the Board
- Support staff carrying out the Board's direction

Ensure accountability

- Hold each other accountable for following the will of the majority of the Board
- Hold the County Administrator accountable for achieving the goals set by the Board
- Monitor and assess the effectiveness of policies and programs approved by the Board
- Monitor the fiscal health of the County

Demonstrate community leadership

- Engage and involve County residents and other stakeholders in appropriate and meaningful ways in setting the goals, objectives, and major programs of the County
- Communicate clear information about County policies, the fiscal condition, and progress on goals
- Identify cross-cutting issues through ongoing interaction with a wide variety of stakeholders

- Become and remain immersed in the needs and concerns of residents while providing factual information
- Represent the needs of individual districts as well as the needs of the County as a whole
- Be visible and accessible

Conflicts of Interest

The Board of Supervisors is committed to governing in an ethical manner and adhering to all requirements of the Political Reform Act, Government Code § 1090 (relating to financial interests in contracts) and related state ethics laws. Board members recognize that complying with State ethics laws is an individual responsibility and, as such, each member understands that potential ethical issues require careful attention. The following protocol offers a general framework for identifying and handling such issues in an appropriate manner:

- When a Board member becomes aware of a potential ethical issue, he or she should promptly seek advice from the Office of the County Counsel, the FPPC, or a private attorney prior to taking any action that could violate ethics laws.
- Ethical issues that arise for the first time in a public meeting or similar setting should be brought to the attention of the Office of the County Counsel as discreetly as possible. This may include requesting a meeting recess or a continuance, if feasible, to afford the affected member an opportunity to obtain accurate, confidential advice from the County Counsel or other appropriate advisor.
- If a Board member is advised that recusal is legally required, prior to Board consideration of a relevant item, the Supervisor will briefly announce the nature of the conflict of interest. With the exception of consent agenda items, the Supervisor will leave the room during Board consideration of the item. If these actions are not taken by a Supervisor, to preserve the validity of a pending Board action, the County Counsel may advise the Board of its opinion that recusal (or other action) is legally required and request appropriate action by the affected Supervisor.
- If a Supervisor disagrees with the County Counsel's advice on an ethical issue, they will take reasonable steps to resolve the disagreement. This could include seeking advice from the FPPC or a private attorney, either independently or in coordination with the County Counsel's office. The Supervisor should recuse himself or herself from Board items implicating the conflict (if such items cannot reasonably be continued) until further advice is obtained.

Vision, Mission, and Values – adopted in 2012

Vision: Tuolumne County is a place where all citizens enjoy opportunities to thrive in a safe, healthy, and productive community

Mission:

We provide exceptional services that:

- Create a Healthy and Safe Community
- Exercise Natural, Cultural and Financial Resource Stewardship
- Promote Economic Prosperity
- Enhance Quality of Life

Values:

Integrity - We hold ourselves to the highest level of honesty, transparency and ethical conduct in all relations and dealings.

Creativity - In responding to the current and future needs of the community, we encourage innovative and creative approaches to problem solving.

Employee Development – We are dedicated to elevating understanding, awakening creativity and developing competencies for successful and meaningful careers.

Strategic Goals – approved May 3, 2022

1.0 Fire Prevention and Safety

Objectives:

- 1.1 Prevent loss of life and property
- 1.2 Improve wildfire resiliency
- 1.3 Stabilize funding to maintain appropriate service levels
- 1.4 Improve fire safety education
- 1.5 Federal and State Advocacy for resources and legislative support

2.0 Community Health and Prosperity

Objectives:

- 2.1 Develop policies and projects to increase the supply of workforce housing
- 2.2 Expand community services to improve quality of life and outcomes for children, with an emphasis on Adverse Childhood Experiences (ACEs)
- 2.3 Increase the supply of transitional housing for those experiencing homelessness and behavioral health clients
- 2.4 Partner on policies and projects consistent with the Blue Zones Project, including enhancing parks and trails
- 2.5 Support business attraction for county strength areas and invest in small business to build a more resilient and prosperous economy

3.0 Roads and Infrastructure

Objectives:

- 3.1 Raise the County's Pavement Condition Index for roads by Increasing Road Revenues
- 3.2 Provide all residents with access to broadband speed of 25mbps (download)
- 3.3 Water Security
- 3.4 County Capital and Deferred Maintenance
- 3.5 Power and Energy Resilience
- 3.6 Complete Inventory of all major road assets (i.e., signs, culverts, traffic signals)
- 3.7 No more than 4% of County bridges in "poor condition"
- 3.8 Additional Ingress and Egress routes

4.0 Employee Excellence and Organizational Resiliency

Objectives:

- 4.1 County Organizational Fiscal Stability & Sustainability
- 4.2 Seek new opportunities to fund current and future services
- 4.3 Be the Regional Employer of Choice
- 4.4 Decrease our organization's vacancy rate
- 4.5 Improve customer service through employee development
- 4.6 Value employee recognition

5.0 Public Safety

Objectives:

- 5.1 Develop pro-active Community Response Teams, including HHSA and Community Partners
- 5.2 Enhance Community Emergency Preparedness
- 5.3 Efficient use of Public Safety resources to deliver comprehensive services
- 5.4 Reduce Response Times
- 5.5 Increase internal and external efficiencies in the criminal justice system

Governance Principles

The Tuolumne County Board of Supervisors will:

Govern as a team, strategically focused and mission driven

- Board members should be strategically aligned with the goals of the organization
- Board members will respect and accept the majority vote or direction of the Board regardless of differences of opinion
- Clear direction is provided to staff
- Thinking and acting strategically with
 - Shared focus and purpose
 - Respect for shared and unique constituencies
- Engage staff, thoughtfully and respectfully, in discussing strategic proposals and policies
- Long-term view on strategy and performance, focusing on sustainable success

Align goals and resources

- Strong connection between goal and resources discussions which include:
 - Process for prioritization
 - Emphasis on resiliency
 - Ability to adapt and recalibrate
- ***Goals are calibrated with resources; staff are not asked to deliver without resources***
- Reserves and contingencies are in place
- Public is made aware of resource limitations

Establish and govern within a culture of inquiry

- With roles and relationships defined, inquiry and truth telling is encouraged and welcomed
- Cultivate a culture of trust, which includes communicating the value of these principles to staff
- Support creativity and innovation

Govern in an accessible manner, committed to openness and transparency

- Governs in a transparent, open and accessible manner
 - Transparency is taken to the next level by creating a culture of “compliance with integrity,” by acting in an ethical manner at all times, performing duties with professionalism, accountability, competence, and honesty. It also includes focusing on solutions rather than fault or blame, and ensuring public access to Board decisions, compliance with the law, managing risk and looking out for the best interests of the County organization and the public it serves.

Govern in a collaborative manner with the community, staff and within the Board

- Collaborative environment respecting the roles of staff and Board

- All Board members govern together as a team with a common focus and purpose
- Supportive of collective accomplishments; discourages competition
- Demonstrates team leadership
- Unified support of the organization
- Board-staff partnership

Commitment to continuous learning and improvement

- Ongoing, personal development of leadership skills and capacity to govern in a variety of arenas
- Seek leadership positions at regional, state and national levels
- Continuous learning about County programs and services
- Policy decisions based upon credible evidence and data

Be accountable to each other for the highest standards of Board performance and effectiveness

- Develop and implement a regular feedback loop for Board based on identified protocols and practices
 - Assessment of Board's effectiveness and adherence to adopted protocols
 - This is accomplished through active listening to department heads, staff and members of the community
 - Create an environment where feedback is regularly solicited and considered

Setting Direction

Strategic Planning

The County's Strategic Plan is a multi-year plan that presents a meaningful vision of the future and long-term strategic goals indicating where resources are to be concentrated and prioritized to accomplish strategic outcomes. Recommendations concerning the Strategic Plan come from the Board, County Administrator, and Executive Leadership Team. Following Board adoption of the Strategic Plan, departments develop operational plans, in concert with the County Administrator, to support the Strategic Plan goals, which are in turn, aligned with the County budget. Similarly, the County's Strategic Plan is shared with advisory bodies to facilitate alignment of their focus and efforts. This plan will be the guide to develop an annual work plan for advisory bodies.

Role Of The Board Of Supervisors In Strategic Planning:

- The Strategic Plan is meant to be adaptive and thus, an annual process is in place to recalibrate the plan as needed.
- Discussions are held by the Board prior to each strategic plan cycle, which is determined by the Board. The Board and County Administrator agree on a framework and process for development of the Strategic Plan.

- Annually, progress reports on implementation of the Strategic Plan are presented to the Board providing an opportunity for recalibration and alignment with the County budget.

Board Member Expertise

Supervisors bring a wide variety of backgrounds, expertise and interests to their governance work on the Board and the Board wishes to capitalize on the informed experience of individual Supervisors. Additionally, leadership development and the pursuit of opportunities for leadership positions throughout the County and State are encouraged of both Supervisors and staff. It is important that the Board have the benefit of those varied interests and expertise in governing Tuolumne County. Varied interests and expertise should be shared by individual Supervisors at the Annual Board Workshop while forming the goals of the Board, providing an opportunity for the inclusion of their personal goals in the Strategic Plan. However, it is equally important that individual Supervisors understand the application of that expertise must occur within the agreed upon governance role of the Supervisor and the Board. It is important that Supervisors avoid substituting professional or personal expertise for the expertise of the staff. For example, a Supervisor might be an attorney or have a background in human resources. That expertise should inform the Supervisor and not take the place or be imposed upon legal or human resources staff of the county.

Norms for Positive Governance Culture

Culture is the positive or negative atmosphere created by the way people in an organization treat each other. Teams have unwritten (implicit) and written (explicit) agreements about how they will behave with each other and others. The code of conduct enables teams to build and maintain a positive culture or shift a negative one.

Tuolumne County Code of Conduct – adopted in 2012

- Treat County staff and public as valued customers
- Listen intently
- Treat everyone as you would expect to be treated
- Provide professional service
- Provide accurate and usable information
- Strive for flexible and creative solutions
- Respond in a respectful and compassionate manner

Customers may not remember what you say, but they will remember how you treated them.

Organizational Culture

An excellent governance culture is characterized by a Board that operates in an environment of trust, respect, and professional demeanor at all times. The Board sets the tone for the entire County in how it carries out its governance responsibilities. A high-performing Board leads by example and demonstrates the characteristics as described above.

The Tuolumne County Board of Supervisors collectively and individually desires to be a high-performing Board:

Cohesive

- A collaborative spirit aligned toward a common goal
- Consistent with the Tuolumne County Strategic Plan
- Strive for consensus and embrace compromise

Strategic

- Thoughtful, objective, and data-driven decision-making
- Engaged in strategically-focused discussion and decision-making, providing policy direction consistent with the Strategic Plan that addresses short- and long-term goals
- Recognized for leadership and innovation

- Knowledgeable about countywide issues

Collaborative, Accessible, & Fair

- Solicit feedback and consideration of other points of view
- Responsive in addressing constituent needs
- Treat the public and staff with respect and dignity at all times

Community Leadership

- Knowledgeable leaders, nimble in addressing issues on the continuum of district-specific to countywide matters including state and national issues affecting the local community
- Educate the public on:
 - Roles, responsibilities, and authority of the Board and staff
 - Process for addressing community issues and concerns
 - Other items of concern
- Providing guidance for community input and engagement

The Tuolumne Board of Supervisors will:

- Treat everyone with dignity and respect
- Attend Board meetings fully prepared, on time and focused
- Support working together toward the common vision and strategic goals even if our approach differs
- Focus on effective governance and will support the County Administrator in managing the County
- Show respect for the issues in each other's districts
- Work together individually and in group settings (discussion meetings) to respectfully resolve issues, assist one another, give the benefit of doubt and seek help when needed
- Focus on building and maintaining trust through our ability to follow through on commitments made and actions which speak louder than words
- Focus on our successes not our difficulties. Be considerate of Board and public time and restrictions and comments to useful, constructive and non-repetitive information

Protocols to Facilitate Governance Leadership

High-performing Boards operate with formally adopted protocols that provide an operational framework for how Board members will work together. Protocols are descriptions of the “way we do things here” and are important as guides for what is acceptable and unacceptable behavior. Protocols exist whether they are identified or not. When they are not overtly stated, they become the habits by which groups perpetuate behaviors, some of which can become detrimental to the effective operation of the Board.

Board Operations

The governance principles adopted by the Board of Supervisors require the Board to operate as a unified, cohesive team working together in an ethical and transparent manner. It is important that the work of the Board be conducted in a highly effective and efficient governance framework or structure.

Perhaps nothing is as important as welcoming new Supervisors to the Board. The early impressions of newly elected Supervisors often set the tone and style of governance for many years. Every time a new Supervisor is elected, a new Board is created. Processes and procedures to “onboard” the new Supervisor by both the Board and County Administrator need to be established and maintained. The unique role of the County Supervisor and Board, norms and protocols of the Board, as well as technical information need to be provided in an open, welcoming, and transparent way.

New Board Member Orientation

- The first 100 days are a critical time and learning period for newly elected Supervisors and the development of a cohesive governance team.
- The Board recognizes the importance of welcoming and helping transition newly-elected Board members into the public experience, and thus, current Supervisors are encouraged to reach out to new Supervisors.
- The County Administrator will prepare orientation materials for new Supervisors and schedule an initial meeting with Supervisors-elect to establish early and direct communication and select orientation options based on past experience.
- Department Heads, or their designees, will offer orientation to newly-elected Board members regarding the departments’ key responsibilities and functions.
- The Board will provide opportunities for new Supervisors to spend time with veteran Supervisors, visit districts and share information about Board assignments.
- The Board will schedule a governance discussion meeting to provide an opportunity to share personal aspirations and to review, discuss and re-confirm the adopted governance protocols as documented in the Tuolumne County Board of Supervisors Governance Manual.

- In December or January, new Board members will be offered a variety of assignments based on interests and opportunities to collaborate with veteran Supervisors.
- New Supervisors will work with the County Administrator to develop an individualized training plan to continue education on county policies, processes, and operations

Role of the Board Chair

The Board Chair rotates annually by district, with the next in line serving as Vice-Chair, by vote of the Board.

The Chair (Vice-Chair in the absence of the Chair) directs the efficient, balanced and transparent operation of the Board and plays a lead role in minding the climate of the Board, ensuring Board accountability, and ensuring the well-being of the Board, as well as the County. The Chair of the Board also serves in the following capacities:

- Following consultation with colleagues through a scheduled year-end Board Governance discussion session, proposes Board assignments
- In consultation with the County Administrator, develops Board meeting agendas
- As part of the agenda review process, seeks opportunities to acknowledge and celebrate the good works of County staff
- With agreed upon procedures, conducts Board meetings consistent with the law and the principle of transparency, ensuring the Board, staff and public understand the process and actions to be taken, and that adequate and equitable public input is received prior to Board discussion and deliberation
- Facilitates Board Governance discussion sessions
- Serves as a sounding board for the County Administrator on matters of significant concern
- Fair and objective meeting facilitation
- With the ability to communicate the position of the Board, generally serves as spokesperson for the County in:
 - Press releases and media events
 - Public events
 - Correspondence
 - Exceptions: District-specific events or areas of expertise

Note: For complex and significant topics, talking points are provided to all Board members

Role of Individual Supervisors

- Governs within the Board adopted Governance Principles
- Fully prepares for Board meetings, i.e., materials read; as much as possible questions asked in advance of the meeting; and on time and engaged in the meeting
- Respects colleagues, staff, and public
- Engaged during public comment (caveat: responses to general public comment limited to

providing an access point for further discussion)

- Seeks first to understand, asking questions of staff in a manner that is engaging and supportive vs. accusatory
- Keeps colleagues informed of activities, especially related to Board assignments, via the Board Reports section of the Board meeting
- Governs in an accessible manner, responding in a timely manner to phone calls, e-mails, etc.
- Exhibits an on-going commitment to the organization
- Able to articulate Board actions and policies, and when discussing Board actions in public, whether they agree with Board decisions or not. Clarifies when speaking on behalf of the Board vs. own opinion
- Generally addresses issues in their own district, but listens to the concerns of all, especially on countywide policy issues
- Informs appropriate Supervisor when assisting constituents outside their district
- Informs the entire Board through the Board meeting process of constituent issues and concerns they are involved with that have a countywide impact

Board Meeting Agenda Development

- Board agenda built with:
 - Department requests, recommendations and updates
 - Requests from Board members are heard utilizing the Board Requests process (outline below)
- Agenda finalized by County Administrator's office in collaboration with County Counsel

Board Requests protocol – adopted on 05/17/2022:

In the event a Board member would like to bring an item to the Board, outside of the normal staff process, the following protocol shall be observed and followed:

1. Board members shall provide their request for future agenda items to the CAO no later than the Wednesday before the Board meeting
2. The request will list the topic and will be accompanied by a one-page summary of the request, including justification for placing the item on the agenda outside of the normal process
3. Board members will have up to 5 minutes to present their agenda item request
4. A majority vote will move the item to a future Board meeting
5. The Clerk of the Board will decide the date for the future agenda item
6. Staff will do the research, write the Board memo, and decide the most appropriate and experienced presenters
7. Items not approved by the Board will not be placed on a future agenda for a minimum of 12 months
8. This process excludes Certificates and Resolutions of Commendation from the Board Requests

process

Board Reports & Directed Initiatives

- Members regularly provide updates on their activities (especially those related to Board assignments) to the full Board during the Board Reports section of the Board meeting

Agenda Item - Related Questions

- Individual Board members are expected to ask questions concerning items on the agenda prior to the meeting through their agenda review with the County Administrator and/or by contacting department head in advance to:
 - o Acquire the information they are seeking
 - o Assist staff in being prepared to answer the question in a Board meeting for the benefit of other members and/or the public
 - o Identify agenda items that should be moved from the Consent portion of the agenda to the Regular section
- During Board meetings, members may pull items off the Consent agenda. Items easily addressed will be addressed at the time. Items requiring some research or staff not present in Board Chambers are held until later in the meeting.

Public Comment in Board Meetings

- The Board will especially be engaged during public comment
- Responses to general public comment is limited to providing an access point for further discussion and/or responding briefly to statements made by commenters

Public Expression

The Board of Supervisors values and encourages public attendance and participation at its meetings. Public participation shall be orderly and fair to all. For that reason, attendees are asked to observe the following rules:

- Each speaker's public comment is limited to three minutes per agenda item, unless otherwise advised by the Chair. The three-minute limit includes all comments by an individual, including any comments offered in a representative capacity for others (whether in attendance or not). Additional comments and comments from those unable to attend may be submitted in writing, ideally prior to the Board meeting, by e-mailing: BOSPublic@co.tuolumne.ca.us or through the Clerk of the Board's office, located at 2 South Green Street, Sonora, CA 95370.
- Speakers may not yield time to other speakers or attempt to speak a second time, in a representative capacity or otherwise, on a single item.
- Comments should be directed to the Board, not to the audience or staff.

- Comments should be clear and brief and maintain a courteous and polite demeanor.
- Personal attacks that are not related to County business, threatening language and other unduly disruptive behavior that prevents the Board from carrying on its duties, will not be tolerated. Everyone has the right to be heard without fear of jeers or other forms of intimidation.
- In the event that any meeting is willfully interrupted by an individual, a group, or groups of persons, so as to render the orderly conduct of such meeting unfeasible, the Chair shall recess the meeting, instruct the public to exit the Board Chambers, and consult with the County Administrator and County Counsel regarding options. After consultation the Chair may order the removal of the individual or individuals willfully interrupting the meeting. If order cannot be restored by the removal of the individual or individuals willfully interrupting the meeting, the Chair may order the meeting room cleared and continue in session. Only matters appearing on the agenda may be considered in such a session and duly accredited members of the press and other news media, except those participating in the disturbance, shall be allowed to attend. During such a session the Chair may re-admit an individual or individuals if it finds they were not responsible for willfully disturbing the orderly conduct of the meeting and their re-admission will not disrupt the continued orderly conduct of business.

These rules are taken seriously. Disruptive or unruly behavior may result in a speaker's removal from the Board meeting.

Relationship Management

Interaction with County Staff and Consultants

One of the most important relationships that exists is that between the Board of Supervisors and the County Administrator and staff. It is essential that the ongoing governance relationships be clearly defined, collaborative, and based upon mutual trust and respect. Such a relationship ensures the best governance results. It should provide clear direction, in an open and transparent manner.

When individually interacting with staff, the Board agrees to govern with the following principles:

- Within a culture of inquiry, in a collaborative manner with staff
- Honor, affirm, and celebrate the value of those who work for Tuolumne County
- Support staff, without unduly influencing them
- Operate within Board policy (Note: requests outside Board policy and/or action with significant staff resources should ultimately return to the full Board for consideration)
- Department Head and County Administrator are the primary contacts on initial and significant interactions with staff and contractors to ensure transparency and the best result

- Conversations should focus on policy and refrain from any direction regarding operations
- Department Head and County Administrator are in the loop following initial contact with staff and consultants

It is especially important for the Board to establish and maintain a strong communication relationship with the County Administrator. That relationship is to be clearly defined in the area of personnel and performance. Supervisors have frequent contact with department heads, and thus, processes should be in place for Supervisors to provide confidential feedback to the County Administrator regarding department head performance.

Protocols related to interactions with County staff also extend to contractors.

Individual Supervisor Requests for Information

- Individual supervisor requests will only be for information on board approved priorities, or that which requires only a reasonable expenditure of staff resources.
- Every effort must be made to ensure questions are not considered direction for action and to understand the difference between commenting, suggesting, and imposing.
- Outside Board meetings, the initial request for information is made to the County Administrator or appropriate department head, thereby allowing department head or County Administrator to delegate response as appropriate to ensure the best outcome.
- Following the initial request, the County Administrator and appropriate department head are kept in the loop to further ensure the best outcome.

Individual Supervisor Requests Requiring Resources

- Requests requiring resources, should be made through the department head and County Administrator to ensure the best outcome.
- Requests for specific district-related issues and/or action should be made through the County Administrator and department head.
- District issues with countywide impact should come to the full Board when an incidental threshold has been surpassed, leading to a countywide policy or change in Board direction.
- Requests that require more than incidental staff time should be made during Board meetings under Board Requests or in the Strategic Plan.
- Requests should have a nexus to the Strategic Plan, necessary resources should be identified and should be considered in the context of other priorities.

Feedback to County Administrator on Department Head Performance

- The County Administrator is responsible for department head performance and performance evaluation, except for County Counsel and other elected officials who are not under

administrative direction/supervision of the CAO (per ordinance).

- The evaluation of the County Administrator provides the opportunity for Board feedback on department head performance.
- Individual concerns about department head performance, along with other employees or consultants, will be brought directly to the County Administrator.
- Supervisors will avoid public criticism of all department heads and employees.

Interaction with Advisory Bodies

The Board of Supervisors utilizes a number of advisory bodies to provide advice on a variety of issues and policies. The Board desires to utilize these advisory bodies to improve the effectiveness and efficiency of the full Board.

In order for these County advisory bodies to maintain efficiency and effectiveness, they must retain and manage their membership to ensure quorum levels are achieved for their meetings. The Board of Supervisors' active participation in the recruitment, revision, and appointment of applicants is integral to their success and engagement of community knowledge and expertise. Board advisory bodies will follow County policies and protocols and work within such bodies will focus on the Strategic Plan. Advisory bodies shall abide by the Board approved Committees/Organizations/Partnerships Handbook.

Board Assignments

Tuolumne County, the broader region, state and nation have a number of important committees, commissions, and advisory groups that advise and/or direct the Board of Supervisors as well as regional, state, and national leaders. Examples include:

- Policy Advisory Committees
- Operations Advisory Committees
- State Required Local Organizations
- Joint Powers Authorities
- Advocacy Organizations
- Community Organizations
- Local & Regional Partnerships
- Ad Hoc Committees & Temporary Organizations

Supervisors are appointed to serve as the Board's liaison or representative on these bodies through a process intended to foster positive interaction between members and address workload balance. Board assignments:

- Provide representation of countywide policies and issues addressed by the various groups
- Advance Tuolumne's leadership in the region, state and nation
- Provides an environment for Board learning and networking

- Capitalize on subject matter expertise

Board Assignment Process

- The Clerk of the Board will collect desired assignments, with individual Board members, and if appropriate, Supervisors-Elect.
- The Board Chair will coordinate the proposed assignments with the Clerk of the Board for presentation to the Board of Supervisors.
- Board assignments are adopted by the full Board during a subsequent regular meeting.
- Board ad hoc subcommittees may be appointed throughout the year on an as needed basis.
- Members regularly provide updates on assignments to the full Board during the Board Reports section of the Board meeting.
- Board members will notify the Board of appointments, outside of county process, during Board reports.

Use of Board Sub-Committees

- Prior to their creation, an ad hoc or standing subcommittee of the Board should have a clear charge and nexus to policy objectives, a finite timeframe (for ad hoc subcommittees), and a focus on setting high-level direction and policy.
- Annually, the County Administrator and appropriate staff provide guidance on the creation, charge, and dissolution of Board ad hoc subcommittees.

Legislative Platform

Every effort will be made to align our Legislative Platform with the Annual workshops and the two year legislative cycle. Board Committees and Commissions annual workplans will be aligned with the Board Priorities and Legislative Platform.

Legislative Advocacy

- Legislative proposals with a nexus to the County's legislative platform (approved annually by the full Board) are considered by the appropriate Board committee, or department, in collaboration with the County Administrator's Office. In the event the subcommittee is divided on a position, the proposal is brought to the full Board for consideration.
- After giving due consideration to the adopted governance principles set forth in this manual, under Board Reports, any Board member may raise for consideration legislative, ballot measure, judicial system (including amicus participation) or other proposals of statewide, national and international interest that are beyond the scope of the County's legislative platform. The item will be scheduled for a subsequent agenda with the following staff analysis:

- o Local and organizational impacts
- o Description of whether action by Tuolumne County will have an impact
- o Next steps concerning outreach (i.e., County’s position stated in a letter to state/national/international officials, on the website, via a press release)

Note: The Board of Supervisors may only educate and inform related to ballot measures, as opposed to advocating. Individual Supervisors, on their own time, may advocate by exercising their First Amendment rights as long as no County resources are used in this advocacy.

Board of Supervisors in the Community

The Board of Supervisors, as elected community leaders, has the responsibility to engage and educate the community, promote partnerships and collaboration, and advocate for community support. At all times, Supervisors must be mindful of, and work within, their specific roles while encouraging and soliciting community engagement, collaboration and inclusiveness. While individual supervisors will work closely with the community, authority to take formal action rests exclusively with the Board as a whole.

One of the governing principles of the Board of Supervisors is to govern in an open and transparent fashion, with a commitment to a culture of inquiry. The Board is committed to being responsive and respectful of constituent concerns and issues. When conducting the public’s business in public, the Board will ensure that its attention and focus is directed to the business at hand and will generally confine its use of electronic devices to accessing and reviewing meeting materials.

E-mails, social media and other forms of electronic communications present a range of practical and legal issues. For instance, electronic communications that concern public business may be subject to the California Public Records Act and, in some cases, may also implicate the due process rights of participants in a public hearing. Electronic communications, including social media, emailing, texting, that involve a quorum (i.e., majority) of Board constitute a “serial meeting” and are prohibited under the Brown Act. Board members should not be involved in electronic communications with a majority of the board on items that fall within the subject matter jurisdiction of the Board. When the Board is sitting in a quasi-judicial capacity, members should disclose communications each has received related to the subject matter of the hearing.

Handling Complaints from the Community

- Board members are encouraged to engage in constituent concerns in an appropriate manner by being as responsive as possible, returning phone calls and e-mail inquiries in a timely manner and as feasibly possible, meeting with residents, partners and stakeholders upon request

- Easily resolved complaints are directed to the appropriate department via department head with a copy to the County Administrator
- Complaints requiring complex solutions and/or policy changes are directed to County Administrator

Electronic Communication Outside Board Meetings (including Social Media)

- Supervisors are encouraged to refrain from interaction with each other on social media regarding items before the Board.
- With electronic communications, including social media posts, Board members will use the same level of professionalism and good judgment employed in public meetings.
- Confidential or sensitive County information (i.e., closed session discussions) will not be disclosed in any circumstances, including via electronic communication.
- As appointments to local boards, commissions and committees are subject to the Maddy Act (which requires the posting of vacancies for at least 10 days prior to appointment decisions), Board members will avoid social media commentary regarding prospective appointees before or during the posting period.

Electronic Communication During Board Meetings

- During Board meetings, Supervisors will not receive individual electronic communication on topics before the Board, by Board members. Board meeting agendas will include a statement to this effect to ensure the public is aware that electronic communications will not be reviewed or considered that are sent during the meeting.
- During Board meetings, in the interest of transparency and to minimize distractions, Board members are encouraged not to use electronic devices to communicate with Board members on items before the Board.
- Prior to quasi-judicial hearings, such as land use appeals, the Board chair will review procedural guidelines provided by the Office of the County Counsel.
- Public Hearings: To ensure that such matters are decided based on evidence made available publicly before and during the hearing, Board members will not consider information received electronically during such Board meetings and public hearings.
- Each Board member's full attention should be directed to the agenda item being presented during the meeting.
- Posting to social media should not occur during Board meetings.

Board Meetings - Closed Sessions

- Closed sessions are confidential and Board members agree that they will not engage in electronic communication while participating in a closed session unless it is for a

family/emergency situation.

The Board agrees that in order to maintain the confidentiality of a closed session, each member will abide by the confidentiality requirements and only share information outside of the closed session that the Board has agreed may be publicly released.

Board of Supervisors Rules and Regulations

SECTION 1. DEFINITIONS

As used in this resolution the following words are hereby defined:

1. “Clerk” shall mean the Clerk of the Board of Supervisors.
2. “Board” shall mean the Tuolumne County Board of Supervisors.
3. “Member” shall mean a member of the Tuolumne County Board of Supervisors.
4. “Public” shall mean all other persons including county department heads, employees, and the representatives of other governmental agencies.
5. “Chair” shall mean the member elected Chair of the Board of Supervisors pursuant to the provisions of Section 4 hereof. “Chair” shall also mean the Vice-Chair or other officer presiding in their absence.
6. “Vice-Chair” shall mean the member elected Vice-Chair of the Board of Supervisors pursuant to the provisions of Section 5 hereof.
7. “Board Action” shall mean action taken by motion, seconded, and passed by the required majority of the members of the Board.
8. “Board Direction” shall mean a directive by the Chair as specified in Section 5(n) below.
9. “Emergency Situation” shall mean work stoppage or other activity which severely impairs public health, safety, or both, as determined by a majority of the members of the Board or crippling disaster which severely impairs public health, safety, or both, as determined by the Chair or by a majority of the members of the Board.
10. “Regular Meeting” shall be the meeting of the Board of Supervisors shall be held according to the schedule set forth in the Tuolumne County Ordinance Code; provided that if any such Tuesday falls upon a holiday, the meeting shall be cancelled.
11. “Special Meeting” shall be the meeting called by the Chair or a majority of the members of the Board as provided by law, which is restricted to the business for which called.
12. “Minutes” shall mean the official record of Board proceedings.

13. “Question” shall mean a matter which has been moved, seconded, and is ready for the vote of the members of the Board.
14. “Item” shall mean an individual statement on the agenda to be presented to the Board.
15. “Board Consensus” shall mean the unanimous affirmation of a Board direction.
16. “Consent Calendar” shall mean that section of business listed on the agenda which contains routine items to be voted on by one action of the Board.

SECTION 2. AGENDA

The agenda shall contain a brief general description of each item of business to be transacted or discussed. The Department Head, member of the Board, or other person requesting an item to be placed on the agenda shall be responsible to prepare agenda descriptions designed to inform interested members of the public about the subject matter under consideration so that he or she can determine whether to monitor or participate in a meeting regarding it. The Clerk shall reject such agenda requests that do not comply with this rule.

The agenda shall be divided into the following general category classifications of business. Categories may be eliminated from any Agenda if there is no documentation supporting that category. Also, at the Chair’s discretion, items may be heard in a different order during the meeting, excluding the items that are scheduled as timed appointments.

A. ORAL COMMUNICATIONS

The first item of business to be considered shall be “Oral Communications” which shall be a 15-minute time period during which any member of the audience may address the Board on any item which is within the subject matter jurisdiction of the Board, which is not already on the agenda. The “Oral Communications” section of the agenda may be extended for a second 15-minute time period at the discretion of the Chair. The Chair may limit the time allocated to each individual speaker. Individuals who speak will normally be limited to three minutes.

B. STAFF REPORTS

The staff may present public service announcements, commendations of staff, and brief project updates. No action may be taken by the Board.

C. CONSENT CALENDAR

The second item of business to be conducted shall be the “Consent Calendar” which lists routine items which may be acted on by the Board of Supervisors with no individual

presentation or discussion required. Any member of the Board of Supervisors may remove one or more items from the Consent Calendar for consideration as a regular agenda item. The items remaining on the Consent Calendar shall then be enacted by one motion. Approval by the Board of consent items indicates that the staff recommendation was approved together with any conditions for requirements as stated by the staff in the recommendation. An announcement shall be made after the Consent Calendar is read by the Clerk, and before action is taken on any item, that the public may address any item on the Consent Calendar.

Examples of consent agenda items shall include but not be limited to the following:

- Approval of minutes
- Approval of contracts and agreements of a routine nature
- Routine right-of-way matters
- Notice of completion
- Reappointment to Committees/Commissions
- Other items of a routine nature

D. COMMITTEE AND COMMISSION APPOINTMENTS/REAPPOINTMENTS

The third item of business to be conducted shall be “Committee and Commission Appointments and Reappointments” where the Board will act on appointments or reappointments to Committees/Commissions that are more controversial matters, e.g.: if there is more than one application to consider for a single appointment.

E. PROCLAMATIONS AND COMMENDATIONS

The fourth item of business to be conducted shall be the “Proclamations and Commendations” where the Board recognizes employees and members of the public on various accomplishments that benefit the County of Tuolumne. Board action shall take place prior to the presentation of the resolution or certificate of recognition to the recipient.

F. GENERAL BUSINESS BY DEPARTMENT

The fifth item of business to be conducted is “General Business by Department”. These are action items or presentations that are presented and sponsored by a specific department. There will be an opportunity for Board questions to staff, discussion amongst themselves, and public input. These items will be addressed individually and have individual motions reflecting the action taken by the Board.

G. BOARD REQUESTS

The sixth item of business is “Board Requests” shall be used in the event a Board member would like to bring an item to the Board, outside of the normal staff process. Each Board member must follow the policy as listed on pages 23-24 of the Governance Manual.

H. REPORTS

The seventh item of business is “Reports”. Reports shall include oral or written items of information, which do not require Board action. Reports may be a brief summary by a Board member, County Administrator, County Counsel, or the Clerk of the Board of items of interest or information. No discussion shall occur.

I. APPOINTMENTS

The eighth item of business is “Appointments”. Appointments shall include public hearings, and appearances before the Board by any individual or group which, in the Clerk’s judgment at the time of preparing the agenda, will require the scheduling of a specific time for discussion before the Board. Appointments shall be scheduled only for items that are within the subject matter jurisdiction of the Board.

SECTION 3. AGENDA PREPARATION

All meetings of the Board of Supervisors are governed by the agenda, which must be published in accordance with the requirements of the Ralph M. Brown Act. Additionally, specific items on an agenda may contain other information as required by other State statutes or the County Code. Each of these requirements should be clearly stated on the agenda itself or contained within the staff work that accompanies the agenda.

- A. All items to be placed on the agenda, including full backup documentation, should be presented to the Clerk not later than 12:00 noon on the Tuesday of the week preceding the regular meeting which the agenda is prepared. One (1) week preceding the meeting, but not later than 12:00 noon on the Thursday preceding the meeting concerned, the Clerk shall make available the agenda and provide a copy thereof to each member of the Board of Supervisors and to all local news media via the County website. In addition, one copy of the agenda shall be placed on the public bulletin board in front of the Administration Center and on the Tuolumne County website at www.tuolumnecounty.ca.gov/BoardMeetings.
- B. Agenda items shall be placed on the agenda by departments and similar or related nature shall be grouped together. To assist the Board in preparing for each meeting and to assist the Clerk in preparing the agenda, the Board from time to time may, by use of the Board Requests Process, direct items to be added to a future agenda.
- C. Backup documentation, including proposed ordinances, resolutions, proclamations, petitions, and other documents or copies thereof, to be considered or adopted by the Board shall be furnished to the Clerk at the time the matter is placed on the agenda, and such documents shall be available for examination by members of the Board and public prior to the meeting.
- D. The Clerk shall not place any item on the agenda for which he or she believes there is insufficient backup documentation.

- E. The Clerk should not place any agreement, contract, lease, ordinance, and/or memorandum of understanding on the agenda unless it is approved as to form by the contractor (excluding Federal, State, or other County agencies), and the County Counsel, or is accompanied by a waiver in writing from each indicating otherwise.
- F. The Clerk shall not place any quasi-judicial action (e.g., hearings, orders, judgments, or activities similar to those conducted by courts) on the agenda for which the Board has already taken action or which it has considered and declined to take action.
- G. Unless required by law, the Clerk may refuse to place any item on the agenda if it is not within the Board's subject matter jurisdiction, lacks sufficient public interest, or otherwise does not merit Board consideration. The Clerk may consult with the Chair or County Counsel in considering an agenda request.

SECTION 4. CHAIR

- A. A Chair and Vice-Chair of the Board shall be elected annually by the members at 12:00 noon at the first regular meeting held in January of each even numbered year, provided, that in odd numbered years, the Board shall convene for such purpose at a special meeting to be held at 12:00 noon on the first Monday after January 1, succeeding the election of members. The election of a Chair and Vice-Chair shall be the first order of business at said meetings.

At the time set for the election, the Chair shall surrender the gavel to the Clerk who shall act as Chair pro tem and conduct the election. Immediately following the election, the newly elected Chair and Vice-Chair shall assume office.

- B. The terms of Chair and Vice-Chair shall be one year or until the election of their successors.
- C. It is the policy of this Board of Supervisors that the office of the Chair and Vice-Chair shall be rotated among the members.
- D. Should a vacancy occur in the office of Chair, the Vice-Chair shall be elected to the office. Such election shall not prohibit their succession to the office of Chair for the ensuing full term.

Should a vacancy occur in the office of Vice-Chair, a member shall be elected to the office. Such election shall not prohibit their succession to the office of Vice-Chair for the ensuing full term.

- E. It is the Chair of the Legislative body who is responsible for applying the rules for the conduct of the meeting. The Chair, for all intents and purposes, determines the final ruling on the rules every time the Chair states an action. All decisions of the Chair are final, unless overruled by the Legislative body itself. It is also the primary role of the Chair to assure that the meeting is conducted properly. It is the usual courtesy of the Chair to play a less active role in the debate and discussion than other members of the

Legislative body. This does not mean the Chair does not participate. However, the Chair generally should be the last to speak during debate and discussion. The Chair should not make a motion or second a motion, unless convinced that no other member of the Legislative body will do so. The exception to this rule would be to allow the Chair to make a motion for any program or project to be implemented within their district.

SECTION 5. BOARD PROCEDURES

- A. A quorum of the Board shall consist of not less than three (3) members of the Board.
- B. The Chair should use a consistent format for each agenda item.
 - 1. The Chair should call upon the Clerk of the Board to formally read the item for the public.
 - 2. The Chair should recognize or call upon, the staff member, or appropriate person to provide a brief report on the item, including any recommendation(s).
 - 3. The Chair should open the discussion of the item to the members of the Board for questions of clarification or any technical questions. Members of the Board should refrain from entering into debate or making comments as to support or non-support of the item.
 - 4. The Chair should open the discussion to members of the public. All questions of the public should be directed to the Chair, with the Chair requesting any response for staff or another appropriate person. If numerous members of the public wish to speak, the Chair may limit the time of public speakers. At the conclusion of the public comments, the Chair should announce that public input has concluded.
 - 5. The Chair should return the matter to the Board and inquire if Board members have further questions of clarification or of a technical nature, as a result of the public comments.
 - 6. The Chair will open the item to discussion by members of the Board
 - 7. The Chair should invite a motion to be made, indicating the name of the maker of the motion.
 - 8. The Chair should request a second to the motion, indicating the name of the Board member making the second.
 - 9. The Chair should repeat the motion or request the Clerk of the Board to do so, to ensure that members of the Board, staff, and the public understand the motion.
 - 10. The Chair calls for a vote and confirms the number of “aye” or “nay” votes, or any “abstain” votes for the public to hear, and lists the name of the Supervisor(s) who abstained or voted no.
 - 11. The Chair should announce whether the motion passed or failed.
- C. Making of a Motion
Motions made by a Legislative body are the vehicles for decision-making. Generally, it is best to have a motion (and a second to the motion) made before commencing discussion or debate of an agenda item. This provides focus for the discussion.

Motions are made in a two-step process.

1. The Chair should recognize the Board member desiring to make the motion.
2. The motion maker should proceed by making the motion as “ I move ... “

The Chair generally initiates the motion by either inviting the members of the Board to make a motion as “A motion at this time would be in order”, or suggesting a motion to the members of the Board as “A motion would be in order that the Board ...” As noted above the Chair has every right to make a motion as a member of the Board, but generally refrains from doing so unless convinced that no other member of the Board is willing to make a motion on the item.

There are three types of motions.

1. Basic motion. A motion that puts forward a specific recommendation or decision for the Board’s consideration.
2. Motion to amend. A motion to change the basic motion that is before the Board.
3. Substitute motion. A motion to completely do away with the basic motion and place a new motion before the Board.

A motion to amend seeks to retain the basic motion before the Board, but with a modification. A substitute motion seeks to remove the basic motion before the Board and change the content and substance of the motion.

The decision as to whether a motion is a motion to amend or a substitute motion is at the discretion of the Chair.

D. Multiple Motions

There may be up to three motions before the Board at the same time. The Chair may reject a fourth motion until the Chair has dealt with the three existing motions and has them resolved.

When there is more than one motion before the Board (motions and seconds), the vote should proceed with the last motion made. This rule applies regardless of motions being amendments or substitute motions.

E. Debate and Discussion

The essential rule of motions is that they are subject to debate and discussion. Basic motions, motions to amend, and substitute motions are all eligible, each in turn, for full discussion and debate by the Board. Discussion and debate may continue as long as members of the Board wish to continue, subject to the decision of the Chair that it is time to make a decision.

There are exceptions to the general rule of open debate and discussion. The exceptions all apply when the Board determines to make a decision. The following motions are not debatable. When such motions are made the Chair is obligated to call for an immediate vote without debate.

1. A motion to adjourn. If passed, this requires the Board to immediately adjourn

- to its next regularly scheduled meeting. A simple majority vote is required.
2. A motion to recess. If passed, this requires the Board to take an immediate recess. Normally, the Chair determines the length of the recess and informs the public. A simple majority vote is required.
3. A motion to table. If passed this requires the discussion of an agenda item to stop. The item is placed on hold. The motion may contain a specific time for the item to return to the Board, or; the motion may not contain a specific time for it to return for consideration. If there is not a time set for the item to return to the Board, the Board itself must take the item up at a future meeting and make a motion to take it off the table before it may be discussed. A simple majority vote is required.
4. A motion to limit debate. Usually stated as “I call the question”, requires the Chair to ask for a second, stop debate, and vote on the motion to limit debate. A super majority vote (4/5th) is required (protecting the rights of the minority).
5. A motion to object to consideration of an item. If passed, this motion precludes the Board from even considering an item on the agenda. A super majority vote (4/5th) is required (protecting the rights of the minority).
6. A motion to close nominations. A motion to close nominations limits the right of the minority to nominate officers. A 4/5th vote is required
7. A motion to suspend the rules. This motion is debatable but requires a 4/5th vote to pass. Such a motion allows the Board to suspend its own rules, conduct, or procedure for a particular purpose. A 4/5th vote is required. For a complete listing of agenda items requiring four or more votes, refer to Exhibit “A”.

F. Motion to Reconsider

A motion to reconsider is a unique motion requiring some explanation. The essence of parliamentary procedure is finality. After discussion and debate there must be closure of the issue. After a vote is taken the matter is determined, by the Board’s own action, to be closed, subject to reconsideration if a proper motion is made.

A motion to reconsider requires a majority (3/5th) vote to pass, but there are two rules that apply only to a motion to reconsider.

1. Timing. A motion to reconsider must be made at the meeting where the item was first voted upon, or at the very next meeting of the Board. A motion to reconsider made at a later time is untimely. (The Board, however, may always vote to suspend its rules and by a 4/5ths vote allow a motion to reconsider to be made at another time).
2. A motion to reconsider may only be made by specific members of the Board, meaning those members that voted in the majority on the original motion. The Chair must rule a motion to reconsider as out of order if a member of the Board that voted in the minority makes a motion to reconsider.

If the motion to reconsider passes, then the original matter is back before the Board, and a new original motion is then in order. The matter may be discussed and debated

as if it were on the floor for the first time.

G. Quasi-Judicial Decisions

When the Board of Supervisors is acting as an administrative agency, the Board may not rehear or reconsider an item once a decision has been made. The General Rule is “In the absence of specific statutory authority, an administrative tribunal has no power to grant a rehearing or otherwise to reconsider a previous final decision” (2 California Jurisprudence 3d p. 483). If the Board follows the required procedures and makes a final and conclusive decision, the Board may not reconsider that decision at a later date. For a complete discussion of examples of Legislative versus Quasi-Judicial Acts, refer to Exhibit “B”.

H. Courtesy and Decorum

Rules of order are designed to create an atmosphere where the members of the Board and members of the public may attend to business efficiently and with full participation. A meeting of the Board is to conduct its meeting in public, not to conduct a public meeting. It is the primary duty of the Chair and the members of the Board to maintain common courtesy and decorum. It is always best for only one person to have the floor and is always best for every speaker to be first recognized by the Chair before proceeding to speak. For a complete discussion on matters requiring a public hearing, refer to Exhibit “C”.

As noted above, it is the primary duty of the Chair to ensure that debate and discussion of an agenda item focuses on the item and the policy issue in question and not the personalities of the members of the Board or the public. The Chair has the right to cut off any debate or comment that is too personal, too loud, or too crude.

Debate and discussion must be focused, but free and open. In the interest of time the Chair may limit the time allotted to speakers, including members of the Board.

Necessary Board interruption of a speaker.

1. Privilege. The proper interruption is “point of privilege”. The Chair would ask the interrupter to “state your point”. Generally, appropriate points of order relate to anything that would interfere with the normal comfort of a meeting - the room being too hot or cold, the inability to hear, and so forth.
2. Order. The proper interruption would be “point of order”. The Chair would ask the interrupter to “state your point”. Generally, appropriate points of order relate to anything that would not be considered appropriate conduct of the meeting.
3. Appeal. If the Chair makes a ruling with which a member of the Board disagrees, the member may appeal such a ruling. A motion and second are made, and if passed on a simple majority vote, the ruling of the Chair is reversed.
4. Call for order. A better way to state this is “Let’s return to the agenda”. If a member of the Board believes that the Board has drifted from the agenda such a call may be made. A vote is not required. The Chair simply reminds the Board members to return to the properly stated agenda item.

5. Withdraw a motion. During discussion or debate, the maker of a motion on the floor may, at any time, interrupt a speaker to withdraw a motion that the motion maker made. The motion is immediately deemed to be withdrawn.
- I. For a complete review of the budget adoption process, refer to Exhibit “D”.
- J. The Clerk shall record in the minutes all appearances, presentations, and actions taken relative to appointments and business.
- K. Reports shall be entered in the minutes under an individual Board member, County Administrator, County Counsel, and the Clerk of the Board names.
- L. Board committee appointments shall be made by Board direction.
- M. All Recesses shall be taken by Chair direction and the Clerk shall record all recesses and reconvening times in the minutes. Any Board member required or that chooses to leave the chamber during a meeting shall do so as to not disturb the meeting, and the Clerk shall record the time of the member’s departure and the member’s return in the minutes. Any Board member departures and returns less than a minute will be noted as a full minute for recording consistency.
- N. Directions by the Chair shall be subject to objection by any member of the Board. A Chair direction shall be presumed to reflect general consent unless objected to at the time it is made. In the event of an objection, the business shall be subject to Board action.
- O. The minutes of each session of the Board shall be approved by Board action. Approval shall be prima-facie evidence of the accuracy and correctness of the minutes.
- P. Adjournments shall be by declaration of the Chair after business is concluded. Any meeting may be adjourned to a subsequent defined date. An adjourned meeting shall be considered to be a continuance of the meeting from which adjourned, and subject to the limitations imposed upon said meeting. The Board shall not adjourn sine die.

SECTION 6. EMERGENCY SITUATIONS

On the determination by a majority vote of the Board that an emergency situation exists, the Board may take action on emergency situations not appearing on the posted agenda.

SECTION 7. MATTERS NOT ON THE AGENDA

The Board may take action on items of business not appearing on the posted agenda under either of the conditions stated below. Prior to discussing any item pursuant to this section, the Board shall publicly identify the item.

- a. On a determination by a two-thirds vote of the Board, or, if less than two-thirds of

its members are present, a unanimous vote of those members present, that there is a need to take immediate action and the need for action came to the attention of the County subsequent to the agenda being posted as specified in Section 3 hereof.

- b. The item was posted, pursuant to Section 3 hereof, for a prior meeting of the Board occurring not more than seven (7) calendar days prior to the date action is taken on the item and at the prior meeting the item was continued to the meeting at which action is being taken.

SECTION 8. PROCEDURAL RULES FOR THE CONDUCT OF PUBLIC HEARINGS

For any public hearing the order of business shall be the following:

1. Opening of the public hearing by declaration of the Chair.
2. County staff presentations (of project and appeal).
3. Presentation by appellant.
4. Presentation by applicant (for land use items).
5. Acknowledgment of communications by Board members with individuals concerning the matter at hand.
6. Questions by the Board.
7. Public comment.
8. Close of public hearing by declaration of the Chair.
9. Discussion by members of the Board. (There will be no further public input).
10. Entertainment of motion and second.
11. Discussion on the question.
12. Vote on the motion as outlined above in Section S(c)-(f).

ADDITIONAL RULES

- A. The Board of Supervisors may continue a public hearing to a new date, time, or place to inspect the premises, allow additional interested parties to attend the hearing, gather additional evidence, or otherwise assure all parties of a fair and impartial hearing. If a public hearing is continued, the continued hearing shall begin at the point from which it was continued.
- B. A public hearing may be reopened by a majority vote of the Board.
- C. Persons making a presentation during a public hearing may state whether they are appearing as individuals or representatives of a group. All members of the audience shall be given an opportunity to address the Board or Commission, but shall not address one another without permission from the Chair. If, in the opinion of the Chair, the matter has been thoroughly covered by verbal, written, or visual evidence and further presentations are merely repetitious, the Chair may terminate the discussion and entertain a motion for disposition of the matter. Any person making a verbal presentation is

encouraged to submit a written statement also.

- D. When a planning staff report exists, such report shall be made public prior to or at the beginning of the hearing and shall be a matter of public record.
- E. When any hearing is held on an application for a change of zone for parcels, a staff report with recommendations and the basis for such recommendations shall be included in the report of the hearing.
- F. The Board may hold a regular meeting in a location other than in its chambers by an order previously made and entered in its minutes.

SECTION 9. DISORDERLY CONDUCT

In the event that any meeting is willfully interrupted by an individual, a group, or groups of persons, so as to render the orderly conduct of such meeting unfeasible, the Chair will recess the meeting and consult with the County Administrator and County Counsel regarding options. After consultation the Chair may order the removal of the individual or individuals willfully interrupting the meeting. If order cannot be restored by the removal of the individual or individuals willfully interrupting the meeting, the Chair may order the meeting room cleared and continue in session. Only matters appearing on the agenda may be considered in such a session and duly accredited members of the press and other news media, except those participating in the disturbance, shall be allowed to attend. During such a session the Chair may re-admit an individual or individuals if it finds they were not responsible for willfully disturbing the orderly conduct of the meeting and their re-admission will not disrupt the continued orderly conduct of business.

SECTION 10. AUDIO-VISUAL RECORDING OF BOARD MEETINGS

- A. Each regular meeting of the Board of Supervisors shall be audio-visually recorded by the Clerk.
- B. Audio or video recordings of regular Board meetings shall be retained for two years. Specific tape recordings may be retained for longer periods of time at the direction of the Board of Supervisors.
- C. Audio or video recordings of Board meetings shall be made available for public review in the Office of the Clerk of the Board and on the County website.

Exhibit “A”

AGENDA ITEMS REQUIRING FOUR OR MORE VOTES FOR PASSAGE

Listed below are items likely to appear on the Board of Supervisors agenda which require four or more votes. However, this list is not exhaustive and the law frequently changes so this is intended as a guide only.

A. APPROPRIATION (BUDGET) TRANSFERS

1. Approve a revision to the recommended budget after close of the hearing. (Gov. Code §29064)
2. Increase the general reserve any time during the fiscal year. (Gov. Code §29086)
3. Approve any increase or addition to the budget after the public hearing (note: this vote requirement concerns items that were not proposed in writing and filed with the Clerk of the Board before the close of the public hearing). (Gov. Code §29088)
4. The following transfers and revisions to the adopted appropriations require a four-fifths vote: (a) between funds; or (b) transfers from appropriations to contingencies. (Gov. Code §29125)
5. Adopt a resolution to appropriate and expend funds necessary to meet specific emergencies. (Gov. Code §29127)
6. Make available for appropriation any of the following: (a) restricted, committed, assigned, and unassigned fund balances, excluding reserves and non-spendable fund balance; (b) amounts that are either in excess of anticipated amounts or not specifically set forth in the budget derived from any actual or anticipated increases in financing sources. (Gov. Code §29130)

B. BOARD AGENDA

1. To consider an item not on the agenda, upon a determination by a two-thirds vote of the members of the legislative body present at the meeting, or, if less than two-thirds of the members are present, a 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 local agency subsequent to the agenda being posted as designated in Gov. Code § 54954.2(a). (Gov. Code §54954.2)

Exhibit “A”

C. PLANNING MATTERS

1. Adopt as an urgency measure, an interim ordinance prohibiting any uses that may be in conflict with a contemplated general plan, specific plan, or zoning proposal by the Board. Any extension of time on the interim ordinance also requires a four-fifths vote for adoption. (Gov. Code §65858)
2. Adopt or amend a general plan element, zoning ordinance, building regulation, or airport master plan that has been found by the Airport Land Use Commission to be inconsistent with the adopted Airport Land Use Plan. This requires a two-thirds vote. (Pub. Util. Code § 21676.)

D. GENERAL MATTERS

1. Authorize a change or alteration of a contract where the costs of such change or alteration does not exceed 10% of the original contract price, but does exceed the amounts specific in Public Contract Code sections 20121(\$4,000) and 21031(\$25,000). (Pub. Contract Code §20137)
2. Alter or change in any manner the plans and specifications previously adopted by the Board for the erection, alteration, construction, or repair of any public building or other public structure, where such alteration or change increases the cost. This requires a two-thirds vote. (Pub. Contract Code §20135)
3. Bridge construction contracts: modify the plans, specifications, and working details of the contract. (Pub. Contract Code §20405)
4. Streets and Highways: Adopt a resolution that determines certain activities are of general county interest and county aid shall be extended to cities for city streets. (Sts. & Hy. Code §§1680, 1686)
5. City streets: Adopt a resolution that declares any highway lying in whole or in part within a city to be a county highway for one or more of the following purposes: acquisition of rights-of-way, construction, maintenance, improvement, or repair. (Sts. & Hy. Code §1700)

Exhibit “A”

6. County roads: Acquisition or construction of a new county highway or improvement, repair, or maintenance of any existing county highway through use of the general fund monies. (Sts. & Hy. Code §1070)
7. Private roads: Adopt a resolution that determines that the general county interest demands the improvement or repair of a privately owned road with county funds. (Sts. & Hy. Code §969.5)
8. Road equipment, leasing of. (Sts. & Hy. Code §942)
9. Adopting a resolution establishing a rights-of-way acquisition revolving fund. (Sts. & Hy. Code §1627)
10. Adopting a resolution declaring intent to sell or lease county property. (Gov. Code §25526)
11. Leasing of certain county property for certain specified usage (Gov. Code §25536); and amendment of lease or contract. (Gov. Code §25536.5)
12. Parks: adopt a resolution of intention to abandon all or part- unanimous vote required. (Gov. Code §25583)
13. Condemnation proceedings (eminent domain), resolution of necessity. This is a two-thirds vote of all members of the Board. (Code Civ. Proc. §1245.240)
14. County property, conveyance, or exchange of to another governmental agency. (Gov. Code §25365)
15. County property, conveyance to cities for park purposes without reimbursement- unanimous vote of members present, (Gov. Code §§25550 and 25550.5); county aid to cities for park purposes (Gov. Code §25553); dedication of unused parklands - “four-fifths vote of all its members”. (Gov. Code §25560.4)
16. Property acquisition for airport purposes by purchase, condemnation or lease; resolution for county aide. (Gov. Code §26021)

Exhibit “A”

17. Airports, contribution of funds to U.S. Government. (Gov. Code §26026)
18. Adopt a resolution finding the proceedings instituted to construct and acquire sewers, sewage disposal works and storm water drains are a necessary health measure. (Sts. & Hy. Code §2808)
19. County sanitation, maintenance and flood control district loans, establishment of revolving fund. (Gov. Code §23014)
20. Records, destruction of original records which have not been reproduced or microfilmed. (Gov. Code §26202)
21. Delinquent Accounts-Assignment to a collection agency. (Gov. Code §26220)
22. Emergency ordinance for preservation of public peace, health or safety – to become effective immediately (normally requires 30 days for ordinance to become effective). (Gov. Code §25123(d) and Elec. Code §9141(a)(4))
23. Destruction of records exposed to asbestos. (Gov. Code §26202.5)
24. Replacement of annual special audit with a biennial audit for special districts. Requires unanimous request of governing board, and unanimous approval of the Board of Supervisors. (Gov. Code §26909)
25. Employ counsel to assist district attorney, county counsel, or other counsel for the county. This requires a two-thirds vote of all members. (Gov. Code §25203)
26. Cash sale or lease of any property, not required for public use, at a noticed public auction, four-fifths vote; sale or lease at an unadvertised, private sale can be authorized by simple majority, but only after the Board unanimously finds that the value of property does not exceed \$500, monthly rental value is less than \$75, or it is a product of a county farm. (Gov. Code §25363)
27. Conveyance of real property to hospital district for hospital purposes- requires unanimous vote. (Gov. Code §25368)

Exhibit “A”

- 28. Adopting a resolution declaring a project, which is less than seventy-five thousand dollars (\$75,000), can be performed more economically by county personnel, or in the Board’s opinion a contract to perform the project can be negotiated with the original bidders for a lower price. (Pub. Contract Code §20150.10)
- 29. Wildflower reserves. (Gov. Code §25600)
- 30. Conveyance to State or agricultural associations for fairground, park, playground, or recreational purposes. (Gov. Code §50332)
- 31. Abolition of board of forestry. (Gov. Code §25638)
- 32. After rejection of bids, adopt a resolution that declares a project can be performed more economically by the employees of the public agency. (Pub. Contract Code §22038)
- 33. Adopting a resolution authorizing and designating any member of the Board to sign bonds (other than the chairperson). (Gov. Code §29917)

Exhibit “B”

DEFINITION AND EXAMPLES OF LEGISLATIVE VERSUS QUASI-JUDICIAL ACTS

The terms “legislative” and “quasi-judicial” are not exact. It is clear from the language of the courts that precise distinctions of general application do not apply. Except for the well- recognized characterizations listed below as examples, the determination of whether action is adjudicatory, quasi-judicial, legislative or quasi-legislative, executive, administrative or ministerial, is largely left to a case by case interpretation. However, it can generally be said that acts constituting the declaration of public purpose and making provision for ways and means of its accomplishment are classified as calling for the exercise of legislative power, while acts which are necessary to be done to carry out legislative policies and purposes already declared by the legislative body, or such as are devolved upon it by the organic law of its existence, are deemed as acts of administration and classed among those governmental powers properly referred to as executive. To be distinguished are acts of a quasi-judicial body is its fact finding power and the concomitant requirement to make a determination or adjudication of fact in connection with matters properly submitted to it after a hearing.

The following list of examples is not all inclusive but intended only as a guide:

1. LEGISLATIVE ACTS:

- a. Enactment of ordinances
- b. Adoption of plans such as the general plan, solid waste management plan, etc
- c. Resolution approving agricultural preserves
- d. Purchase or sale of property
- e. Letting of contracts

2. QUASI-JUDICIAL ACTS:

- a. Grant or denial of a variance
- b. Grant or denial of a development plan
- c. Approval or denial of real property divisions
- d. Certification of EIR

Exhibit “B”

- e. The hearing of appeals
- f. Hearings, re: closure, suspension or revocation of permits, licenses or franchises
- g. Nuisance abatement hearings
- h. Assessment appeal hearings (67 Ops. Cal. Atty. Gen. 514 (1984))

RECONSIDERATION OF AGENDA ITEMS

Questions concerning reconsideration often arise in connection with both legislative and administrative matters.

A. Legislative Actions

As a general rule, once final legislative action has been taken, any reconsideration of that action must follow the statutory requirements for the initial consideration. If a specific action may be taken by a legislative body only after a prescribed public notice and hearing, any reconsideration of the action must also comply with the prescribed notice and hearing procedure for original consideration. The principal reason for the rule is that once final action has been taken on an item various people acquire certain rights associated with the item. In land use matters in particular, private owners or others with interests in real property acquire property rights which may then not be affected by governmental action unless the individual's due process rights are observed. (*Horn v County of Ventura* (1979) 24 Cal.3d 605.)

For example, the Planning and Zoning Law, Government Code section 65000 et seq., codifies these general principles of due process. General plans, general plan amendments and zoning regulations may only be adopted after a statutorily set procedure of notice and hearing. (Gov. Code §§65350 et seq., 65854 et seq.) There are no existing provisions in the Planning and Zoning Law expressly providing for the reconsideration of a final action on a general plan, general plan amendment or zone change.

If the Board desires to keep an item open for further consideration, the simplest method by which to accomplish this result would be to continue the hearing on the item so that interested members of the public will have notice that final action has not been taken. The continuance may be with or without a tentative decision having been made by the board.

Exhibit “B”

B. Administrative (Adjudicatory or Quasi-judicial) Actions

Administrative (adjudicatory or quasi-judicial) actions or decisions are the result of board discretion exercised as a result of a proceeding in which by law a hearing is required to be given, evidence is required to be taken and determination of the facts is vested in the Board of Supervisors.

Such actions include decisions on appeals of decisions by county officers or lower reviewing bodies (such as the planning commission) and may, for example, include appeals on special or conditional use permits, variances, certificates of compliance, parcel maps and tentative subdivision maps.

The Board’s authority in such appeals relating to land use matters is set forth in Government Code section 65903 and provides”... (p)rocedures for such appeals shall be as provided by local ordinance. Such Board may reverse or affirm, wholly or partly, or may modify the order, requirement, decision, or determination appealed from, and may make such order, requirement, decision, or determination as should be made, and such action shall be final.”

California follows the rule that a final decision by an administrative hearing body may not be reconsidered unless reconsideration is authorized by the statutes governing the procedure of that body. (California Administrative Hearing Practice (Cont. Ed. Bar 1984), §§4.55 and 4.56, p.255; *Save Oxnard Shores v. California coastal Commission* (1986) 179 Cal.App.3d 140; and 72 Ops.Cal.Atty.Gen. 173 (1989).) “(W)here no specific authority is conferred by statute, an administrative board or agency has no inherent or implied power to reopen or reconsider a final decision and exhausts its jurisdiction when it announces such decision.” (*Charles L. Harney Inc. v. State of California* (1963) 217 Cal.App.2d 77; see also *Azadigian v. Workers’ Compensation Appeals Board* (1992) 7 Cal. App.4th 372 at 378.) Voting may only be changed before the final decision is announced or recorded. (56 Ops.Cal.Atty.Gen.224. (1973).)

Unless reconsideration is provided by the statutes, ordinance or other law pertaining to the proceedings of the administrative hearing body, the administrative decision becomes final when rendered and review is allowed only through court proceeding. (59 Ops.Cal.Atty.Gen. 123 (1976).) Reconsideration is also possible through stipulated court order.

Exhibit “C”

MATTERS WHICH REQUIRE PUBLIC HEARINGS

The line between agenda items which require public hearings and those which do not has been blurred by the amendment to Government Code section 54954.3 which requires that members of the public must be allowed to address each and every agenda item. However, until the difference between nonpublic hearing items and public hearing items is clarified, or counties simply decide to provide a full public hearing on every item, full hearings should continue to be provided on at least the times discussed in this section.

Below is a list of some of the most commonly used sections which require public hearings:

1. Abandonment of county roads (Sts. & Hy. Code §§ 954.5, 8320, 8324)
2. Final determination on the budget (Gov. Code §§ 29063, 29080, 29081)
3. Zoning ordinances and amendments (Gov. Code §65856)
4. General plan adoption and amendment (Gov. Code §65355)
5. Actions on tentative maps (Gov. Code §66452.5)
6. Adoption of specific plans (Gov. Code §65453)
7. Establishment of agricultural preserves (Gov. Code §51230)
8. Alteration of disestablishment of agricultural preserve boundaries (Gov. Code §51232)
9. Cancellation of agricultural preserves (Gov. Code §§51282, 51284)
10. Closing a county health facility, eliminating or reducing the level of health care services provided at a county health facility, leasing, selling or transfer of management of a county health facility (Health & Saf. Code §1442.5; Beilensen Act Hearings)
11. Imposing and charging fees (refer to *Benchbook* §2.8)
12. Imposing new or increased general tax or new or increased assessment; at least two hearings required (Gov. Code §54954.6)

Exhibit “C”

Additionally, while there appear to be no statutory requirements for public hearings for lot line adjustments, or for passage of an ordinance presented to the Board of Supervisors by an initiative petition, these are areas in which public hearings are generally conducted. Also, Government Code section 25131 speaks to passage of ordinances by the Board of Supervisors at their regular meetings, with the provision that “this section does not apply to ordinances which by statute can be passed only after a public hearing. “Thus, a case-by-case approach must be employed in determining which ordinances require a public hearing before passage.

Less common items which require public hearings by the Board of Supervisors:

1. Formation of sanitation districts (Health & Saf. Code §§4710-4712, 4714)
2. Formation of county waterworks districts (Wat. Code §55130)
3. Formation of garbage disposal district (Pub. Resources Code §49006)
4. Maintenance Districts:
 - (a) Formation of maintenance districts (Sts. & Hy. Code §§ 5821.2, 5825)
 - (b) Protest of additional improvements within a maintenance district that is already formed (Sts. & Hy. Code §5842)
 - (c) Dissolution of a maintenance district (Sts. & Hy. Code §5848)
5. Formation of irrigation district (Wat. Code §20802)
6. Adopting or increasing development fees (Gov. Code §66017, 66018)
7. Formation of pest abatement districts (Health & Saf. Code §2828)
8. Conditional use permits, variances and other development permits and appeals thereof (Gov. Code §65905)
9. Development Agreements (Gov. Code §65867)
10. Formation of regional park districts (Pub. Resources Code §§5507, 5510)

Exhibit “C”

11. Formation of road maintenance districts (Sts. & Hy. Code §1550.1)
12. Consideration of complaints against a public employee if public employee requests (Gov. Code §54957(b)(2))
13. Imposing and charging fees
14. Imposing new or increased general tax or new or increased assessment; at least two hearings required (Gov. Code §54954.6)

Exhibit “D”

OVERVIEW OF BUDGET MATTERS

(a) PROCEDURES FOR ADOPTING A COUNTY BUDGET

Procedures for the preparation and adoption of the county budget are found in Government Code section 29000 et seq.

Most counties operate on a July 1 through June 30 budget year. However, Government Code section 29088 requires a county to adopt a budget not later than October 2. Government Code section 29100 provides that the Board of Supervisors must adopt a tax rate on or before October 3 of each year.

The county budget process includes having the administrative head of each department file with the chief administrative officer an itemized statement of available financing and financing requirements for the coming year, on or before June 10 of each year. (Gov. Code, §29040.) Upon receipt of these estimates, the administrative officer reviews the departmental budget requests and formulates recommendations. (Gov. Code, §29061.) On or before June 30, the administrative officer files their tabulation which constitutes the proposed budget, with the Board of Supervisors. (Gov. Code, §29062.)

Upon receipt of these recommendations on or before June 30, the Board of Supervisors makes whatever revisions, reductions or additions it deems appropriate. (Gov. Code, §29063.) On or before June 30, the Board of Supervisors is required to adopt an order approving the recommendation of the chief administrative officer, as submitted or as modified, which is then the proposed budget. (Gov. Code, §29064.) On or before September 8, the proposed budget document shall be reproduced so that the general public may obtain copies. (Gov. Code, §29065.)

Not later than September 18, the Board of Supervisors is required to open public hearings on the proposed budget. (Gov. Code, §29080.) These hearings may be continued from day-to-day, but must be concluded within 14 calendar days. (Gov. Code, §29081.)

The Board of Supervisors, by majority vote, may make additions and changes to the proposed budget up to the time the public hearing on the final budget is closed. After the hearing, changes may be made by majority vote if the change was submitted in writing to the clerk before the public hearing was closed, or if approved by the Board by four-fifths vote. (Gov. Code, §29064.) These changes may be recorded as changes to the final budget. (Gov. Code, §29088.)

Exhibit “D”

After the close of the budget hearings and after making revisions of, deductions from, or increases or additions to, the proposed budget, the Board is required to pass a resolution adopting the final budget not later than October 2. (Gov. Code § 29088.)

A copy of the completed budget must be filed in the office of the clerk and Controller by December 1 of each year (Gov. Code, §29093.)

(b) EXPENDITURES PENDING APPROVAL OF THE FINAL COUNTY BUDGET

Unless the Board imposes more restrictive expenditure limitations pursuant to Government Code section 29124, subdivision (b), the following rules apply to expenditures in the new fiscal year pending approval of the final county budget:

1. From July 1 to the time the proposed budget is adopted, amounts deemed appropriated are based on the prior year’s budget, excluding assets and transfers-out unless specifically approved by the Board. (Gov. Code, §29124, subd. (a) (3).)
2. From the time the proposed budget is adopted until the final budget is adopted, the amounts in the proposed budget are deemed appropriated except capital assets, transfers out and new permanent employee positions are deemed appropriated only if specifically approved by the Board. (Gov. Code, §29124, subds. (a) (1) and (2).)

(c) BUDGET CHANGES AFTER THE FINAL BUDGET IS APPROVED

Once the final budget is adopted, it constitutes the total spending program for the ensuing year. Thereafter, the Board, by four-fifths vote, may make transfers and revisions to the adopted appropriations between funds and from appropriation for contingencies. The Board, by majority vote, may make transfers and revisions between budget units within a fund if overall appropriations are not increased. The board may designate the administrative officer or auditor to approve transfers and revisions of appropriations within a budget unit if the overall appropriations of the budget unit are not increased. (Gov. Code, §29125.) By a four-fifths vote, the Board may appropriate and make expenditures for certain emergencies (Gov. Code, §29127); and the Board may make available for appropriation specified fund balances for which the Board has authority (Gov. Code, §29130). The Board may also cancel any appropriation that is not needed and transfer the amount cancelled to the appropriations for contingencies (Gov. Code, §29126), and it may cancel any appropriation that will not be realized (Gov. Code, §29126.1).

Every county officer is limited in the making of expenditures to the amounts set forth in the budget (Gov. Code, §29120), and is personally liable for any expenditure made knowingly in excess of such amounts (Gov. Code, §29121).

APPOINTMENT POLICY
BOARDS, COMMITTEES, AND COMMISSIONS
FOR WHICH THE BOARD OF SUPERVISORS HAS APPOINTING AUTHORITY

I. PURPOSE

The purpose of this policy is to establish the process and procedure to fill vacancies on the Tuolumne County Committees and Commissions, and to set the procedure for the Board to comply with in conformance with Chapter 11 "Local Appointments List", of the Government Code, Section 54970 et seq.

II. RESPONSIBILITIES

A. Local Appointment List

It is the responsibility of the Clerk of the Board to complete, the Local Appointments List on or before December 31 of each year in compliance with Government Code Section 54972. This List shall contain the following:

1. A list of all appointive terms which will expire during the next calendar year, with the name of the incumbent appointee, the date of the appointment, the date the term expires, and the necessary qualifications for the position.
2. A list of all Boards, Commissions, and Committees whose members serve at the pleasure of the legislative body, and the necessary qualifications for each position.

B. County of Tuolumne, Committees, and Commissions

Responsibility is delegated to the departments assigned to coordinate the activities of the individual County Boards, Committees, and Commissions to ensure that the Appointment Policy is followed, as it relates to the various Boards, Committees, and Commissions for which they are responsible to provide staff support. In the event there is no responsible Department, such as for the Cemetery Districts, the Clerk of the Board will be the responsible entity.

C. Cemetery Districts

The Clerk of the Board will notify members of the Cemetery Districts of any scheduled vacancies which will occur in the Cemetery Districts ninety (90) days prior to the vacancy occurring. The appointments should be made within ninety (90) days of the vacancy occurring in accordance with Government Code Section

1779. The procedure to fill such vacancies will follow those set forth in this procedure and as required by Government Code Section 54970 and will be originated by the Clerk of the Board.

III. DEFINITIONS:

- A. Vacancy: A vacancy shall be defined per [Government Code Section 1770](#).
- B. Scheduled Vacancy: A scheduled vacancy occurs when the term of office has expired. Any incumbent wishing to retain their seat on a Board, Committee, or Commission must seek re-appointment when their term has expired.
- C. Unscheduled Vacancy: An unscheduled vacancy occurs when a term of office is vacated by the incumbent prior to the end of the term. (The individual Board, Committee, and Commission may have specific by-laws which provide for how a vacancy is created. Should a vacancy arise per the by-laws, the Board, Committee, or Commission must acknowledge the vacancy at a regularly scheduled meeting. This would be considered an unscheduled vacancy and the process to fill the unscheduled vacancy would need to be followed.)

IV. PROCEDURE FOR BOARD OF SUPERVISORS TO FILL VACANCIES:

- A. Scheduled Vacancy
 - 1. The responsible department will send a letter to the individual whose term is expiring notifying them of their need to apply for re-appointment. The letter will request that the applicant submit a new application (so information is always current and up to date), and provide the applicant with a minimum of ten (10) working days in which to respond.
 - 2. A copy of each of the applications or letters of interest for reappointment which are received by the Clerk of the Board on or before the filing deadline will be forwarded to the responsible Department.
 - 3. The responsible Department will prepare an "agenda request" to have the vacancy filled by the Board of Supervisors prior to the expiration of the term of the incumbent. The agenda request should be worded in such a manner as to note the name of the Board, Commission, or Committee in which the vacancy will occur, the title of the vacancy, the length of term, and the list of all of the applicants. The agenda item back-up documentation should include a copy of each applicants' application and correspondence or Board memorandum requesting appointment. The Applicants personal contact such as Home Address, Phone Numbers, and Email shall be redacted for their privacy.

4. Once the request for appointment is agendized and the Board has made the appointment, the Clerk of the Board will:
 - a) send a letter of appointment, Oath of Office, and Certificate of Appointment to the appointed person;
 - b) Amend the Boards, Committees and Commissions information maintained in the Clerk of the Board's office; and
 - c) process the necessary "Oath of Office."
5. The responsible Department will orient the new appointee and provide them with the material and forms for completing and filing their assuming office Financial Disclosure Forms as required by the appropriate Conflict of Interest Code with the Election Department.

B. **Unscheduled Vacancy**

1. Immediately upon notification of an "unscheduled vacancy" on a Board, Committee, or Commission, the responsible Department Head (or their designee) will notify the Board of Supervisors of the upcoming vacancy, by submitting an Agenda Request for inclusion on the Board of Supervisor's Agenda and correspondence or Board memorandum that includes the following information:
 - a) the name of the Board, Committee, or Commission in which the vacancy will occur;
 - b) the name of the person who is unable to complete their term of office and the reason the vacancy occurred;
 - c) a copy of any resignation documentation;
 - d) the date the term expires;
 - e) any requirements for the position (e.g. district residency or professional or educational requirements, etc.); and
 - f) any other pertinent information which will be useful in filling the vacancy.
2. Once the Agenda Request is received, the Clerk of the Board will agendize the vacancy/resignation on the Board of Supervisors Agenda under the consent portion of the agenda and will receive direction from the Board to post the notice of vacancy. The vacancy will be noticed per the requirements for posting as set forth in [Government Code Section 54974](#). The Notice of Vacancy will be posted on the front of the Administration Building, on the County Website, and the Tuolumne County Social Media Accounts. The Notice will identify the Board, Commission, or Committee which has the

vacancy and include the title of the position being vacated, the term of office to be filled, the deadline for filing the "application for appointment" with the Clerk of the Board's Office. The Notice will be posted so that any potential applicant has a minimum of ten (10) working days from the date of the publication or posting of the notice, whichever is later, to seek the appointment.

3. A copy of each of the applications received by the Clerk of the Board on or before the filing deadline will be forwarded to the responsible Department.
4. The responsible Department, no later than twenty (20) days after the filing deadline or as otherwise required by law will prepare an "Agenda Request" to have the vacancy filled by the Board of Supervisors. The Agenda Request should be worded in such a manner as to note the name of the Board, Commission, or Committee in which the vacancy will occur, the title of the vacancy, the length of term, and the list of all of the applicants. The agenda item back-up documentation should include a copy of each applicants' application and correspondence or memorandum to the Board of Supervisors requesting appointment.
5. The Clerk will notify the Department of pending applications that are held for 2 years and include them on the Agenda Request for consideration of appointment by the Board of Supervisors.
6. Once the request for appointment is agendized and the Board has made the appointment, the Clerk of the Board will:
 - a) send a letter of appointment, Oath of Office, and Certificate of Appointment to the appointed person;
 - b) amend the Boards, Committees, and Commissions information maintained in the Clerk of the Board's office; and
 - c) process the necessary "Oath of Office."
7. Emergency appointments to Boards, Commissions and Committees will be made pursuant to Government Code Section 54974(b).
8. The responsible Department will orient the new appointee and provide them with the material and forms for completing and filing their assuming office Financial Disclosure Forms as required by the appropriate Conflict of Interest Code with the Election Department.

V. EXTENSION OF CLOSING DATE

In the event there are insufficient applications to fill a vacancy or vacancies, the Clerk of the Board (or their designee) may by the direction of the Board of Supervisors extend the closing date for requests for appointment.

VI. APPLICATIONS

Applications will be retained in the Clerk of the Board's office for two years.

TUOLUMNE COUNTY BOARD OF SUPERVISORS



GOVERNING BODIES HANDBOOK 2023

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Introduction

This Handbook is intended to identify and define the Board approved committees purpose, authority, and rules governing all of the committees. These rules apply to all committees that Board members are appointed to serve on as well as those to which the Board appoints members of the public to serve on under their direction.

The 2023 Handbook has been significantly modified to reflect staff research regarding Authorizing Authorities, Purpose, Legislation, and Historical Board Actions to verify accuracy since last adopted in 2018. The Board shall annually evaluate the committees contained in this Handbook to ensure that the Board is participating only in those that have been approved as necessary or otherwise desirable to efficiently and effectively govern the County. Accordingly, this document is considered a living document to be updated prior to the beginning of each calendar year to assist in the process of appointments made by the incoming Board Chair as well as the full Board. Upon its adoption, this Handbook serves as a policy document for all Board Committees unless otherwise mandated by State or Federal guidelines.

In keeping with the Board's goal to increase citizen access to information and outreach, staff will maintain the most recent version of this Handbook on the County website and update individual committee pages to reflect said changes.

As a further service to the public, the Board Clerk will place an annual report on the County website of those who currently serve on the County's committees and commissions (i.e. Policy Advisory Committees, Mandated Advisory Committees, Planning Commission, etc.), information on vacancies and applications for same.

Policy Advisory Committees

-PURPOSE, AUTHORITY & RULES APPROVED DECEMBER 06, 2022-

The Board of Supervisors is the policy-making body of the County of Tuolumne. No other County official, representative, and/or committee may make policy on behalf of the County of Tuolumne unless expressly authorized by federal or state law, County ordinance, or resolution and/or other act of delegation by the Board of Supervisors. The Board of Supervisors desires to utilize policy advisory committees to improve the effectiveness and efficiency of the full Board.

Purpose

The Board of Supervisors desires to create policy advisory committees in order to serve the full Board by:

1. The primary focus is to achieve Board Goals and Priorities
2. Insuring policy items coming to the full Board are mature:
 - the policy issue has been properly defined
 - all reasonable alternatives relative to a particular policy issue have been identified, researched, and considered
 - recommendations are clear and well substantiated
3. Providing a place for investigation of specific policy issues brought to the full Board's attention by members of the Board and/or public; and
4. Providing a forum for early and complete public vetting of potentially controversial policy issues.

Authority

The authority of any Board policy committee stems from the full Board which defines, and limits said authority. The Board of Supervisors authorize Policy Advisory Committees to complete their work in alignment with the Strategic Goals adopted by the Board of Supervisors and the following guidelines:

1. Through the Board approved purpose statements for each committee;
2. Committees are not to address and/or direct departmental operational issues;
3. Committees shall serve in an advisory capacity only to the full Board through Principal Staff Support assigned to the Committee;
4. Committees shall serve to support decision-making by the full Board;
5. Committees cannot direct or initiate policy action, establish departmental work priorities, and/or commit County resources without the authorization of the full Board; and
6. Annual committee work programs shall be developed and forwarded to the full Board for approval as to the items to be worked on, the priority order in which they should be addressed, and the use of resources to pursue the same.

7. Should the full Board approve, an Ad Hoc Committee can be established, with no more than two (2) Board members, for a limited time (less than 12 months) and a specific purpose.

Rules

The Board of Supervisors desires to create general rules to govern the conduct of all its policy advisory committees. Upon Board approval, this Handbook will supersede all committee bylaws, resolutions, and Board actions and will be used as the primary guide for running committee meetings.

Those general rules shall be as follows:

Membership

1. The committee chair and vice-chair shall be members of the Board of Supervisors as annually appointed.
2. Committee meetings must not occur without at least one Board Member present.
3. It will be the responsibility of the appointed member who cannot attend a meeting to find their replacement and arrange for the meeting information (e.g. agendas, back-up materials, etc.) to be provided to the alternate. Alternate attendees should be prepared to participate in meetings as called upon. In the event, a regular delegate of any Board committee, commission, or other organization cannot attend a meeting and the designated alternate is unable to attend in their place, any other member of the Board of Supervisors may serve as an alternate for that meeting.
4. Committee chairs are expected to report back to the full Board on activities of their respective committees under Board Reports at the regularly scheduled Board of Supervisors meetings.
5. Unless otherwise established in the Committee creation/modification resolution or minute order the terms shall be staggered and a minimum of 2 years.
6. All applications will be considered when filling district-specific vacancies. However, preference will be given to district residents.
7. Applicants will be required to attend a minimum of two meetings prior to their appointment. The purpose of this requirement is for the applicant to become familiar with the Committee Workplan and mission before membership commitment.
8. Committee members may be required to submit an Oath of Office with the Clerk of the Board's Office, upon appointment and before attending their first meeting as a voting member.
9. A member who is recorded as unexcused absent for 3 consecutive meetings may be removed from the Committee and their seat declared vacant by the Chair of the Committee. Notification shall be made in writing to the absentee member and the Board of Supervisors. An absence is recorded as an excused absence when the principal staff person is notified immediately.
10. If any member of a Committee fails to fulfill their duties and/or consistently distracts from the Workplan established and approved by the Board of Supervisors said member shall be removed from their appointed seat by a majority vote of the Committee.

Meeting Protocols

1. Agendas shall be set by the chair in consultation with the principal staff support. Items cannot be put on the agenda if they are outside of the purview of the committee/commission.
2. Agendas shall contain at a minimum the following elements according to Ralph M. Brown Act:
 - Meeting Location, Date, and Time
 - Participation Procedures (if not in person only)¹
 - Call to Order & Roll Call for Hybrid/Virtual Meetings
 - Approval of Prior Meeting Minutes (Regular Agenda)
 - Open Public Comment for items not on the printed agenda under the Committee/Commission's purview
 - Discussion Items with a brief general description of each item to be discussed or transacted at the meeting
 - Adjournment
 - Notice for Special Assistance/Accommodations and Access to Late Agenda Materials with Contact Information
3. All committee agenda items shall be presented through a staff report or presentation that discusses the policy issue at hand, alternative approaches to address the policy issue, and the staff's preliminary recommendation. Staff reports are needed to focus committee deliberations and ensure agenda items are sufficiently mature for a preliminary discussion. Staff will determine the most appropriate and experienced presenters; this may require outside consultants.
4. The dual goals for complex policy issues coming to the full Board are that they have been fully researched and have a committee recommendation associated with them. It is the responsibility of the principal staff person to bring the recommendation to the full Board for their final decision on the committee recommendation. If a recommendation cannot be reached (via consensus or formal vote), the item shall not move forward to the Board.
5. Meetings shall be scheduled and determined by the Committees on an annual basis ², unless otherwise specified. Meetings may be canceled according to the Ralph M. Brown Act requirements if there is no business to discuss. Special meetings can be scheduled as required following Ralph M. Brown Act requirements.
6. Committee meetings are subject to the open meeting laws contained in the Ralph M. Brown Act including requirements for proper postings of agendas³ opportunities for public comment³ and agenda back-up documentation.
7. The definition of a quorum is the full voting membership count (even if seats are vacant) divided in half, plus one. For example, full voting membership is 20 members, thus a quorum would be 11 members. If a quorum is not met, meetings shall be canceled according to the Ralph M. Brown Act requirements. Government Code § 54952.2. and § 54952.6.
8. Committee meetings will be canceled or rescheduled if neither the chair nor vice-chair are present and they are not able to find an alternate Board member; if the meeting is canceled, no business related to the purpose of the committee may be discussed.

9. Summary minutes of committee meetings shall be prepared by the principal staff support or their designee and adopted by the committee. Summary minutes⁴ should include all appearances, presentations, actions taken relative to agenda business, and all recesses and reconvening times.
10. Should the full Board approve, an Ad Hoc subcommittee can be established, with no more than 2 Board members, for a limited time (less than 12 months) and a specific purpose.

Operational Processes:

- 1 Due to the nature of County committee meetings, each agenda shall specify in-person and/or virtual options for participation and public comment.
- 2 Ensure the committees' webpage is maintained to reflect current information for regular meeting dates and times and that it is also on the main page calendar.
- 3 Agenda posting should occur through the County website "Agenda Center" which will publish to all subscribers upon posting. The agenda should also be pushed to the committees' event on the main calendar of the website. A printed copy of the agenda shall be posted on the outside of the building where the meeting will take place in an accessible and well-lit area.
- 4 To ensure consistency and transparency all draft minutes should be watermarked with draft and included with the agenda posting for approval. Once the minutes are approved and finalized, they shall be posted in the "Agenda Center" on the County website as a separate attachment under the original meeting date "Minutes".

Airports Advisory Committee

Purpose Statement:	The Airports Advisory Committee advises the Board of Supervisors on Tuolumne County Airport issues including development, operations, and use. The committee serves as a sounding board and catalyst for the development of recommendations to the Board of Supervisors.
Authorizing Legislation:	08/08/2023 Board Action
Membership:	Board of Supervisors (2) Resident of the surrounding community of the Columbia Airport (1) Pine Mountain Lake Airport resident (1) Columbia Airport tenant - Fixed Base Operator (1) Columbia Airport user (1) Pine Mountain Lake Airport user (1)
Principal Staff Support:	Airport Manager

Finance Committee

Purpose Statement: The Finance Committee is to serve the Board by reviewing, commenting on and recommending new and/or modifications to existing policy related to: 1) budgeting; 2) debt capacity and borrowing; 3) capital improvement plans; 4) user fees; 5) growth in government expenditures and revenues (GIGER) mitigation fees; 6) potential tax, parcel fee and special assessment measures; 7) purchasing; 8) accounting procedures (e.g. GASB, A-87 overhead, etc.); 9) financial audits; 10) investments; 11) performance audits; and 12) Employee Innovation Program. The Finance Committee can also be used to “monitor” the development of the County Budget.

It is recognized that this committee can review and comment on but not direct the work of the independently elected Auditor/Controller, Treasurer/Tax Collector and Assessor/Recorder.

Membership: Board of Supervisors (2)

Principal Staff Support: County Administration Staff Member
Auditor/Controller
Treasurer/Tax Collector
Assessor/Recorder

Fire Safety Advisory Committee

Purpose Statement:	We envision a resilient landscape that is less susceptible to catastrophic fire effects with reduced risk to public health and safety, proactive communication with a clear, unified message, safe and orderly evacuations with no loss of life, and the public who are educated, prepared, and practicing.
Authorizing Legislation:	02/16/2021 Board Action: Established the Committee; 04/06/2021 Board Action: Modified the Membership
Membership:	Board of Supervisors (2) Members of the public (5), one from each Supervisorial District Tuolumne County Fire (1) Tuolumne County Sheriff's Office (1) City of Sonora (1) Fire Chiefs Association (1) Chicken Ranch Rancheria of Me-Wuk Indians (1) Tuolumne Band of Me-Wuk Indians (1) Tuolumne Fire Safe Council (1)
Principal Staff Support:	Office of Emergency Services Coordinator

Housing Loan Review (CDBG & HOME) Committee

Purpose Statement:	The Housing Loan Review Committee aka the HOME Investment Partnership (HOME) was created by the Board of Supervisors in 2005 to provide oversight of the County's affordable housing programs including the First-Time Homebuyer, Housing Rehabilitation and Rental Assistance Programs. These programs are grant funded through entities such as the State of California HOME Partnership Program, Community Development Block Grant Program, and the CalHome Program. Committee members review and approve program loans and guidelines and provide general oversight of the County's affordable housing program and affordable housing loan portfolio.
Authorizing Legislation:	Resolution No. 48-10 rescinded R150-05 and established the committee on June 1, 2010
Membership:	Seven (7) members: Board of Supervisors designee (1) Representative of banking or lending institution (1) Representative from a non-profit organization that is involved in housing services (1) Representatives from the real estate industry with financial or construction experience (2) Community Development Department (CDD) Representative (1) Chief Building Official (1)
Principal Staff Support:	Community Development Department Business Manager

Natural Resources Committee

Purpose Statement:	The Natural Resources Committee serves as an advisory group to the Board of Supervisors on all issues related to natural resources (e.g. water and power rights, fisheries, timber management, forest health, access to recreation areas on public lands, etc.). One of the key responsibilities of this committee is to review draft staff reports to the full Board containing proposed comments on plans, studies, actions, and environmental documents emanating from state or federal agencies concerning public lands.
Authorizing Legislation:	02/14/2010 Board Action: Established committee; 02/17/2015 Board Action: change membership composition and voting status
Membership:	Board of Supervisors (2) Fish and Game Preservation Fund Advisory Committee (1) Agricultural Advisory Committee (1) Tuolumne County Resource Conservation District (1) At Large Member (1)
Principal Staff Support:	County Administration Staff Member County Counsel, as needed

Transportation Committee

Purpose Statement:	The Transportation Committee is to serve the Board by reviewing, commenting on and recommending new and/or modifications to existing policy related to: 1) standards for road design and construction, road capacity, traffic modeling, and related drainage facilities; 2) maintained public road system; 3) county service areas (CSAs) and permanent road divisions (PRDs); 4) regional transportation plan; and 5) traffic mitigation fee program.
Authorizing Legislation:	06/01/2004 Board Action: Re-established committee
Membership:	Board of Supervisors two (2)
Principal Staff Support:	Public Works Director or Designee Committee Secretary Supervising Manager Road Superintendent County Administration Staff Member, as needed County Counsel, as needed

Tuolumne County Committee on Aging

Purpose Statement:	The Tuolumne County Committee on Aging is an informed voice in the community, to advise the Board of Supervisors, support, and advocate on any or all matters affecting the aging in Tuolumne County. The activities of the Committee on Aging can involve planning, special studies, promotion, and advocacy.
Authorizing Legislation:	07/20/1982 Established by Resolution No. 180-82; 08/20/2002 Membership Amended by Resolution No. 120-02; Bylaws Adopted (06/2006); Bylaws Amended (11/2010); Bylaws Amended (02/2013); Bylaws Amended (04/2016); Bylaws last Amended (12/2016)
Membership:	Board of Supervisor (1) ex-officio representative No more than twenty (20) members To ensure all Tuolumne County Supervisorial districts are represented within the Committee on Aging membership, each County Supervisor is allowed to appoint, from their Supervisorial district, one individual member to the Committee on Aging. A majority of the members shall be “seniors”.
Principal Staff Support:	County Administration Staff Member

Tuolumne County Homelessness Committee

Purpose Statement:	The Tuolumne County Board of Supervisors identified as a top priority community, family and health. The Board identified addressing the homeless, in collaboration with public and private agencies, to develop and implement a plan to address homelessness.
Authorizing Legislation:	02/16/2021 Board Action: Established Tuolumne County Homeless Advisory Committee; 04/06/2021 Board Action: Modified Membership; 05/18/2021 Board Action: Modified Membership; 08/10/2021 Resolution No. 69-21: Name changed to Tuolumne County Commission on Homelessness, Modified Membership, and Approved bylaws; 08/16/2022 Board Action: Modified Membership, Nullified the bylaws adopted on 08/10/2021, and Adopted the Board of Supervisors Committees Rules; 12/06/2022 Board Action: Name changed to Tuolumne County Homelessness Committee and Adopted new Committee Rules.
Membership:	Board of Supervisors (1) Members of the public (5), one from each Supervisorial District Sonora City Council (1) Amador Tuolumne Community Action Agency (1) City of Sonora (1) Chicken Ranch Rancheria of Me-Wuk Indians (1) Tuolumne Band of Me-Wuk Indians (1) Tuolumne County Business Council (1) Tuolumne County Superintendent of Schools (1) Tuolumne County Sheriff (1) Tuolumne County Veterans Services (1) Local Services Provider (1) Affected Population (1) <u>Non-voting Advisers (7)</u> Central Sierra Continuum of Care Youth Advisory Board District Attorney's Office Health and Human Services Agency Superintendent of Schools Adventist Health Sonora Local law enforcement
Principal Staff Support:	Homeless Services Coordinator County Counsel, as needed

Mandated Advisory Committees

Purpose

The Board of Supervisors desires to use mandated advisory committees to facilitate communications and offer advice to County staff in charge of certain operational areas of County government.

Authority

The authority for departmental operations vests with the related department head under the direction of the County Administrator and Board of Supervisors. Mandated advisory committees cannot unto themselves set County policy direction and/or commit County resources.

Rules

Mandated advisory committees shall follow the Policy Advisory Committee rules unless otherwise mandated by State and/or Federal law. The Board of Supervisors does allow for great latitude with the formality and/or informality of operational rules for such committees so long as they do not allow such committees to stray from the general purpose and scope of authority outlined above.

Committee members may be required to adopt a Conflict of Interest Code for the committee and annually file a statement of economic interests pursuant to Chapter 7 of the California Government Code commencing with Section 87100.

Behavioral Health Advisory Board

Purpose Statement:	To promote wellness, education, early intervention, prevention, treatment and recovery. To advocate for consumers; to protect/ensure high quality services are available to all; to advise the program and county administrators of community needs and concerns. The Advisory Board shall: • Review and evaluate the community's behavioral health needs, services, facilities, and special problems. • Review any county agreements entered into pursuant to Welfare and Institutions Code Section 5650. • Advise the Board of Supervisors and the local behavioral health director as to any aspect of the local behavioral health program. • Review and approve the procedures used to ensure citizen and professional involvement at all stages of the planning process. • Submit an annual report to the Board of Supervisors on the needs and performance of the county's behavioral health system. The annual report will be completed in the month best suited for this County's needs as determined by the Advisory Board. • Review and make recommendations on applicants for the appointment of a local director of behavioral health services. The Advisory Board shall be included in the selection process prior to the vote of the Board of Supervisors. • Review and comment on the county's performance outcome data and communicate its findings to the California Behavioral Health Planning Council. • Additional duties as assigned by the Board of Supervisors
Authorizing Legislation:	Welfare and Institutions Code Division 5, Section 5604 (AB 1424, effective 01/01/2016)
Membership:	5-15 members At least 50% shall be current or former consumers or family of consumers At least 20% shall be consumers At least 20% shall be families of consumers Board of Supervisor (1) 3 year staggered terms
Principal Staff Support:	Director of Behavioral Health

Fish and Game Preservation Fund Advisory Committee

Purpose Statement:	The Fish and Game Preservation Fund Advisory Committee was formed to review requests for Fish and Game Preservation Funds, to determine if the requests are appropriate, and to make decisions on the appropriation of these funds. In addition, this committee may provide advisory input to the Board of Supervisors in matters pertaining to the county's fisheries and wildlife resources.
Authorizing Legislation:	Fish and Game Code 13100; 02/11/1986 Board Action: Established Committee
Membership:	Five (5) Members Sportsmen Club (1) Public (4)
Principal Staff Support:	County Administration Staff Member

Juvenile Justice Coordinating Council

Purpose Statement:	The purpose of the Tuolumne County Juvenile Justice Coordinating Council shall be to develop and implement a continuation of county-based responses to juvenile crime, set priorities for the use of granted or allocated funding for juvenile justice activities when applicable, and develop a comprehensive, multi-agency Juvenile Justice Plan that identifies resources and strategies for providing an effective continuum of responses for the prevention, intervention, supervision, treatment, and incarceration of juvenile offenders, including strategies to develop and implement local out-of-home placement options for the offender.
Authorizing Legislation:	Welfare and Institutions Code Section 749.22; 08/10/21 Established by Resolution No. 70-21
Membership:	District Attorney or their designee (1) Sheriff-Coroner or their designee (1) Public Defender or their designee (1) Board of Supervisors (1) Director of Health and Human Services Agency or designee (1) Director of Behavioral Health or designee (1) Sonora Chief of Police or their designee (1) Tuolumne County Superintendent of Schools or a representative from a local school district (1) Tuolumne County Superior Court (1) At-large community representative (1) Community-based drug and alcohol program (1) Non-profit community-based juvenile social services organization (1) County alcohol and drug program administrator (1) (unless the county alcohol and drug program administrator are already a member of the council by virtue of being represented by another office on the council, i.e., Director of Behavioral Health)
Principal Staff Support:	Chief Probation Officer

Law Library Board of Trustees

Purpose Statement:	Established to maintain a County Law Library
Authorizing Legislation:	California Business & Professions Code Section 6301; 01/08/2002 Board Action: Approve New Membership Requirements
Membership:	<u>At least 6, but not more than 7 members</u> Superior Court Judges or designees (4) Board of Supervisor designee – County Counsel (1) Board of Supervisor State Bar appointees (1-2)
Principal Staff Support:	Court Executive Officer

California Business & Professions Code

Excerpt from §6301

(2) In a county where there are more than three judges of the superior court, the judges of that court shall elect either four or five of their number to serve as trustees.

(3) Any judge of the superior court who is an ex officio or elected member may, at the judge's option, designate a resident of the county or a member of the State Bar to act for the judge as trustee.

(4) The chair of the board of supervisors is ex officio a trustee, but the board of supervisors at the request of the chair may appoint a member of the State Bar, any other member of the board of supervisors of the county, or a resident of the county to serve as a trustee in place of the chair. The appointment of the person selected in place of the chair of the board of supervisors shall expire when a new chair of the board of supervisors is selected, and that appointment shall not be subject to the provisions of Section 6302.

(5) The board of supervisors shall appoint as many additional trustees, who are members of the State Bar, as may be necessary to constitute a board of at least six and not more than seven members.

Solid Waste Committee

Purpose Statement:	The Solid Waste Committee is to serve the Board by reviewing, commenting on and recommending new and/or modifications to existing policy related to the Solid Waste collection, management and disposal systems within the County. This will involve policy issues such as the make-up of franchise hauler service areas, the location and nature of disposal facilities (e.g. transfer stations, landfills, recycling centers, etc.), collection systems (e.g. method of curb side collection), systems to maximize recycling of waste, and means of funding the overall solid waste system. This committee will not develop and oversee day-to-day management of franchise agreements with haulers and transfer station operators. This committee will also serve as the Local Task Force in compliance with Public Resources Code Section 40950 (5-year waste and recycling system plan review)
Authorizing Legislation:	03/11/2003 Resolution No. 32-03 Established the Committee; 04/08/2003 Resolution No. 50-03 Rescinded 32-03 and Modified Membership; 09/21/2004 Resolution No. 164-04 Rescinded 50-03 and Modified the Membership; 12/06/2005 Resolution No. 161-05 Reconvened the Solid Waste Local Task Force (LTF); 12/06/2005 Resolution No. 162-05 Rescinded 32-03, 50-03, & 164-04 and Modified Membership; 09/14/2021 Resolution No. 88-21 Repealed Resolution Nos. 161-05 & 162-05 and Consolidated the LTF into the Committee and assumed responsibility for the five-year review of the Countywide Integrated Waste Management Plan (CIWMP).
Membership:	Five (5) Members to include: Board of Supervisors (2) Sonora City Council (1) At Large (2)
Principal Staff Support:	Solid Waste Director, Committee Secretary Public Works Director Environmental Health Director County Counsel, as needed County Administration Staff Member, as needed

Tuolumne County Local Agency Formation Commission (LAFCo)

Purpose Statement:	The purpose of LAFCo is to discourage urban sprawl, preserve open space and prime agricultural lands, promote the efficient provision of government services, and encourage the orderly formation and development of local agencies based upon local conditions and circumstances.
Authorizing Legislation:	Government Code Section 56325
Membership:	There are seven (7) members as follows: Board of Supervisors (2) (selected by BOS) City Council (2) (selected by City Council) Special District (2) (selected by the Special District Selection Committee) General Public member (1) (appointed by other members of LAFCo) Alternates for the members are also appointed by the respective bodies.
Principal Staff Support:	Executive Officer (Community Development Department Director) Deputy County Counsel

Veterans Committee

Purpose Statement:	To provide a venue for Veterans and County staff to discuss plant projects for the Veteran's Hall Facility and to prioritize projects based on allocated funding and to discuss Veteran operations.
Authorizing Legislation:	10/18/88 Established by Board of Supervisors Minutes; Filed May 10, 1991, Superior Court Stipulation Re: Modification of Judgment Entered October 3, 1990 and Order
Membership:	Board of Supervisors (2) Veteran Representatives from all local Posts (16)
Principal Staff Support:	Health and Human Services Agency Veterans Services Officer

Joint Powers Authorities

Purpose

The Board of Supervisors has chosen to participate in several organizations made up of multiple governmental organizations via joint powers agreements (JPA). Each organization has its own unique purpose.

Authority

The powers or authority of any JPA is stems from that enumerated in statute and the JPA document itself. Even though the County may choose to participate in a JPA that does not by itself grant the JPA the authority to act on behalf of the Board of Supervisors or direct County programs and resources. Actions of a JPA; however, may indeed impact funding for various County programs and planning of the County.

Rules

Each of these organizations set-forth their own formal and/or informal operational rules.

Area 12 Agency on Aging (A12AA)

Purpose Statement:	To provide leadership in addressing issues that relate to older Californians; to develop community-based systems of care that provide services which support independence within California's interdependent society, and which protect the quality of life of older persons with functional impairments; and to promote citizen involvement in the planning and delivery of services.
Member Agencies:	Alpine, Amador, Calaveras, Mariposa and Tuolumne Counties. Alpine County is part of the Planning and Service Area (PSA) but not a member of the Joint Powers Agreement (JPA) Board.
Authorizing Legislation:	Joint Exercise of Powers Agreement between the JPA Board represented Counties and the Area Agency on Aging. JPA: 10/08/1987 to 07/27/1995; 06/04/2013; and 05/17/2019. A12AA Advisory Council Bylaws: 09/19/1988 to 05/04/2017
Membership:	<u>Governing Board</u> One (1) County Board Supervisor from each JPA Board represented County. <u>Advisory Council (30)</u> Tuolumne County Representatives (10) Community Members (9) Contracting Provider (1)
Tuolumne County Principal Staff Support: Funding:	County Administration Staff Member <u>Approximate Annual Budget:</u> \$5.2 million <u>Primary Sources of Funding:</u> State & Federal Grants <u>Method of County Contribution:</u> Mandatory Match & Annual Contribution

Amador-Tuolumne Community Action Agency

Purpose Statement:	Our vision is for residents in our community to be self-reliant, healthy, free from economic hardship, and feel sustained by the support of community and family. We wish for them to achieve their maximum potential as well as be engaged citizens promoting their own well-being.
Authorizing Legislation:	Joint Powers Agreement 06/16/1981; Government Code Section 25209.3; Economic Opportunity Act of 1964
Member Agencies:	Amador and Tuolumne Counties
Membership:	Members 15-18 – approximately 50% from each county Amador County - Elected officials, or their representatives – (2) two; Tuolumne County Board of Supervisors (2) two; Representatives of the low-income sector: (6) six - approximately (3) three from each County Representatives from the private sector: (6) – (3) three from each county
Tuolumne County Principal Staff Support:	Health and Human Service Agency Staff
Funding:	<u>Approximate Annual Budget:</u> \$9 million <u>Primary Sources of Funding:</u> Federal Government <u>Method of County Contribution:</u> Match

Central Sierra Broadband Utility Zone Consortium

Purpose Statement:	The mission of the Central Sierra “BUZ” Consortium(Consortium) is to represent the Central Sierra region in all matters that concern broadband which has been approved and funded by the California Advanced Services Fund under the CA Public Utilities Commission.
Member Agencies:	The counties of Alpine, Amador, Calaveras, Tuolumne and Mariposa
Authorizing Legislation:	12/21/2021 Resolution No. 128-21 Approved Participation
Membership:	Supervisors that serve on the Central Sierra Planning Council & Economic Development District also serve as Consortium Directors.
Principal Staff Support:	Tuolumne County IT Broadband Manager Motherlode Job Training Executive Director

Central Sierra Child Support Agency

Purpose Statement:	The mission of the California Child Support Services Program is to enhance the well-being of children and the self-sufficiency of families by providing professional services to locate parents establish paternity and establish and enforce orders for financial and medical support. The mission of the Central Sierra Child Support Agency is to advocate for the well-being of children by establishing paternity, enforcing child support and medical support orders; disbursing child support to the custodial parties and/or the County for reimbursement of public assistance expended for minor children; locating non-custodial parents and assets; and investigating criminal non-support.
Member Agencies:	The counties of Alpine, Amador, Calaveras and Tuolumne.
Authorizing Legislation:	Amended and Restated Joint Powers Agreement forming the Central Sierra Child Support Agency, approved 09/07/2010 (Tuolumne County Board of Supervisors approved on 10/14/2010).
Federal Authority:	Title IV-D of the Social Security Act enacted 1975 and 45 Code of Federal Regulations Part 300
State Authority:	Family Code section 17400 et seq.
Membership:	Seven (7) members from the Boards of Supervisors of the member counties as follows: (1) from Alpine County (2) each from the counties of Amador, Calaveras and Tuolumne <i>Each member county shall appoint one (1) alternate Director</i>
Funding:	<u>Annual Budget:</u> Combined from all counties for 2014-15: \$4,940,779.00 <u>Primary Sources of Funding:</u> Federal (66%) and State (34%) <u>Method of County Contribution:</u> None

Central Sierra Economic Development District (CSEDD)

Purpose Statement:	To promote economic growth by means of planning and coordinating the efforts of members and the private sector within the territorial limits of the members. To promote more jobs for the unemployed and underemployed residents of the members. To improve the social and physical environments of the members. To prevent unnecessary duplication of effort on behalf of members.
Member Agencies:	Alpine, Calaveras, Mariposa and Tuolumne Counties; Cities of Sonora and Angels Camp
Authorizing Legislation:	Joint Powers Agreement (1976, Amended 1996, 03/05/2011 Resolution No. 19-11 Amended Membership to include Mariposa County; 01/15/2013 Resolution No. 5-13 Amended Agreement; 03/03/2015 Resolution No. 28-15 Amended Agreement and Amador County & Cities Withdrawal
Membership:	Board of Supervisors (1) Sonora City Council (1) TC Citizen Member (1) Alpine Board of Supervisors (1) Alpine Citizen Member (1) Calaveras Board of Supervisors (1) Calaveras Citizen Member (1) Mariposa Board of Supervisors (1) Mariposa Citizen Member (1) Angels Camp City Council (1)
Tuolumne County Principal Staff Support:	Auditor-Controller County Counsel County Administration Staff Member Mother Lode Job Training
Funding:	Annual Budget: Approx. \$25,000 Primary Sources of Funding: Member Contributions, Grants Method of County Contribution: As defined by the JPA

Central Sierra Planning Council (CSPC)

Purpose Statement:	To develop and/or confirm area planning goals, principles, policies and standards. To review and take action as may be appropriate on such matters as member agency or area General Plan proposals, applications for planning item certification by Federal agencies, applications for assistance under various planning and facilities grant programs and other matters properly submitted by member or other agencies or matters requiring action by provisions of law. To establish and maintain contact for coordination and information purposes with Federal, State and local agencies concerned with planning and similar fields of activity.
Member Agencies:	Alpine, Amador, Calaveras, Mariposa and Tuolumne Counties; Cities of Sonora, Angels Camp, Jackson, Lone, Sutter Creek, Amador City and Plymouth
Authorizing Legislation:	Joint Powers Agreement (1973); 03/15/2011 Resolution No. 19-11 Amended Membership to include Mariposa County
Membership:	TC Board of Supervisors (1) & (1) alternate Sonora City Council (1) & (1) alternate Alpine Board of Supervisors (1) & (1) alternate Amador Board of Supervisors (1) & (1) alternate Calaveras Board of Supervisors (1) & (1) alternate Mariposa Board of Supervisors (1) & (1) alternate Angels Camp City Council (1) & (1) alternate 1 representative for the 5 cities of Amador (Plymouth, Jackson, Lone, Amador City, Sutter Creek)
Tuolumne County Principal Staff Support:	Auditor-Controller County Counsel County Administration Staff Member

Mother Lode Job Training (MLJT)

Purpose Statement:	The purpose of the MLJT Board is to increase the involvement of the business community, including small business, minority business enterprises, and labor organizations in employment and training activities under the Workforce Innovation and Opportunity Act (WIOA), and to increase employment opportunities for residents of the member counties. The MLJT Board shall appoint members and alternates to the Workforce Development Board of the Mother Lode Local Workforce Development Area (WDB).
Authorizing Legislation:	06/27 1983 Joint Powers Agreement for Creation of MLJT Agency; By-Laws Revised 02/15/2007 and 01/23/2017
Membership:	Chairperson of the Board of Supervisor (or his/her designee) and one (1) alternate of the following participating counties: Amador, Calaveras, Tuolumne, and Mariposa Counties (4) Chairman of the WDB (1)

Mountain Counties Air Basin Air Pollution Control Coordinating Council

Purpose Statement:	The Mountain Counties Air Basin Control Coordinating Council was formed in 1972 by all member districts of the Joint Powers Agreement. It is jointly involved in enforcement, engineering, administration, planning, and air monitoring as part of an active and effective basin-wide air pollution control program.
Authorizing Legislation:	Agreements: 09/11/1975, 04/30/1991; 05/20/1997; and 08/12/1997; 06/21/1977 Resolution No. 329-76 Approving Agreement
Membership:	Seven (7) members who are elected directors or designees for the Districts they represent who have been selected by the Board of Directors of each Air Pollution Control District of the Mountain Counties Basin to include Northern Sierra. Placer, El Dorado, Amador, Calaveras, Tuolumne, and Mariposa.
Principal Staff Support:	Air Pollution Control Officer

Tuolumne County Transit Agency (TCTA)

Purpose Statement:	If the Tuolumne County Transportation Council determines that the Members have transit needs which can be reasonably met, it is the intention of the members that the Agency formed hereby shall be the entity by which said needs may be met. The specific purpose is to exercise the common powers of the members by the formation of a JPA with full power and authority to own, operate and administer a public transportation system within the boundaries of the County of Tuolumne, which agency shall be determined by which transit needs of the members may be met. The Agency will provide policy direction and general oversight of the public transportation system.
Member Agencies:	County of Tuolumne City of Sonora
Authorizing Legislation:	Government Code 29532; 08/16/2011 Joint Powers Agreement with Tuolumne County and City of Sonora
Membership:	Board of Supervisors (2) Sonora City Council (2) The County and City Board directors shall appoint a “citizen” director (1) – reside in Tuolumne County
Principal Staff Support:	Executive Director Public Works Director County Administration Staff Member City Engineer City Administrator

Tuolumne County Transportation Council (TCTC)

Purpose Statement:	The Tuolumne County Transportation Council is technically a Council of Governments composed of both the County of Tuolumne and the City of Sonora with ex-officio participation by the California Department of Transportation, the MeWuk Tribal Government, and the California Highway Patrol. The TCTC functions as a Joint Powers Authority to program specific federal and state transportation revenues within the boundaries of Tuolumne County. TCTC regularly decides how to prioritize and program monies for the State Transportation Improvement Program (STIP), and federal funding programs. In addition, the TCTC serves both the Board and the Sonora City Council by reviewing, commenting on and recommending or adopting new and/or modifications to existing policy related to: 1) the public transportation system, 2) the Regional Transportation Plan(RTP); 3) State legislative policy relative to Transportation; 4) Traffic Mitigation Fee program; 5) the State Highway Operations and Preservation Program(SHOPP); and 6) various Transportation Planning policies that affect the County and the City of Sonora.
Member Agencies:	County of Tuolumne City of Sonora
Authorizing Legislation:	Government Code Section 29532; 08/16/2011 Joint Powers Agreement with Tuolumne County and City of Sonora
Membership:	Board of Supervisors (2) Sonora City Council (2) At-large Public Member (1) – appointed by the TCTC
Principal Staff Support:	Executive Director Public Works Director or Designee County Administration Staff Member City Engineer City Administrator Highway Patrol Commander Me Wuk Tribe Planning Director
Funding:	<u>Approximate Annual Budget:</u> \$1.5 million not including capital funding <u>Primary Sources of Funding:</u> A) Rural Planning Assistance funds B) Planning, Programming and Monitoring funds C) Rural Surface Transportation Program Exchange funds and D) Local Transportation Funds <u>Method of County Contribution:</u> None

Yosemite Area Regional Transit System (YARTS) Joint Powers Authority

Purpose Statement:	The Authority shall function as the regional representative within the Service Area for transit and alternative transportation and may offer comments, recommendations, and advice with regard to Yosemite National Park's management plans, policies and implementation programs, which affect transportation.
Authorizing Legislation:	03/16/2021 Resolution No. 20-21 Assigning the two sitting Board of Supervisors representatives on the Tuolumne County Transit Agency (TCTA) to serve on the YARTS Board of Directors
Membership:	Merced County, Board of Supervisors (2) Mariposa County, Board of Supervisors (2) Mono County, Board of Supervisors (2) Tuolumne County, Board of Supervisors (2) Madera County, Board of Supervisors (1) City of Huron (1) City of Kingsburg (1)
Principal Staff Support:	Executive Director of Tuolumne County Transportation Council

Advocacy Organizations

Purpose

The Board of Supervisors has chosen to voluntarily participate in various organizations that represent county governments. Such organizations provide information to the Board on legislation, regulations and budgetary issues that can impact Tuolumne County and advocate on behalf their member counties collectively and individually.

Authority

The authority of such advocacy organizations are contained in their individual bylaws. By agreeing to become a member of such organizations, the County agrees to extend limited authority to such organizations to allow them to effectively represent the County's interests. Such authority is limited but found in each advocacy organizations by-laws.

Rules

Each of these organizations set-forth their own formal and/or informal operational rules.

National Association of Counties (NACo)

Purpose Statement: The National Association of Counties (NACo) is the only national organization that represents county governments in the United States. Founded in 1935, NACo provides essential services to the nation's 3,066 counties. NACo advances issues with a unified voice before the federal government, improves the public's understanding of county government, assists counties in finding and sharing innovative solutions through education and research, and provides value-added services to save counties and taxpayers money.

With its headquarters on Capitol Hill, NACo is a full-service organization that provides an extensive line of services including legislative, research, technical, and public affairs assistance, as well as enterprise services to its members. The association acts as a liaison with other levels of government, works to improve public understanding of counties, serves as a national advocate for counties and provides them with resources to help them find innovative methods to meet the challenges they face. NACo is involved in a number of special projects that deal with such issues as homeland security, drug abuse and broader access to health care.

Member Agencies: All Counties who choose to participate Membership:
One (1) elected official from each state which has an active member county. That official must be from a county whose membership dues are fully paid at the time of the close of credentials registration at the annual conference.

California State Association of Counties (CSAC)

Purpose Statement: The mission of the California State Association of Counties (CSAC), is to represent county government before the California Legislature, U.S. Congress, state and federal agencies and other entities, while educating the public about the value and need for county programs and services. CSAC provides a broad range of services to all 58 counties in California through its Finance Corporation activities, public policy development, training, insurance service programs, research and a variety of communication tools, including Internet services. CSAC utilizes the following committees to accomplish this work: Administration of Justice, Agriculture and Natural Resources, Government Finance, Operations and Health and Human Services and Housing, Land Use and Transportation.

CSAC is committed to assisting California counties in providing a vital and efficient system of public services for the general health, welfare and public safety of every resident. County governments spend in excess of \$30 billion a year and comprise a work force of more than 280,000 professionals. Each day county government directly or indirectly touches the lives of every Californian. The magnitude of this human effort demands strong and credible participation in our democratic institutions.

Member Agencies: All counties who choose to participate

General Membership: All county supervisors in California and any elected mayor of a California city shall be eligible for membership in the Association. A county board of supervisors ("county board") may initiate membership for each of its supervisors and any elected mayor and may renew such membership each year.

Board of Directors: Each county board that maintains membership shall designate one of its members to serve on the CSAC Board of Directors

Also associated with CSAC are five policy committees:

Administration of Justice Policy Committee

Purpose Statement: The Administration of Justice Policy Committee has responsibility for a broad array of justice-related issues that includes juvenile justice; probation; courts; local law enforcement; adult and juvenile detention; public records, privacy and open meetings; grand juries; and all county functions connected to the civil and criminal justice systems. The committee has primary responsibility for the development of policies relating to the administration and financing of the various county programs under its purview.

Membership: Board's Appointed Representative

Agriculture, Environment, and Natural Resources Policy Committee

Purpose Statement: The Agriculture, Environment, and Natural Resources (AENR) Policy Committee is responsible for the review of state and federal legislative proposals, state budget items, regulatory issues, and ballot measures relating to the environment and California's natural resources. The committee's wide range of policy issues includes agriculture, air quality, cannabis, water, forestry, mining, endangered species, disasters, energy, parks and recreation, public lands, coastal resources, fish and game, solid waste, and hazardous waste.

Membership: Board's Appointed Representative

Government Finance and Administration Policy Committee

Purpose Statement: The Government Finance and Administration (GFA) Policy Committee is responsible for all issues relating to finance, general government operations, and employee relations. Under that broad umbrella, the committee deals with such issues as taxation, the state budget, economic development, retirement systems, workers' compensation, state mandates, and elections.

Membership: Board's Appointed Representative

Health and Human Services Policy Committee

Purpose Statement:	The Health and Human Services (HHS) Policy Committee has responsibility for the development of policies and proposals relating to the following: aging and long-term care, alcohol and drug programs, mental health, medical care for the indigent, public health, county hospitals, the California Work Opportunity and Responsibility to Kids (CalWORKs) program, foster care, child welfare services, adult protective services, the In-Home Supportive Services (IHSS) program, and General Assistance (GA) for the indigent. Together, these programs represent approximately one-third of the state General Fund expenditures.
Membership:	Board's Appointed Representative

Housing, Land Use, & Transportation Policy Committee

Purpose Statement:	The Housing, Land Use, and Transportation (HLT) Policy Committee is responsible for reviewing state and federal legislative proposals, state budget items, ballot measures, and regulatory proposals focused on housing, land use, transportation, and tribal and intergovernmental relations. Major areas of policy development and review include, transportation/infrastructure planning and funding, public works contract administration, general plan/planning procedures, growth strategies and regional government decision-making proposals, affordable housing policies, the California Environmental Quality Act, and federal and state transportation programs. Tribal and intergovernmental relations also fall under the purview of this committee, including policy development related to Indian Gaming, protection of tribal sacred sites, mitigation of off-reservation casino impacts, and other collaborative opportunities for government-to-government relations between counties and tribal governments.
Membership:	Board's Appointed Representative

Rural County Representatives of California (RCRC)

Purpose Statement:	The Rural County Representatives of California is dedicated to representing the collective unique interests of its membership, providing legislative and regulatory representation at the State and Federal levels, and providing responsible services to its members which will enhance and protect the quality of life in rural California counties.
Member Agencies:	Butte, Glenn, Plumas, Tehama, Lassen, Del Norte, Siskiyou, Modoc, Trinity, Shasta, Sierra, Lake, Napa, Placer, Nevada, El Dorado, Amador, Calaveras, Colusa, Alpine, Mono, Mariposa, Merced, Tuolumne, Madera, San Benito, Inyo, Tulare, Yolo, Yuba, Sutter and Imperial Counties.
Membership:	Board of Supervisor Representative from each participating county.

Also associated with RCRC are four separate JPA's:

Environmental Services Joint Powers Authority (ESJPA)

Purpose Statement:	The Rural County Representatives of California Environmental Services Joint Powers Authority (ESJPA) was formed in 1993 to assist rural counties with regulatory requirements related to solid waste and waste diversion goals. The ESJPA provides regulatory advice, technical assistance and review of pending legislation. The ESJPA also acts as the lead agency on regional grants, such as the Tire Amnesty grant.
Membership:	Delegate: Board's RCRC Representative Alternates: Board's RCRC Alternate and Solid Waste Manager

Golden State Connect Authority (GSCA)

Purpose Statement:	Golden State Connect Authority (GSCA) is a joint powers authority of thirty-nine member counties designed for the purpose of increasing access to reliable, affordable high-speed internet for all rural Californians. Governance of GSCA is conducted by elected Supervisors from rural counties that elect to join GSCA. Through the collective efforts of its members, GSCA is focused on building and supporting the development of innovative future-proof networks that provide the highest level of quality, service, and transparency to rural California.
Membership:	Delegate: Board's RCRC Representatives Alternate: Board's RCRC Alternate

Golden State Finance Authority (GSFA)

Purpose Statement:	Golden State Finance Authority (GSFA) formerly known as California Home Finance Authority ("CHF"), or Homebuyers Fund or California Rural Home Mortgage Finance Authority (CRHMFA) was formed to provide financing for the acquisition, construction, improvement, preservation, and rehabilitation of real property and infrastructure, and to establish and operate programs and projects to promote public safety, economic development, and environmental protection, including without limitation forest resiliency, wildfire risk reduction, air quality improvement, and waste diversion and reuse, in accordance with applicable provisions of law for the benefit of residents and communities.
Authorizing Legislation:	CRHMFA was created by JPA on July 1, 1993, Amended by BOS Resolution No. 76-19 of October 1, 2019
Membership:	Delegate: Board's RCRC Representatives Alternate: Board's RCRC Alternate

Golden State Natural Resources (GSNR)

Purpose Statement:	Golden State Natural Resources (GSNR) is a non-profit, 501(c)3, forest resiliency company, created by rural counties in California and governed by local elected leaders. GSNR's directive is to reduce excess biomass in California's forested lands, using science-based practices, as part of an overarching strategy to build wildfire and forest resilience in the state and spur economic opportunities in rural communities. GSNR's proposed project will source woody biomass from forest thinning projects, orchards and sawmills, process the material into a pelletized fuel product at developed facilities in rural California, and export the pellets to international markets. This project provides a unique opportunity to restore forest health, revitalize and establish potential new wood product markets, and reinvest in the local economies of rural communities.
Membership:	Delegate: Board's RCRC Representatives Alternate: Board's RCRC Alternate

Community Organizations

Purpose

The Board of Supervisors has chosen to participate in a number of local, community-based organizations. Each organization has its own unique purpose.

Authority

The authority of each organization is limited to those outlined in their articles of incorporation and bylaws.

Rules

Each of these organizations set-forth their own formal and/or informal operational rules.

The Board of Supervisors will decide annually which organizations it will participate in.

Access Tuolumne

Purpose Statement:	The purpose of Access Tuolumne County is to 1) join together governmental, community benefit, charitable, public and educational interests for the purpose of cooperative use of cable television channels for education, community information, news, and other community interest public television programming to the people of Tuolumne County, California, and to cooperate and provide for the design, development, and distribution of such media materials; 2) develop and implement policies and procedures for the receipt of grants, services and facilities, and for the use of these resources in support of programs; and 3) recruit and engage any full and part-time staff required to carry out the goals of this corporation.
Authorizing Legislation:	Bylaws: 12/09/1986 Adopted; 06/05/1996 Revised; 03/05/1997 Amended; 07/02/1998 Amended; 05/19/2005 & 09/22/2005 Amended
Membership:	There shall be no less than 11 and no more than 15 directors. Board of Supervisor (1) Sonora City Council (1)
Other Information:	This organization is a 501(c)3

Chamber of Commerce Governmental Affairs

Purpose Statement: The Chamber of Commerce Governmental Affairs Council (GAC) exists to review, monitor, and develop recommendations related to local, state, and federal issues affecting business in Tuolumne County. Government representatives attend and provide input at GAC meetings to facilitate quality communication on such issues.

Authorizing Legislation: 03/13/2019 Bylaws Approved

Membership: The committee is made up of voting members consisting of the Chamber's Executive Board of Directors, plus 4 at-large business representatives, and 2 alternates. The 2 alternates vote in the absence of any at-large members. Alternates are fully involved in all discussion that comes before the committee.

The Board of Supervisors does appoint a member to attend meetings as a liaison of the Board

Visit Tuolumne County Board

Purpose Statement: The Visit Tuolumne County Board (VTCB) is the designated destination marketing organization for the County of Tuolumne and the City of Sonora. The VTCB is responsible for creating and implementing a multi-platform marketing program that includes print, online and radio advertising, television, social media marketing including influencers media relations, trade show participation, website development, seasonal promotions and promotion of county-wide events and attractions. The VTCB has a key role in economic recovery post local and regional disasters (i.e. fires, flood, etc.). The VTCB promotes to domestic and international markets. The VTCB currently operates one visitor centers. This organization also designs and over-sees the construction of the County's Capital Window in Sacramento. In addition, the VTCB operates the Tuolumne County Film Commission which includes promoting locations for productions and guiding production companies through the film permit process. The VTCB also has a Community Investment Program where local non-provide organizations can apply for promotional assistance and/or sponsorship for various events or marketing programs.

Authorizing Legislation: Restated Bylaws 2017

Membership: The VTCB is a membership organization with current membership of 300 tourism related businesses, supporters, and non-profits. The VTC's Board of Directors consists of 13 voting as follows:
(7) representing broken down in districts that represent lodging businesses in Tuolumne County, as follows:
(1) Representing District 1
(1) Representing District 2
(2) Representing District 3
(2) Representing District 4 (one representing south county and one representing north county)
(1) Representing District 5
Additional members to include:
(1) Representing an attraction business
(1) Representing a restaurant/retail business
(4) Representing the community at large with an interest in travel and tourism.
One member of the Tuolumne County Board of Supervisors serves as the County's representative on this Board of Directors, as a non-voting liaison

Local & Regional Partnerships

Purpose

The Board of Supervisors has chosen to participate in a number of local and regional partnership organizations. Each organization has its own unique purpose.

Authority

The authority of most of these agencies is found in separate State or Federal laws and regulations and/or County ordinance.

Rules

Each of these organizations has set-forth their own formal and/or informal operational rules.

First 5 Tuolumne County

Purpose Statement:	The First 5 Tuolumne County Commission promotes and supports the development of integrated resources to improve the healthy early development of children from the prenatal state to five years of age. These resources shall strengthen families, support safe home environments, strengthen quality early education, and improve children's health.
Authorizing Legislation:	California Children and Families Act of 1998; Tuolumne County Ordinance Code Chapter 8.40
Membership:	<u>The Commission shall consist of 7 members:</u> Board of Supervisor (1) HHSA Director or designee (1) County Health Officer or designee (1) 4 Members herein referenced as Community Representative Commissioners, shall be appointed by the Board of Supervisors, and shall represent any of the following community representation categories: Recipients of project services included in the county strategic plan; educators specializing in early childhood development; representatives of local child care resource and referral agency or a local child care coordinating group; representatives of a local organization for prevention or early intervention for families at risk; representatives of community-based organizations that have the goal of promoting nurturing and early childhood development; representatives of local school districts; and representatives of local medical, pediatric or obstetric associations or societies. The Commission shall have 7 alternates.
Principal Staff Support:	Health and Human Services Agency Staff

Sierra Nevada Conservancy

Purpose Statement: The Sierra Nevada Conservancy (SNC) initiates, encourages, and supports efforts that improve the environmental, economic, and social well-being of the Sierra Nevada Region, its communities, and the citizens of California. The SNC supports the Sierra Nevada Region in many tangible ways: from providing funding for local projects to offering technical assistance and other support for collaborative projects in partnership with local government, non-profit organizations, and Tribal entities. Activities supported will contribute to the following program objectives: provide increased opportunity for tourism and recreation in the Region; protect, conserve and restore the Region's physical, cultural, archaeological, historical and living resources; aid in the preservation of working landscapes; reduce the risk of natural disasters, such as wildfire; protect and improve water and air quality; assist the regional economy; and enhance public use and enjoyment of lands owned by the public.

Authorizing Legislation: Public Resources Code Section 33321

Membership:

Members (16)

Thirteen (13) voting members and three (3) nonvoting liaison advisers, appointed under Public Resources Code Section 33321.

Members include:

- California Secretary for Natural Resources (or his/her designee)
- State Director of Finance (or his/her designee)
- Three (3) members of the public appointed by the Governor
- Two (2) members of the public, one each appointed by the Speaker of the Assembly and the Senate Rules Committee
- Each county board of supervisors within a subregion shall select a member of their board to determine, with the selected members of the other counties in the region, which member of a Board of supervisors with the subregion shall be appointed as a member of the conservation board. An alternate may be appointed. The appointed member and any alternate shall have at least part of his or her supervisorial district within the region.
- Four (4) county supervisors whose districts are within the South-Central sub-region serve on a 2-year rotational assignment and one (1) alternate
- Three (3) non-voting Federal liaison advisers, one each from the National Park Service, the U.S. Forest Service, and the U.S. Bureau of Land Management

A member of the Board of Supervisors is one of the six (6) county supervisors listed above.

SouthWest InterFace Team (SWIFT)

Purpose Statement:	It is the mission of the SouthWest InterFace Team (SWIFT) to cooperatively plan, implement and maintain a strategic fire defense system designed to reduce the threat of loss to life, property and natural resources from wildfires within or adjacent to the wildland-urban interface areas located in Southern Tuolumne and Northern Mariposa counties. The Southwest Interface Team (SWIFT) was formed in 1999 as a collaborative partnership of multiple agencies. Since 1999, many of the fires that have burned in Tuolumne and Mariposa Counties have burned in SWIFT's wildland fire-prone area. The SWIFT members' priority continues to be finding opportunities to increase community and resource protection and the members work hard to coordinate projects that achieve this goal.
Membership:	SWIFT participants include Tuolumne and Mariposa Counties, the Stanislaus National Forest, Yosemite National Park, Bureau of Land Management, CAL FIRE, Pine Mountain Lake, City and County of San Francisco—Hetch Hetchy Water and Power, Tuolumne and Mariposa County Fire Departments, Fire Safe Councils and Sierra Nevada Conservancy. One Tuolumne County Board of Supervisors and one Mariposa County Board of Supervisors are selected to represent their respective counties.
Principal Staff Support:	Office of Emergency Services Analyst(s)

Tuolumne County Local Child Care & Development Planning Council

Purpose Statement:	Established to promote and support a community-wide effort that results in a childcare system that meets the needs of all children
Authorizing Legislation:	Education Code Section 8499.3; 02/07/2017 Assembly Bill 1542 (1997); 11/02/2004 Bylaws
Membership:	10 members from Tuolumne County - 5 appointed by the Board of Supervisors and 5 appointed by the County Schools Office, broken down as follows: (2) /(1) Alt Community Representatives (2) /(1) Alt Public Agencies (2) /(1) Alt Child Care Providers (2) /(1) Alt Parent/Consumers (2) /(1) Alt Discretionary
Principal Staff Support:	Health and Human Services Agency Staff

Tuolumne County Resource Conservation District (RCD)

Purpose Statement:	Take available technical, financial, and educational resources whatever their source, and focus or coordinate them so that they meet the needs of local land users and local communities for conservation of soil, water and related resources.
Authorizing Legislation:	Public Resources Code Section 9003; 01/25/2005 Resolution No. 08-05 Established RCD; 04/11/2005 LAFCo Resolution No. 209 Approved Formation; 12/06/2005 Resolution No. 160-05 Confirmed majority vote in favor of the RCD
Membership:	<u>Members (9)</u> Directors' At-Large (8) (Appointed by the Board of Supervisors) Director (1) (Appointed by the City of Sonora)

Tuolumne Fire Safe Council

Purpose Statement:	The Tuolumne Fire Safe Council is a nonprofit organization that works to reduce wildfire hazard and the devastating effects of wildfire in Tuolumne County. The Council covers the entirety of Tuolumne County. Among Council activities are fuels reduction projects and construction of fuel breaks to slow the spread of a wildfire and give firefighters a place to stage and fight a wildfire.
Membership:	The Fire Safe Council is not a membership organization. It is governed by a Board of Directors. The Board of Supervisors does appoint one member to attend meetings as a liaison of the Board.
Principal Staff Support:	Office of Emergency Services Analyst(s) County Administration Staff Member (as needed)

Tuolumne Resiliency Coalition

Purpose Statement:	The Coalition was formed to provide community input into the County's program for services to children with special emphasis on child abuse/neglect prevention, and intervention services. Tuolumne Resiliency Coalition is a standing committee of the YES Partnership and is authorized to administer the Children's Trust Fund.
Authorizing Legislation:	Welfare & Institutions Code, Chapter 12.5, Section 18980, 01/11/1983 Resolution No. 13-83 Established a Tuolumne County Children's Trust Fund and designated the Human Services Committee to establish priorities for child abuse and neglect programs and funds; 02/14/1989 Resolution No. 33-89 Established the Tuolumne County Child Abuse Prevention Coordinating Council; 01/16/1990 Resolution No. 12-90 Modified Membership; 04/30/1991 Resolution No. 92-91 Reestablished and Rescinded Resolution Nos. 13-83, 33-89, and 12-90; 02/26/2002 Resolution No. 19-02 Reestablished and Identified the Coordinating Council as the YES Partnership to Coordinate Community Efforts; 05/07/2019 Resolution No. 37-19 Renaming Standing Committee from Prevent Child Abuse Tuolumne County to Tuolumne Resiliency Coalition
Membership:	15 Members
Principal Staff Support	Health and Human Services Agency Staff

Vision Sonora Implementation

Purpose Statement: Vision Sonora is a community revitalization plan that was initiated to provide the City of Sonora with a plan to create a more vibrant community by addressing the following areas along the Highway 49 and Washington Street corridors:

- Circulation and Congestion Management
- Parking Management
- Gateway Features and Wayfinding Signage
- Transit Facilities
- Aesthetics and Beautification
- Multi-modal Connectivity
- Economic Development and Quality of Life
- Finance and Implementation Planning

Authorizing Authority: 01/21/2014 Sonora City Council established Vision Sonora

University of California Cooperative Extension Central Sierra Advisory Council (UCCE)

Purpose Statement:

In 2011, Tuolumne, Calaveras, Amador, and Eldorado Counties entered into an “Inter-local Agreement” with the University of California Cooperative Extension (UCCE) to provide UCCE services regionally rather than continue to provide these services individually. The Advisory Council provides a forum for ongoing direct communication between the member Counties (Amador, Calaveras, El Dorado, and Tuolumne) and the University’s UC Cooperative Extension County Partnership Director.

The Advisory Council provides a streamlined process for Counties to be informed of local programmatic impacts of UCCE activities and to consider current and future programmatic needs. The Council members will participate in creating an annual plan-of-work and recommended budget and will receive an annual report on the previous year’s accomplishments and impacts from the previous annual plan-of-work.

Membership:

The Advisory Council is comprised of two (2) representatives from each Member County. One (1) of the two (2) representatives will be the County CAO/CEO (or their designee); and one (1) will be a Supervisor (or an alternate supervisor). The Advisory Council will meet a minimum of two (2) times per year.

YES Partnership

Purpose Statement:	To develop, promote and support programs which have a positive impact on the health and safety of the community with emphasis on the knowledge, beliefs, attitudes and practices of Tuolumne County's children and youth; dedicated to preventing suicide, substance abuse and child abuse. The YES Partnership is designated by Board Resolution No. 19-02 as the community's coordinated council to prevent child abuse.
Authorizing Legislation:	Welfare & Institutions Code, Chapter 12.5, Section 18980, 09/13/2012 Resolution No. 19-02 Adopted By-Laws
Membership:	Not more than 40 members. Members will consist of representation from various community sectors including, business, education, law enforcement, governmental agencies, health agencies, service organizations, faith-based organizations, youth-serving organizations, parents, and youth. Board of Supervisor or Staff Alternate (1) Voting Member
Principal Staff Support:	Health and Human Services Agency Staff

Yosemite Gateway Partnership

Purpose Statement: Yosemite Gateway Partners (YGP) is a partnership of government agencies, non-profit organizations, individuals, and businesses that acknowledge the interdependence of Yosemite National Park and the surrounding communities, and collaborate on, and address issues of importance, to create sustainable cultural, natural and economic prosperity. The vision is to provide a forum for Yosemite Gateway Communities and Yosemite National Park to promote understanding, awareness and solutions to regional challenges and opportunities.

Membership: Comprised of the group mentioned in the proposed mission statement - a self-nominating group where everyone is welcome.

The Board of Supervisors does appoint one member to attend meetings as a liaison of the Board.

Yosemite Stanislaus Solutions (YSS)

Purpose Statement:	The Yosemite-Stanislaus Solutions (YSS) collaborative group is a highly diverse coalition of interests who share a common goal of restoring and maintaining healthy forests and watersheds, fire-safe communities, and sustainable local economies using science-based approach. YSS works to raise awareness of forest issues and identify, develop, and support projects that contribute to the mission of the collaborative.
Authorizing Legislation:	YSS is an independent group, not formed under the auspices any legislation.
Member Agencies:	Members consist of representatives identified by their respective agencies/organizations which include public agencies, non-profit organizations, businesses, and tribes.

Tuolumne County Planning Agency

Planning Agency

Section 65100 of the California Government Code requires each city and county to have a planning agency to administer the provisions of that code related to local planning. The Tuolumne County Planning Agency is comprised of the Board of Supervisors, the Tuolumne County Planning Commission, and the Community Development Department.

Pursuant to Section 65103 of the Government Code, the functions of the Planning Agency are to:

1. Prepare, periodically review, and revise, as necessary, the general plan.
2. Implement the general plan through actions including, but not limited to, the administration of specific plans and zoning and subdivision ordinances.
3. Review the capital improvement program of the county for consistency with the general plan.
4. Endeavor to promote public interest in, comment on, and understanding of the general plan, and regulations relating to it.
5. Consult and advise with public officials and agencies, public utility companies, civic, educational, professional, and other organizations, and citizens generally concerning implementation of the general plan.
6. Promote the coordination of local plans and programs with the plans and programs of other public agencies.
7. Perform other functions as the legislative body provides, including conducting studies and preparing plans other than those required or authorized by Section 65000 et seq. of the California Government Code.

Tuolumne County Planning Commission

Purpose Statement:	The Tuolumne County Planning Commission is part of the Tuolumne County Planning Agency and participates in the function of that agency. The Commission is also authorized under the Tuolumne County Ordinance Code to serve as a recommending body to the Board of Supervisors on General Plan Amendments, zone changes, planned unit development permits, development agreements, and tentative subdivision maps. The Commission is also a decision-making body for conditional use permits, site development permits, site review permits, and variances.
History:	The Tuolumne County Planning Commission was created in the 1960's and its jurisdiction encompasses the entire unincorporated area of the County.
Authorizing Legislation:	California Government Code Section 65101; Ordinance Nos. 831, 1453, 1567, 1981, 2381
Rules:	The Commission has adopted formal rules of procedure.
Membership:	The Commission is comprised of seven (7) members appointed by the Board of Supervisors. Five of the members are representatives from the five supervisorial districts and two are representatives of the general public.
Principal Staff Support:	Community Development Department Director, Commission Secretary

Board of Supervisors as the Local Governing Bodies

The Tuolumne County Board of Supervisors sits as the local governing body for a variety of topics. In their capacity as the sitting bodies for these local Boards and Agencies, they participate in making policy decisions, approving budgets, and serving as quasi-judicial bodies for the purposes of hearing appeals. Hearings conducted by the Board of Supervisors in their capacity as the local governing bodies for these Boards and Agencies are typically included in the Board of Supervisors agendas. These changes in capacity for official actions are differentiated by recessing as the Board of Supervisors and reconvening as the local governing body as noticed in the agenda.

Air Pollution Control Board

Purpose Statement:	To control air pollution from all non-vehicular sources in order to protect and promote air quality and public health in a comprehensive manner recognizing economic and environmental impacts.
Authorizing Legislation:	Health and Safety Code 40100.5
Membership:	Tuolumne County Board of Supervisors
Principal Staff Support:	Air Pollution Control Officer

Board of Equalization

Purpose Statement: The county board of supervisors, or one or more assessment appeals boards created by the county board of supervisors, shall constitute the county board of equalization for a county. Except as provided in subdivision (g) of Section 11, the county board of equalization, under such rules of notice as the county board may prescribe, shall equalize the values of all property on the local assessment roll by adjusting individual assessments.

In Tuolumne County, the Board of Supervisors acts as the county Board of Equalization in property tax appeals.

Authorizing Legislation: California Constitution Article XII Section 16; Government Code Section 15606(c) (directs the State Board of Equalization to prescribe rules and regulations to govern local boards of equalization); State Board of Equalization Property Tax Rules 301-326;

Membership: Tuolumne County Board of Supervisors

Principal Staff Support: Clerk of the Board of Supervisors

Tuolumne County Water Agency (TCWA)

Purpose Statement:	The TCWA’s mission is to ensure that Tuolumne County has reliable, sufficient, and affordable water supplies for use by the County’s people, communities, economy, and environment for the present and future. Such water supply needs include but are not limited to: domestic consumption; fire protection; economic development; base industries (e.g. recreation, agriculture, etc.), and habitat protection. The Natural Resources Committee is the designated source for topics that the Water Agency encounters which require further research and discussion using a broad knowledge base.
Authorizing Legislation:	06/04/2013 Board Action: Reestablished Tuolumne County Water Agency/Water Policy Committee; 10/01/2013 Board Action: Approved Work Program of the Water Policy Advisory Committee and Modified Membership; 11/15/2016 Board Action: Approved Water Agency Committee Handbook; 12/18/2018 Board Action: Approved 2019 Water Agency Committee Handbook
Membership:	The Board of Supervisors is the Board of Directors and policy-making body of the TCWA. No other official, representative and/or committee may make policy on behalf of the Tuolumne County Water Agency unless expressly authorized by federal or state law and/or other act of delegation by the Board of Directors.
Principal Staff Support:	County Administration Staff Member TCWA Manager

TCWA Strategic Mission Overview

1. Create a cohesive, vibrant advocacy in the water resources community founded on respect, trust, and open and transparent communications.
2. Serve as a regional water resources advocate on behalf of the County’s people, communities, economy, and environment.
3. Provide support to Tuolumne County water agencies.
4. Using a 30-year planning horizon, ensure that Tuolumne County has reliable, sufficient and affordable water supplies for use by the County’s people, communities, economy, and environment for the present and future.

5. Implement stewardship of County water resources and watersheds through collaborative and responsive relationships with applicable federal, state, local, and tribal governments as well as special districts.
6. Seek out partnerships with public agencies located within Tuolumne County.
7. Seek out partnerships with tribes located within Tuolumne County.
8. Seek out partnerships with regional public agencies located outside of Tuolumne County that use water consumptively or non-consumptively sourced from the Tuolumne and Stanislaus watersheds.
9. Seek out partnerships with federal and state agencies that directly or indirectly manage, operate or regulate water resources and watersheds within Tuolumne County or the San Joaquin River watershed.

Local & Regional Partnerships – Purpose, Authority, and Rules

Purpose

The Tuolumne County Water Agency Board of Directors has chosen to participate in a number of local and regional partnership organizations. Each organization has its own unique purpose.

Authority

The authority of most of these agencies is found in separate State or Federal laws and regulations and/or Bylaws.

Rules

Each of these organizations has set-forth their own formal and/or informal operational rules.

Association of California Water Agencies (ACWA)

Purpose Statement: ACWA's mission is to assist its members in promoting the development, management and reasonable beneficial use of good quality water at the lowest practical cost in an environmentally balanced manner. In fulfilling its role, ACWA identifies issues of concern to the water industry and the public it serves; accumulates and communicates the best available scientific and technical information to the public and policy makers; facilitates consensus building; develops reasonable goals and objectives for water resources management; advocates sound legislation; promotes local service agencies as the most efficient means of providing water service; provides additional services of value to its members; and fosters cooperation among all interest groups concerned with stewardship of the state's water resources.

Membership: ACWA is the largest statewide coalition of public water agencies in the country. Its nearly 440 public agency members collectively are responsible for 90% of the water delivered to cities, farms and businesses in California. Only a public district, public agency, or public organization created and operated for the purpose of controlling, treating, developing, acquiring, using or supplying water for any purpose for inhabitants or lands within the state of California, or for the protection, drainage or reclamation of lands within the state of California, may become a member of the Association. Such an entity will become a member upon written application, approval by the Board of Directors, and the payment of the required dues. Acceptance to membership shall authorize full participation in Association activities.

Mountain Counties Water Resources Association (MCWRA)

Purpose Statement: The purpose of Mountain Counties Water Resources Association (MCWRA) is to assist and support its members, both counties and agencies, to ensure reliable water deliveries of the highest quality water within their jurisdictions and to assist the needs of the downstream users in a fair and equitable manner.

It is a goal of the MCWRA to (a) strengthen and assist our members with their jurisdictional responsibilities, (b) study and promote the newest methods of reclamation and wastewater treatments, and hydroelectric generation, (c) to be active in sharing information, issue awareness, education and potential legislative action or legal support.

Member Agencies: Amador Water Agency, Calaveras County Water District, Calaveras Public Utility District, County of Alpine, County of Amador, County of Calaveras, County of El Dorado, County of Nevada, County of Tuolumne (BOS), County of Yuba, El Dorado County Water Agency, El Dorado Irrigation District, Foresthill Public Utility District, Georgetown Divide Public Utility District, Grizzly Flats Community Services District, Jackson Valley Irrigation District, Murphys Sanitary District, Nevada Irrigation District, Placer County Water Agency, South Tahoe Public Utility District, Twain Harte Community Service District, Tuolumne Utilities District, Utica Water & Power Authority, Yuba Water Agency, Weimer Water Company

Membership: Open to any public or private district, agency, or organization devoted to production and treatment of water or production of power within this Association's boundaries. Acceptance authorizes participation in activities but is non-voting status.

The Board of Supervisors does appoint one member to attend meetings as a liaison of the Board.

Northern California Water Association (NCWA)

Purpose Statement: The Northern California Water Association (NCWA) is a group of water districts and local governments who advocate for water issues. The NCWA was formed to lend a strong unified voice for water organizations, cities and counties. The organization is designed to research the issues and advocate for those members.

Membership: Representatives from 43 Association agencies, including the Regional Council of Rural Counties, Tuolumne Utilities District, and two other counties.

Tuolumne-Stanislaus Integrated Regional Water Management (IRWM)

Purpose Statement: The primary purpose of the IRWM JPA is to engage in integrated regional water management planning and related activities under the Act in the Tuolumne-Stanislaus Region; coordinate, manage, maintain, modify, amend and implement the IRWMP (Integrated Regional Water Management Plan) under the Act including without limitation assisting the members in the development of water management projects and/or grant applications for projects included in or consistent with the IRWMP; participate through Authority in water management projects included in or consistent with the IRWMP; and engage in such other activities related thereto as are incidental, necessary and convenient to the mutual benefit and interest of the Members. Activities unrelated to integrated regional water management

planning under the Act in the Tuolumne-Stanislaus region and/or to the IRWMP shall not be undertaken by the Authority unless the Agreement is amended to accommodate additional specified activities.

Authorizing Legislation: JPA (March 18, 2014); Resolution No 31-14 (May 6, 2014)

Membership: Pursuant to Section G of the Bylaws: “Members are stakeholders who are officially designated by their organization (representing an interest listed in Section F of the Bylaws)”
The following is the designation.

JPA Governing Board Membership:

Chicken Ranch Rancheria of Me-Wuk Indians, City of Angels Camp, Groveland Community Services District, Murphy’s Sanitary District, Tuolumne County, Tuolumne Utilities District, and Twain Harte Community Services District.

JPA Watershed Advisory Committee Membership:

The IRWM utilizes a Watershed Advisory Committee (WAC) to recommend policies and projects to the JPA Governing Board. WAC membership consists of Water agencies from Tuolumne and Calaveras County, land management agencies from counties as well as the U.S. Forest Service and a number of other local agencies and non-governmental organizations.

Tuolumne Public Power Agency (TPPA)

Purpose Statement:	The Tuolumne Public Power Agency (TPPA) was created as a Joint Power Authority in 1982 to sell and distribute power generated by the New Melones Dam to its Member Agencies. Member Agencies must be public agencies (pursuant to Government Code 6500), qualify as a Preference Customer under Federal Reclamation law, and are geographically located within Tuolumne county. The Tuolumne County Board of Supervisors serve as the TPPA Board of Directors and the Tuolumne County CAO serves as the TPPA Agency Director.
Authorizing Legislation:	New Melones Project Provisions of the Flood Control Act of 1962 (PL87-784; 25 percent of the power generation produced at New Melones Dam can be offered for sale to preference customers located within Calaveras and Tuolumne counties); TPPA Joint Powers Agreement 2021
Membership:	Tuolumne County Board of Supervisors
Principal Staff Support:	County Administration Staff Member

Special Advisory Commissions & Committees

Purpose

The Board of Supervisors desires to use special advisory committees to facilitate communications and offer advice to County staff in charge of certain operational areas of County government.

Authority

The authority for departmental operations vests with the related department head under the direction of the County Administrator and Board of Supervisors. Special advisory committees cannot unto themselves set County policy direction and/or commit County resources.

Rules

Special advisory committees shall follow the Policy Advisory Committee rules unless otherwise mandated by State and/or Federal law. The Board of Supervisors does allow for great latitude with the formality and/or informality of operational rules for such committees so long as they do not allow such committees to stray from the general purpose and scope of authority outlined above.

Committee members may be required to adopt a Conflict of Interest Code for the committee and annually file a statement of economic interests pursuant to Chapter 7 of the California Government Code commencing with Section 87100.

Agricultural Advisory Committee

Purpose Statement:	Formed to advise the Board of Supervisors on applications for creation, disestablishment, or alteration to Williamson Act (WA) Contracts or Agriculture Preserves including discretionary entitlements and agricultural land conversions subject to the General Plan Agriculture Element.
Authorizing Legislation:	04/23/1985 Resolution No. 134-85 (Rule 11); 01/13/2004 Resolution No. 3-04 Amend (Exhibit “A” – Rule 12); 06/15/2004 Resolution No. 106-04 Amend (Exhibit “B” –Rule 12,); 05/20/2008 Resolution No. 59-08 Amend (Exhibit B – Rules 3, 4, 10, 12); 01/20/2015 Resolution No. 13-15 Amend (Exhibit A)
Membership:	5 members: 4 Yr. Term with exception of the Planning Commission member (1 year term) - 1 Planning Commission member, 1 Tuolumne County Farm Bureau representative, 1 Tuolumne County Cattlemen’s Association representative, 1 Open Space representative from a recognized conservation group who is familiar with Rule 9 and the Open Space provisions of the WA Program, 1 resident who demonstrates interest with resource conservation issues or an interest in agricultural production. All members, with the exception of Planning Commission member, must have familiarity with the WA land conservation program.
Principal Staff Support:	Agricultural Commissioner

Airport Land Use Commission

Purpose Statement:	The Tuolumne County Airport Land Use Commission (ALUC) was created in 1979 pursuant to Section 21670 of the Public Utilities Code to protect public health, safety, and welfare while ensuring the orderly expansion of airports through the adoption of land use measures that minimize the public's exposure to excessive noise and safety hazards within areas surrounding the Columbia and Pine Mountain Lake Airports.
Authorizing Legislation:	Public Utilities Code, Section 21670, Article 3.5, 05/03/1977 Board Action: Established the Commission, 01/01/1988 Public Utilities Code, Section 21670.1 (b) Modified Membership
Membership:	The ALUC is comprised of seven (7) members with 4-year terms of whom two are appointed by the Board of Supervisors, two are appointed by the Mayor of the City of Sonora, two are appointed by the Airports Director, and one is appointed by the other six members of the ALUC.
Principal Staff Support:	ALUC Secretary (Community Development Department Director)

Historic Preservation Review Commission (also serves as Demolition Review Committee)

Purpose Statement:	The Historic Preservation Review Commission (HPRC) was created through the adoption of Ordinance 1648 in 1988 to: (1) inventory cultural resources; (2) compile, record and update cultural resources information, (3) recommend nominations to local, state and federal cultural resource registers; (4) publish procedural rules and facilitate registering property on local, state or national registers; (5) prepare an annual report of its activities; (6) review and make recommendations on Mills Act contracts; (7) serve as an advisory agency for projects on county-owned land involving cultural resources; (8) act as a decision making body on Building Permits for demolition of structures 50 years of age or older; (9) serve as an advisory agency for conditional use permits in the H and HDP zoning districts; (10) participate in Section 106 consultation; (11) support historic preservation incentives; (12) initiate amendments to the Cultural Resources Element of the General Plan and Title 14 of the Tuolumne County Ordinance Code; (13) comment on proposed legislation involving the management of cultural resources; (14) coordinate public information programs on cultural resources; (15) provide technical assistance and expertise to the Community Development Department; and (16) seek funding to carry out the Commission's duties and responsibilities.
Authorizing Legislation:	09/27/1988 Ordinance No. 1648 Created Chapter 2.38 of Tuolumne County Ordinance Code and Established the Commission
Membership:	The HPRC is comprised of nine (9) members appointed by the Board of Supervisors. Each member of the HPRC must have a demonstrated interest, competence, experience, knowledge, or expertise in cultural resource management.
Principal Staff Support:	Community Development Department Director

Reapportionment/Redistricting Advisory Committee

Purpose Statement:	The Reapportionment/Redistricting Advisory Committee is responsible for redrawing supervisorial district lines. This committee was formed to prepare alternative district boundaries for consideration by the Board. This committee typically meets every 10 years in conjunction with the release of federal census data.
Authorizing Legislation:	02/27/2001 Board Action: Established the Committee
Membership:	<u>5 Members</u> County Administration Office Representative County Counsel Representative Elections Representative Community Development Department Representative County Surveyor Representative
Principal Staff Support:	Auditor-Controller

Hearing Boards

Purpose

The Board of Supervisors desires to use hearing boards to resolve issues that arise related to specified regulatory decisions and violations.

Authority

The authority of each hearing board is limited to that outlined in State statute and County Ordinance.

Rules

Each of these hearing boards has set-forth their own formal and/or informal operational rules.

Air Pollution Control District Hearing Board

Purpose Statement:	The purpose of this Board is to assist the public, governmental agencies and businesses in complying with District air pollution control regulations and to act as a hearing panel for the resolution of issues regarding permits, variances, and open burning violations.
Authorizing Legislation:	California Health and Safety Code Division 26, Part 3, Chapter 8, Article 1, Section 40800 et seq.
Membership:	5 members (1 attorney, 1 professional engineer, 1 medical professional and 2 public) – 3 Year Terms (Pursuant to Section 40802, Counties having a population of less than 750,000 unable to appoint a person with these qualifications, who is willing and able to serve, the county district board may appoint any person to the hearing board to fill a specific vacancy)
Principal Staff Support:	Air Pollution Control Officer

Board of Appeals

Purpose Statement:	The Board of Appeals was formed to hear and decide appeals of orders, decisions or determinations made by the Chief Building Official relative to the application and interpretation of California Building Code and related construction codes.
Authorizing Legislation:	California Building Code, Division II, Section 113
Membership:	5 members who are qualified by experience and training to pass on matters pertaining to building construction and are not employees of the jurisdiction 2 - Alternates No term limits
Principal Staff Support:	Chief Building Official

Local Enforcement Agency (LEA) Independent Hearing Panel

Purpose Statement:	The LEA Independent Hearing Panel considers appeals filed by an applicant of the decision of the LEA to deny a permit, or if the applicant deems the terms and conditions of a proposed permit to be inappropriate.
Authorizing Legislation:	Public Resources Code Sections 44307 and 44308; California Code of Regulations Title 14 Section 18081; 09/19/2000 Resolution No. 114-00 Established Hearing Panel
Membership:	Three (3) members appointed by the Chair of the Board of Supervisors as follows: (1) member to be a technical expert in solid waste management, (1) member be a representative of the public at large and no more than (1) Member of the Board of Supervisors
Principal Staff Support:	Environmental Health Manager

Cemetery Districts

Purpose

Cemetery districts are established as one means of providing facilities for the burial of deceased persons. District boards are used to govern all aspects of building and operating area cemeteries. The cemetery districts addressed herein are considered dependent districts whereby the Board of Supervisors is responsible for appointment of the respective district board members.

Authority

The authority of each cemetery district is limited to those outlined in State statute and their respective bylaws.

Rules

Each of these cemetery districts has set-forth their own formal and/or informal operational rules.

Cemetery Districts

Purpose Statement: The five Cemetery Districts were formed to perform all functions in regard to burial grounds of residents and taxpayers in the district.

Membership: Members shall be voters in the District

Carters Cemetery District

Service Area: Tuolumne City, Ponderosa Hills, Marshalls Tract and the surrounding area including a portion of the Stanislaus National Forest.

Authorizing Legislation: Health & Safety Code Section 9000 et. Seq.

Membership: Five (5)

Columbia Cemetery District

Service Area: Encompasses Columbia on Parrotts Ferry Road, Jupiter on Italian Bar Road and along State Highway 108; Cold Springs and Strawberry, and a portion of the Stanislaus National Forest.

Authorizing Legislation: Health & Safety Code Section 9000 et. Seq.

Membership: Three (3)

Jamestown Cemetery District

Service Area: Encompasses Jamestown, Valley Vista, Rolling Hills, Rolling Oaks, Motherlode West, Golden Oaks, Pulpit Rock Farms, Peppermint Creek, Volponi Acres and Mill Villa.

Authorizing Legislation: Health & Safety Code Section 9000 et. Seq.

Membership: Three (3)

Oak Grove Cemetery District

Service Area: Lake Don Pedro Units 2 and 3, Blanchard, Moccasin, Big Oak Flat, Groveland, Pine Mountain Lake, Smith Station, Groveland, surrounding area, and a portion of Yosemite National Park.

Authorizing Legislation: Health & Safety Code Section 9000 et. Seq.

Membership: Three (3)

Shaws Flat-Springfield Cemetery District

Service Area: Encompasses Gibbs Ranch Unit 3, western portion of Rancho Sonora Estates, Columbia Village, southern portion of Springfield Estates and adjacent areas.

Authorizing Legislation: Health & Safety Code Section 9000 et. Seq.

Membership: Three (3)

DATA NOTEBOOK 2023

FOR CALIFORNIA

BEHAVIORAL HEALTH BOARDS AND COMMISSIONS



Prepared by California Behavioral Health Planning Council, in collaboration with:
California Association of Local Behavioral Health Boards/Commissions



The California Behavioral Health Planning Council (Council) is under federal and state mandate to advocate on behalf of adults with severe mental illness and children with severe emotional disturbance and their families. The Council is also statutorily required to advise the Legislature on behavioral health issues, policies, and priorities in California. The Council advocates for an accountable system of seamless, responsive services that are strength-based, consumer and family member driven, recovery oriented, culturally, and linguistically responsive and cost effective. Council recommendations promote cross-system collaboration to address the issues of access and effective treatment for the recovery, resilience, and wellness of Californians living with severe mental illness.

For general information, you may contact the following email address or telephone number:

DataNotebook@CBHPC.dhcs.ca.gov
(916) 701-8211

Or, you may contact us by postal mail at:

Data Notebook
California Behavioral Health Planning Council
1501 Capitol Avenue, MS 2706
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For questions regarding the SurveyMonkey online survey, please contact Justin Boese at Justin.Boese@cbhpc.dhcs.ca.gov

NOTICE:

This document contains a textual **preview** of the California Behavioral Health Planning Council 2023 Data Notebook survey, as well as supplemental information and resources. It is meant as a **reference document only**. Some of the survey items appear differently on the live survey due to the difference in formatting.

DO NOT RETURN THIS DOCUMENT.

Please use it for preparation purposes only.

To complete your 2023 Data Notebook, please use the following link and fill out the survey online:

<https://www.surveymonkey.com/r/DP8XG65>

Please note, if you are working from a PDF, scanned image or photocopy, you will need to Copy/Paste or type the above address into your browser bar.

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CBHPC 2023 Data Notebook: Introduction

What is the Data Notebook? Purpose and Goals

The Data Notebook is a structured format to review information and report on aspects of each county's behavioral health services. A different part of the public behavioral health system is addressed each year, because the overall system is very large and complex. This system includes both mental health and substance use treatment services designed for individuals across the lifespan.

Local behavioral health boards/commissions are required to review performance outcomes data for their county and to report their findings to the California Behavioral Health Planning Council (Planning Council). To provide structure for the report and to make the reporting easier, each year a Data Notebook is created for local behavioral health boards to complete and submit to the Planning Council. Discussion questions seek input from local boards and their departments. These responses are analyzed by Planning Council staff to create annual reports to inform policy makers and the public.

The Data Notebook structure and questions are designed to meet important goals:

- To help local boards meet their legal mandates¹ to review and comment on their county's performance outcome data, and to communicate their findings to the Planning Council;
- To serve as an educational resource on behavioral health data;
- To obtain opinion and thoughts of local board members on specific topics;
- To identify unmet needs and make recommendations.

In 2019, we developed a section (Part I) with standard questions that are addressed each year to help us detect any trends in critical areas affecting our most vulnerable populations. These include foster youth, homeless individuals, and those with serious mental illness (SMI) who need housing in adult residential facilities (ARFs) and some other settings. These questions assist in the identification of unmet needs or gaps in services that may occur due to changes in population, resources, or public policy.

What's New This Year?

The topic selected for the 2023 Data Notebook is stakeholder engagement. The Planning Council has long supported upholding the principles of the Mental Health Services Act (MHSA) and encourages consumer and family member participation in the

¹ W.I.C. 5604.2, regarding mandated reporting roles of MH Boards and Commissions in California.

stakeholder process for behavioral health services through the Community Program Planning (CPP) process, as well as other stakeholder engagement activities.

How the Data Notebook Project Helps You

Understanding data empowers individuals and groups in their advocacy. The Planning Council encourages all members of local behavioral health boards/commissions to participate in developing the responses for the Data Notebook. This is an opportunity for local boards and their county behavioral health departments to work together to identify important issues in their community. This work informs county and state leadership about local behavioral health (BH) programs, needs, and services. Some local boards use their Data Notebook in their annual report to the County Board of Supervisors.

In addition, the Planning Council will provide our annual 'Overview Report', which is a compilation of information from all of the local behavioral health boards/commissions who completed their Data Notebooks. These reports feature prominently on the website² of the California Association of Local Mental Health Boards and Commissions. The Planning Council uses this information in their advocacy to the legislature, and to provide input to the state mental health block grant application to SAMHSA³.

Example of Statewide Data for Specialty Mental Health and Access Rates

Tables 1-A and 1-B on the next two pages shows typical data and demographics for California recipients of Specialty Mental Health Services (SMHS) for fiscal year (FY) 2021-2022. These are the most recent data available at the time this document was prepared. SMHS are intended for adults with serious mental illness (SMI) and for children with serious emotional disorders (SED). The category of 'certified eligibles' means those persons (also called beneficiaries) who are eligible and approved to receive Medi-Cal benefits for health care.

These metrics are from datasets developed in accordance with California Welfare and Institutions code § 14707.7 (added as part of Assembly Bill 470 on 10/7/17). Due to recent changes in how AB 470 data is presented by DHCS in the Behavioral Health Demographic Dashboard⁴, demographic metrics presented are not exact, as the dashboard rounds them to the nearest .1 thousand (k) or million (M).

² See the annual Overview Reports on the Data Notebook posted at the California Association of Local Mental Health Boards and Commissions, <https://www.CALBHBC.org>.

³ SAMHSA: Substance Abuse and Mental Health Services Administration, an agency of the Department of Health and Human Services in the U.S. federal government. For reports, see www.SAMHSA.gov.

⁴ AB 470 Mental Health Services Demographics Dashboards, published by California Department of Health Care Services (DHCS) at: <https://behavioralhealth-data.dhcs.ca.gov/>

Table 1-A. California Children and Youth: Access Rates for Specialty Mental Health Services,⁵ Fiscal Year 2021-22.

	Specialty Mental Health Services		
	FY 21-22		
	Number of Clients with MH Visits	Certified Eligibles	Rate
Children 0-2	6.8k	740.9k	0.9%
Children 3-5	15.9k	802.6k	2.0%
Children 6-11	68.5k	1.7m	4.0%
Children 12-17	119.2k	1.8m	6.7%
Youth 18-20	35.1k	79.1k	4.4%
Alaskan Native or American Indian	1k	12.3k	5.5%
Asian or Pacific Islander	7.4k	359.6k	2.0%
Black	23.7k	378.7k	6.3%
Hispanic	146.3k	3.3M	4.4%
Other	12.8k	445.5k	2.9%
Unknown	128.k	548.5k	2.5%
White	40.6k	750.3k	5.4%
Female	130.1k	2.8M	4.6%
Male	114.4k	3M	3.9%
Totals and Average Rates	244.5k	5.8M	4.3%

Notes: The first column presents the demographic groups of interest. Next there are three columns. The first column of numbers shows the number of clients who received one or more services, described as Specialty Mental Health Visits. The second column of numbers is labeled ‘Certified Eligibles’, which is the number of clients who were deemed eligible and approved to received health care paid by Medi-Cal. The third column of numbers represents the service penetration rates. These penetration rates are taken as one measure of Access. They are calculated by dividing the total number

⁵ In contrast, non-specialty Mental Health Services (i.e., Managed Care (MC), Fee-for-Service (FFS), etc), services generally designed for people with mild-to-moderate mental health needs.

of Clients with MH visits by the total number of Medi-Cal Eligibles, multiply by 100 to express the result as a percentage; this is taken as the “Access Rate.”

Table 1-B. California Adults and Older Adults, Access Rates for Specialty Mental Health Services, Fiscal Year 2021-22.⁶

	Specialty Mental Health Services		
	FY 21-22		
	Number of Clients with MH Visits	Certified Eligibles	Rate
Adults 21-32	102.2k	2.8M	3.6%
Adults 33-44	88.2k	2.3M	3.9%
Adults 45-56	71.5k	1.7M	4.1%
Adults 57-68	6.5k	1.6M	4.1%
Adults 69+	14.6k	1.1M	1.30%
Alaskan Native or American Indian	2.1k	38.8k	5.5%
Asian or Pacific Islander	19.4k	1.1M	1.8%
Black	50.3k	706.3k	7.1%
Hispanic	103.9k	4.1M	2.5%
Other	36.9k	977.8k	3.8%
Unknown	29.8k	684.6k	4.4%
White	99.1k	1.9M	5.1%
Female	177.3k	5.3M	3.3%
Male	164.2k	4.2M	3.9%
Totals and Access Rates	341.5k	9.5M	3.6%

Notes: The data for Adults and Older Adults were calculated similarly to the data for Children and Youth in Figure 1-A. For example, out of all Adult 9.5M Medi-Cal eligibles, a total of 341.5k individuals, i.e. 3.6% received Specialty Mental Health Services (SMHS).

⁶ For comparison, the population of the state of California was **39,029,342** on April 1, 2020, according to the U.S. Census Bureau. <https://www.census.gov/quickfacts/CA>. Of those residents, 24.3% of Californians were adults (age 21 and above) receiving Medi-Cal benefits. Also, 14.9 % of Californians were children or youth ≤ 20 who received Medi-Cal benefits. These numbers show that 39.2 % of all Californians of all age groups received Medi-Cal in FY 2021-22.

CBHPC 2023 Data Notebook – Part I:

Standard Yearly Data and Questions for Counties and Local Boards

In recent years, changes in data availability permit local boards and other stakeholders to consult some Medi-Cal data online that is provided by the Department of Health Care Services (DHCS). These data include populations that receive Specialty Mental Health Services (SMHS) and Substance Use Disorder (SUD) treatment. Standard data are analyzed each year to evaluate the quality of county programs and those reports can be found at www.CalEQRO.com. Additionally, Mental Health Services Act (MHSA) data are found in the 'MHSA Transparency Tool' presented on the Mental Health Services Oversight and Accountability Commission (MHSOAC) website.⁷

The Planning Council would like to examine some county-level data that are not readily available online and for which there is no other public source. Please answer these questions using information for fiscal year (FY) 2022-2023 or the most recent fiscal year for which you have data. Not all counties will have readily available data for some of the questions asked below. In that case, please enter N/A for 'data not available.' We acknowledge and appreciate the necessary time and effort provided by local boards and their behavioral health departments to collect and discuss these data.

Adult Residential Care

There is little public data available about who is residing in licensed facilities listed on the website of the Community Care Licensing Division⁸ at the CA Department of Social Services. This lack of data makes it difficult to know how many of the licensed Adult Residential Facilities (ARFs) operate with services to meet the needs of adults with chronic and/or serious mental illness (SMI), compared to other adults who have physical or developmental disabilities. In 2020, legislation was signed that requires collection of data from licensed operators about how many residents have SMI and whether these facilities have services to support client recovery or transition to other housing. The response rate from facility operators does not provide an accurate picture for our work.

The Planning Council wants to understand what types of data are currently available at the county level regarding ARFs and Institutions for Mental Diseases (IMDs)⁹ available to serve individuals with SMI, and how many of these individuals (for whom the county has financial responsibility) are served in facilities such as ARFs or IMDs. 'Bed day' is

⁷ www.mhsoac.ca.gov, see MHSA Transparency Tool, under 'Data and Reports'

⁸ Link to Licensed Care directory at California Department of Social Services.
<https://www.cclid.dss.ca.gov/carefacilitysearch/>

⁹ Institution for Mental Diseases (IMD) List: <https://www.dhcs.ca.gov/services/MH/Pages/IMD-List.aspx>

defined as an occupancy or treatment slot for one person for one day. One major difference is that IMDs offer mental health treatment services in a psychiatric hospital or certain types of skilled nursing home facilities. In contrast, a non-psychiatric facility such as an ARF is a residential facility that may provide social support services like case management but not psychiatric treatment.

The following is a text summary of the survey questions for Part I of the 2023 Data Notebook. Please note that the questions are presented here in a different format than the finalized SurveyMonkey online survey. Refer to the PDF preview of the SurveyMonkey survey to see a more accurate presentation of the items.

Questions:

- 1) Please identify your County / Local Board or Commission.**
Tuolumne County Behavioral Health Advisory Board
- 2) For how many individuals did your county behavioral health department pay some or all of the costs to reside in a licensed Adult Residential Care Facility (ARF), during the last fiscal year?** Less than 12, due to the low N the specific number will not be shared.
- 3) What is the total number of ARF bed-days paid for these individuals, during the last fiscal year?** 2,105
- 4) Unmet needs: how many individuals served by your county behavioral health department need this type of housing but currently are not living in an ARF?** Zero
- 5) Does your county have any 'Institutions for Mental Disease' (IMD)?**
 - a. No**
 - b. Yes. If Yes, how many IMDs? (Text response)
- 6) For how many individual clients did your county behavioral health department pay the costs for an IMD stay (either in or out of your county), during the last fiscal year?**
- 7)** In-county: Zero Out-of-county: Less than 12, due to the low N the specific number will not be shared.
- 8) What is the total number of IMD bed-days paid for these individuals by your county behavioral health department during the same time period?**
1,181

Homelessness: Programs and Services in California Counties

The Planning Council has a long history of advocacy for individuals with SMI who are homeless, or who are at-risk of becoming homeless. California's recent natural disasters and public health emergency have exacerbated the affordable housing crisis and homelessness. Federal funding was provided to states that could be used for temporary housing for individuals living on the streets as a method to stop the spread of the COVID-19 virus. Additional policy changes were made to mitigate the rate of evictions for persons who became unemployed as a result of the public health crisis.

Studies indicate that only one in three individuals who are homeless also have serious mental illness and/or a substance use disorder. The Planning Council does not endorse the idea that homelessness is caused by mental illness, nor that the public BH system is responsible to fix homelessness, financially or otherwise. However, we do know that recovery happens best when an individual has a safe, stable place to live.

The issue of homelessness is very complex and involves multiple systems and layers of interaction. Therefore, the Council will continue to track and report on the programs and supports offered by counties to assist homeless individuals who have SMI and/or SUD. Causes and contributory factors are complex, and thus our solutions will need to address numerous multidimensional and multi-systemic challenges.

Every year, the states, counties, and many cities perform a "Point-in-Time" count¹⁰ of the homeless individuals in their counties, usually on a specific date in January. Such data are key to state and federal policy and funding decisions. The pandemic disrupted both the methods and the regular schedule for the count in 2021, during which there was no data collected for California's unsheltered population due to Covid-19 protocols. Those preliminary data were taken down subsequently for further review before re-posting. Therefore, the "percent increase" column for this table compares the 2022 totals with the totals for 2020, for which there was complete data.

¹⁰ Link to data for yearly Point-in-Time Count:
https://files.hudexchange.info/reports/published/CoC_PopSub_NatlTerrDC_2022.pdf

**Table 3: State of California Estimates of Homeless Individuals Point in Time¹¹
Count 2022**

Summary of Homeless individuals	SHELTERED	UNSHELTERED	<u>TOTAL</u> <u>2022</u>	<u>Percent</u> <u>Increase</u> <u>over 2022</u>
Persons in households without children	34,545	110,888	145,433	7.7%
Persons in households with children	21,253	4,285	25,538	-0.9%
Unaccompanied homeless youth	2,828	6,762	9,590	-21.2%
Veterans	3,003	7,392	10,395	-8.8%
Chronically homeless individuals	15,773	45,132	60,905	17.6%
<u>Total (2020)</u> Homeless Persons in CA	56,030	115,491	171,521	6.2%
<u>Total (2020)</u> Homeless Persons, USA	348,630	233,832	582,462	.3%

¹¹ PIT Count = yearly January Point-in-Time Count of Homeless Individuals, conducted according to the guidance of the U.S. Department of Housing and Urban Development (www.HUD.gov). Sheltered persons include those who were in homeless shelters and various types of transitional or emergency housing.

Questions, continued:

- 9) **During fiscal year 2022-2023, what new programs were implemented, or existing programs were expanded, in your county to serve persons who are both homeless and have severe mental illness? (Mark all that apply.)** B
- a. Emergency Shelter
 - b. Temporary Housing
 - c. Transitional Housing
 - d. Housing/Motel Vouchers
 - e. Supportive Housing
 - f. Safe Parking Lots
 - g. Rapid Re-Housing
 - h. Adult Residential Care Patch/Subsidy
 - i. Other (*Please specify*)

Child Welfare Services: Foster Children in Certain Types of Congregate Care

In California, about 60,000 children under the age of 18 are in foster care. They were removed from their homes because county child welfare departments, in conjunction with juvenile dependency courts, determined that these children could not live safely with their caregiver(s). Most children are placed with a family who receive foster children, but a small number of the children need a higher level of care and are placed in a setting with more sophisticated services.

California is striving to move away from facilities formerly known as long-term group homes, and prefers to place all youth in family settings, if possible. Regulations have revised the treatment facilities for children whose needs cannot be met safely in a family setting. The new facility type is called a Short-Term Residential Treatment Program (STRTP). STRTPs are designed to provide short-term placement that includes intensive behavioral health services.

All of California's counties are working toward closing long-term group homes and are establishing licensed STRTPs. This transition will take time and it is important for your board to talk with your county director about what is happening in your county for children in foster care who are not yet able to be placed in a family setting, or who are in a family setting and experience a crisis that requires short-term intensive treatment.

Some counties do not yet have STRTPs and may place children/youth in another county or even out-of-state. Recent legislation (AB 1299) directs that the Medi-Cal eligibility of the child be transferred to the receiving county. This means, the county receiving the child now becomes financially responsible for his/her Medi-Cal costs.

Examples of the foster care CDSS data for Q4, 2020, in CA:

- Total foster youth and children: 53,180
- Total placed in an STRTP: 2,444 (or 4.6% of foster youth)
- Total STRTP placed out-of-county: 1174 (or 2.2% of foster youth)
- Total STRTP placed out-of-state: 66 (or 0.12 % of foster youth)

Questions (continued):

10) Do you think your county is doing enough to serve the foster children and youth in group care?

- a. Yes
- b. No. If No, what is your recommendation? Please list or describe briefly.
(Text response)

11) Has your county received any children needing “group home” level of care from another county?

- a. No
- b. Yes. If Yes, how many? (Text response)

12) Has your county placed any children needing “group home” level of care into another county?

- a. No
- b. Yes. If Yes, how many? Yes, the number of children placed has an N to small to share.

CBHPC 2023 Data Notebook – Part II:

Stakeholder Engagement in the Public Mental Health System

Context and Background

The topic selected for the 2023 Data Notebook is “stakeholder engagement.”

Stakeholder engagement refers to the active involvement of individuals or groups with a vested interest in the mental health system. These stakeholders include consumers of mental health services, their families, mental health professionals, government agencies, community organizations, advocacy groups, and policymakers. Engaging these stakeholders fosters a participatory approach, giving voice to diverse perspectives and enabling collective decision-making. Stakeholder engagement is integral to the implementation of the Mental Health Services Act (MHSA) in California. By involving a wide range of voices, the MHSA can develop and deliver programs and services that are responsive to community needs, ultimately improving mental health outcomes and well-being in California.

Stakeholder engagement offers numerous benefits in the context of mental health. Firstly, it enhances service delivery by allowing the mental health system to address the specific needs and preferences of individuals with mental health conditions. Through collaborative decision-making, services can be designed to be more accessible, culturally sensitive, and person-centered, ultimately leading to improved outcomes for those seeking support.

Secondly, stakeholder engagement empowers the community by providing opportunities for active participation and involvement in the development of mental health policies and programs. By valuing the perspectives of diverse stakeholders, the system becomes more responsive to the concerns, priorities, and aspirations of the community it serves. This active involvement fosters a sense of ownership and empowerment among community members, enabling them to contribute to shaping the mental health services available to them.

Thirdly, it plays a crucial role in ensuring accountability within the mental health system. By involving stakeholders, a system of checks and balances is created, promoting transparency and holding the system accountable for its actions and outcomes. This involvement helps to guarantee that resources are allocated effectively and efficiently, maximizing their impact and addressing any potential issues or discrepancies that may arise.

Overall, stakeholder engagement in mental health has far-reaching benefits. It leads to improved service delivery that is tailored to individual needs, empowers the community

by involving them in decision-making processes, and ensures accountability and transparency within the mental health system. By actively engaging stakeholders, mental health organizations can create a more inclusive and effective system that ultimately improves the well-being of individuals experiencing mental health conditions.

Challenges and Barriers

The effective engagement of stakeholders in the California public mental health system faces several barriers and challenges. One of the primary challenges is ensuring diverse representation among stakeholders. Overcoming language barriers, cultural differences, and limited outreach resources is crucial to capture a wide range of perspectives. Inadequate funding and staffing also pose significant challenges, hindering the capacity to hold regular meetings, conduct outreach efforts, and provide necessary support to stakeholders.

Some other potential barriers include:

- Stigma and discrimination surrounding mental health create additional obstacles to stakeholder engagement. Addressing stigma requires targeted educational campaigns, anti-stigma initiatives, and the creation of safe spaces that foster open dialogue and inclusivity.
- Power imbalances among stakeholders can also impede effective engagement. Achieving equitable representation and providing mechanisms to address power differentials are essential to foster an inclusive and democratic stakeholder engagement process.
- The complexity and fragmentation of the California public mental health system further present challenges. Effective communication strategies, standardized protocols, and clear channels of collaboration are necessary to engage stakeholders from different sectors and align their efforts.
- Limited accessibility poses another barrier to meaningful stakeholder engagement. Proactive measures such as providing accommodations, utilizing virtual platforms for remote participation, and ensuring inclusive physical spaces are essential to address accessibility barriers.
- Stakeholder engagement processes can be time-consuming and may lead to engagement fatigue over time. Balancing the need for sustained engagement with stakeholders' limited time and competing priorities requires clear goals, efficient processes, and recognition of stakeholders' contributions to maintain their interest and involvement.

Overcoming these barriers and challenges necessitates a comprehensive approach. By addressing these challenges, the California public mental health system can cultivate inclusive, responsive, and impactful mental health policies and programs.

Key Stakeholders

In the public mental health system, various stakeholders play vital roles in shaping policies, programs, and services. The California Code of Regulations provides the following definition of “stakeholders” within the public mental health system:

Cal. Code Regs. Tit. 9, § 3200.270 - Stakeholders

"Stakeholders" means individuals or entities with an interest in mental health services in the State of California, including but not limited to: individuals with serious mental illness and/or serious emotional disturbance and/or their families; providers of mental health and/or related services such as physical health care and/or social services; educators and/or representatives of education; representatives of law enforcement; and any other organization that represents the interests of individuals with serious mental illness/ and/or serious emotional disturbance and/or their families.

Additionally, California Welfare and Institutions Code provides a list of stakeholders for the Community Program Planning (CPP) Process:

California Code, Welfare and Institutions Code - WIC § 5848 (a)

Each three-year program and expenditure plan and update shall be developed with local stakeholders, including adults and seniors with severe mental illness, families of children, adults, and seniors with severe mental illness, providers of services, law enforcement agencies, education, social services agencies, veterans, representatives from veterans' organizations, providers of alcohol and drug services, health care organizations, and other important interests. Counties shall demonstrate a partnership with constituents and stakeholders throughout the process that includes meaningful stakeholder involvement on mental health policy, program planning, and implementation, monitoring, quality improvement, evaluation, and budget allocations.

Using these sources, we can identify key stakeholder groups for engagement. Here is a more detailed list of these key stakeholders:

Adults and Seniors with severe mental illness (SMI): This group represents individuals who are directly impacted by mental health conditions. Their perspectives and experiences are essential in understanding the unique challenges they face and in

developing services that meet their specific needs. Engaging adults and seniors with SMI ensures their voices are heard and helps tailor interventions to improve their overall well-being and recovery.

Families of children, adults, and seniors with SMI: Family members are crucial stakeholders as they provide support, care, and advocacy for their loved ones with mental illness. Their insights offer a valuable perspective on the challenges faced by individuals with SMI and the impact on the family unit. Involving families in decision-making processes helps ensure that services are holistic, family-centered, and responsive to the needs of both the individual and their support network.

Providers of Mental Health and/or Related Services: Mental health professionals, including psychiatrists, psychologists, counselors, and social workers, are instrumental in delivering quality care and support. Their expertise and frontline experience provide valuable input on service gaps, best practices, and areas for improvement within the mental health system. Engaging with mental health providers ensures that policies and programs are evidence-based, align with professional standards, and promote quality outcomes.

Law Enforcement Agencies: Law enforcement agencies often come into contact with individuals experiencing mental health crises. Their involvement in stakeholder engagement facilitates collaboration between mental health services and law enforcement, aiming to improve crisis intervention and diversion programs. This partnership can enhance community safety, reduce unnecessary arrests and incarcerations, and facilitate appropriate referrals to mental health services.

Educators and/or Representatives of Education: Educators play a significant role in identifying and supporting students with mental health needs. Their involvement as stakeholders contributes to the development of early intervention strategies, mental health promotion programs, and the implementation of appropriate supports within educational settings. Collaborating with educators helps create a nurturing environment that supports the academic, social, and emotional well-being of students.

Social Services Agencies: Social services agencies, such as those involved in housing, employment, and welfare, intersect with the mental health system. Their participation in stakeholder engagement ensures coordination and integration of services, addressing the complex needs of individuals with mental health conditions holistically. Collaboration with social services agencies supports efforts to provide stable housing, employment opportunities, and social support networks to promote recovery and community integration.

Veterans: Veterans, particularly those who have served in combat or experienced traumatic events, often face mental health challenges such as post-traumatic stress

disorder (PTSD) and depression. Engaging veterans as stakeholders enables the mental health system to address their unique needs and develop specialized programs tailored to their experiences. This collaboration ensures that mental health services for veterans are comprehensive, accessible, and culturally sensitive.

Representatives from Veterans Organizations: Representatives from veterans' organizations, such as advocacy groups or support networks, provide a platform for veterans' voices and perspectives to be heard. Their involvement in stakeholder engagement fosters collaboration and helps shape policies, programs, and services that meet the specific needs of veterans.

Providers of Alcohol and Drug Services: Substance use disorders frequently co-occur with mental health conditions, requiring integrated care approaches. Engaging providers of alcohol and drug services as stakeholders promotes collaboration between mental health and addiction treatment providers. This collaboration ensures a comprehensive approach to addressing the complex needs of individuals with co-occurring disorders, facilitating recovery and reducing barriers to treatment.

Health Care Organizations: Health care organizations, including hospitals, clinics, and primary care providers, are essential stakeholders in the mental health system. Collaboration with these organizations helps integrate mental health care into primary care settings, reduce stigma, and improve access to services. Involving health care organizations enhances the coordination of care and strengthens the overall continuum of mental health support.

Other important Interests: The mental health system involves numerous other stakeholders, such as policymakers, researchers, community leaders, advocacy groups, and philanthropic organizations. Each brings unique perspectives, expertise, and resources to the table. Their involvement in stakeholder engagement ensures that policies and programs are informed by evidence, responsive to community needs, and adequately resourced.

By engaging and involving these diverse stakeholders, the public mental health system can benefit from a comprehensive range of insights, expertise, and perspectives. This collaborative approach leads to more effective, inclusive, and person-centered mental health services that better serve the needs of individuals, families, and communities.

Best Practices for Stakeholder Engagement

There are many resources available regarding promising and best practices for stakeholder engagement. Some commonly identified guiding principles and best practices are:

1. **Inclusive Approach:** Ensure that the stakeholder engagement process is inclusive and representative of diverse perspectives. Include individuals with lived experience, family members, behavioral health service providers, advocacy groups, community organizations, and policymakers. Embrace diversity and strive for equity in representation.
2. **Early and Ongoing Engagement:** Engage stakeholders early in the decision-making process and maintain ongoing communication throughout the planning, implementation, and evaluation stages. Provide opportunities for input, collaboration, and feedback at various stages to ensure meaningful participation.
3. **Purposeful Communication:** Foster open and transparent communication with stakeholders. Provide clear information about goals, processes, and timelines. Use plain language and avoid jargon to ensure that all stakeholders can easily understand and contribute to the conversation. Likewise, practice active listening when stakeholders are speaking. Rather than assuming what they mean, ask follow-up questions to ensure that their input is understood.
4. **Collaboration and Co-creation:** Foster a collaborative environment that encourages stakeholders to actively participate in decision-making. Co-create solutions by involving stakeholders in the design and implementation of programs, policies, and services. Value their expertise and insights.
5. **Training and Education:** Provide stakeholders with relevant training and education to enhance their understanding of behavioral health issues, policies, and practices. Equip them with the knowledge necessary to contribute effectively and make informed decisions.
6. **Flexibility and Adaptability:** Recognize that stakeholders may have different levels of expertise, resources, and availability. Provide flexibility in engagement methods to accommodate diverse needs, such as offering virtual options, providing written materials, and conducting surveys or focus groups.
7. **Data-Informed Decision Making:** Use data and evidence to inform discussions and decision-making processes. Share relevant data with stakeholders to foster informed dialogue and facilitate collaborative problem-solving.
8. **Empowerment and Shared Leadership:** Empower stakeholders to actively contribute and take ownership of the process. Promote shared leadership by involving stakeholders in the development of agendas, facilitating meetings, and encouraging their participation in decision-making.
9. **Recognition and Appreciation:** Recognize and appreciate the contributions of stakeholders. Acknowledge their time, effort, and expertise. Provide opportunities for public recognition, such as featuring success stories or highlighting stakeholder involvement in reports and presentations.

10. **Evaluation and Continuous Improvement:** Regularly evaluate the effectiveness of stakeholder engagement efforts and seek feedback from participants. Use this feedback to refine engagement strategies and improve future processes.

These are just some of the many suggested best practices and guiding principles for quality stakeholder engagement. By incorporating these and other best practices, behavioral health systems can effectively engage stakeholders, leverage their expertise, and create more responsive, person-centered, and equitable services and policies.

MHSA Community Program Planning Process

One of the major ways that the MHSA includes stakeholder engagement is the MHSA Community Program Planning (CPP) Process. This state-mandated participatory process is a collaborative approach used in California to develop and refine mental health programs funded by the MHSA. Counties use the CPP process in the development of Three-Year Program and Expenditure Plans and updates. Counties work alongside stakeholders to analyze current community mental health needs, issues resulting from any lack of community services, and current system capacity, as well as evaluate priorities and strategies to meet the needs of the community.

California Codes and Regulations dictate that the MHSA CPP process should be:

- Based in community collaboration (CCR, 9 CA §3320 and 3200.060).
- Culturally competent (CCR, 9 CA §3320 and 3200.100).
- Client and family driven (CCR, 9 CA §3320, 3200.050 and 3200.120).
- Wellness, recovery and resilience-focused (CA WIC § 5813.5(d)).
- Focused on providing an integrated service experience for clients and their families (CCR, 9 CA §3320 and 3200.190).

MHSA CPP Processes must include the following regarding stakeholder participants:

- **Stakeholders** (as previously defined/discussed based on WIC, § 5848a).
- **Underserved populations.** Representatives from unserved and/or underserved populations and family members of unserved/underserved populations (CCR, 9 CA § 3300).
- **Diversity.** Participants that “reflect the diversity of the demographics of the County, including but not limited to, geographic location, age, gender, and race/ethnicity” (CCR, 9 CA § 3300).

Additionally, the CPP process should, at a minimum include the following things:

- Staffing for positions and/or units to facilitate the CPP process.

- Training for stakeholders and county staff.
- Outreach to consumers with SMI and their family members to ensure the opportunity to participate.
- A local review process that includes a 30-day public comment period prior to submitting the Three-Year Program and Expenditure Plans or Annual Updates.

The MHSA currently allows counties to use **up to 5% of their total Community Services and Support (CSS) funds** to facilitate a robust planning process. This includes using funding to accommodate stakeholder participation in the CPP process. All counties are required to use the CPP process and document the Three-Year Program and Expenditure Plans and Annual Updates. This includes descriptions of the methods used to collect stakeholder input, documentation that a public hearing was held, summary and analysis and a description of changes made based on community input.

The local MH/BH boards and commissions have the following responsibilities in this process:

- Review and approve the procedures used to ensure stakeholder involvement in all stages of the planning process.
- Review the adopted plan or update and make recommendations.
- Conduct MHSA public hearings at the close of the 30-day public comment periods.

Overall, the MHSA Community Program Planning Process fosters a participatory and community-driven approach to mental health program development. By engaging stakeholders and leveraging their expertise and insights, the CPP Process aims to create programs that are responsive, culturally sensitive, and tailored to the unique needs of the community. This collaborative effort ultimately leads to the implementation of effective and impactful mental health services in California communities.

While the MHSA CPP process is an important (and legally required) example of stakeholder engagement, the principles and practices of stakeholder engagement can be applied to many different programs and processes. This includes but is not limited to mental/behavioral health board/commission meetings, EQRO focus groups, and SAMHSA funded programs.

Resources

The following resources all pertain to stakeholder engagement in mental health, including the CPP process. We encourage counties to utilize these resources to learn more about responsive and effective engagement practices.

- [CALBHBC: MHSA CPP One-Pager](#)
- [CALBHBC: Community Engagement PowerPoint](#)
- [MHSAAC: CPP Processes - Report of Other Public Community Planning Processes](#)
- [MHSAAC: Promising CPP Practices](#)
- [SAMHSA: Community Engagement – An Essential Component of an Effective and Equitable Substance Use Prevention Program](#)

Part II: Data Notebook Questions

Please respond by means of the Survey Monkey link provided with this Data Notebook.

12. For each of the following categories, please choose the option from the dropdown menu that best describes how often your county organizes stakeholder engagement meetings or events.

o **Dropdown menu options:**

- Less than once a year
- Annually (once a year)
- Every 6 months
- Quarterly (four times a year)
- **Monthly**
- More than once a month

o **Categories:**

- **MHSA Community Planning Process (CPP)**
- **MHSA 3-year plan updates**
- **EQRO focus groups**
- **SAMHSA-funded programs**
- **Mental/Behavioral Health Board/Commission Meetings**
- **County Behavioral Health co-sponsoring/partnering with other departments or agencies**
- **Other (please specify): Quality Improvement Council and Cultural Collaborative**

- 13. Estimate the number of people who participated in your stakeholder processes in fiscal year 2022/2023. (Numerical response)** 185 answered surveys and another 220 who participated in monthly meetings during FY 22/23.
- 14. Approximately what percentage of stakeholder engagement events or efforts in your county were in-person only, virtual only, a combination of both in-person and virtual, or written communications (please answer with a whole number for each, such that the total of the four amounts to 100)**
- In-person only: 50%
 - Virtual only: 50%
 - Combination of both in-person and virtual: 0%
 - Written communications (such as online surveys or email questionnaires): 2

- 15. Which of the following languages did your county use to conduct stakeholder meetings or outreach during fiscal year 2022/2023, with or without the use of interpreters? (Check all that apply)**

- Arabic
- Armenian
- Cambodian
- Chinese
- English
- Farsi
- Hindi
- Hmong
- Japanese
- Korean
- Laotian
- Mien
- Punjabi
- Russian
- Spanish
- Tagalog
- Thai
- American Sign Language (ASL)
- Other languages (please specify)

This list of languages reflects the threshold and concentration languages for all counties as of July 2021 from the following DHCS document: [Threshold and Concentration Languages \(ca.gov\)](#)

- 16. Which of the following stakeholder groups have you collected and implemented input from within the last year? (Check all that apply)**

- Adults with severe mental illness (SMI)
- Older adults / Seniors with SMI
- Families of children, adults and seniors with SMI

- Individuals with developmental disabilities and/or their representatives
- Providers of mental health and/or related services
- Representatives of managed care plans
- Law enforcement agencies
- Educators and/or representatives of education
- Social services agencies
- Veterans
- Representative from veterans' organizations
- Providers of alcohol and drug services
- Health care organizations
- Hearing impaired individuals
- LGBTQ+ individuals
- Youth
- Other important interests (please specify)
- Specific racial/Ethnic groups (please specify)

17. Please describe how stakeholder input is communicated to the behavioral health director, the mental/behavioral health board/commission, and any other agencies or groups for informing policy.

Stakeholder input is gathered through annual surveying of all age groups and parents of youth from those who receive specialty mental health services for the county Behavioral Health. This survey is presented to both the Quality Improvement Council which consists of Behavioral Health staff, the Quality Improvement team, members of the Behavioral Health Advisory Board, Community Liaisons, clients, family members, community members, and other stakeholders. These same stakeholder results are presented to the Quality Management team annual which consists of the Behavioral Health Director, the full Management team, Quality Improvement Analysts, Business and Operations Analysts, Ethnic Services Coordinator, and additional staff as needed.

In addition, input is gathered throughout the year through the Community Planning Process. This information is presented annually to community partners, the Behavioral Health Advisory Board, and Behavioral Health staff.

18. Please describe how your county implements collected stakeholder input to actively inform policy and programs. Include how the county decides what ideas to implement or actions to take. (Text response)

19. Does your county have a Community Program Planning (CPP) plan in place?

- **Yes** - Tuolumne County Behavioral Health annually provides several different ways to engage the community in the CPP process. This is through survey's, in person meetings, virtual meetings, attending existing community meetings, attending outreach events, and more.
- No

20. Is your county supporting the CPP process in any of the following ways?

(Please select all that apply)

- a) Reimbursement of travel costs for stakeholders participating in in-person meetings or events.
- b) Providing refreshments or food for stakeholder participants
- c) Dedicated staff assistance to facilitate stakeholder meetings and events.
- d) Providing information and training for stakeholders on MHSA programs, regulations, and procedures.
- e) Holding meetings in physically/geographically accessible locations around the county.
- f) Utilizing language interpreting services.
- g) Holding meetings at times convenient to community stakeholders' schedules.
- h) Providing technical assistance for stakeholders participating in webinars or teleconferences.
- i) Other (please specify)
- j) None of the above

21. Does your county provide training for staff on cultural awareness, community outreach, and stakeholder engagement? If yes, how? If no, why not?

- o **Yes** – Annually there is a training on the community planning process for both staff and stakeholders. In addition annual ongoing cultural competency training is mandated to all Behavioral Health staff. Tuolumne County Behavioral Health also supports a monthly staff and stakeholder meeting called the Community Cultural Collaborative (CCC). CCC is once a month where participants review local cultural events, share special presentations, review training opportunities, and discuss broader trends within the community and agency. The CCC and Quality Improvement (QI) teams collaborate to review beneficiary access through “penetration rates” of Medi-Cal eligible persons into the mental health system and compare demographic information such as race, ethnicity, age, and primary language to assure that persons being served by mental health closely match the make-up of the local population. Such reviews assure the needs of beneficiaries are being appropriately met either through the agency or other local partners. The CCC invites a variety of community members (i.e. from local tribes, community agencies, etc.), peers, and staff to attend.
-
- No (with comment)

22. Which of the following barriers does your county face regarding achieving meaningful and impactful engagement of stakeholders (specifically, mental health consumers and family members)? (Check all that apply)

a. General difficulty with reaching stakeholders.

- b. Difficulty conducting community outreach to racial/ethnic communities or other specific communities of interest.
- c. Difficulty reaching stakeholders with disabilities.
- d. Lack of funding or resources for stakeholder engagement efforts.
- e. Shortage of properly trained staff to support and facilitate stakeholder engagement.
- f. Difficulty adapting to virtual meetings/communications.
- g. Difficulty providing accommodations to stakeholders.
- h. Difficulty incorporating stakeholder input in the early stages of programming.
- i. Lack of “buy-in” from decision makers when it comes to implementing stakeholder input.
- j. Other –

23. Are your behavioral health board/commission members involved in your county’s stakeholder engagement and/or CPP processes? If yes, describe how.

- a. Yes
- b. No

***Note:** California WIC 5892 allocates Mental Health Services Funds for county mental health programs to pay for the expenses of mental health board members to perform their duties, and to pay for the costs of consumers, family members, and other stakeholders to participate in the planning process. This includes 5% of total CSS funds to support a robust CPP process with community stakeholders.*

24. Has the COVID-19 pandemic increased or decreased the level of stakeholder engagement and input in your county?

- a. Increased
- b. Decreased
- c. No change

25. Is there a fear or perception in your county that spending time, money, or other resources on stakeholder engagement conflicts with the need to provide direct services? (Yes/No)

26. What is one change or improvement regarding stakeholder engagement that your county would like to make within the next fiscal year? (Written response)

27. Do you have any other thoughts or comments regarding stakeholder engagement in your county or statewide? (Written response)

Post-Survey Questionnaire

Completion of your Data Notebook helps fulfill the board's requirements for reporting to the California Behavioral Health Planning Council. Questions below ask about operations of mental health boards, and behavioral health boards or commissions, etc.

- 28.** What process was used to complete this Data Notebook? (Please select all that apply)
- a. MH board reviewed WIC 5604.2 regarding the reporting roles of mental health boards and commissions.
 - b. MH board completed majority of the Data Notebook.
 - c. Data Notebook placed on agenda and discussed at board meeting.
 - d. MH board work group or temporary ad hoc committee worked on it.
 - e. MH board partnered with county staff or director.
 - f. MH board submitted a copy of the Data Notebook to the County Board of Supervisors or other designated body as part of their reporting function.
 - g. Other (please specify)
- 29.** Does your board have designated staff to support your activities?
- a. Yes (if yes, please provide their job classification)
 - b. No
- 30.** Please provide contact information for this staff member or board liaison.
- 31.** Please provide contact information for your board's presiding officer (chair, etc.)
- 32.** Do you have any feedback or recommendations to improve the Data Notebook for next year?

Attachment #5 Annual Retreat Draft Plan

Tuolumne County Behavioral Health Advisory Board

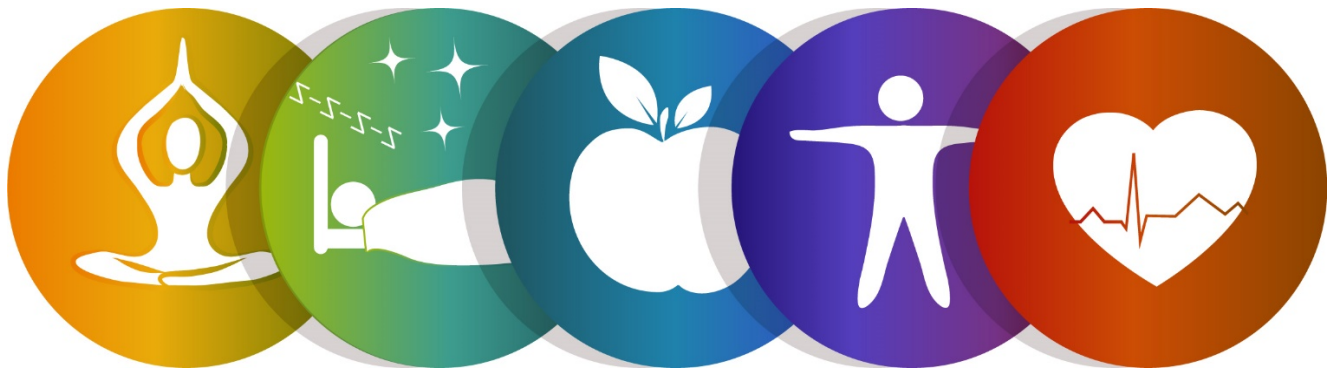
Annual Retreat

Saturday, October 7, 2023

Community Resilience Center in Tuolumne City

9 am – 12 pm

Time	Schedule	Topics	Presenter/ Facilitator
8:30 – 9 am	Set up		
9 am	Session #1	How to be a Behavioral Health Advisory Board Member	Theresa Comstock
10 am	Session #2	How to review contracts	Theresa Comstock
11 am	Session #3	Review Board Evaluation and Set Goals	Mary Anne Schmidt
12 pm	Clean-up		



ANNUAL REPORT

Fiscal Year 2022-2023

Tuolumne County Behavioral Health Advisory Board

(Pandora, please put the county seal here)

Compiled by

Mary Anne Schmidt, Board Chairperson

Sherry Bradley, Board Vice-Chairperson

Elizabeth Marum, Board Member

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once you add material.)

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Executive Summary

As the State of California came out of the COVID pandemic, the Behavioral Health Advisory Board (BHAB) transitioned from virtual to in-person meetings. The new meeting place, the Behavioral Health Enrichment Center, allowed the public, the Behavioral Health Department (BH), and the BHAB to interact in a more personal way.

The BHAB did accomplish many operational tasks this year that helped to build a platform for the Board to work from: a recruitment plan, an orientation plan of board members, a public speaker series, an update of bylaws, a board effort to attend community meetings to evaluate the public mental health needs, the creation of a board evaluation tool, a site visit plan, and the development a 2-year calendar of meetings, events, and training.

This fiscal year gave the BH Department two very important mandates from the State of California: The CARE (Community Assistance, Recovery & Empowerment) Act requiring the development of a CARE Court in Tuolumne County, and the Modernization of the Mental Health Services Act, a ballot initiative to improve how California treats mental illness, substance abuse, and homelessness. Both actions have required the BH Department to take on many new tasks, using all their expertise to move forward on these projects. And they have only begun. As a community, Tuolumne County public and government need to understand what the mandates mean to the staff workload and the benefits to the community.

Where Does the Tuolumne County Behavioral Health Advisory Board Get Its Authority

WELFARE AND INSTITUTIONS CODE - WIC

*DIVISION 5. COMMUNITY MENTAL HEALTH SERVICES [5000 - 5987]
(Division 5 repealed and added by Stats. 1967, Ch. 1667)*

*PART 2. THE BRONZAN-MCCORQUODALE ACT [5600 - 5772]
(Heading of Part 2 amended by Stats. 1992, Ch. 1374, Sec. 14)*

5604.2.

(a) The local mental health board shall do all the following:

(1) Review and evaluate the community's public mental health needs, services, facilities, and special problems in any facility within the county or jurisdiction where mental health evaluations or services are being provided, including, but not limited to, schools, emergency departments, and psychiatric facilities.

(2) Review any county agreements entered into pursuant to Section 5650. The local mental health board may make recommendations to the governing body regarding concerns identified within these agreements.

(3) Advise the governing body and the local mental health director as to any aspect of the local mental health program. Local mental health boards may request assistance from the local patients' rights advocates when reviewing and advising on mental health evaluations or services provided in public facilities with limited access.

(4) Review and approve the procedures used to ensure citizen and professional involvement at all stages of the planning process. Involvement shall include individuals with lived experience of mental illness and their families, community members, advocacy organizations, and mental health professionals. It shall also include other professionals that interact with individuals living with mental illnesses on a daily basis, such as education, emergency services, employment, health care, housing, law enforcement, local business owners, social services, seniors, transportation, and veterans.

(5) Submit an annual report to the governing body on the needs and performance of the county's mental health system.

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

(7) Review and comment on the county's performance outcome data and communicate its findings to the California Behavioral Health Planning Council.

(8) This part does not limit the ability of the governing body to transfer additional duties or authority to a mental health board.

(b) It is the intent of the Legislature that, as part of its duties pursuant to subdivision (a), the board shall assess the impact of the realignment of services from the state to the county, on services delivered to clients and on the local community.

(Amended by Stats. 2019, Ch. 460, Sec. 4. (AB 1352) Effective January 1, 2020.)

5604.3.

(a) The board of supervisors may pay from any available funds the actual and necessary expenses of the members of the mental health board of a community mental health service incurred incident to the performance of their official duties and functions. The expenses may include travel, lodging, childcare, and meals for the members of an advisory board while on official business as approved by the director of the local mental health program.

(b) Governing bodies are encouraged to provide a budget for the local mental health board, using planning and administrative revenues identified in subdivision (c) of Section 5892, that is sufficient to facilitate the purpose, duties, and responsibilities of the local mental health board.

(Amended by Stats. 2019, Ch. 460, Sec. 5. (AB 1352) Effective January 1, 2020.)

5604.5.

The local mental health board shall develop bylaws to be approved by the governing body which shall do all the following:

- (a) Establish the specific number of members on the mental health board, consistent with subdivision (a) of Section 5604.
- (b) Ensure that the composition of the mental health board represents and reflects the diversity and demographics of the county, to the extent feasible.
- (c) Establish that a quorum be one person more than one-half of the appointed members.
- (d) Establish that the chairperson of the mental health board be in consultation with the local mental health director.
- (e) Establish that there may be an executive committee of the mental health board.

(Amended by Stats. 2019, Ch. 460, Sec. 6. (AB 1352) Effective January 1, 2020.)

About the Board

The Tuolumne County Behavioral Health Advisory Board (BHAB) serves as an advisory board to the Board of Supervisors and the Behavioral Health Director.

Mandated by California state law, the Welfare and Institutions Code, the BHAB consists of 15 available seats. As of June 20, 2023, nine seats are filled.

Before July 2022, 2 board members resigned.

Between July 2022 and December 2022, 4 more board members resigned.

The Advisory Board received 5 new applications this year. Thank you to Cathie Peacock and Terry Garcia for stepping up to join the board in service to the community. Another applicant could not attend the 4 pm time for the meeting because of a conflict with work. It was suggested that the meeting be moved one hour later, but due to staffing resources, the board decided not to move the time. Two applicants did not return follow-up phone calls. Six vacancies remain.

The state mandates representation on the Advisory Board of 20% of consumers (those who use mental health services), 20% of family members of consumers, and 60% of community members and leaders. The BHAB meets the state mandates.

2 board members are consumers of mental health services (22%).

2 board members are family members of consumers of mental health services (22%).

5 board members are public members and community leaders (55%).

Meet the Current Board Members:

(Pandora, please put the biographies of the board members here.)

Mary Anne Schmidt
Chairperson
Bio

Sherry Bradley
Vice-Chairperson
Bio

Jaron Brandon
Supervisor, District 5
Bio

Anaiah Kirk, Alternate
Supervisor, District 3
Bio

Cathie Peacock
Bio

Elizabeth Marum
Bio

Jenn Salazar
Bio

Maureen Woods
Bio

Terry Garcia
Bio

Valerie Shuemake Bio

Meetings

General monthly meetings are held on the first Wednesday of the month at 4 pm at the Behavioral Health Enrichment Center at 105 Hospital Road, Sonora, California.

There were no Executive Committee Meetings due to constraints of staffing resources.

There were no other Standing Committee meetings due to constraints of staffing resources.

No Annual Retreat due to constraints of staffing resources.

The following is a list of Ad Hoc Committees:

- Development of a Site Visitation Plan
- Development of a Speaker Series Plan
- Development of an Evaluation Tool for the Advisory Board and goals
- Update Bylaws
- Development of Special Events: Volunteer Fair, Public Screening of Films
- Development of an Annual Report
- Development of an Orientation Plan for new Board Members
- Development of a Recruitment Plan for new Board Members
- Development of a Recommendation to the BOS on the Opioid Issue in Tuolumne County
- Development of Board Members' Assignments to community meetings for the purpose of evaluating the mental health issues in Tuolumne County
- Development of a 2-year calendar for general meetings, special month designations, MHSA presentations, and speaker presentations.

Highlights of BHAB Activities in FY 2022-2023

Public Speaker Series

To fulfill one of the BHAB's mandated duties, the Board chose to create a public speaker series to review and evaluate the mental health needs of Tuolumne County.

This year the Board and the public heard presentations from three different speakers:

Dr. Brock Kolby, Deputy Director of Clinical Services from the Behavioral Health Department presented on Inpatient and Residential Mental Health Treatment Facilities.

Terri Alford from the Superintendent of Schools office presented on the AWARE project which was an Innovation Grant that passed through MHSA funding.

Cassandra Jenecke, District Attorney, from Tuolumne County District Attorney's Office presented on Collaborative Justice Courts and Drug Courts.

Updated Webpage for BHAB

BHAB's webpage has been in development for the last two years. Please come and visit. <https://www.tuolumnecounty.ca.gov/861/Behavioral-Health-Advisory-Board>

Board Members Assigned to Community Meetings

To learn more about the mental health issues in the community, the BHAB developed a plan for board members to volunteer to attend a variety of community meetings. By doing so, the board members became informed of the mental health needs in the county. Each board then reported back to the board. From there the board can then take direction and action. BHAB members are attending NAMI, YES Partnership, Quality Improvement

Council, Mental Health Services Oversight and Accountability Commission, California Association of Local Behavioral Health Boards and Commissions, Tuolumne County Homelessness Committee, the Tuolumne Resiliency Coalition, the Tuolumne County Board of Supervisors, California Health and Human Services CARE Act, Tuolumne County Housing Coalition, and National Month of the Prevention of Child Abuse Luncheon.

Three Site Visits in 2023

The BHAB will have visited three BH sites this year as part of the Advisory Board's duties. A small group of board members visited the Behavioral Health Department Clinic and in September the board visited two more sites. This is the first time in many years that the board has made visits to BH sites.

Site Visit Protocol

PURPOSE:

Site visits provide an opportunity to "review and evaluate the community's mental health needs, services, facilities and special problems". (*Statutory Duties: WIC 5604.2(a)*)

The purpose of this protocol is to define the policy and procedures for Behavioral Health Advisory Board members to complete site visits.

POLICY & PROCEDURE

1. Each Behavioral Health Advisory Board member shall participate in at least one site visit per year.
2. Site visits can be performed by a maximum of 2-3 Board members.
3. The Behavioral Health Advisory Board (BHAB) receives a current facilities list(s) on an annual basis from the Behavioral Health Director. This list will be reviewed by the Ad Hoc Site/Facility Visit Committee. These lists will include both county operated services and contracted services.
4. The Ad Hoc Site/Facility Visit Committee, with input from the BHAB, chooses which sites to visit and provides this list to the Behavioral

Health Director (or designee). Note: Additional sites can be considered throughout the year at the request of BHAB members, and the Behavioral Health Director, with approval by the BHAB.

5. The Ad Hoc Site/Facility Visit Committee, working with the Behavioral Health Director (or designee), identifies targeted months, and site locations to be visited. The Ad Hoc Site/Facility Visit Committee canvasses which board members are available during those months and develops the schedule of site visits.
6. The site visit calendar for each year will be distributed during a BHAB meeting. One BHAB member will serve as the Lead Reviewer for each site/facility visit. The BHAB Chair will designate the Lead Reviewer for each site/facility visit.
7. Approximately one month prior to a site visit, the Ad Hoc Site/Facility Visit Committee Chair:
 - a. Provide a "Site Visit Observations" form (to Facility/Program) - the Site Manager and/or Contractor is given the form for informational purposes. The form is to be completed during the site visit by the BHAB site visitor(s). Contractors are welcome to offer information in advance if desired.
 - b. Request Behavioral Health Director or Site Manager/Director to provide copies (to the Lead Reviewer) of any pertinent policies, procedures, contracts, etc., as may be necessary to clarify business procedures and/or practices.
 - c. Receive the Site Contact (name/email/phone) for Lead Reviewer (arranged through the Behavioral Health Director or designee).
 - d. Receive a copy of the current Performance/Business Contract, if applicable, (to include Scope of Work and Budget) Information to Site Visit Team.
8. The Lead Reviewer will reach out to the Site Contact and BHAB Site Visit Team to schedule the site visit.
9. Prior to the site visit, the Ad Hoc Site/Facility Visit Committee will forward to the Site Visit Team:

- a. Copies of recent reports to the Tuolumne County Behavioral Health Department (if there are any).
 - b. A blank “Site Visit Observations” form (for use during visit.)
10. After conducting the site visit, the Lead Reviewer will provide the Site Visit Team’s completed “Site Visit Observations” to the BHAB Chair and Behavioral Health Director (or designee) to be included for review at the next BHAB Meeting.
11. Concerns raised from site visits should be addressed by the Behavioral Health Director (or designee) with follow-up information reported to the BHAB.

TUOLUMNE COUNTY BEHAVIORAL HEALTH ADVISORY BOARD **SITE/FACILITY/PROGRAM OBSERVATION REPORT**

BY: BH Advisory Board Site Review Team – Sherry Bradley, Cathie Peacock, and Maureen Woods

This Report Is Based on A Personal Visit by One Or More Members Of The Tuolumne County Behavioral Health Advisory Board

Date Of Site Visit: Monday, July 17, 2023

Program/Facility Name: Tuolumne County Behavioral Health Clinic

Street Address: 101 Hospital Road, Sonora, CA, 95370

Program Supervisor/Manager/Coordinator Contact Information: Tami Mariscal, BH Director, and Misti Ambler, Deputy Director, Compliance Officer

Observations and Staff Interviews

1. How does the staff interact with individuals? For example, does the staff appear compassionate, patient, caring, rushed, indifferent or perfunctory? *Not applicable – we did not see any interactions. Office doors were closed, with white noise machines operating, indicating to us they were in session/s meeting with client(s).*
2. Are individual grievance procedures prominently posted? **Y/N** Yes, *these were observed.*
3. Are grievance forms readily available to the individual? **Y/N** Yes, *these were in place, with instructions.*
4. Is the current Patients' Rights Advocate's contact information posted? **Y/N** Yes
5. What are desired outcomes/treatment goals? How often are these achieved? *(This can also be in the form of a written policy, rule, procedure, or brochure)*

We were provided with copies of the Contract between Tuolumne County Behavioral Health Department and the Department of Health Care Services, which contains the requirements for the TCBH Department's performance. We were also provided with a copy of the contract and

agreement between the Department of Health Care Services and the department for Drug Medi-Cal Agreement with DHCS.

6. What are two or three obstacles your program, staff and individuals face which may make it difficult to achieve these outcomes/goals?

Per BH Director – staffing and space

7. (Will not apply to all programs): Do some individuals require re-entry to the program/facility after discharge? If yes, what percentage return and why?

Not applicable

8. (Will not apply to all programs): How many individuals are engaged in your program? How often do they visit? What programs are the best attended?

For all clinical services: for calendar year 2021, 714 beneficiaries were served. For the calendar year 2022, 780 beneficiaries were served. (This information provided on Behavioral Health Concepts Tuolumne MHP Performance Measures FY 22-23.

9. What efforts are made to provide linguistically and culturally competent services/programs? Do the people you serve reflect the ethnic make-up of the community?

This wasn't discussed with the Director; however, it is noted that the department offers Telehealth services for those who need them.

10. (Will not apply to all programs): Does your agency's Board of Directors, owners or management include any individuals with lived mental health experience? **Yes / No**

This isn't applicable to this site; however, it is noted that the TCBH Advisory Board includes individuals with lived mental health experience. The department also employs individuals with lived mental health experience.

11. Does your agency's staff include any peer providers? **Yes/No** Are peer providers consumers, family members or caretakers of adults with mental illness? Are they paid or volunteers?

Yes, some agency staff are paid peer providers.

12. How many people seeking services/involvement did your organization turn away over the course of a year? Why? (Qualifications? Behavioral? Medical? Waiting List? Other? – please specify)

A total of 43 individuals were turned away after completing initial assessments. These individuals did not meet medical necessity. However, 32 of the 43 individuals did receive an MC referral.

13. Is there any other aspect of the program you'd like to share with us today?

The Site Review Team concurred that all questions/inquiries were answered well. The Director provided statistics and performance contracts under separate cover.

Detention Facility the Director shared that the department's involvement and services in the Jail as well as the Juvenile Detention Facility, were unique compared with other counties. While this type of program isn't offered statewide, Tuolumne County does provide the services very well, and have been commended by other counties who know about the service in Tuolumne.

SITE VISIT SUMMARY

The Lead Reviewer for the TCBHAB will collect all completed Site Observation Forms. Based upon the information provided on the forms, in consultation with the Site Review Team, the Lead Reviewer will compile a report AFTER visiting the program.

COMPLETE THE INFORMATION, BELOW, AFTER VISITING THE PROGRAM

1. Complete a brief description of the Program: *There are multiple services offered by the Behavioral Health Department. Those include:*
 - *Crisis, Assessment & Intervention Program (CAIP) – call or walk-in crisis services 24 hours a day, 7 days a week*
 - *Outpatient Mental Health Services are available for children, youth, adults, and older adults, to include:*

- o *Assessment and treatment planning*
 - o *Medication services*
 - o *Brief therapy*
 - o *Case management*
 - o *Group therapy*
 - o *Services are provided to Medi-Cal beneficiaries meeting state criteria guidelines and low-income persons. Sliding fee scale available.*
 - *Outpatient Alcohol and Drug Treatment Services, as follows:*
 - o *Assessment and treatment planning*
 - o *Alcohol and drug treatment*
 - o *Dual diagnosis treatment*
 - o *Perinatal treatment program*
 - o *Adolescent Youth Treatment*
 - o *Adolescent brief intervention program*
 - o *Court ordered programs.*
 - o *The above services are provided on a voluntary basis. Sliding fee scale available.*
2. What Is Your Overall Impression of The Facility/Program, Including Strengths, and Limitations? *(Use back of sheet of paper to answer, if needed)*

Identified Strengths:

- *A wide variety of services are provided, given the number of staff that are available to provide the services. According to the clinic organization chart, there are currently 12 clinic (direct services staff) vacancies, and 7 vacancies in MHSA, quality improvement. There is only 1 Psychiatrist available (on premises) in the clinic, and this on a limited schedule. Psychiatry services are also available via Telehealth, through a contract with Kingsview. Medication services are provided via nurses in the clinic. While the delivery of services with fewer staff than needed is a strength, the Site Review Team also identifies this as a limitation. The good news, however, is that with changes in policy, the wait time for an assessment has been decreased dramatically.*

- *The clinic appears clean and uncluttered, with every attempt to make it as welcoming as possible. There is a separate waiting area for children/families, and a waiting room for adults. The addition of artwork on the walls, and colorful rugs in some areas, made it feel warm and inviting, especially the Telehealth site.*
- *The large conference room is well organized for group meetings and activities, including a small kitchen area. The Site Review Team was very impressed with one wall that included a photograph of nearly every employee in the entire department. The department is clearly proud of every member of its team, and it shows. The photos are utilized to “get acquainted” with staff that may be new; a very positive way to showcase the folks doing the hard work!*
- *With the addition of mobile crisis services, the department somehow managed to work in space for workstations for these staff. With the most recent grant, they were able to purchase vehicles, workstations, computers, and other equipment needed to do the work. Staff had to clear out a room that was utilized by medical records to make “room” for this newer service. Kudos to them for finding a work around, given that there’s no more space they can expand in to.*
- *It must be noted that the department does an excellent job of compiling data and statistics and reporting same to the State. The Site Review Team was provided with copies of the most recent Tuolumne MHP Performance Measures FY 22-23, compiled by Behavioral Health Concepts, Inc. BHC is a contractor with DHCS and conducts External Quality Review on county performance. For example, for the county Medi-Cal Eligible Population, Beneficiaries Served, and Penetration Rates by Age, for CY 2021, the county’s penetration rates were better when compared to similar size counties and statewide. The remainder of the report includes measures on beneficiaries served by race/ethnicity, and other key areas. Overall, it appears that Tuolumne County Behavioral Health performs as well as, if not better than, other small counties and the State as well.*

- *The department manages many contracts with contractors from probation, administrative, clinical, internships, MHSA, general operating, with psych hospital, residential, and SUD. In the words of the Director, this is a huge lift!*
- *Safety is emphasized in the department. The evacuation routes are clearly marked. Confidentiality in working with clients is a strength – white noise units are utilized outside of closed doors when a client is present.*

Identified Limitations:

- *Physical layout:* *The varying clinic services are arranged in the building in independent/separate areas. The building is older, and we were told it has been remodeled several times. The Site Review Team felt that the building was like a “labyrinth”, often with one area not leading to another. The Site Review Team expressed concern for the clients’ experience with the physical setting.*
- *Staffing needs.* *Utilizing the organization chart provided by the Director, it’s clear that there are vacancies in adult services, children’s services, crisis, full-service partnership, and substance use services. There is also a vacancy in medication services (one Clinic RN). Additional vacancies are noted in the MHSA unit as well as quality improvement. There is also a vacancy for a Senior Account Clerk under fiscal services. Recruitment is very much a concern.*
- *Space needs:* *With all the services the department currently provides, there is no room for expansion for any future (new or enhanced) service delivery. The MHSA Administration site is in a shared building with a social services program, which limits their access to the only elevator to the main behavioral health building. Should all vacant positions be filled, there will be a need for more space to accommodate the staff. Some staff need private space for confidentiality purposes to provide services.*

- *Challenges to Business Processes:* *The Site Review Team noted challenges to departmental business processes. The bifurcation is noted because of co-location with several other County services. The Veteran's Services Office is co-located with Behavioral Health, as well as a Social Services unit. This raised concerns about confidentiality in the delivery of services.*
3. Any Recommendations for This Facility or Program to provide to the Behavioral Health Director and for the TCBH Advisory Board to consider?
(Use back of sheet of paper to answer, if needed)
- *Advocate to HHSA for additional space to conduct any new and/or expanded or enhanced service delivery.*
 - *Continue to actively recruit to fill all staff vacancies. Explore all possible options for this activity.*
4. Has the Site Supervisor/Manager/Coordinator been provided with a copy of the completed Site Visit Report? **Yes/No** -*Not as yet. Will be shared with the Director upon final review by the TCBH Advisory Board.*
5. Any additional comments or suggestions?

Training for Advisory Board Members

- On October 21, 2022, Chair Schmidt and board member Elizabeth Marum attended a conference and training with CALBHBC Annual Statewide meeting in Sacramento.
- Chair Schmidt recruited a mentor to help train as chair from another county board in California.
- On March 24, the BH department provided ethics, privacy, and laws training (6 hours) to the Chair and Vice-Chair.
- On June 20, Chair Schmidt attended an all-day workshop entitled "Trauma-Informed Toolkit."

Initiation of Advisory Board Self-Evaluation Process

- Conduct of the Advisory Board Members
- Duties of Advisory Board Members
- Does the Board Comply with the Welfare and Institution Code
- Management of the Behavioral Health Advisory Board Meetings

Areas of Challenge:

- Membership of the Board
- After 2 ½ years, the revised bylaws have not been approved.
- Budget Resources
Section 5604.3 - Expenses of board members**(a)** The board of supervisors may pay from any available funds the actual and necessary expenses of the members of the mental health board of a community mental health service incurred incident to the performance of their official duties and functions. The expenses may include travel, lodging, childcare, and meals for the members of an advisory board while on official business as approved by the director of the local mental health program. **(b)** Governing bodies are encouraged to provide a budget for the local mental health board, using planning and administrative revenues identified in subdivision (c) of Section 5892, that is sufficient to facilitate the purpose, duties, and responsibilities of the local mental health board.
Ca. Welfare and Inst. Code § 5604.3
Amended by Stats 2019 ch 460 (AB 1352),s 5, eff. 1/1/2020.

What to Watch for in 2023-2024

1. Conduct small group discussions to receive consumer/family member input.
2. Be present at public events by setting up an information table about the BHAB and the Behavioral Health Department.
3. Develop a contract review plan for the BH contracts.
4. Continue to advocate for a youth voice on the BHAB.
5. Recruit a board member from the veteran population.
6. Plan a yearly calendar of training for the BHAB.
7. Develop a better plan for publicizing the Public Speaker Series.

Data on Tuolumne County Mental Health System

The following is a summary of the information gathered through the state-mandated Data Notebook 2022 that the staff and BHAB complete each year.

Residential Care
20 individuals were placed in a licensed Adult Residential Care Facility.
6988 bed-days were paid for these individuals during the last fiscal year 2021-2022.
0 individuals had to wait for placement.
Tuolumne County does not have any Institutions for Mental Disease (IMD).
100 individual clients stayed out of the county in “Institutions for Mental Disease” during the last fiscal year 21-22.
0 individual clients stayed in the county.
1,000 “Institutions for Mental Disease” bed days were paid for by our county behavioral health department during the fiscal year 21-22.

Homelessness: Programs and Services in Tuolumne County
Programs serving people that are unsheltered with severe mental illness: • Housing/Motel Vouchers – Project Room Key • Rapid Re-Housing – ATCAA • Resiliency Village, • Give Someone a Chance Shower Bus • Tuolumne County Committee on Homelessness • Expanded Meal Programs through Interfaith

Child Welfare Services: Foster Children
Tuolumne County is serving foster children and youth in group care.
Tuolumne County has less than 5 children/youth in group care.
Tuolumne County has not received any children needing a “group home” level of care from another county.
Tuolumne County has placed less than 5 children into a “group home” in another county.

The COVID-19 Pandemic Impacts

Points of Stress on our county's system for children and youth behavioral health services:

- Increased numbers of youth receiving services who reported significant levels of major depression with or without severe impairment.
- Increased Emergency Department admissions of youth for episodes of self-harm and/or suicide attempts.
- Decreased access/utilization of mental health services for youth.
- Growing use of alcohol and drugs for youth in Tuolumne County and a growing incidence of youth considering suicide.

Top Three Concerns for our county for children and youth services:

1. Growing incidence of youth considering suicide.
2. Increased Emergency Department admissions for episodes of self-harm and suicide attempts among youth.
3. Growing use of alcohol and drugs for youth in Tuolumne County, including a wave of overdoses and fentanyl use.

Concerns Regarding Access to, and /or performance of, mental health services for children and youth in our county during the COVID-19 Pandemic:

- The source of referrals from schools during the pandemic dropped. Initially, youth were accepting of the telehealth modality. According to staff, the youth enjoyed it. However, a drop in interest occurred due to youth becoming tired of telehealth.

Top Point of Stress on our county's system for all adult behavioral health services during the Pandemic:

- Decreased access/utilization of mental health services for adults, resulting in decreased funding revenues

Concerns Regarding Access to and/or performance of behavioral health programs for all adults in our county during the Pandemic:

- During the COVID-19 pandemic, it was necessary to close the department's Enrichment Center (for clients), Lambert Center (for the homeless), and there was a loss of volunteers to work with the adult programs. It was helpful to staff to become familiar with other organizations and partners to assist adult behavioral health clients. During the pandemic, State and Federal funding was "thrown" at various programs/services. What was needed was a master plan, a needs assessment process, and a determination of which of those areas had the highest need.

Use of Telehealth

- Since 2020, our county has increased the use of telehealth for all adult behavioral health therapy and supportive services.
- Since 2020, our county has increased the use of telehealth for psychiatric medication management for all adults.
- Since our board did not oversee the substance use disorder program during the fiscal year 2021-2022, there were no telehealth appointments for evaluation and prescription of medication-assisted treatment for substance use disorders.

Crisis Intervention Service Impacts:

- Increase in funding for crisis services
- Issues with staffing and/or scheduling
- Hospital COVID protocols and safety measures

Staffing Impacts:

- Staff was out to quarantine for themselves.
- Staff was out to care/quarantine due to family members contracting COVID-19.
- Staff was out due to burnout.
- Staff was unable to obtain daycare or childcare.

Methods to Meet Staffing Needs:

- Utilizing telework practices
- Allowing flexible work hours
- Facilitating access to childcare or daycare for workers
- Hiring new staff
- COVID restrictions reduced the use of peer-run/volunteer support. Staff implemented supportive phone calls to those users impacted by the reduced availability of community centers.

Clients of Diverse Backgrounds

- The pandemic did not adversely affect our county's ability to reach and serve clients and families from diverse racial/ethnic communities.
- The pandemic adversely impacted our county's ability to reach and serve behavioral health clients and families that were unsheltered.

Significant Challenges presented barriers to behavioral health services:

- Concerns over COVID-19 safety for in-person services
- Inadequate staffing to provide services for all clients
- Client or family member illness due to COVID-19

- The challenge for the clients that are unsheltered has been accessing technology, such as not being able to charge a phone.

Source: **Data Notebook 2022**

https://www.tuolumnecounty.ca.gov/DocumentCenter/View/24812/2022-Tuolumne-County-Data-Notebook-for-BH-Boards_Commissions-FINAL

Performance, Needs, and Concerns of Tuolumne County Mental Health System

PERFORMANCE:

1. California Advancing and Innovating Medi-Cal (CalAIM)

Beginning July '22 Tuolumne County Behavioral Health (TCBH) Department met the challenges of California Advancing and Innovating Medi-Cal (CalAIM) which is a long-term commitment to transform and strengthen Medi-Cal, offering Californians a more equitable, coordinated, and person-centered approach to maximizing their health and life trajectory. The goals of CalAIM are:

- Identify and manage comprehensive needs through whole-person care approaches and social drivers of health.
- Improve quality outcomes, reduce health disparities, and transform the delivery system through value-based initiatives, modernization, and payment reform.
- Make Medi-Cal a more consistent and seamless system for enrollees to navigate by reducing complexity and increasing flexibility.

To date, TCBH has met the required milestones related to the current CalAIM initiatives.

2. New Electronic Health Record (EHR) and Billing System: CREDIBLE

After nearly a year of planning, TCBH went live with the new EHR. This transition was prompted by one of CalAIM's initiatives related to the capability for counties to exchange health information with other health care providers electronically using a Health Information Exchange.

3. Grants Awarded

TCBH was awarded the Crisis Care Mobile Units (CCMU) grant for \$664,948 to develop a Crisis Mobile Unit. Implementation remains active.

The Department of State Hospitals contracted with TCBH for Felony Incompetent to Stand Trial (FIST) for \$500,000 to serve local individuals who are facing felony charges and are found to be incompetent to stand trial.

4. Mental Health Services Act Innovation Plan Approval from State

TCHB received approval from the Mental Health Oversight and Accountability Commission in June 2023 for the Innovation Plan: “Family Ties: Youth and Family Wellness.” The project will focus on creating non-mandated activities using nontraditional and alternative mental health approaches for youth and families. The goal is to identify individuals involved with systems that treat youth and family trauma. TCBH’s goal is to decrease barriers to care and offer families alternatives to actively work on their own mental health in a way that is unique and accommodating to their family culture.

5. CARE Court Pilot in Tuolumne County

On July 12, 2023, Maria Sullivan, County Counsel, presented to the BHAB the development of the Care Court in Tuolumne County. The Community Assistance, Recovery, and Empowerment (CARE) Act, authorizes specified adult persons to petition a civil court to create a voluntary CARE agreement or a court-ordered CARE plan and implement services, to be provided by county behavioral health agencies, to provide behavioral health care, including stabilization medication, housing, and other enumerated services to adults who are currently experiencing a severe mental illness and have a diagnosis identified in the disorder class schizophrenia and other psychotic disorders, and who meet other specified criteria. See Addenda Senate Bill 1338 - CARE Act Bill.

The Behavioral Health Department and other partners in the county have been meeting to develop the Care Court in Tuolumne County. Since Tuolumne County was chosen with six other counties in the state of California to develop this CARE Court earlier than the other counties, much time and effort has been spent creating this mandated entity of the CARE Court. This allowed counties to begin

implementing before the mandated date and receive additional funding. Tuolumne County volunteered to be a pilot county for the program, requiring that CARE Court be implemented within the county by October 2023. Immediate planning began and the plan is being presented to the public in August 2023.

With some of the CARE Court's additional funding, the county used \$395,000 of the CARE Court money to help with the purchase of the new Navigation Center Oak Terrace.

6. Behavioral Health Department Bridge Housing Funds Pending

The California Department of Health Care Services (DHCS) has provided \$1.5 billion in funding through the Behavioral Health Bridge Housing (BHBH) Program for county Behavioral Health to operate bridge housing settings to address the immediate and sustainable housing needs of people experiencing homelessness who have serious behavioral health conditions. Bridge housing is defined as short- and mid-term residential options and serves as a bridge to longer-term housing. The Request for Application requires that a minimum of 75 percent of funding be expended for bridge housing. The remaining 24 percent can be expended on flexible funding categories for start-up infrastructure. TCBH has applied for the county's allocation with the award pending.

7. Substance Use Disorder (SUD) Medi-Cal Provider Application

TCBH revamped the SUD treatment program in its entirety in preparation for becoming certified as a SUD Medi-Cal provider. The application process took around eight months, which included the development of various new policies, the reworking of business processes, compliance surrounding the Medical Director, and the reworking of documentation standards to satisfy federal requirements. The Behavioral Health Department did it! The application is pending approval, and the next step would be a Department of Health Care Services (DHCS) site visit, (to be determined.)

8. Hours of Direct Care

Atop the various initiatives, grants, and unfunded mandates met, the county-owned and operated Behavioral clinic and the staff that worked within the department provided over 17,000 hours of direct client care and served over 1,700 unduplicated individuals during the fiscal year of 2022-2023.

NEEDS:

TCBH Staffing

TCBH continued to experience staffing capacities throughout the year. At this year's end, the BH department has a total full-time employee (FTE) count of 65. The BH department continues to operate at a 46% vacancy rate for approved clinician classifications, and there is still an overall vacancy rate of 26% for all approved BH positions. Using MHSA Work Force and Education funding the department will once again be issuing a retention award of \$1000.00 for FTE and \$450.00 for part-time (PT) to all nonexempt staff who chose to participate.

CONCERNS:

Modernization of Mental Health Services Act

On March 19, 2023, "Governor Newsom proposed a 2024 ballot initiative to improve how California treats mental illness, substance abuse, and homelessness: A bond to build state-of-the-art mental health treatment residential settings in the community to house Californians with mental illness and substance use disorders and to create housing for homeless veterans, and modernize the Mental Health Services Act to require at least \$1 billion every year for behavioral health housing and care.

An initiative would go on the 2024 ballot that would:

1. Authorize a general obligation bond to:
 - a. Build thousands of new community behavioral health beds in state-of-the-art residential settings to house Californians with mental illness and substance use disorders, which could serve

over 10,000 people every year in residential-style settings that have on-site services – not in institutions of the past, but locations where people can truly heal.

- b. Provide more funding specifically for housing for homeless veterans.
2. Amend the Mental Health Services Act (MHSA), leading to at least \$1 billion every year in local assistance for housing and residential services for people experiencing mental illness and substance use disorders, and allowing MHSA funds to serve people with substance use disorders.
3. Include new accountability and oversight measures for counties to improve performance.”

<https://www.gov.ca.gov/2023/03/19/governor-newsom-proposes-modernization-of-californias-behavioral-health-system-and-more-mental-health-housing/>

Concerns have risen about the impacts of this action on the Tuolumne County Behavioral Health Department and the services that it now provides. The current TCBH MHSA budget plays a crucial role in supporting

- the department's compliance with various state and federal technological requirements such as employment of analytical staff skilled in quality management, such as quality of care monitoring and data outcomes.
- MHSA funding constitutes thirty-three percent of the TCBH department's budget. The absence of ongoing or increased financial support around technology would cripple counties and hinder their ability to maintain necessary treatment standards, community services, and associated technological mandates. The notion counties could implement the new MHSA reporting requirements with only 2% funding, atop the specific data collection and reporting mandates associated with the Care Act, is unreasonable.

The Behavioral Health Department will not know exactly how this will impact the county for months. It is a wait-and-see moment, but as a county, there are actions that can be taken to let the local rural voice be heard in the Governor's office. The BHAB is considering writing a recommendation

to the Board of Supervisors. The BOS then can write a resolution about the impact of the modernization of the Mental Health Services Act in Tuolumne County and the services that support the community.

RECOMMENDATIONS:

The board expressed concerns at the September 6, 2023, meeting that these recommendations need further development with research and data.

1. Explore how to increase housing for the mental health workforce:
2. Address the shortage in the mental health workforce:
 - 46% vacancy over the past year
 - Hire a professional recruiter?
3. Explain to the State how VA services in our county cannot meet the needs of our veterans
4. Support the public health department with Narcan availability and needle disposal.

Recognition of Service

The Behavioral Health Advisory Board recognizes the service of the staff members of the Behavioral Health Department:

To the staff that presents at board meetings providing vital information on issues, concerns, and mandates from the state of California.

To the staff that works many hours (that may not be on the schedule) to serve the clients of our community.

To the leadership team of the department that is continually training staff and BHAB and guiding them through the very complex system of mental health care.

To the support staff that manages the groundwork for the BHAB to have meetings on time, a place to have a meeting, a microphone to speak into, and all the support materials to have productive meetings.

THANK YOU!

Addenda

Senate Bill 1338 – CARE Act

- The bill would require the Counties of Glenn, Orange, Riverside, San Diego, Stanislaus, and **Tuolumne** and the City and County of San Francisco to implement the program commencing October 1, 2023, and the remaining counties to commence no later than December 1, 2024.
- The bill would require the Judicial Council to develop a mandatory form for use in filing a CARE process petition and would specify the process by which the petition is filed and reviewed, including requiring the petition to be signed under penalty of perjury, and to contain specified information, including the facts that support the petitioner's assertion that the respondent meets the CARE criteria.
- The bill would also specify the schedule of review hearings required if the respondent is ordered to comply with an up to one-year CARE plan by the court.
- The bill would make the hearings in a CARE Act proceeding confidential and not open to the public, thereby limiting public access to a meeting of a public body.
- The bill would authorize the CARE plan to be extended once, for up to one year, and would prescribe the requirements for the graduation plan.
- By expanding the crime of perjury and imposing additional duties on the county behavioral health agencies, this bill would impose a state-mandated local program.
- This bill would require the court to appoint counsel for the respondent, unless the respondent has retained their own counsel.
- The bill would require the Legal Services Trust Fund Commission at the State Bar to provide funding to qualified legal services projects to provide legal counsel in CARE Act proceedings, as specified.
- The bill would authorize the respondent to have a supporter, as defined.
- The bill would require the State Department of Health Care Services, in consultation with specified stakeholders, to provide optional training and technical resources for volunteer supporters on the

CARE process, community services and supports, supported decision-making, and other topics, as prescribed.

- This bill would require the California Health and Human Services Agency, or a designated department within that agency, to engage an independent, research-based entity to advise on the development of data-driven process and outcome measures for the CARE Act and to convene a workgroup to provide coordination and support among relevant state and local partners and other stakeholders throughout the phases of county implementation of the CARE Act.
- The bill also would require the State Department of Health Care Services to provide training and technical assistance to county behavioral health agencies to implement the act and to provide training to counsel, as specified.
- The bill would require the Judicial Council, in consultation with the department and others, to provide training to judges regarding the CARE process, as specified.
- This bill would authorize the court, at any time during the CARE process, if it finds the county or other local government entity not complying with court orders, to report that finding to the presiding judge of the superior court or their designee. If the presiding judge or their designee finds, by clear and convincing evidence, that the local government has substantially failed to comply with the CARE process, the presiding judge may impose a fine of up to \$1,000 per day and, if the court finds persistent noncompliance, to appoint a special master to secure court-ordered care for the respondent at the county's cost.
- The bill would establish the CARE Act Accountability Fund in the State Treasury to receive the fines collected under the Act, which would, upon appropriation, be allocated and distributed by the department to the local government entity that paid the fines to serve individuals who have schizophrenia spectrum or other psychotic disorders who are experiencing or are at risk of homelessness, criminal justice involvement, hospitalization, or conservatorship.
- This bill would require the department, in consultation with the Judicial Council, to develop an annual reporting schedule for the submission of CARE Act data from the trial courts and would require

the Judicial Council to aggregate the data and submit it to the department.

- The bill would require the department, in consultation with various other entities, to develop an annual CARE Act report and would require county behavioral health agencies and other local governmental entities to provide the department with specified information for that report.
- The bill would require an independent, research-based entity retained by the department to develop an independent evaluation of the effectiveness of the CARE Act and would require the department to produce a preliminary and final report based on that evaluation.
- By increasing the duties of a local agency, this bill would impose a state-mandated local program.
- This bill would exempt a county or an employee or agent of a county from civil or criminal liability for any action by a respondent in the CARE process, except when an act or omission constitutes gross negligence, recklessness, or willful misconduct. Existing law, the Mental Health Services Act (MHSA), an initiative measure enacted by the voters as Proposition 63 at the November 2, 2004, statewide general election, establishes the Mental Health Services Fund (MHSF), a continuously appropriated fund, to fund various county mental health programs, including children's mental health care, adult and older adult mental health care, prevention, and early intervention programs, and innovative programs.
- This bill would clarify that MHSA funds may be used to provide services to individuals under a CARE agreement or a CARE plan. (2) Existing law, the Knox-Keene Health Care Service Plan Act of 1975, provides for the licensure and regulation of health care service plans by the Department of Managed Health Care. Existing law also provides for the regulation of health insurers by the Department of Insurance. Existing law requires health care service plans and insurers to provide coverage for medically necessary treatment of mental health and substance use disorders. Violation of the Knox-Keene Act by a health care service plan is a crime.
- This bill would require health care service plans and insurers to cover the cost of developing an evaluation for CARE process services and

the provision of all health care services for an enrollee or insured when required or recommended for the person pursuant to a CARE plan, as specified, without cost sharing, except for prescription drugs, and regardless of whether the services are provided by an in-network or out-of-network provider.

- Because a violation of this requirement by a health care service plan would be a crime, this bill would impose a state-mandated local program. (3) Existing law prohibits a person from being tried or adjudged to punishment while that person is mentally incompetent. Existing law establishes a process by which a defendant's mental competency is evaluated and by which the defendant receives treatment, with the goal of returning the defendant to competency. Existing law suspends a criminal action pending restoration to competency.
- This bill, for a misdemeanor defendant who has been determined to be incompetent to stand trial, would authorize the court to refer the defendant to the CARE process. (4) Existing constitutional provisions require that a statute that limits the right of access to the meetings of public bodies or the writings of public officials and agencies be adopted with findings demonstrating the interest protected by the limitation and the need for protecting that interest.
- This bill would make legislative findings to that effect. (5)
- This bill would state that its provisions are severable. (6)
- This bill would incorporate additional changes to Section 1370.01 of the Penal Code proposed by SB 1223 to be operative only if this bill and SB 1223 are enacted and this bill is enacted last. (7) The California Constitution requires the state to reimburse local agencies and school districts for certain costs mandated by the state. Statutory provisions establish procedures for making that reimbursement.
- This bill would provide that about certain mandates no reimbursement is required by this act for a specified reason.
- About any other mandates, this bill would provide that, if the Commission on State Mandates determines that the bill contains costs so mandated by the state, reimbursement for those costs shall be made pursuant to the statutory provisions noted above.

Attachment #7 Site Visitation Observation Report Template and Site Visitation Report of July 17, 2023

Tuolumne County Behavioral Health Advisory Board

Site Visit Protocol

Initial Approval Date: 5/3/2023

Revised: September 6, 2023

PURPOSE:

Site visits provide an opportunity to “review and evaluate the community’s mental health needs, services, facilities and special problems”. (*Statutory Duties: WIC 5604.2(a)*)

The purpose of this protocol is to define the policy and procedures for Behavioral Health Advisory Board members to complete site visits.

POLICY & PROCEDURE

1. Each Behavioral Health Advisory Board member shall participate in at least one site visit per year.
2. Site visits can be performed by a maximum of 2-3 Board members.
3. The Behavioral Health Advisory Board (BHAB) receives a current facilities list(s) on an annual basis from the Behavioral Health Director. This list will be reviewed by the Ad Hoc Site/Facility Visit Committee. These lists will include both county operated services and contracted services.
4. The Ad Hoc Site/Facility Visit Committee, with input from the BHAB, chooses which sites to visit and provides this list to the Behavioral Health Director (or designee).
Note: Additional sites can be considered throughout the year at the request of BHAB members, the Behavioral Health Director, with approval by the BHAB.
5. The Ad Hoc Site/Facility Visit Committee, working with the Behavioral Health Director (or designee), identifies targeted months, and site locations to be visited. The Ad Hoc Site/Facility Visit Committee canvasses which board members are available during those months and develops the schedule of site visits.
6. The site visit calendar for each year will be distributed during a BHAB meeting. One BHAB member will serve as the Lead Reviewer for each site/facility visit. The BHAB Chair will designate the Lead Reviewer for each site/facility visit.
7. Approximately one month prior to a site visit, the Ad Hoc Site/Facility Visit Committee Chair:

- a. Provide a "Site Visit Observations" form (to Facility/Program) - the Site Manager and/or Contractor is given the form for informational purposes. The form is to be completed during the site visit by the BHAB site visitor(s). Contractors are welcome to offer information in advance if desired.
 - b. Request Behavioral Health Director or Site Manager/Director to provide copies (to the Lead Reviewer) of any pertinent policies, procedures, contracts, etc., as may be necessary to clarify business procedures and/or practices.
 - c. Receive the Site Contact (name/email/phone) for Lead Reviewer (arranged through the Behavioral Health Director or designee).
 - d. Receive a copy of the current Performance/Business Contract, if applicable, (to include Scope of Work and Budget) Information to Site Visit Team.
8. The Lead Reviewer will reach out to the Site Contact and BHAB Site Visit Team to schedule the site visit.
9. Prior to the site visit, the Ad Hoc Site/Facility Visit Committee will forward to the Site Visit Team:
 - a. Copies of recent reports to the Tuolumne County Behavioral Health Department (if there are any).
 - b. A blank "Site Visit Observations" form (for use during visit.)
10. After conducting the site visit, the Lead Reviewer will provide the Site Visit Team's completed "Site Visit Observations" to the BHAB Chair and Behavioral Health Director (or designee) to be included for review at the next BHAB Meeting.
11. Concerns raised from site visits should be addressed by the Behavioral Health Director (or designee) with follow-up information reported to the BHAB.

Date FORM approved by TCBH Advisory Board – 5/3/2023

TUOLUMNE COUNTY BEHAVIORAL HEALTH ADVISORY BOARD

SITE/FACILITY/PROGRAM OBSERVATION REPORT

BY: BH Advisory Board Site Review Team – Sherry Bradley, Cathie Peacock, and Maureen Woods

This Report Is Based on A Personal Visit by One Or More Members Of The Tuolumne County Behavioral Health Advisory Board

Date Of Site Visit: Monday, July 17, 2023

Program/Facility Name: Tuolumne County Behavioral Health Clinic

Street Address: 101 Hospital Road, Sonora, CA, 95370

Program Supervisor/Manager/Coordinator Contact Information: Tami Mariscal, BH Director, and Misti Ambler, Deputy Director, Compliance Officer

Observations / Staff Interview

1. How does the staff interact with individuals? For example, does the staff appear compassionate, patient, caring, rushed, indifferent or perfunctory?
Not applicable – we did not see any interactions. Office doors were closed, with white noise machines operating, indicating to us they were in session/s meeting with client(s).
2. Are individual grievance procedures prominently posted? **Y/N** Yes, *these were observed.*
3. Are grievance forms readily available to the individual? **Y/N** Yes, *these were in place, with instructions.*
4. Is the current Patients' Rights Advocate's contact information posted? **Y/N** Yes

5. What are desired outcomes/treatment goals? How often are these achieved? *(This can also be in the form of a written policy, rule, procedure, or brochure)*

We were provided with copies of the Contract between Tuolumne County Behavioral Health Department and the Department of Health Care Services, which contains the requirements for the TCBH Department's performance. We were also provided with a copy of the contract and agreement between the Department of Health Care Services and the department for Drug Medi-Cal Agreement with DHCS.

6. What are two or three obstacles your program, staff and individuals face which may make it difficult to achieve these outcomes/goals?

Per BH Director – staffing and space

7. (Will not apply to all programs): Do some individuals require re-entry to the program/facility after discharge? If yes, what percentage return and why?

Not applicable

8. (Will not apply to all programs): How many individuals are engaged in your program? How often do they visit? What programs are the best attended?

For all clinical services: for calendar year 2021, 714 beneficiaries were served. For the calendar year 2022, 780 beneficiaries were served. (This information provided on Behavioral Health Concepts Tuolumne MHP Performance Measures FY 22-23.

9. What efforts are made to provide linguistically and culturally competent services/programs? Do the people you serve reflect the ethnic make-up of the community?

This wasn't discussed with the Director; however, it is noted that the department offers Telehealth services for those who need them.

10. (Will not apply to all programs): Does your agency's Board of Directors, owners or management include any individuals with lived mental health experience? **Yes / No**

This isn't applicable to this site; however, it is noted that the TCBH Advisory Board includes individuals with lived mental health experience. The department also employs individuals with lived mental health experience.

11. Does your agency's staff include any peer providers? **Yes/No** Are peer providers consumers, family members or caretakers of adults with mental illness? Are they paid or volunteers?

Yes, some agency staff are paid peer providers.

12. How many people seeking services/involvement did your organization turn away over the course of a year? Why? (Qualifications? Behavioral? Medical? Waiting List? Other? – please specify)

A total of 43 individuals were turned away after completing initial assessments. These individuals did not meet medical necessity. However, 32 of the 43 individuals did receive an MC referral.

13. Is there any other aspect of the program you'd like to share with us today?

The Site Review Team concurred that all questions/inquiries were answered well. The Director provided statistics and performance contracts under separate cover.

Detention Facility the Director shared that the department's involvement and services in the Jail as well as the Juvenile Detention Facility, were unique compared with other counties. While this type of program isn't offered statewide, Tuolumne County does provide the services very well, and have been commended by other counties who know about the service in Tuolumne.

SITE VISIT SUMMARY

The Lead Reviewer for the TCBHAB will collect all completed Site Observation Forms. Based upon the information provided on the forms, in consultation with the Site Review Team, the Lead Reviewer will compile a report AFTER visiting the program.

COMPLETE THE INFORMATION, BELOW, AFTER VISITING THE PROGRAM

1. Complete a brief description of the Program: *There are multiple services offered by the Behavioral Health Department. Those include:*
 - *Crisis, Assessment & Intervention Program (CAIP) – call or walk-in crisis services 24 hours a day, 7 days a week*
 - *Outpatient Mental Health Services are available for children, youth, adults, and older adults, to include:*
 - o *Assessment and treatment planning*
 - o *Medication services*
 - o *Brief therapy*
 - o *Case management*
 - o *Group therapy*
 - o *Services are provided to Medi-Cal beneficiaries meeting state criteria guidelines and low-income persons. Sliding fee scale available.*
 - *Outpatient Alcohol and Drug Treatment Services, as follows:*
 - o *Assessment and treatment planning*
 - o *Alcohol and drug treatment*
 - o *Dual diagnosis treatment*
 - o *Perinatal treatment program*
 - o *Adolescent Youth Treatment*
 - o *Adolescent brief intervention program*
 - o *Court ordered programs.*
 - o *The above services are provided on a voluntary basis. Sliding fee scale available.*
2. What Is Your Overall Impression of The Facility/Program, Including Strengths, and Limitations? *(Use back of sheet of paper to answer, if needed)*

Identified Strengths:

- *A wide variety of services are provided, given the number of staff that are available to provide the services. According to the clinic organization chart, there are currently 12 clinic (direct services staff) vacancies, and 7 vacancies in MHSA, quality improvement. There is only 1 Psychiatrist available (on premises) in the clinic, and this on a limited schedule. Psychiatry services are also available via Telehealth, through a contract with Kingsview. Medication services are provided via nurses in the clinic. While the delivery of services with fewer staff than needed is a strength, the Site Review Team also identifies this as a limitation. The good news, however, is that with changes in policy, the wait time for an assessment has been decreased dramatically.*

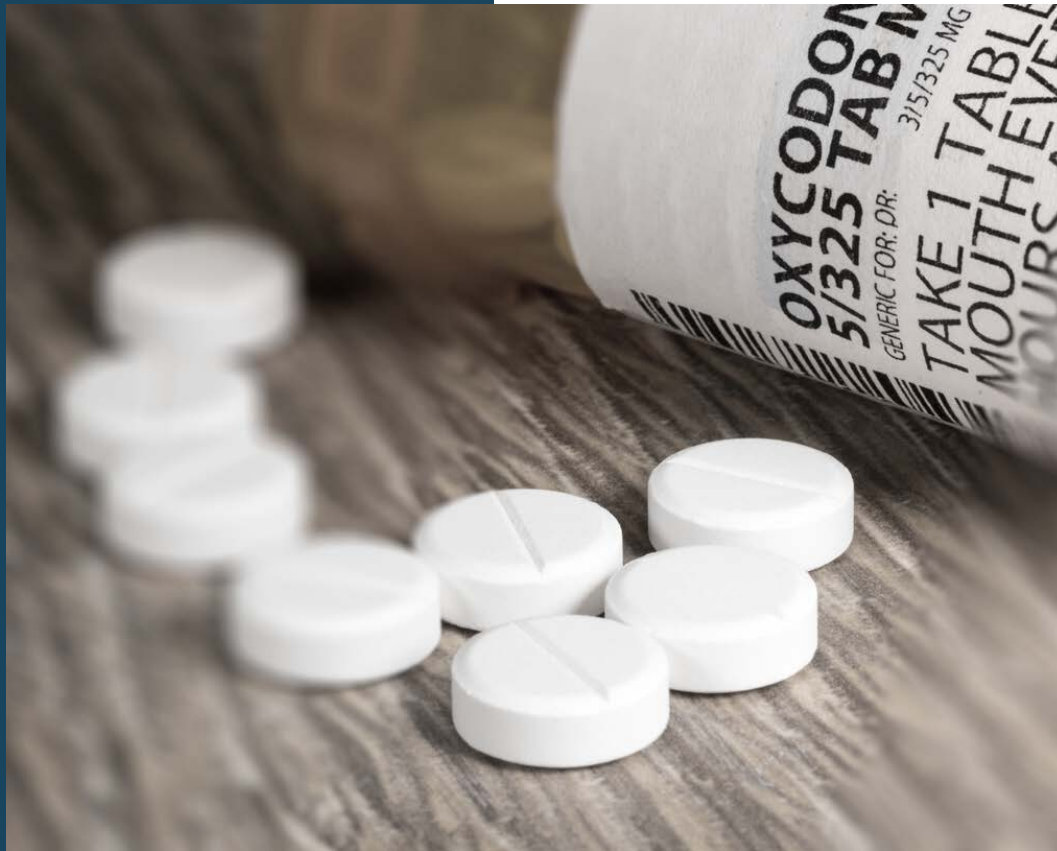
- *The clinic appears clean and uncluttered, with every attempt to make it as welcoming as possible. There is a separate waiting area for children/families, and a waiting room for adults. The addition of artwork on the walls, and colorful rugs in some areas, made it feel warm and inviting, especially the Telehealth site.*
- *The large conference room is well organized for group meetings and activities, including a small kitchen area. The Site Review Team was very impressed with one wall that included a photograph of nearly every employee in the entire department. The department is clearly proud of every member of its team, and it shows. The photos are utilized to “get acquainted” with staff that may be new; a very positive way to showcase the folks doing the hard work!*
- *With the addition of mobile crisis services, the department somehow managed to work in space for workstations for these staff. With the most recent grant, they were able to purchase vehicles, workstations, computers, and other equipment needed to do the work. Staff had to clear out a room that was utilized by medical records to make “room” for this newer service. Kudos to them for finding a work around, given that there's no more space they can expand in to.*
- *It must be noted that the department does an excellent job of compiling data and statistics and reporting same to the State. The Site Review Team was provided with copies of the most recent Tuolumne MHP Performance Measures FY 22-23, compiled by Behavioral Health Concepts, Inc. BHC is a contractor with DHCS and conducts External Quality Review on county performance. For example, for the county Medi-Cal Eligible Population, Beneficiaries Served, and Penetration Rates by Age, for CY 2021, the county's penetration rates were better when compared to similar size counties and statewide. The remainder of the report includes measures on beneficiaries served by race/ethnicity, and other key areas. Overall, it appears that Tuolumne County Behavioral Health performs as well as, if not better than, other small counties and the State as well.*
- *The department manages many contracts with contractors from probation, administrative, clinical, internships, MHSA, general operating, with psych hospital, residential, and SUD. In the words of the Director, this is a huge lift!*
- *Safety is emphasized in the department. The evacuation routes are clearly marked. Confidentiality in working with clients is a strength – white noise units are utilized outside of closed doors when a client is present.*

Identified Limitations:

- Physical layout: The varying clinic services are arranged in the building in independent/separate areas. The building is older, and we were told it has been remodeled several times. The Site Review Team felt that the building was like a “labyrinth”, often with one area not leading to another. The Site Review Team expressed concern for the clients’ experience with the physical setting.
 - Staffing needs. Utilizing the organization chart provided by the Director, it’s clear that there are vacancies in adult services, children’s services, crisis, full-service partnership, and substance use services. There is also a vacancy in medication services (one Clinic RN). Additional vacancies are noted in the MHSA unit as well as quality improvement. There is also a vacancy for a Senior Account Clerk under fiscal services. Recruitment is very much a concern.
 - Space needs: With all the services the department currently provides, there is no room for expansion for any future (new or enhanced) service delivery. The MHSA Administration site is in a shared building with a social services program, which limits their access to the only elevator to the main behavioral health building. Should all vacant positions be filled, there will be a need for more space to accommodate the staff. Some staff need private space for confidentiality purposes to provide services.
 - Challenges to Business Processes: The Site Review Team noted challenges to departmental business processes. The bifurcation is noted because of co-location with several other County services. The Veteran’s Services Office is co-located with Behavioral Health, as well as a Social Services unit. This raised concerns about confidentiality in the delivery of services.
3. Any Recommendations for This Facility or Program to provide to the Behavioral Health Director and for the TCBH Advisory Board to consider? (Use back of sheet of paper to answer, if needed)
- Advocate to HHSA for additional space to conduct any new and/or expanded or enhanced service delivery.
 - Continue to actively recruit to fill all staff vacancies. Explore all possible options for this activity.

4. Has the Site Supervisor/Manager/Coordinator been provided with a copy of the completed Site Visit Report? **Yes/No** -*Not as yet. Will be shared with the Director upon final review by TCBH Advisory Board.*

5. Any additional comments or suggestions?



TUOLUMNE COUNTY STATE of the OPIOID EPIDEMIC



Kimberly Freeman, MD, MBA, CPE, FACEP, Paramedic

Health Officer and EMS Medical Director

October 2023

What are we REALLY dealing with? ADDICTION EPIDEMIC

<https://vimeo.com/370948484>

NARCOTICS

- A class of drugs that derive from (opioid) or mimic (opiate) natural substances found in the opium poppy plant
- Work in brain to produce a variety of effects
 - Pain relief
 - Slow down
 - Breathing
 - GI
 - Euphoria





OPIATES AND OPIOIDS ARE BOTH NARCOTICS

- Opiates include chemicals extracted from natural plant matter
 - Opium
 - Morphine
 - Codeine
 - Heroin
- Opioids are synthesized chemicals
 - Hydrocodone (Vicodin, Norco)
 - Oxycodone (Oxycontin, Percocet)
 - Fentanyl
 - Loperamide (Immodium)
 - Methadone

OPIOIDS IN TUOLUMNE COUNTY

2021 DATA
CALIFORNIA STATE DASHBOARD

Tuolumne County was the first in the state (meaning worst) for:

- MMEs (Morphine Milligram Equivalents) prescribed
- Number of residents Rx over 90 MMEs
- Opioid and Benzo co-prescriptions
- Prescription opioid OD hospitalizations
- Number of opioid prescriptions

Tuolumne was second in the state for:

- Any opioid-related OD hospitalization



HISTORY IN TUOLUMNE COUNTY

Opioid prescribing improved significantly in past 12 years

In 2010, Tuolumne County ranked:

- 3rd worst # opioid prescriptions/1000 residents
- 3rd worst for co-prescribed benzodiazepines
- 3rd worst for residents prescribed >90 MME
- 4th worst for MME
- 6th worst for opioid-related deaths

Despite our improvement, we have worsened in rank due to the greater improvement of other counties



WHY ARE WE HERE?

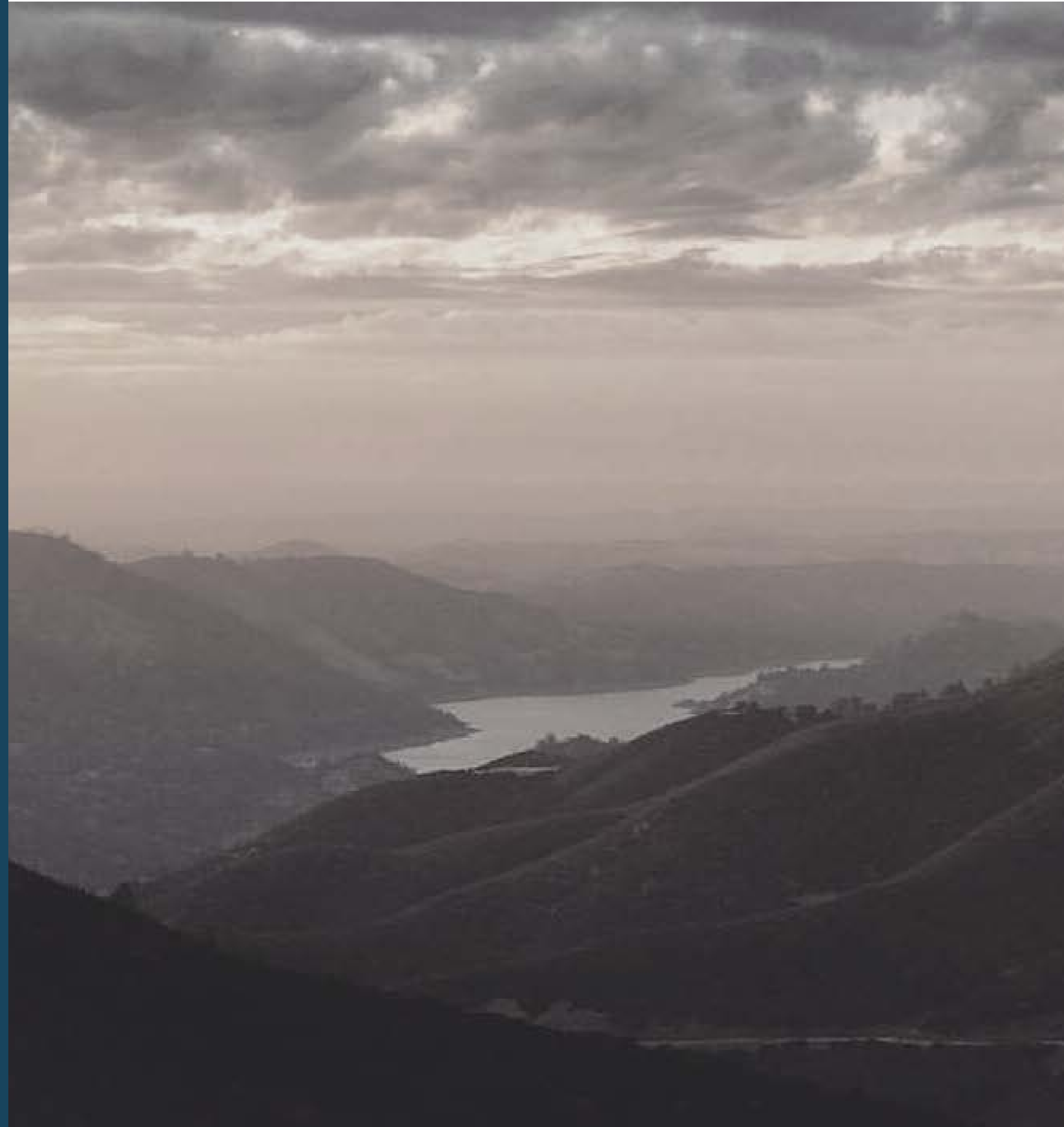
Historical push to prescribe

- Pain was considered the “5th vital sign”
 - With blood pressure, respiratory rate, heart rate, temperature
- Drug companies falsely portrayed opioid meds as nonaddictive
- Patient satisfaction surveys contribute to provider pay rates
- Lawsuits prosecuted providers for underprescribing in the 90s
 - *Estate of Henry James v Hillhaven Corp* (1991)
 - *Bergman v Wing Chin, MD and Eden Medical Center* (1999)
- Once people are started on opioids and become dependent, it is very difficult to wean off

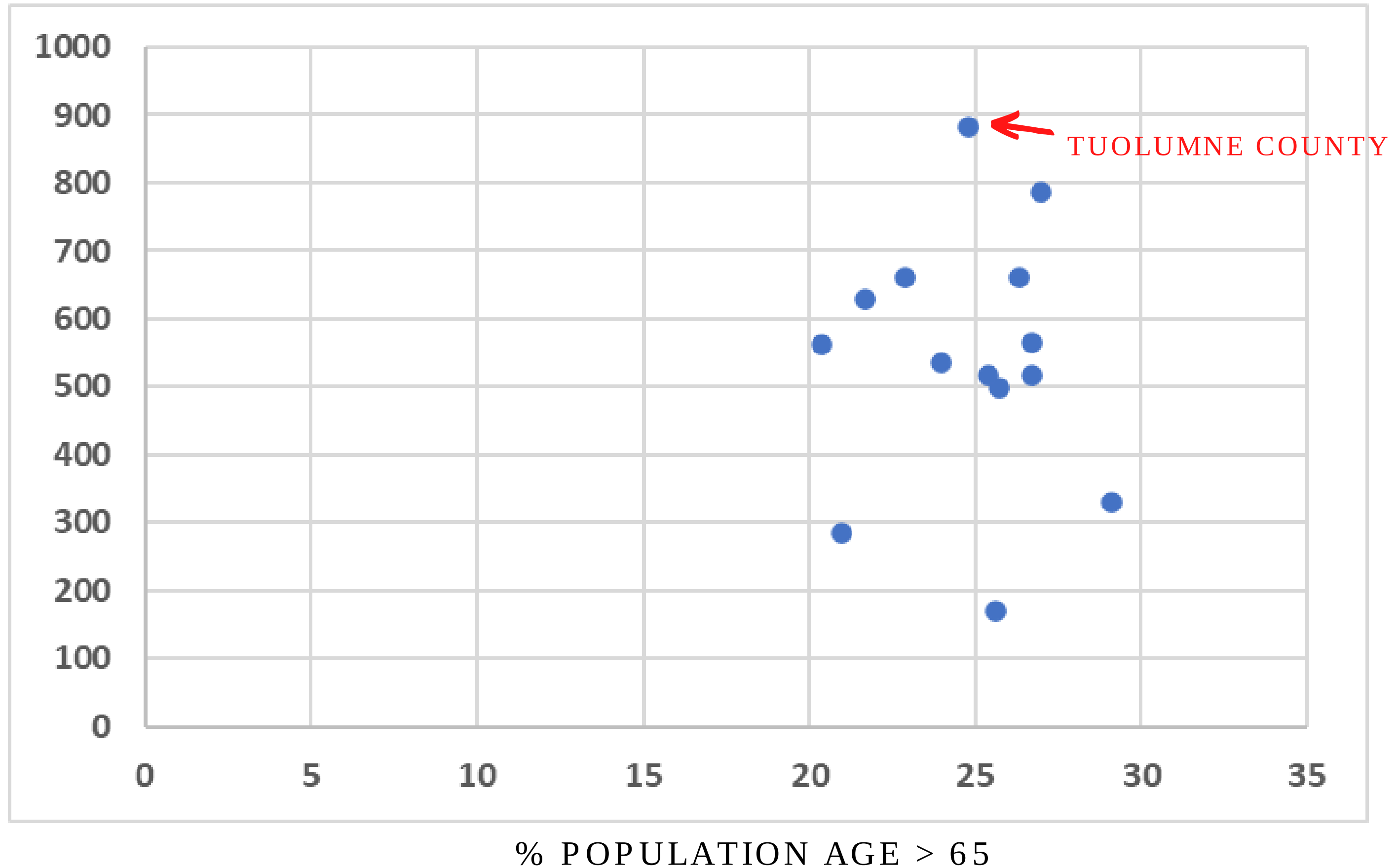


IS OUR POPULATION DIFFERENT?

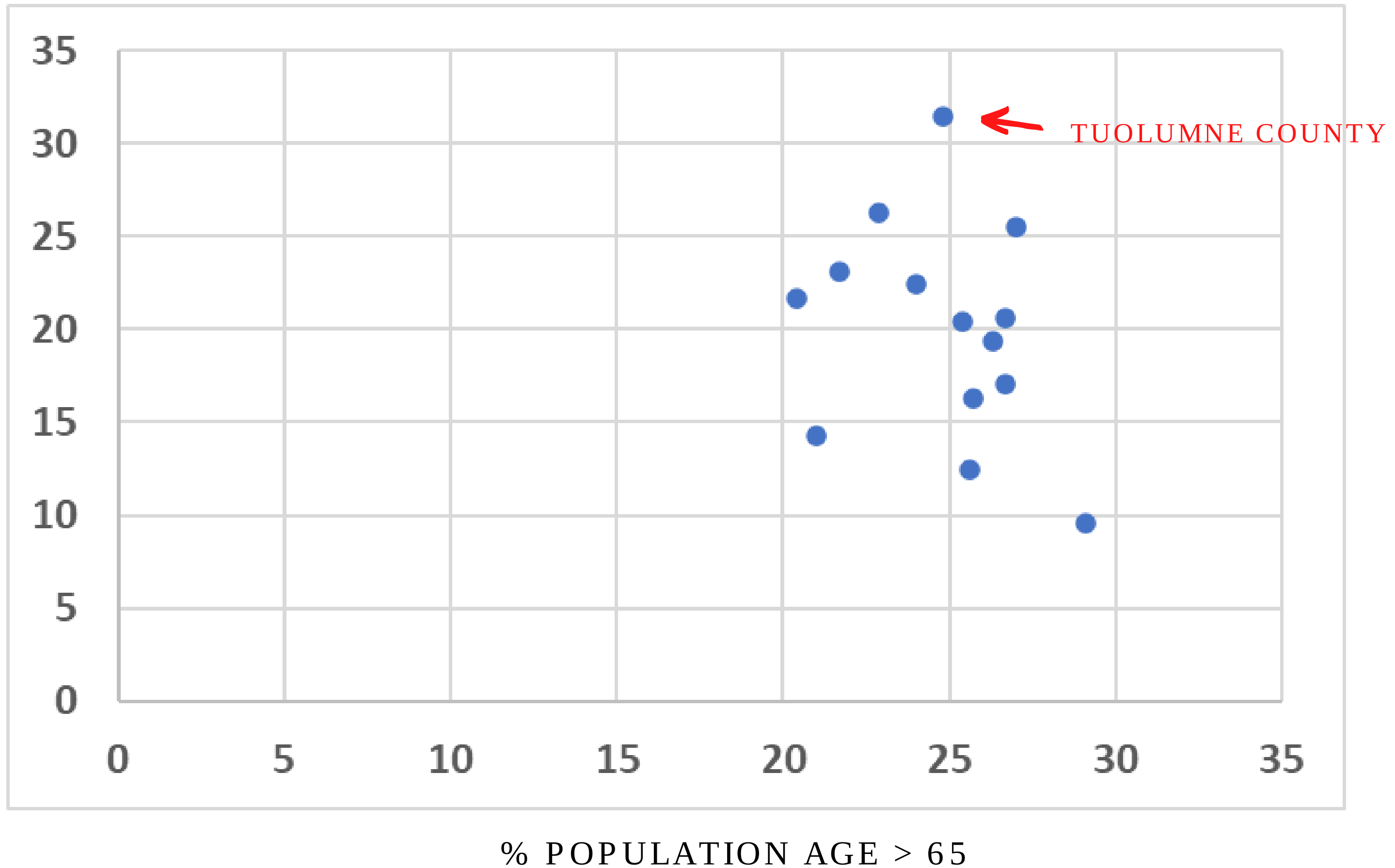
- **Tuolumne County is an AMAZING place to live and fabulous people live here**
- **Our population is older than the California average, but age doesn't correlate well with prescribing trends**
- **Cancer rate medium but other counties with higher or similar cancer rates prescribe less**
- **We have a higher disabled population, but our opioid rate is still disproportionately higher**



MMEs/resident (2020)

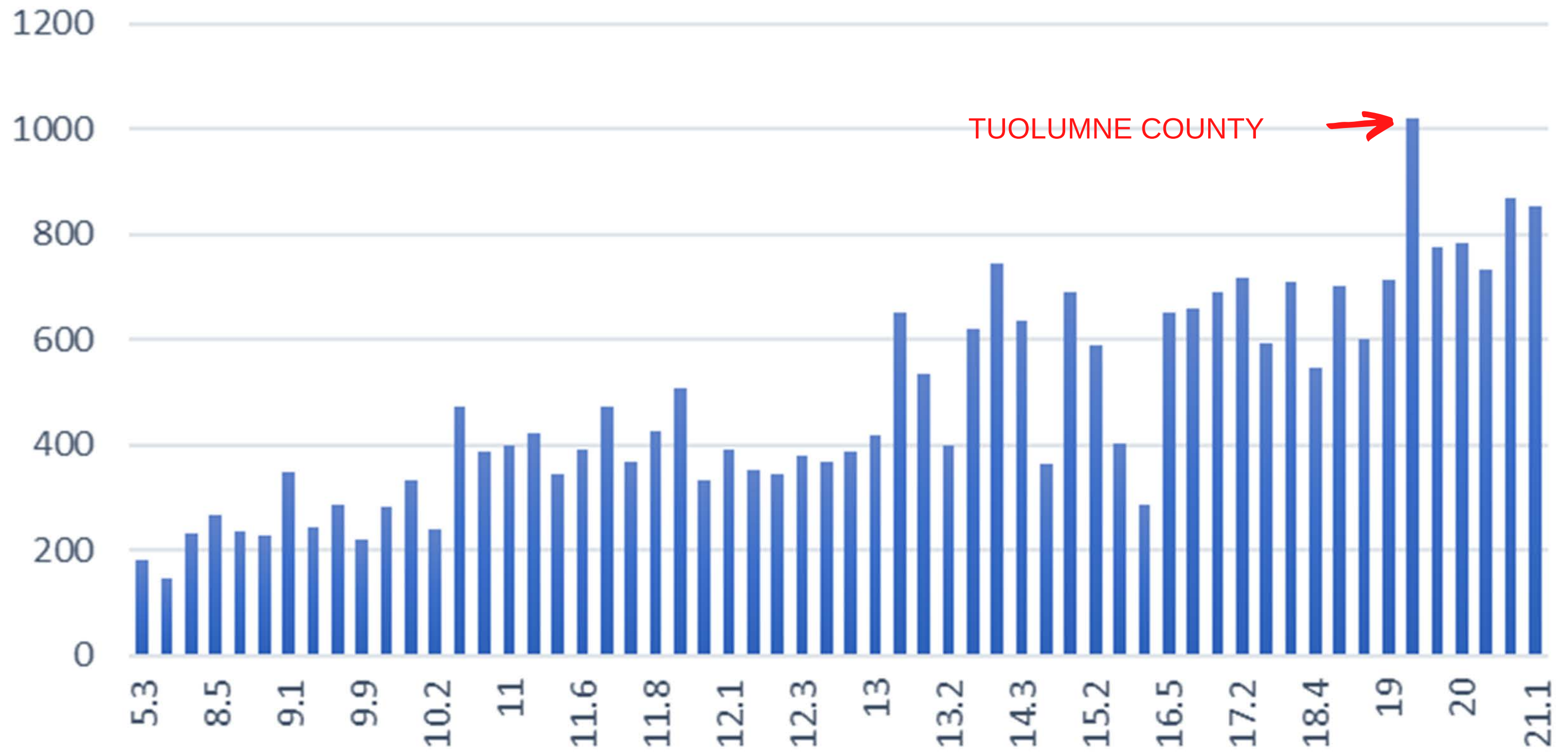


Residents on MME > 90 per 1000 (2020)

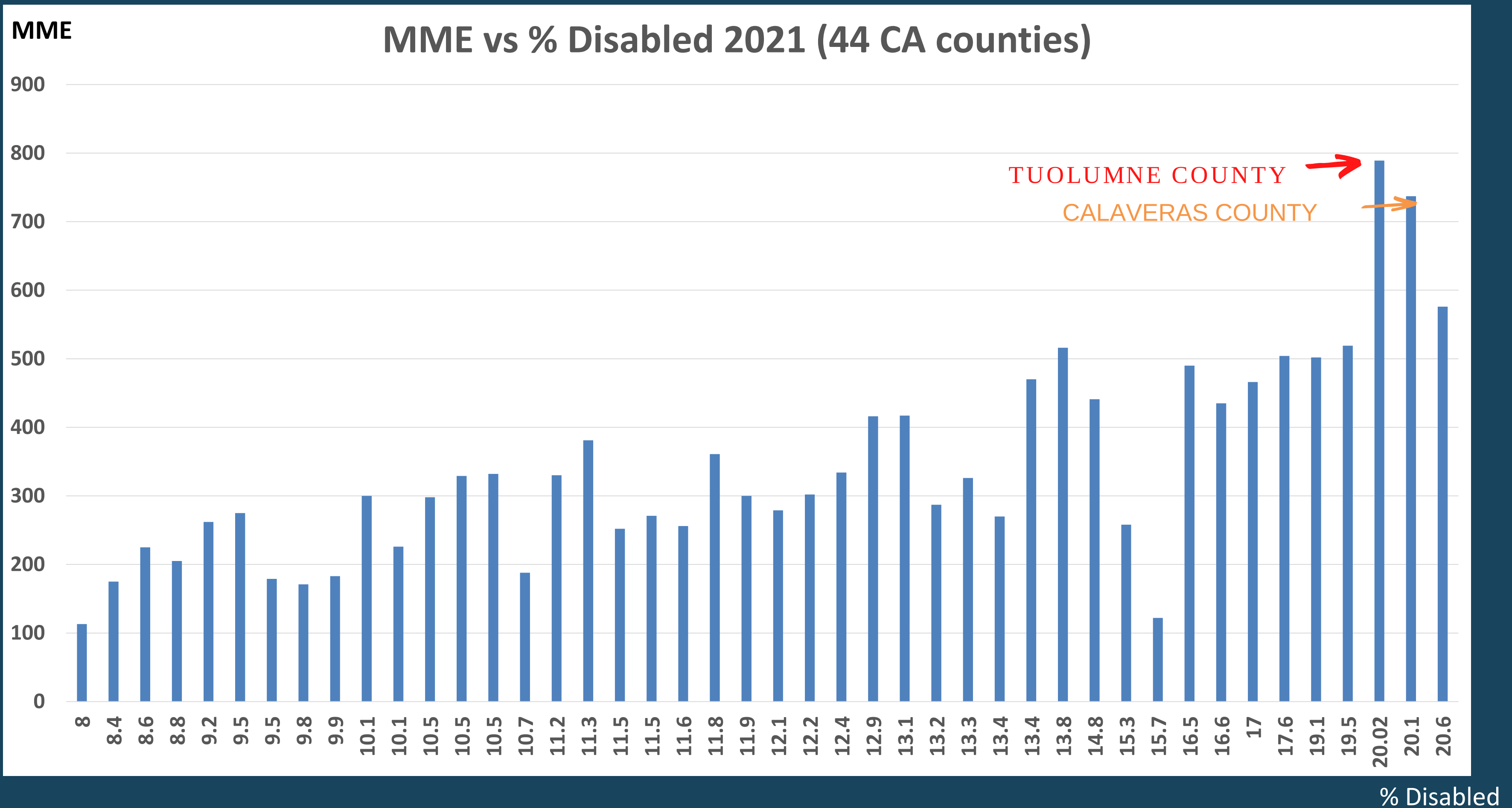


MME

MME vs % Disabled 2019



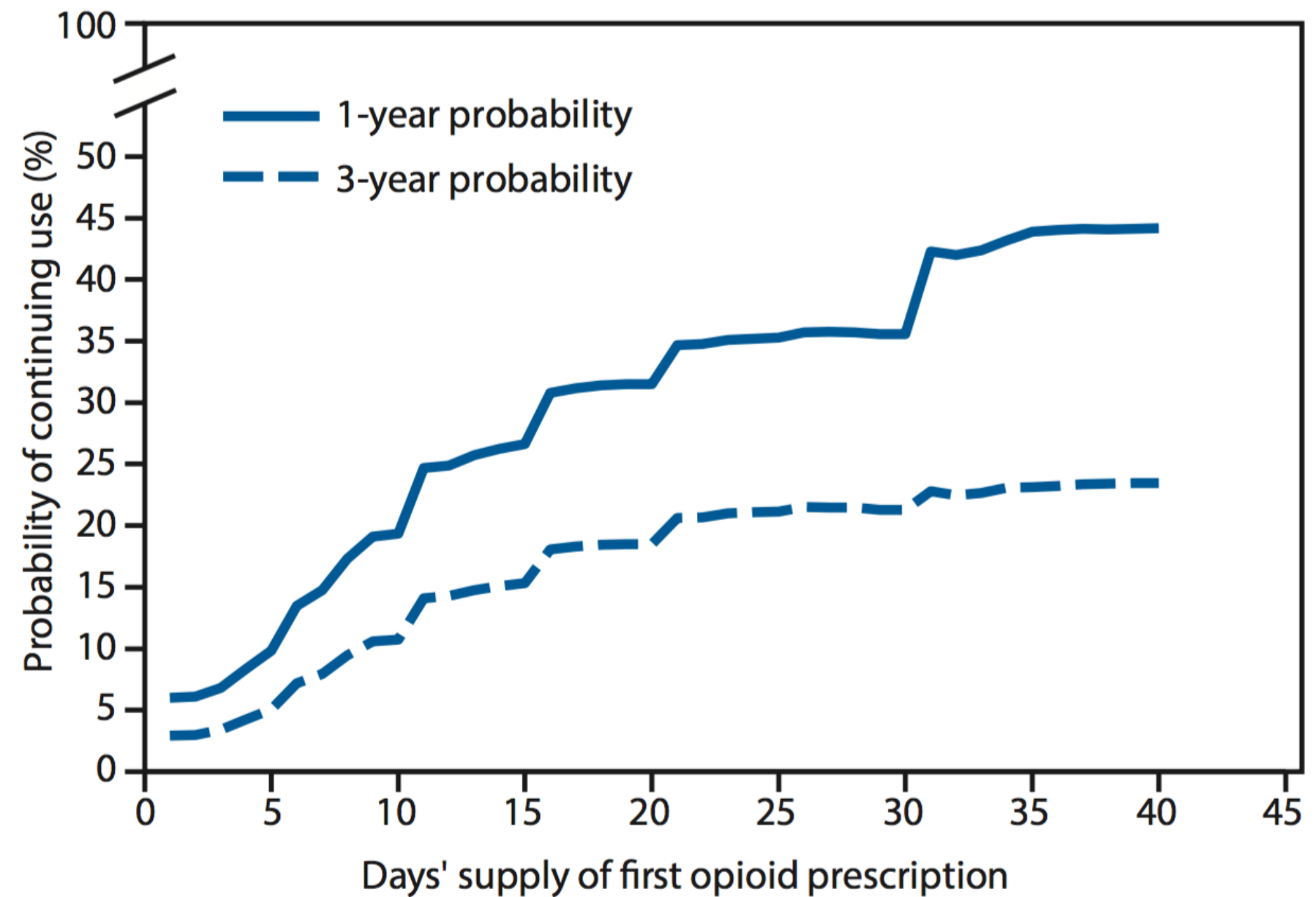
% Disabled



RISKS OF NARCOTIC PAIN CONTROL

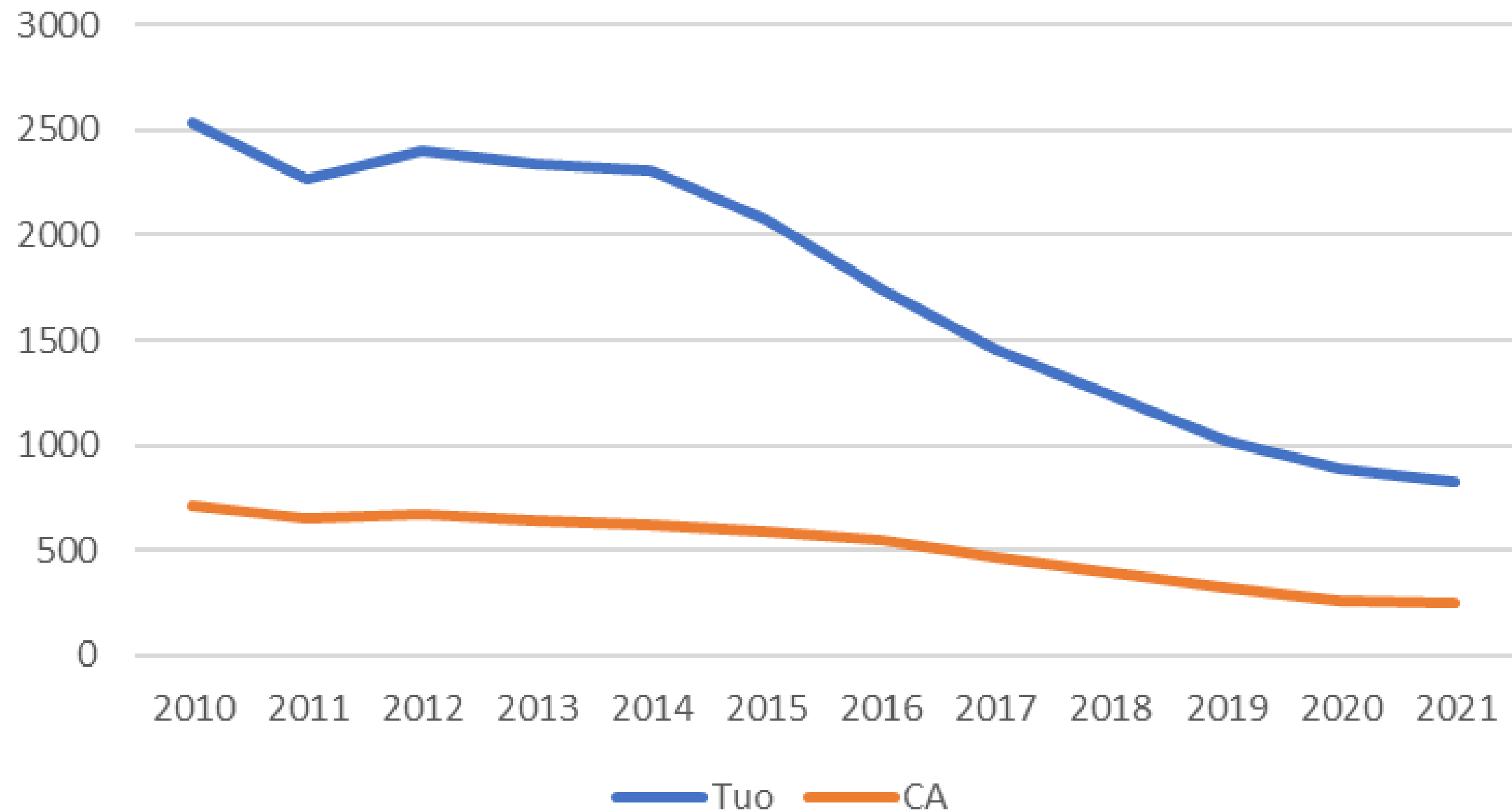


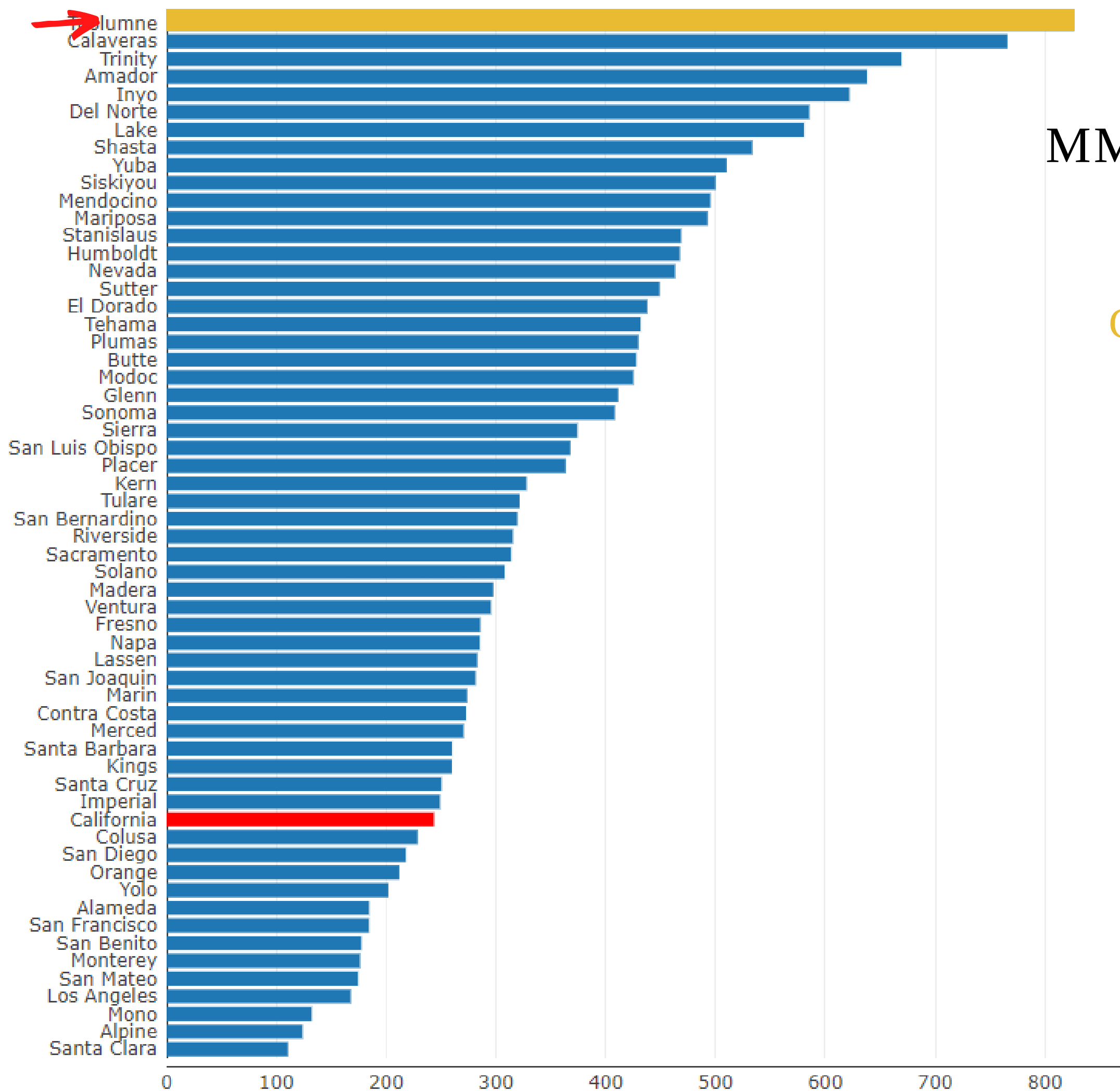
FIGURE 1. One- and 3-year probabilities of continued opioid use among opioid-naïve patients, by number of days' supply* of the first opioid prescription — United States, 2006–2015



[With a 10-day supply of opioids, 1 in 5 become long-term users | Ars Technica](#)

MMEs per Resident (annual)

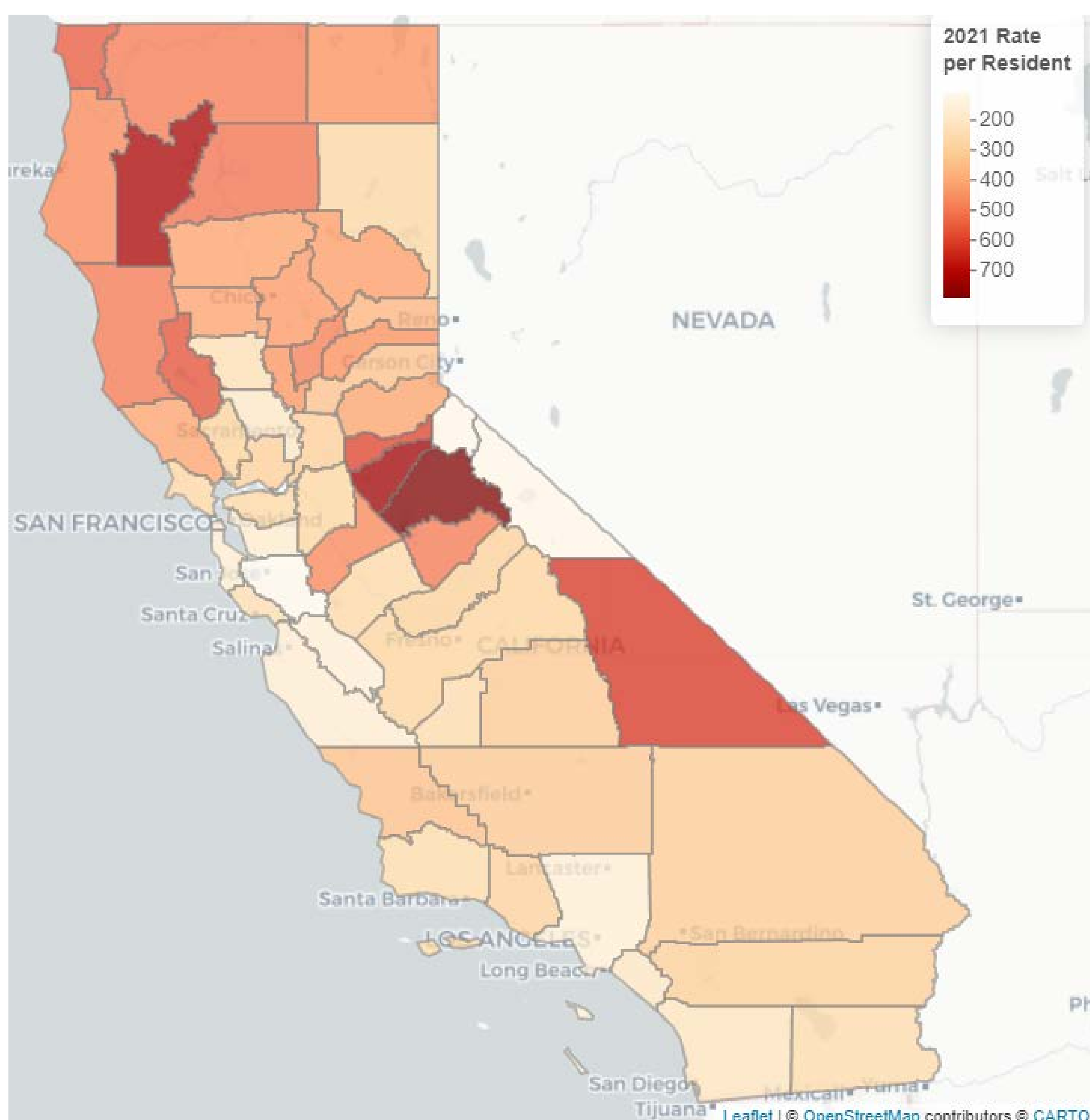




MMEs BY PATIENT LOCATION PRESCRIPTIONS

Total Population, 2021
Crude Rate per 1,000 Residents

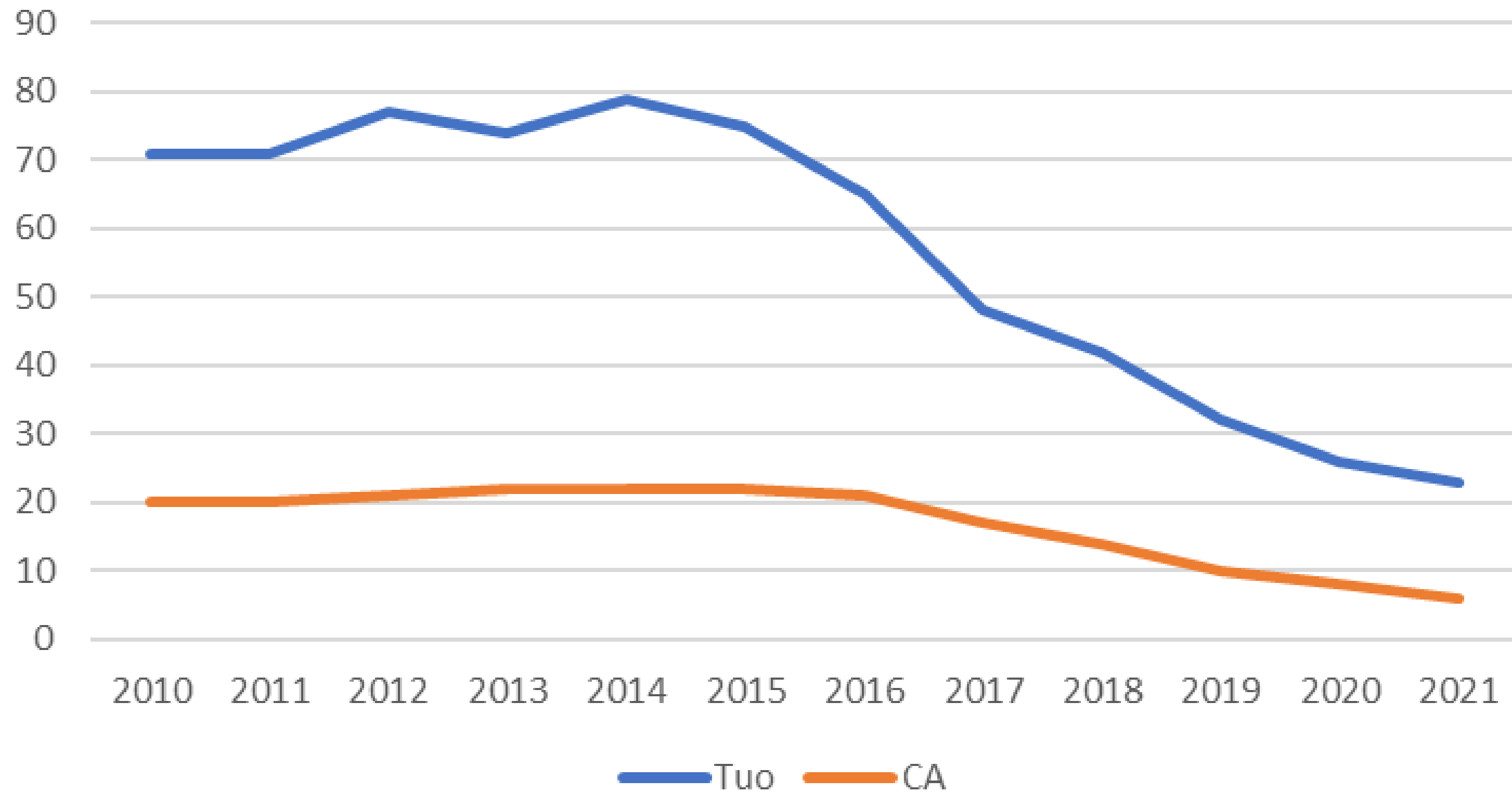
TUOLUMNE
COUNTY
RANKS FIRST

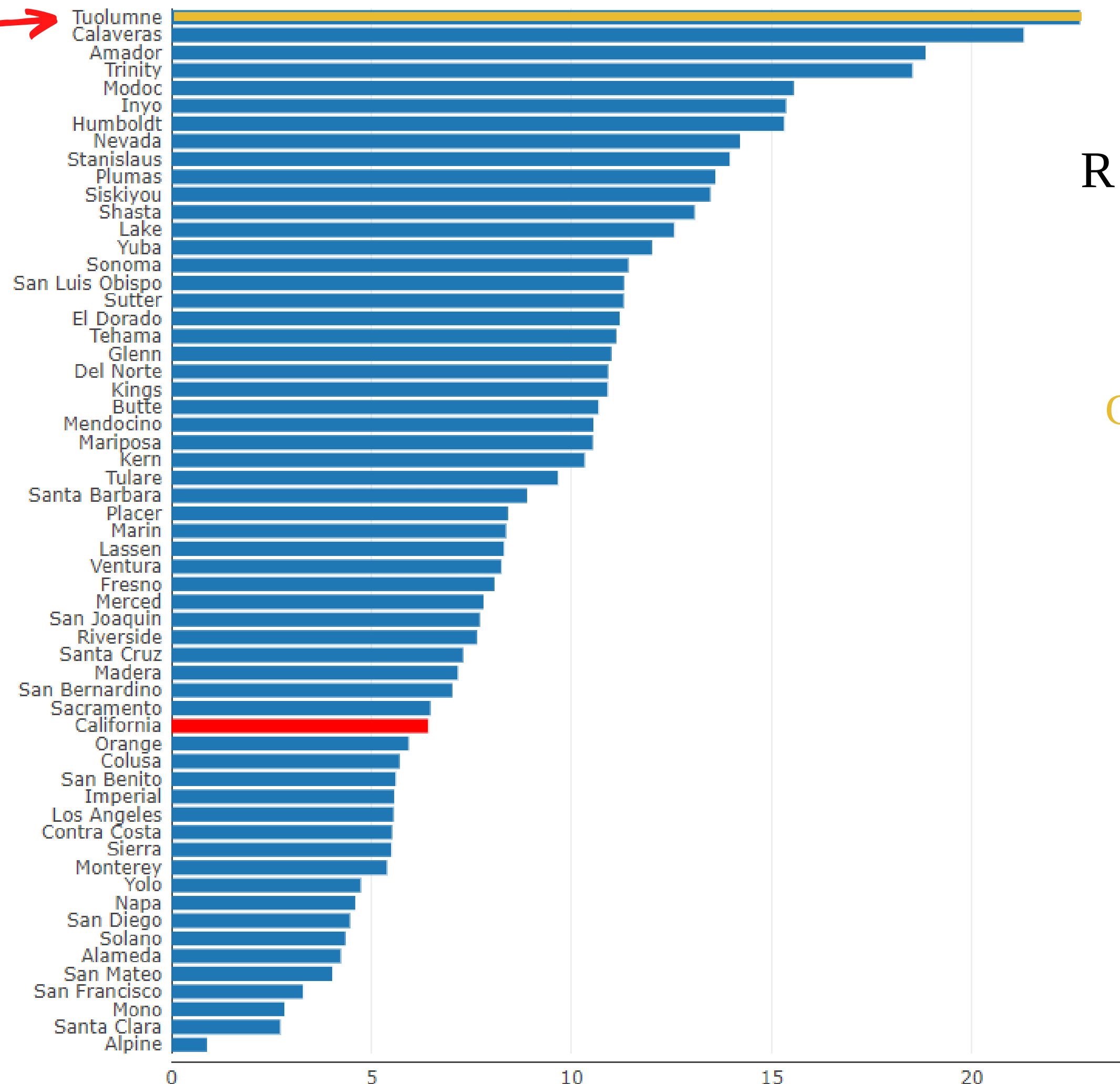


MMEs BY PATIENT LOCATION

Total Population, 2021
Crude Rate per 1,000 Residents

Overlapping Opioid/Benzo (Rate per 1,000)



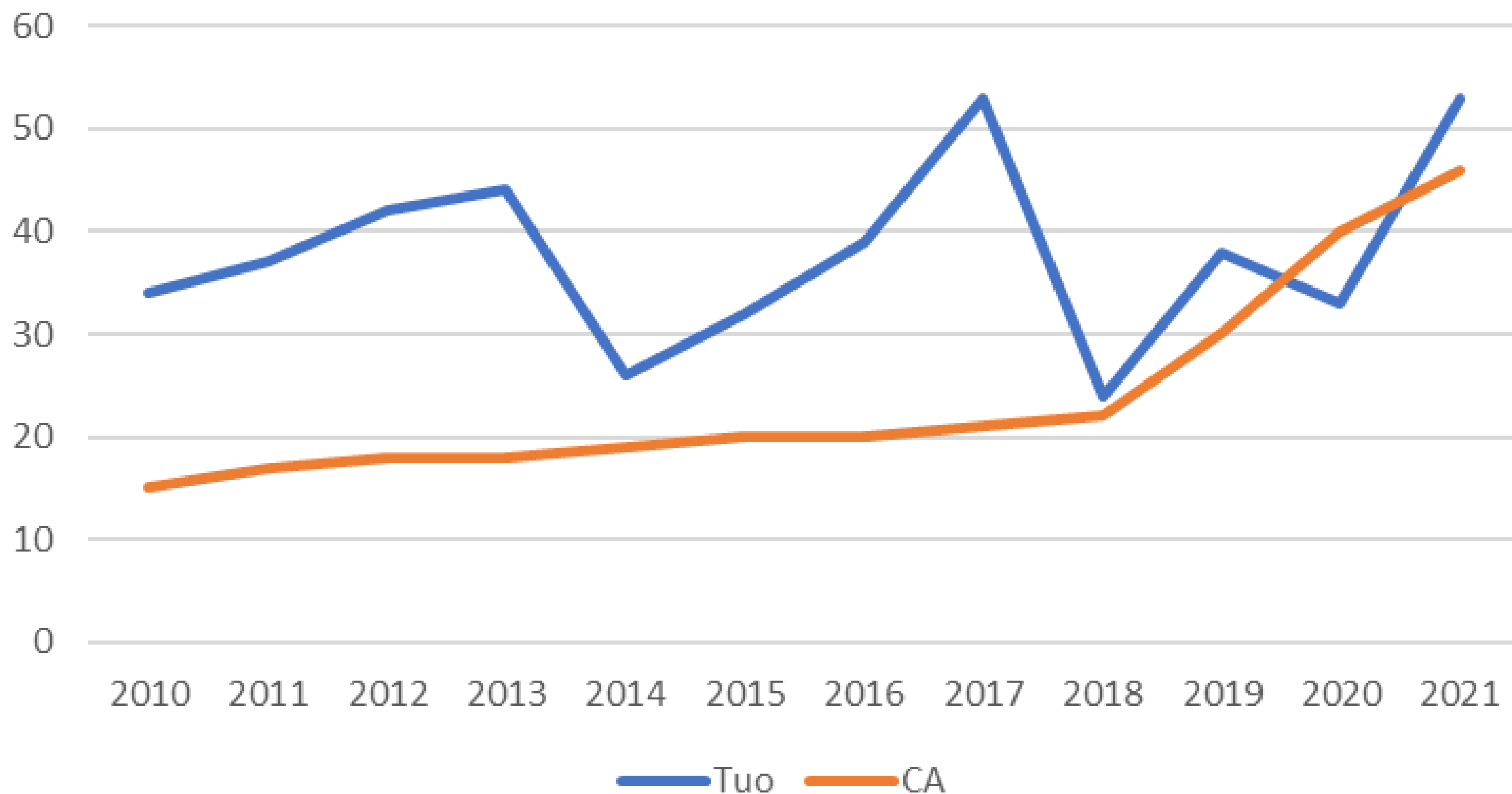


RESIDENTS W/ OVERLAPPING OPIOID/BENZOS PRESCRIPTIONS

Total Population, 2021
Crude Rate per 1,000 Residents

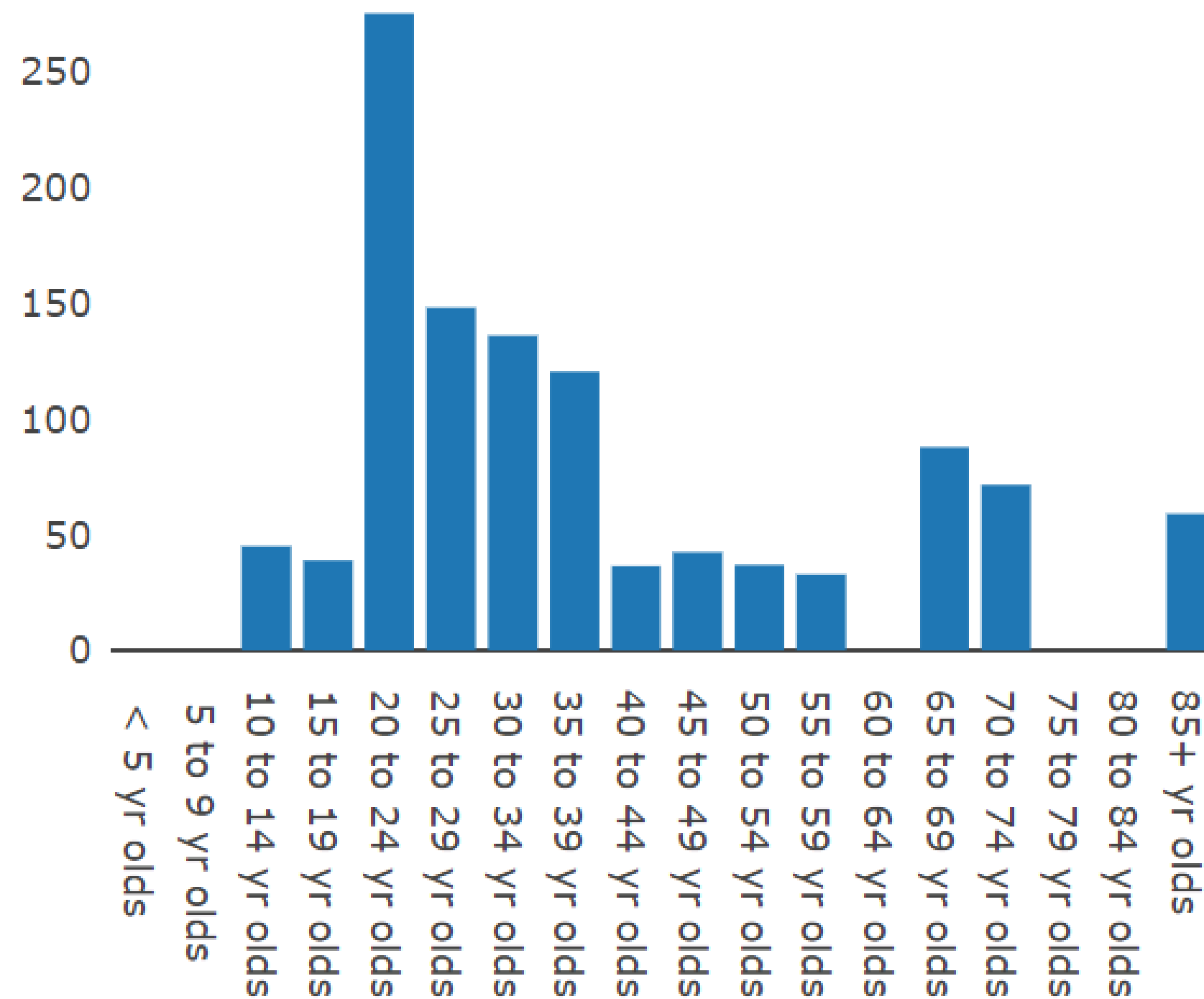
TUOLUMNE
COUNTY
RANKS
FIRST

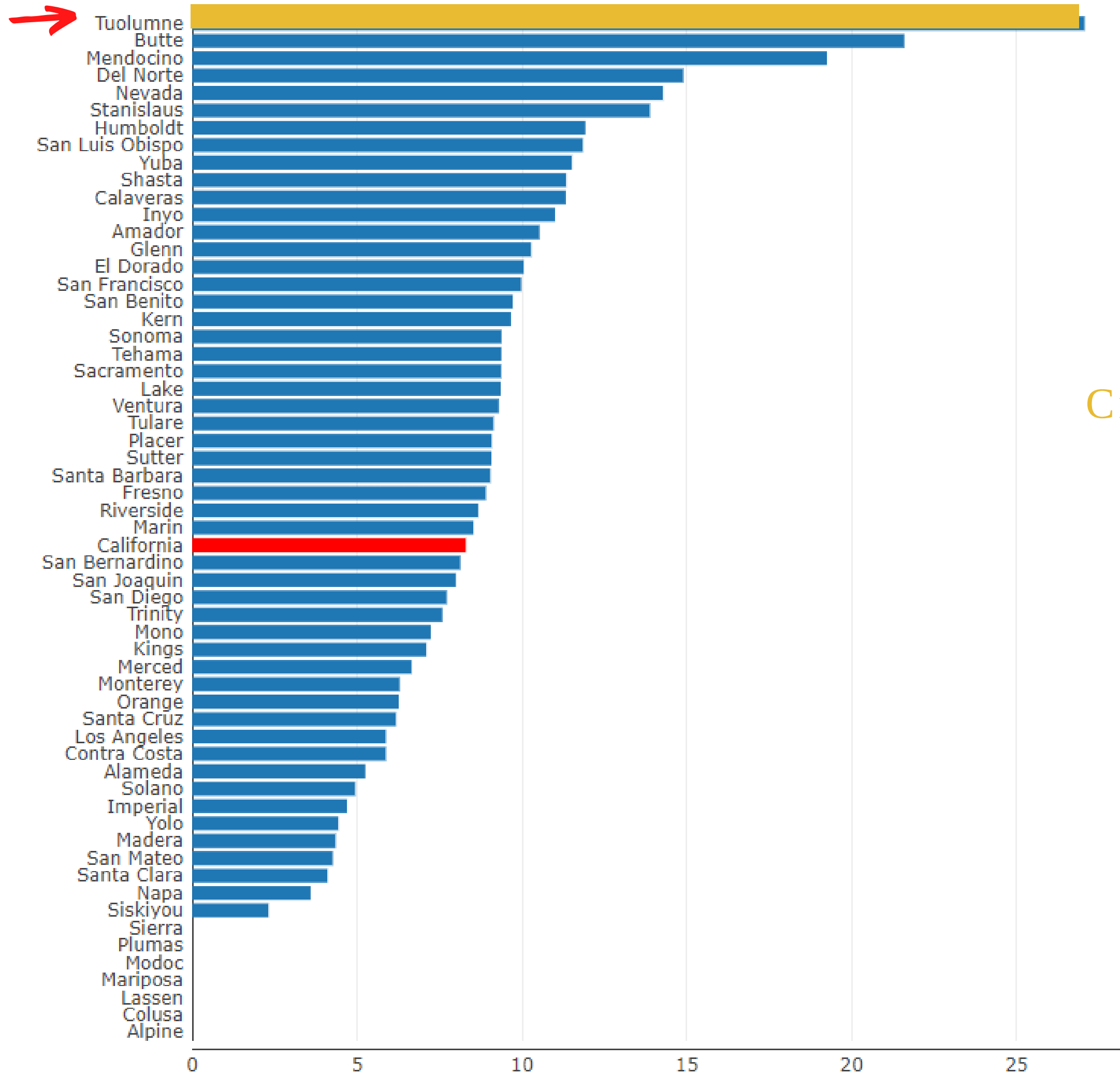
Opioid-related ED Visit (rate per 1,000)



Any Opioid-Related Overdose ED Visits by Age Groups, 2022

Crude Rate per 100,000 Residents



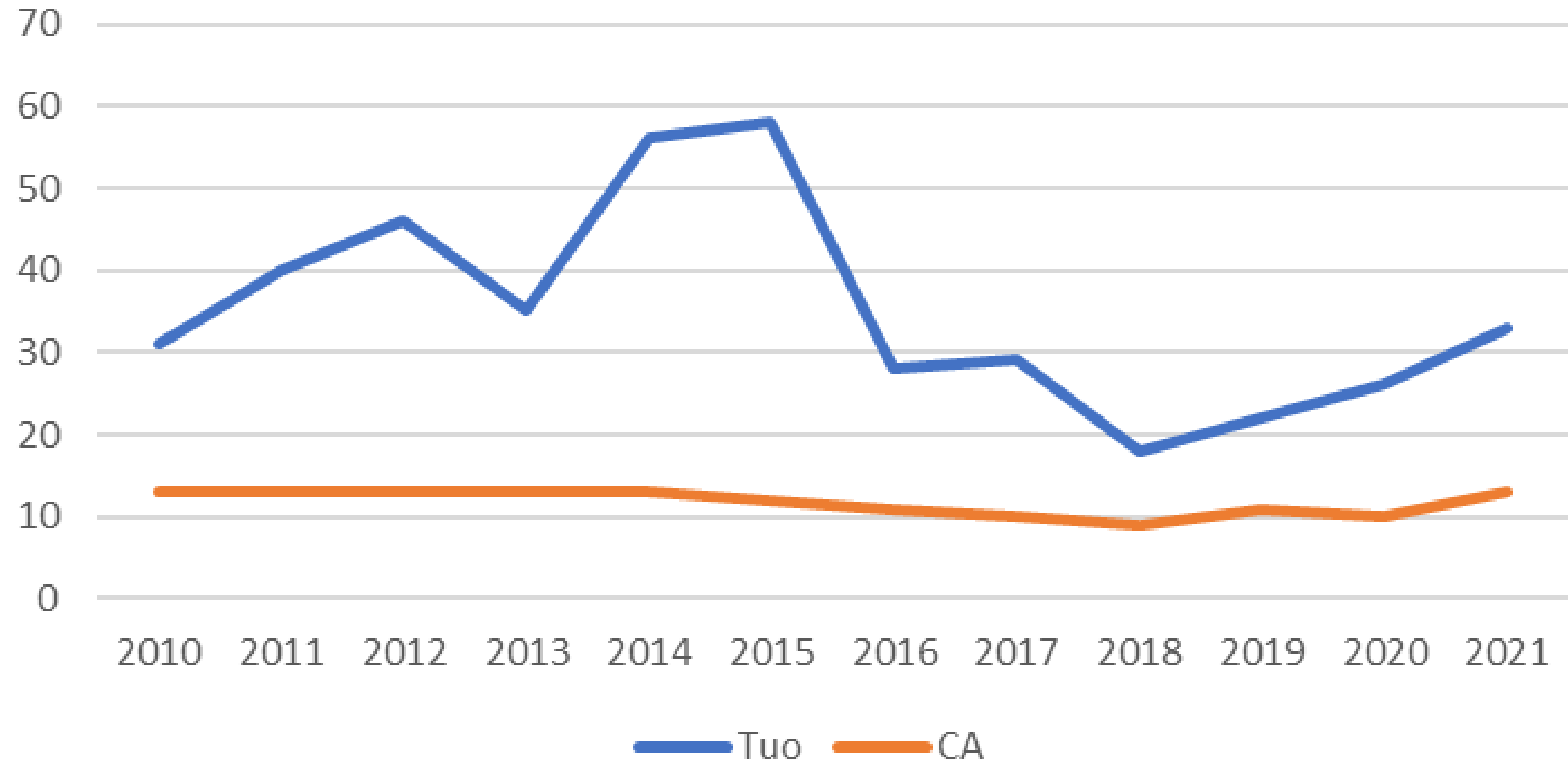


PRESCRIPTION OF HOSPITALIZATIONS (excl Fentanyl)

Total Population, 2021
Crude Rate per 1,000 Residents

TUOLUMNE
COUNTY
RANKS
FIRST

Opioid-related Hospitalization (Rate per 100,000)



DEADLY OPIOIDS INCLUDE FENTANYL

Fentanyl is extremely potent

- An amount the equivalent of 3 grains of salt can be fatal
- Past two years have seen much more fentanyl locally

Counterfeit pills and other substances can have fentanyl

- Unpredictable amounts
- Difficult to detect, even with fentanyl strips

New drug: Protonitazene

- Stronger than fentanyl!!!
- Available as powder, tablets, and in syringes

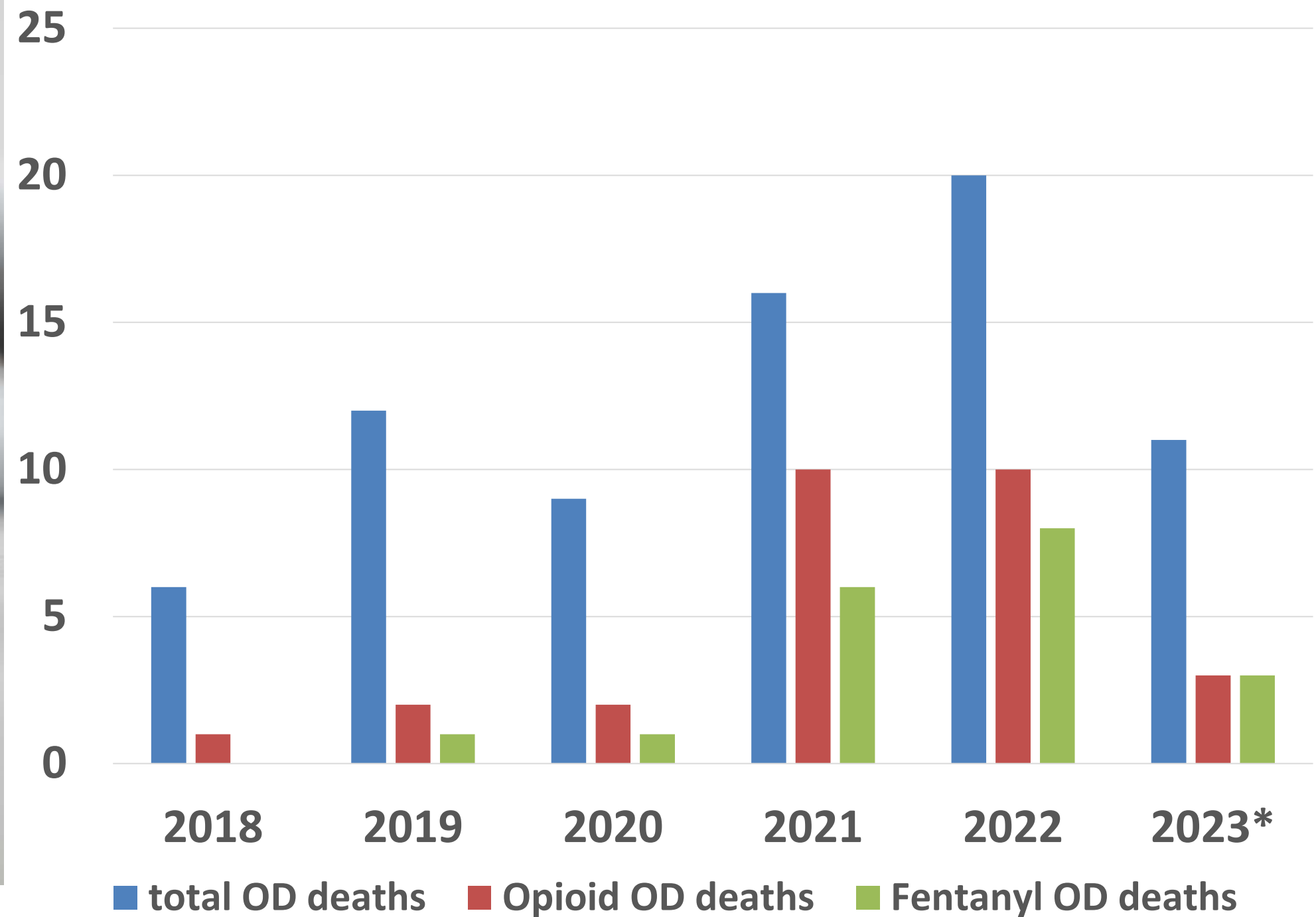
FENTANYL in CA

- 
- ED visits due to non-fatal opioid ODs
 - increased > 3x from 2018 (379 total) to 2020 (1,222 total)
 - Opioid-related OD deaths
 - increased 407% from 2018 (54 total) to 2020 (274 total)
 - Fentanyl-related OD deaths
 - increased 625% from 2018 (36 total) to 2020 (261 total)

OPIOID DEATHS



Tuolumne County

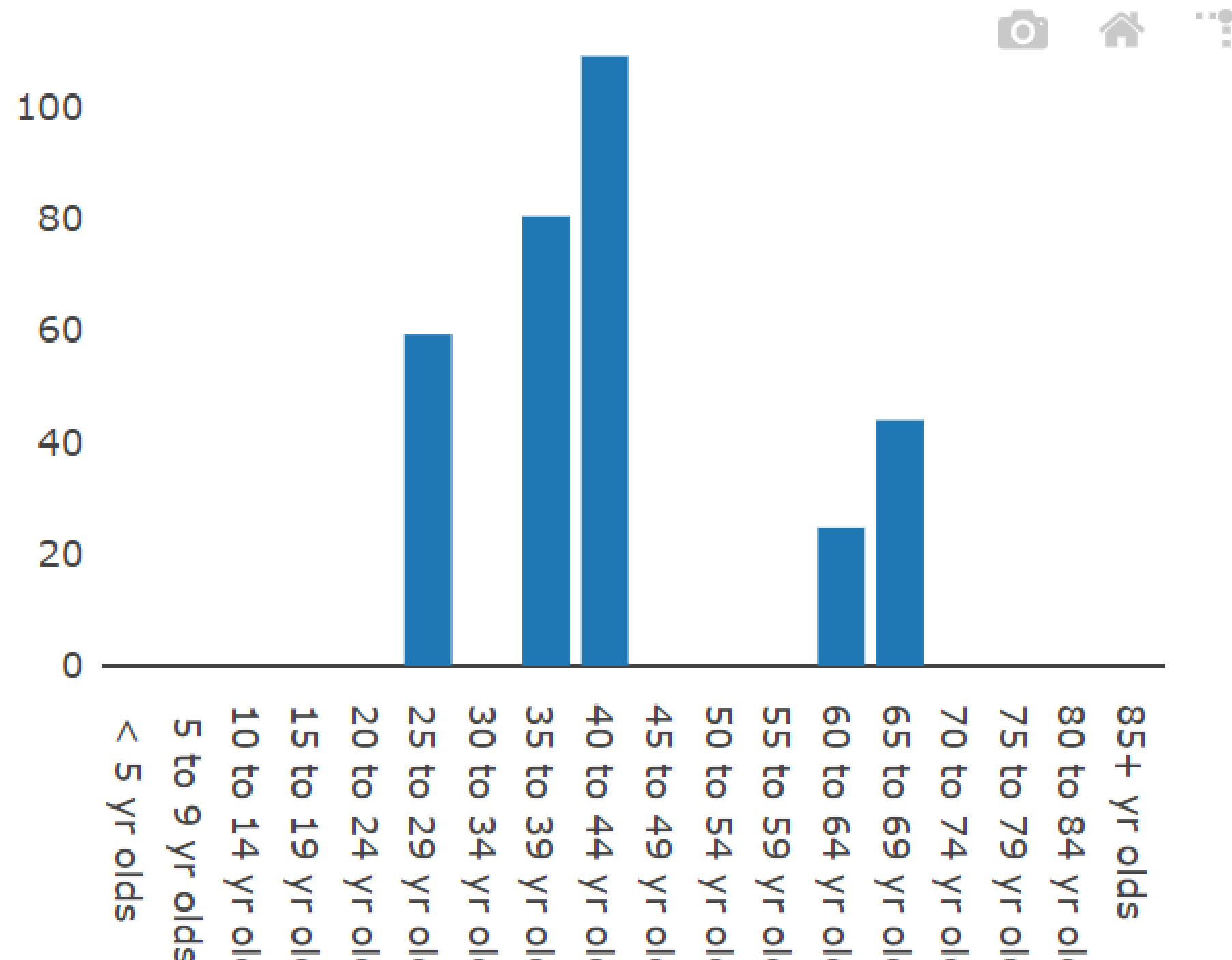


**Jan 1 – Sept 12*

Tuolumne County

Any Opioid-Related Overdose Deaths by Age Groups, Prelim. 2022

Crude Rate per 100,000 Residents



XYLAZINE

- **Veterinary sedative. NO LEGAL USE FOR HUMANS.**

- Non-opioid
- Sedative, anesthetic, and muscle relaxant
 - chemical structure closely resembles phenothiazines, TCAs, and clonidine
- “Tranq”

- **Clear, colorless**

- **Illicitly combined with street drugs**

- Extends the high of opioids (synergistic)
- Also found in stimulants



XYLAZINE

- **Causes respiratory and CNS depression, hypotension, bradycardia, drowsiness, and lethargy**
 - User may not move for several hours
 - Prone to rhabdomyolysis
 - Prone to assault and theft
- **Associated with necrotic wounds**
 - Abscesses and necrosis as with any IVDU
 - Also may resemble ischemic wounds distant from injection sites
 - Hypothesized due to vasoconstriction and hypoxia



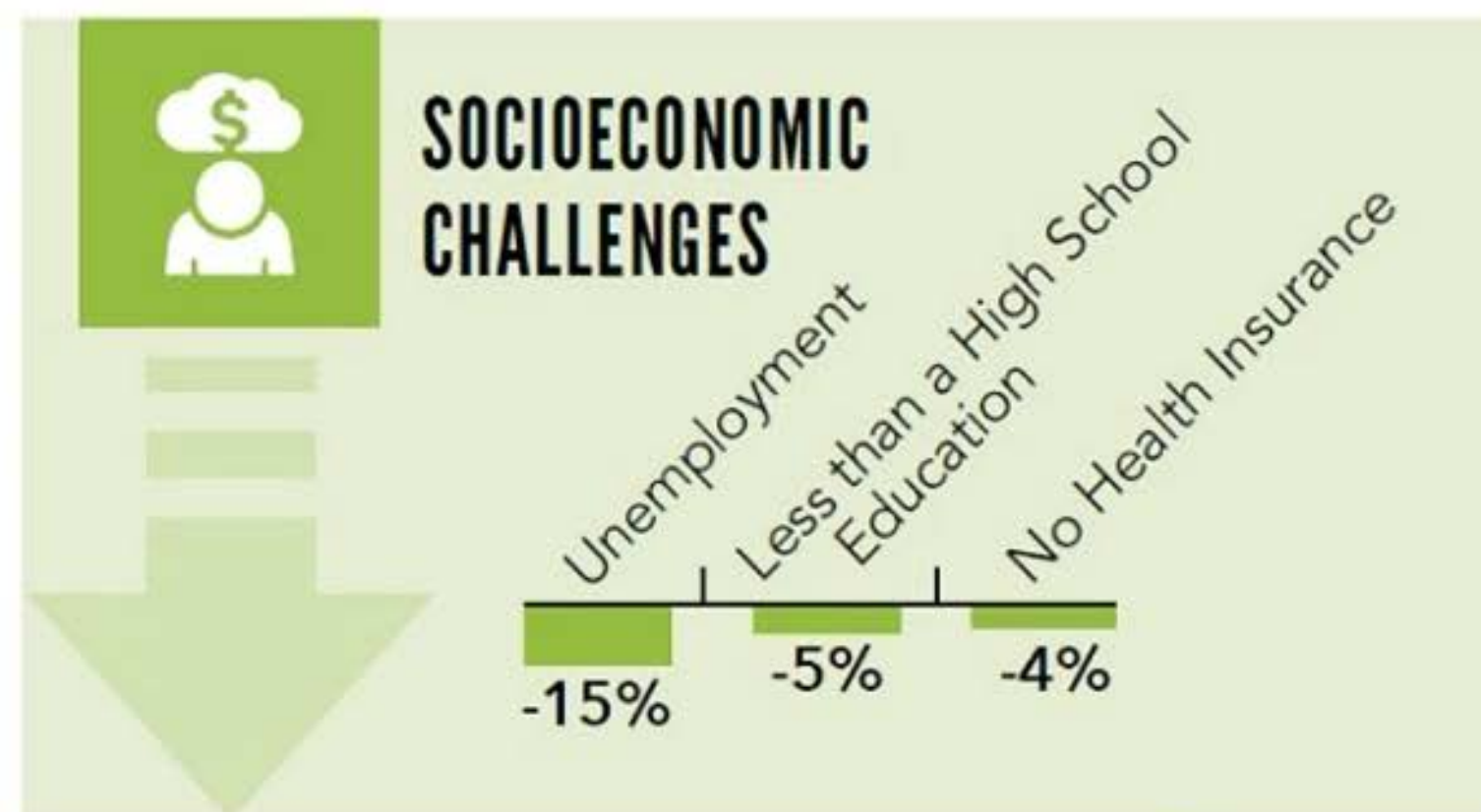
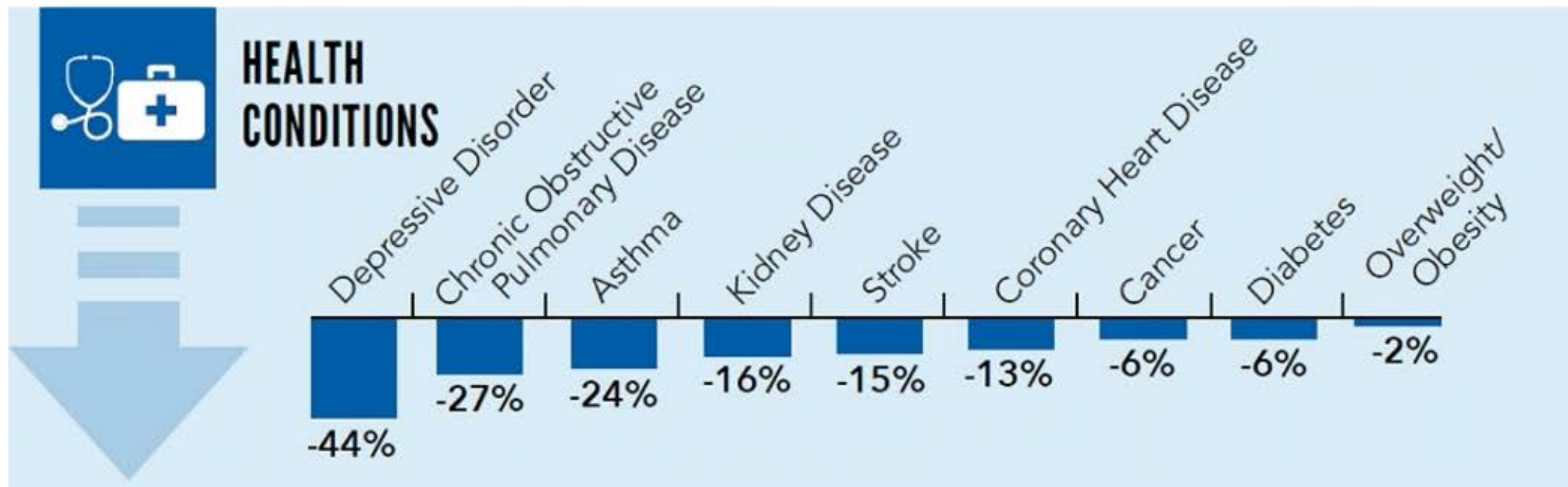
ACEs AWARE: DATA UPDATE

Percentage of Patients **Ages 0 to 20** with ACE Score of 4 or More*



*Based on Medi Cal Claims Data, by County

ADDRESSING ACES IN CHILDHOOD CAN POTENTIALLY DECREASE:



ACEs



California Office of Surgeon General: ACEs and Toxic Stress Children and Youth Behavioral Health Initiative



Free and now available!

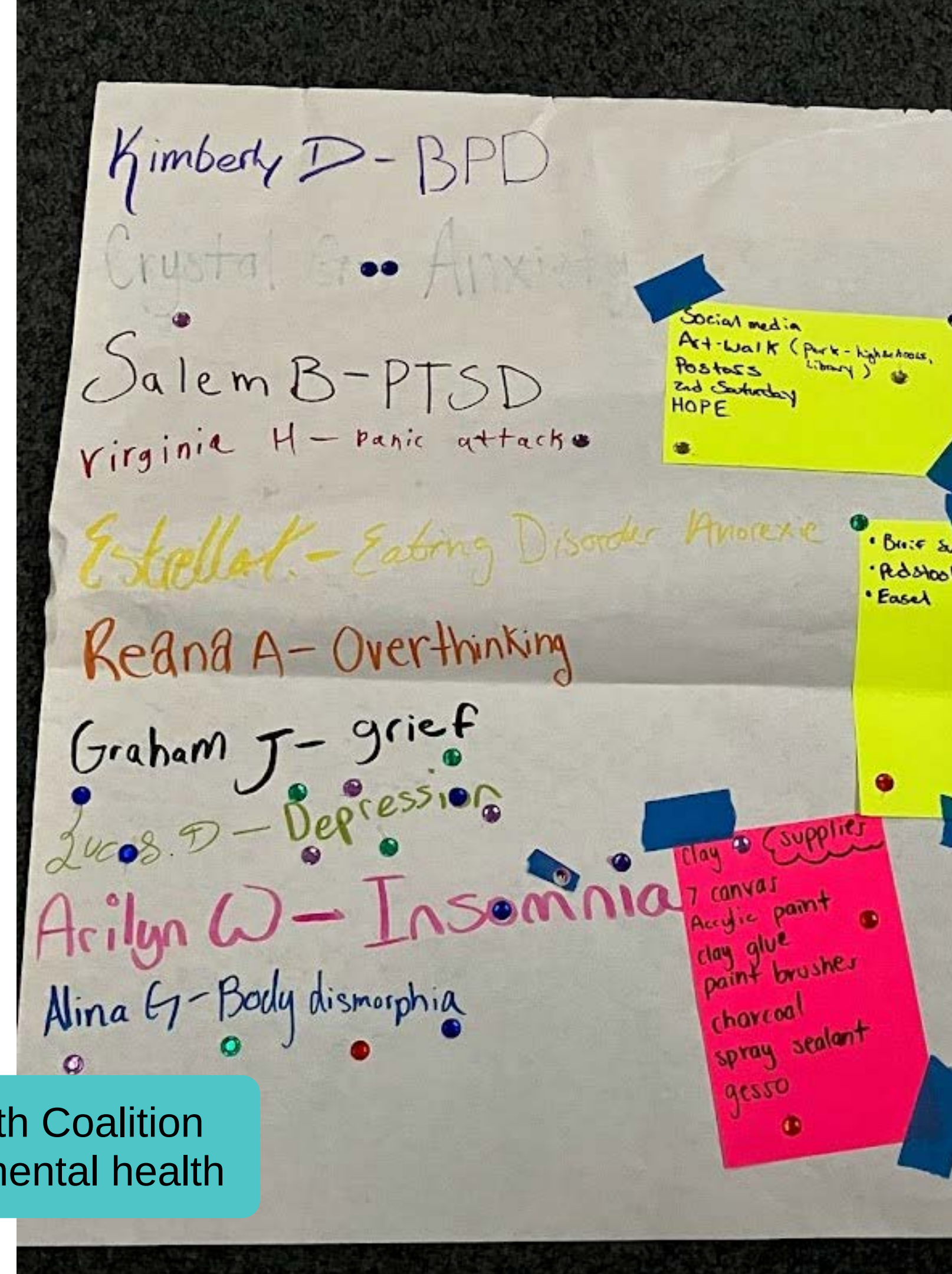
<https://osg.ca.gov/safespaces/>

In the 2021 California Healthy Kids Survey, Tuolumne County youth reported high rates of vaping, cannabis, alcohol/drug use and high rates of experiencing chronic sadness or hopelessness.

Over 50% of
Tuolumne County
high school juniors
experience chronic
sadness or
hopelessness

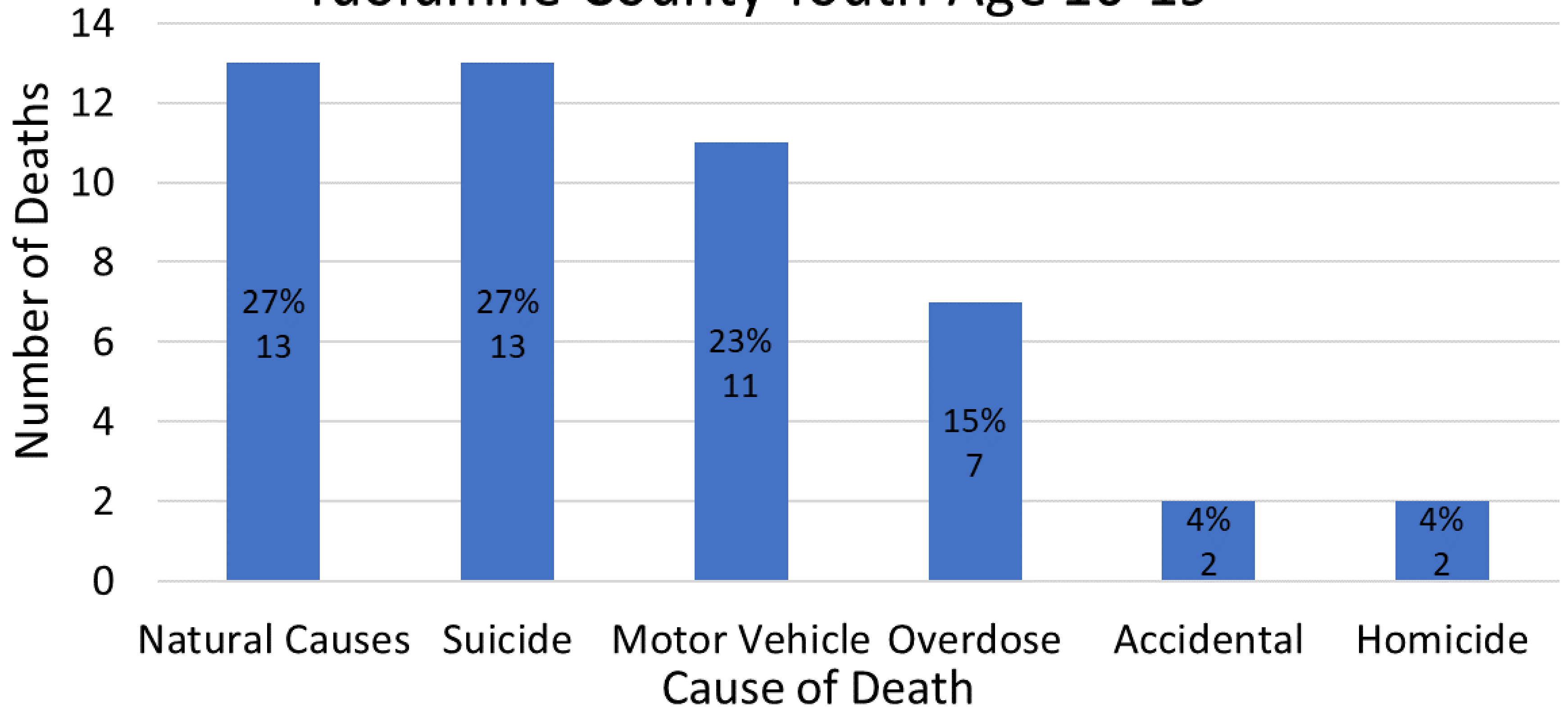


Right: Image of EPIC Youth Coalition
2023 project focused on mental health



Cause of Death 2005-2022

Tuolumne County Youth Age 10-19



CHANGES PAST YEAR

Federal changes

- **CDC Evidence-based recommendations Nov 2022**
 - Guidelines on Rx initiation, reduction, continuation
 - Risk and potential harms of opioid use
- **DEA 2023**
 - No more X-waiver to prescribe buprenorphine
 - No restrictions on number of patients treated
 - 8 hours of opioid education required to renew

Local changes

- **AHS Substance Use Navigator (SUN)**
- **Opioid Coalition moved back to County**



WHAT CAN WE DO?

Get naloxone and be trained

- Pharmacies
- Red Feather Clinic

Advocacy

- Give loved ones and friends info about recovery
- Learn about ACEs and use in your role as parent, educator, healer, administrator, etc.
- Advocate for non-opioid pain control options



REFERENCES

- <https://www.cdc.gov/mmwr/volumes/71/rr/rr7103a1.htm>
- <https://www.californiahealthmaps.org>
- <https://skylab.cdph.ca.gov/ODdash/>
- <https://redfeatheropioidcoalition.org>
- <https://www.disabled-world.com/>
- <https://osg.ca.gov/safespaces/>
- <https://www.census.gov/data/datasets/2017/demo/popest/counties-total.html>
- California Department of Public Health
- Center for Disease Control



A scenic landscape featuring a winding red dirt road that curves through a valley. The road is flanked by green trees and shrubs. In the background, there are mountains, including a prominent flat-topped mesa. The sky is overcast with grey clouds. A dark blue rectangular box is overlaid on the lower part of the image, containing the word "QUESTIONS?" in white capital letters.

QUESTIONS?

Attachment #10 Board Members' Reports

Chair's Report

Mary Anne Schmidt

October 2023

These last few months have been filled with lots of meetings and events that I have attended to gain further insight into the mental health issues in our county. There is always something to learn.

Aug. 10 and September 14: YES Partnership

Aug. 10 TC Homeless Committee

Aug 17 Tuolumne Resiliency Coalition

Aug. 23 Care Court Presentation

Aug 28 Red Cross and Tuolumne County Sheriff Neil Evans on communications during a disaster

September 7 Red Feather Opioid Coalition

September 15 Hope and Honor Walk

September 22 ICES Children Fair

September 28-29 Suicide Intervention Course

September 30 Orange Shirt Day

Oct. 2 Volunteer Day at the Navigation Center

After attending all these meetings and events, I came away with an understanding of how much support there is here in this county for people who struggle with such a variety of mental health issues. No organization can care for all, so people fall between the cracks. Everyone works at getting information out to the public through events, social media, in-person classes/training, newsletters, presentations, meetings, etc., all of which are open to the public. As a Board, we may want to support spreading the information about the services that are available or developing public forums to understand what are the needs that are not being met.

Community Meeting Report

Name of Community Meeting: Quality Improvement Council (QIC)

Date of Meeting: Monday, September 18, 2023

1. Key Decisions (if any)

The meeting was primarily informational, therefore there were no key decisions because of the presentations.

2. Key Actions (if any)

There were no key actions.

3. Key Information (if any)

- Quality Assurance Plan Review (QAPI) FY 23-24: The committee heard a presentation on the Quality Assurance (QAPI) Plan Review for FY 23-24. After the most recent triennial survey, edits to the QAPI were required to come into state compliance. The QAPI is mandated by DHCS to be updated annually, and included in that mandate is to share the updated plan with the QIC in the QIC Workplan. The following Objectives were presented (including goals and evaluation)
 - o Monitoring the service capacity and service distribution of the Mental Health Plan
 - o Monitoring timely access for routine and urgent service needs
 - o Monitoring beneficiary satisfaction
 - o Monitoring the Service Delivery System for meaningful clinical and ethical issues
 - o Monitoring the Mental Health Plan service delivery system for the safety and effectiveness of medication practices
 - o Monitoring coordination of care between the Mental Health Plan and Managed Care Plans
 - o Monitoring mental health needs in specific cultural groups
 - o Performance Improvement Projects (PIP's)
 - o Monitoring Quality Improvement and documentation review
 - o Credentialing and Monitoring of providers
- Consumer Perception Survey: The Consumer Perception Survey is conducted every Spring, the most recent was Spring 2023. This is a point in time survey, with convenience sampling as the methodology. There are four surveys, as follows:

- o Family Survey
- o Youth Survey
- o Adult Survey
- o Older Adult Survey

Domain based summary statistics for adults and older adults were provided. Overall, “General Satisfaction” was positive at 88% of those surveyed. The lowest score was for “Perception of Outcome of Services”, which was a score of 67%. A deeper drill down was completed on these two domain scores. To help with understanding how the scores can change, the scores for trended domain-based scores were provided, comparing data from June 2021, June 2022 and June 2023. For all the domains, the positive response scores were highest in June 2022.

4. Key Announcements (if any)

There were no key announcements.

5. Next Meeting Date:

The next meeting is Monday, October 16, 2023, at 10:00 a.m. The meeting is held via ZOOM.

6. Attach Any Supporting materials (if any)

Details for the QAPI Report and the Perception Survey Domain Based Summary Statistics are available by request, therefore they are not attached to this report due to the length of the supplemental materials.