

TUOLUMNE COUNTY BEHAVIORAL HEALTH ADVISORY BOARD
REGULAR MEETING AGENDA

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

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

This Behavioral Health Advisory Board Meeting will be available to the public via in-person attendance only at the above physical address. However, written comments may be submitted by the public for inclusion in the meeting through the following methods.

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. If so, additional virtual meeting information will be afforded to the public through publication of an amended agenda.

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

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 October 4, 2023, Meeting
- Draft Minutes of the October 7, 2023, Special Meeting (BHAB Retreat)
- Draft Minutes of the November 1, 2023, Meeting

- Public Comment
- Vote

7. 4:20 pm (ET) – UPDATE OF THE BEHAVIORAL HEALTH ADVISORY BOARD BYLAWS:

The Advisory Board will discuss and consider approval of the BHAB Bylaws.

- Discussion
- Public Comment

**Next Behavioral Health
Advisory Board Meeting
is scheduled for January
3, 2024 @ 4 pm**

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, Sonoma, 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 meeting.

- Vote
- 8. **4:30 pm (ET) – UPDATE ON BEHAVIORAL HEALTH ADVISORY BOARD ANNUAL GOALS**
The Advisory Board will discuss and consider approval of the BHAB goals.
 - Discussion
 - Public Comment
 - Vote
- 9. **4:40 pm (ET) – UPDATE ON THE REVIEW PROCESS FOR BEHAVIORAL HEALTH DEPARTMENT CONTRACTS:**
The Behavioral Health Advisory Board will discuss and consider approval of the Contract Review Process.
 - Discuss
 - Public Comment
 - Vote
- 10. **4:50 pm (ET) – BASKET FOR THE YES PARTNERSHIP ANNUAL LUNCHEON**
The Advisory Board will discuss and consider approval of the donation of a basket for the YES Partnership Fundraising Luncheon.
 - Discuss
 - Public Comment
 - Vote
- 11. **5:00 pm (ET) - TUOLUMNE COUNTY BOARD OF SUPERVISORS REPORT - Jaron Brandon, District 5 Supervisor:**
 - Clarification Questions and Discussion from the Board, Staff and Public
- 12. **5:10 pm (ET) - BEHAVIORAL HEALTH DIRECTOR'S REPORT - Tami Mariscal, Behavioral Health Director:**
 - Summary of Safety Processes, Policies & Training
 - Clarification Questions from the Board, Staff and Public
- 13. **5:30 pm (ET) - BEHAVIORAL HEALTH DEPARTMENT STAFF REPORTS:**
 - Clarification Questions from the Board, Staff and Public
- 14. **5:45 pm (ET) - BEHAVIORAL HEALTH ADVISORY BOARD MEMBERS' REPORTS & COMMUNITY MEETING REPORTS:**
 - Clarification Questions from the Board, Staff and Public
- 15. **5:50 pm (ET) – FUTURE AGENDA ITEMS**
The Advisory Board will consider suggestions of possible agenda items for future meetings. Also, suggested agenda items may be submitted to county support staff at any time.
- 16. **5:55 pm (ET) - ANNOUNCEMENTS**
- 17. **6:00 pm (ET) - ADJOURNMENT**



Tuolumne County Behavioral Health Advisory Board

(Minutes of the meeting of October 4, 2023)

DRAFT

<u>2022 BHAB Membership</u>	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct 4	Oct 7 BHAB Retreat	Nov	Dec
Jaron Brandon - BOS		✓		✓	✓	✓	✓	E	A	✓			
Anaiah Kirk – BOS Alt		E		E	E	E	E	E	E	E			
Mary Anne Schmidt, Chairperson		✓		E	✓	✓	✓	✓	✓	✓			
Sherry Bradley, Vice-Chairperson		✓		✓	✓	✓	✓	✓	✓	✓			
Cathie Peacock		-		-	-	-	✓	✓	✓	✓			
Elizabeth Marum		✓		✓	✓	V	E	E	E	E			
Jenn Salazar		✓		✓	✓	✓	✓	✓	✓	A			
Maureen Woods		✓		✓	✓	✓	✓	✓	E	✓			
Terry Ann Garcia		-		-	-	-	✓	✓	✓	✓			
Valerie Shuemake		✓		✓	✓	E	A	E	✓	✓			

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

<u>Tuolumne County Staff in Attendance</u>
Dr. Kim Freeman, Public Health Officer – Tuolumne County
Tami Mariscal, Director – Behavioral Health Department
Jenn Guhl, MHSA Agency Manager – Behavioral Health Department
Donna Villanueva, SUD Program Supervisor – Behavioral Health Department
Amanda Lawrance, QM Staff Services Analyst – Behavioral Health Department
Evan Hammond, MHSA Program Specialist – Behavioral Health Department
Liz Victor, SUD Recovery Counselor – Behavioral Health Department
Pandora Armbruster, Administrative Assistant – Behavioral Health Department
<u>Others in Attendance</u>
Community Member

1. CALL TO ORDER

- Behavioral Health Advisory Board Chairperson, Mary Anne Schmidt, called the meeting to order at 4:05 pm. Six 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 Jaron Brandon, Mary Anne Schmidt, Sherry Bradley, Cathie Peacock, Maureen Woods, and Terry Ann Garcia. Elizabeth Marum, Jenn Salazar, and Valerie Shuemake were not yet in attendance.

2. INTRODUCTIONS

Introductions were made by Tuolumne County staff in attendance, as follows: Dr. Kim Freeman, Tuolumne County Public Health Officer; Tami Mariscal, Behavioral Health Director; Jenn Guhl – MHSA Agency Manager, Behavioral Health

Department; Donna Villanueva - SUD Program Supervisor, Behavioral Health Department; Amanda Lawrance, QM Staff Services Analyst - Behavioral Health Department; Evan Hammond, MHSA Program Specialist – Behavioral Health Department; Liz Victor – SUD Recovery Counselor, Behavioral Health Department; and Pandora Armbruster – Administrative Technician, Behavioral Health Department.

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

3. CORRESPONDENCE

No correspondence was received.

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 Suicide Prevention Event was recently held at the Enrichment Center. They noted that they enjoyed the event and several county staff from misc. departments attended but expressed disappointment that more stakeholders were not in attendance.

6. CONSENT AGENDA

The Consent Agenda contained:

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

Supervisor Jaron Brandon moved, and Sherry Bradley seconded to approve the Consent Agenda item as presented. The motion to approve the September 6, 2023, Draft Minutes as presented on the Consent Agenda passed.

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

7. FUTURE AGENDA ITEMS

The group discussed the list of suggested agenda topics presented as an attachment in the agenda packet. Additional items suggested for inclusion were:

Jaron Brandon – "One Pill to Kill" presentation
Sherry Bradley – Use of the Enrichment Center
Cathie Peacock - Overview of Behavioral Health Programs
Cathie Peacock - Sharing of Upcoming Events
Terry Garcia – Mobile Crisis Unit
Terry Garcia - Law Enforcement Mental Health Training Requirements
Terry Garcia - NAMI "In Their Own Words" or similar presentation
Tami Mariscal – Dept. of State Hospitals 1st Stakeholder Grant Presentation
Pandora Armbruster – MHSA 3-Yr Plan Update Public Hearing in June 2024

Mary Anne will add these suggestions to the list and bring it back to the Behavioral Health Advisory Board for review.

8. UPDATE OF BEHAVIORAL HEALTH ADVISORY BOARD BYLAWS

The group discussed the County Administrator Office's recommended edits to the draft bylaws submitted to the Board of Supervisors for approval. Concerns were voiced over the length of time it has taken to get the bylaws through the county's approval process and the substantive changes recommended to bring them into alignment with the County's policies and processes and handbook for Committees and Commissions.

Sherry Bradley moved, and Jaron Brandon seconded, to not accept the County Administrator Office's suggested edits to the draft bylaws submitted for Board of Supervisor approval.

(Ayes: 6 – Jaron Brandon, Sherry Bradley, Cathie Peacock, Maureen Woods, Terry Ann Garcia, and Valerie Shuemaker. Abstentions: 0 Nays: 1 – Mary Anne Schmidt Members Absent: 2 – Elizabeth Marum, and Jenn Salazar)

9. 2023 DATA NOTEBOOK REVIEW

After a discussion of the Data Notebook process and the need to complete it timely, Mary Anne Schmidt created an Ad Hoc to review the questions and data to assist the Behavioral Health Advisory Board in meeting the November 30, 2023, submission deadline. Ad Hoc members, Maureen Woods, Terry Garcia, and Sherry Bradley will compile the needed information and present for possible approval at the November 1, 2023, BHAB meeting.

10. BEHAVIORAL HEALTH ADVISORY BOARD ANNUAL RETREAT UPDATE

The Behavioral Health Advisory Board members discussed the upcoming BHAB Retreat scheduled for Saturday morning, October 7, 2023. Mary Anne shared the Annual Retreat Draft Plan included as an attachment in the posted agenda packet.

Supervisor Brandon, Mary Anne Schmidt, Sherry Bradley, Cathie Peacock, Maureen Woods, and Terry Garcia all confirmed their plans to attend. Pandora Armbruster informed the group that Elizabeth Marum also planned on attending.

11. BEHAVIORAL HEALTH ADVISORY BOARD ANNUAL REPORT

Mary Anne Schmidt presented the final draft of the Annual Report to the group and requested feedback and any final additions or edits that still need to be incorporated into a final BHAB approved version.

A motion was made by Sherry Bradley and seconded by Maureen Woods to accept the draft 2023 Annual Report including suggestions and edits received today to be incorporated into a final version for presentation to the Board of Supervisors.

(Ayes: 7 – Jaron Brandon, Mary Anne Schmidt, Sherry Bradley, Cathie Peacock, Maureen Woods, Terry Ann Garcia, and Valerie Shuemaker. Abstentions: 0 Nays: 0 Members Absent: 2 – Elizabeth Marum, and Jenn Salazar)

The 2023 Annual Report is already on the Board of Supervisors schedule to be presented at their October 17, 2023, meeting. Mary Anne requested that any interested members attend this meeting to show support for this important annual presentation.

The Chairperson recognized that it was 5:00 pm. To allow Dr. Freeman's presentation to occur timely, the group agreed to allow her to proceed next with all remaining agenda items to resume in order once complete.

15. SPEAKER SERIES: Featuring Dr. Kim Freeman's presentation on the Opioid Crisis and Other Public Health Issues in Tuolumne County

Maureen Woods introduced, Dr. Kim Freeman, Public Health Officer for Tuolumne County.

Dr. Freeman shared her PowerPoint presentation "Tuolumne County State of the Opioid Epidemic" with the group. The YouTube video "Addiction Neuroscience 101" was played for the group. A link to that video is available here:

<https://www.youtube.com/watch?v=bwZcPwIRRcc> and a copy of her PowerPoint presentation is attached to these minutes.

12. SITE VISITATIONS BY THE BEHAVIORAL HEALTH ADVISORY BOARD

As time was limited, Sherry Bradley explained the Site Visit Protocol edits as reflected in the agenda attachment.

A motion was made by Jaron Brandon and seconded by Valerie Shuemake to accept the Site Visit Protocol as recommended. (Ayes: 7 – Jaron Brandon, Mary Anne Schmidt, Sherry Bradley, Cathie Peacock, Maureen Woods, Terry Ann Garcia, and Valerie Shuemake. Abstentions: 0 Nays: 0 Members Absent: 2 – Elizabeth Marum, and Jenn Salazar)

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

Supervisor Brandon deferred his report to a future meeting due to the lateness of the meeting.

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

Tami Mariscal, Behavioral Health Director updated the group on current Behavioral Health news and efforts.

She shared that per the MHSA Community Program Planning Process, it was determined that the implementation of outreach, screenings, and the provision of confidential mental health services will be available in 2024 at both the Tuolumne and Groveland Resilience Resource Centers.

CARE Court launched on October 1 and the staff met the challenge. We are in the currently in the process of finalizing various hearing forms and have received our first petition.

Behavioral Health Housing Grant was approved last week for 2.8 million, which is specific to the severely mentally ill population, including CARE Court. Tuolumne received the DHCS exception allowing funds to be used to purchase properties. Rental assistance, minor repairs, first and last rent, patch for licensed board and cares were also approved.

The department received the Dept. of State Hospitals IST Stakeholder Grant. This 5-year, \$100,000 per year grant is for stakeholder planning. Behavioral Health

would like to present this grant at a future BHAB meeting to gain insights into public perception of need and interventions that could assist the target population, and to gain opinions as to what a diversion program may look like.

The department remains on track with their contractual compliance with CalAIM requirements.

Behavioral Health partnered with the Jail by leading in the effort to apply for the PATH III grant. This grant was awarded and is specific to the jail creating a Pre/Post Release Program that Behavioral Health plays the role of service delivery at both ends. The department already has the delivery model operating.

Behavioral Health is conducting a Study Session with the Board of Supervisors on October 17, 2023. This study session will focus on Behavioral Health MHSA Modernization and the department's core purpose.

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

Written member reports were included within the agenda packet and will be attached a part of these minutes. No additional oral reports were shared at this meeting.

18. ANNOUNCEMENTS:

Mary Anne Schmidt reminded that group that the Behavioral Health Advisory Board Retreat will be held next Saturday, October 7, 2023, at the Tuolumne County Resilience Center at 8:30 am.

A community member shared that Tami Mariscal and Dr. Brock Kolby will be presenting at the next scheduled NAMI meeting.

19. ADJOURNMENT

The October 4, 2023, Behavioral Health Advisory Board meeting was adjourned at 6:30 pm.

The next special meeting of the Tuolumne County Behavioral Health Advisory Board (Annual Retreat) is scheduled for October 7, 2023, at 8:30 am at the Tuolumne County Resilience Center, 18241 Bay Ave., Tuolumne, CA 95379. Detailed meeting information is provided on the posted agenda.

The next regular Tuolumne County Behavioral Health Advisory Board meeting is scheduled for November 1, 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 November 2023 Agenda.



Tuolumne County Behavioral Health Advisory Board (Minutes of the special meeting of October 7, 2023)

DRAFT

<u>2022 BHAB Membership</u>	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct 4	Oct 7 BHAB Retreat	Nov	Dec
Jaron Brandon - BOS	Meeting Cancelled	✓	Meeting Cancelled	✓	✓	✓	✓	E	A	✓	A		
Anaiah Kirk – BOS Alt		E		E	E	E	E	E	E	E	E		
Mary Anne Schmidt, Chairperson		✓		E	✓	✓	✓	✓	✓	✓	✓		
Sherry Bradley, Vice-Chairperson		✓		✓	✓	✓	✓	✓	✓	✓	✓		
Cathie Peacock		-		-	-	-	✓	✓	✓	✓	✓		
Elizabeth Marum		✓		✓	✓	V	E	E	E	E	✓		
Jenn Salazar		✓		✓	✓	✓	✓	✓	✓	A	✓		
Maureen Woods		✓		✓	✓	✓	✓	✓	E	✓	✓		
Terry Ann Garcia		-		-	-	-	✓	✓	✓	✓	✓		
Valerie Shuemake		✓		✓	✓	E	A	E	✓	✓	E		

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

<u>Tuolumne County Staff in Attendance</u>
Pandora Armbruster, Administrative Assistant – Behavioral Health Department
<u>Others in Attendance</u>
Theresa Comstock, Executive Director – California Behavioral Health Boards & Commissions (CALBHBC)

1. CALL TO ORDER & ROLL CALL

Behavioral Health Advisory Board Chairperson, Mary Anne Schmidt, called the meeting to order at 8:45 am. Seven 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, Maureen Woods, and Terry Ann Garcia. Elizabeth Marum, and Jenn Salazar. Supervisor Jaron Brandon and Valerie Shuemake were not in attendance.

2. INTRODUCTIONS

Others present were Teresa Comstock, Executive Director of CALBHBC and Pandora Armbruster, Behavioral Health Administrative Support to the Board.

3. HOW TO BE AN “EFFECTIVE BEHAVIORAL HEALTH ADVISORY BOARD MEMBER presented by Theresa Comstock, California Behavioral Health Boards and Commissions (CALBHBC) Executive Director

Theresa Comstock presented a PowerPoint Presentation/Training on best practices of Behavioral Health Advisory Boards and Commissions. See link to materials and video here. <https://www.calbhbc.org/howtobeeffective.html>

The group asked questions to gain clarity around membership categories, Brown Act Rules, obligations to provide virtual attendance to the public, more ways to engage the public and improve public awareness of the department's programs and services.

4. HOW TO REVIEW BEHAVIORAL HEALTH CONTRACTS presented by Theresa Comstock, Executive Director - CALBHBC

Theresa Comstock shared a sample contract pulled from the Tuolumne County Board of Supervisors agenda to provide an example of contract content. She provided a brief overview of the important parts of behavioral health contracts to consider when reviewing. The language in the Scope of Work section of each contract lays out the contractor's obligations to the department.

The group discussed the need for additional information from the department regarding contract review so the possible creation of an ad hoc committee will be revisited during the regular November meeting.

5. REVIEW OF BEHAVIORAL HEALTH ADVISORY BOARD SURVEY AND SET GOALS – 2023 BHAB Survey Results

Mary Anne Schmidt reviewed the results of the recent Behavioral Health Advisory Board Survey which was included within the agenda packet. These survey results were then used to guide the group in determining their annual goals.

A suggestion was made to align the Advisory Board's goals with the Board of Supervisors goals. It was noted that the Board of Supervisors Annual Retreat is held in January and Mary Anne suggested that members attend if able.

The board worked through each item they accomplished over the last year that correlates with their list of roles, duties and responsibilities defined in the Welfare and Institutions Code. Due to the limited time before the end of the meeting, it was suggested that each suggested section/goal be brought back to meetings monthly. Mary Anne will prepare more information to continue this work at a future meeting.

6. 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.

No public comments were received.

7. ADJOURNMENT

The October 7, 2023, Behavioral Health Advisory Board meeting was adjourned at 12:30 pm.

The next regular Tuolumne County Behavioral Health Advisory Board meeting is scheduled for November 1, 2023, at 4:00 pm at the Tuolumne County Behavioral Health Enrichment Center, 101 Hospital Road, Sonora, CA 95370. Detailed meeting information will be provided on the November 2023 Agenda.



Tuolumne County Behavioral Health Advisory Board (Minutes of the meeting of November 1, 2023)

DRAFT

<u>2022 BHAB Membership</u>	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct 4	Oct 7 BHAB Retreat	Nov	Dec
Jaron Brandon - BOS	Meeting Cancelled	✓	Meeting Cancelled	✓	✓	✓	✓	E	A	✓	A	✓	
Anaiah Kirk – BOS Alt		E		E	E	E	E	E	E	E	E	E	
Mary Anne Schmidt, Chairperson		✓		E	✓	✓	✓	✓	✓	✓	✓	✓	
Sherry Bradley, Vice- Chairperson		✓		✓	✓	✓	✓	✓	✓	✓	✓	✓	
Cathie Peacock		-		-	-	-	✓	✓	✓	✓	✓	✓	
Elizabeth Marum		✓		✓	✓	V	E	E	E	E	✓	✓	
Jenn Salazar		✓		✓	✓	✓	✓	✓	✓	A	✓	✓	
Maureen Woods		✓		✓	✓	✓	✓	✓	E	✓	✓	✓	
Terry Ann Garcia		-		-	-	-	✓	✓	✓	✓	✓	✓	
Valerie Shuemaker		✓		✓	✓	E	A	E	✓	✓	E	E	

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

<u>Tuolumne County Staff in Attendance</u>
Tami Mariscal, Director – Behavioral Health Department
Lindsey Lujan, Deputy Director – Behavioral Health Department
Pandora Armbruster, Administrative Assistant – Behavioral Health Department
<u>Others in Attendance</u>
Turu Vanderwiel, Chief - Sonora Police Department
Morgan Rain, Executive Director – LGBTQ+ Rural Resource Center
Marshall Romeo, community member and one other unidentified community member

1. CALL TO ORDER & ROLL CALL

Behavioral Health Advisory Board Chairperson, Mary Anne Schmidt, called the meeting to order at 4:05 pm. Eight 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 Supervisor Jaron Brandon, Mary Anne Schmidt, Sherry Bradley, Cathie Peacock, Elizabeth Marum, Jenn Salazar, Maureen Woods, and Terry Ann Garcia. Valerie Shuemaker was excused from attending.

2. INTRODUCTIONS

Introductions were made by Tuolumne County staff in attendance, as follows: Tami Mariscal, Behavioral Health Director; Lindsey Lujan, Behavioral Health Deputy Director, and Pandora Armbruster – Administrative Technician, Behavioral Health Department.

Others present were Sonora Police Chief Turu Vanderwiel, Morgan Rain - LGBTQ+ Rural Resource Center Executive Director, and Marshall Romeo, community member.

3. CORRESPONDENCE

Mary Anne Schmidt shared that the annual invoice for California Behavioral Health Boards and Commission dues had been received. Pandora Armbruster informed the group that the invoice has been reviewed and approved by the Behavioral Health Director for payment.

4. AGENDA REVIEW PERIOD

Elizabeth Marum requested that an emergency agenda item be added to this meeting's agenda regarding policies, procedures and practices related to the possession of weapons on the Behavioral Health campus. After discussion by the group, it was determined that this addition was not a true emergency and would be referred to placement on December's agenda.

No suggestions to reorder existing items on the agenda were received.

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 she had attended a recent meeting with law enforcement and other associated departments regarding AB109 concerns and inquired about policies concerning the removal of weapons from a household. The community member relayed that she was informed that there are policies in place to assure these safety measures are in place for those qualifying for out of custody mandatory supervision instead of prison.

6. CONSENT AGENDA

Pandora Armbruster requested that the draft minutes for the two October Meetings be pulled from the Consent Agenda and moved to the December Meeting.

Supervisor Jaron Brandon moved, and Maureen Woods seconded to pass all items (excluding the October Meeting Minutes) listed on the Consent Agenda. The motion to approve the Consent Agenda excluding the October Meeting Minutes passed.

(Ayes: 8 – Jaron Brandon, Mary Anne Schmidt, Sherry Bradley, Cathie Peacock, Elizabeth Marum, Jenn Salazar, Maureen Woods, and Terry Ann Garcia. Abstentions: 0 Nays: 0 Members Absent: 1 – Valerie Shuemake)

7. FUTURE AGENDA ITEMS

Mary Anne Schmidt reviewed the list of proposed future suggested agenda items with the group which was included in the agenda packet. She solicited additional suggestions for future agenda items.

Supervisor Brandon noted that he would like to see the "One Pill to Kill" presentation facilitated with Tuolumne County Sheriff Bill Pooley. Mary Anne informed Jaron that the item he is requesting is listed.

8. 2023 DATA NOTEBOOK REVIEW:

Sherry Bradley facilitated a review of the questions identified in the Data Notebook for the Advisory Board to review and provide their opinions. These questions and suggested answers were provided in the agenda packet.

Attendees discussed various topics elicited by Data Notebook questions. Terry Garcia expressed concern for kids being sexually abused while in Foster Care. Supervisor Brandon conveyed his concerns regarding comments received during the review of the MHSA 3-Year Plan. Lindsey Lujan assured the group that all comments are included in the final MHSA 3-Year Plan and Update.

A member of the public commented that she had attended the last two stakeholder events where she noted that no Advisory Board members were present. Those members of the community who did attend ate the food but left before the presentation. It was noted that more media advertising is needed to improve attendance at these public events.

A motion was made by Supervisor Brandon and seconded by Elizabeth Marum to approve submission of the 2023 Data Notebook survey answers inclusive of current suggested edits. The motion to approve passed.

(Ayes: 8 – Jaron Brandon, Mary Anne Schmidt, Sherry Bradley, Cathie Peacock, Elizabeth Marum, Jenn Salazar, Maureen Woods, and Terry Ann Garcia. Abstentions: 0 Nays: 0 Members Absent: 1 – Valerie Shuemake)

Once submitted, a copy of the completed 2023 Data notebook will be shared with Behavioral Health Advisory Board members by Pandora Armbruster.

9. UPDATE ON COMMUNITY MEETING ASSIGNMENTS AND REPORTING PROCESS:

After sharing a community meeting assignment list in the agenda packet, Mary Anne Schmidt requested feedback from members on how to best receive reports and information from those attending those community meetings. Members discussed different options and a decision was made to move to oral reporting from members for the next 3 months.

A suggestion was made to add the Care & Compassion Meeting to the list with Jenn Salazar and Cathie Peacock identified for attendance.

10. AD HOC COMMITTEES FOR OPIOID CRISIS, CONTRACT REVIEW PLANS, AND ANNUAL GOALS UPDATE

Mary Anne Schmidt brought this item forward to assist with the continuation of several BHAB projects.

A decision was made that no Ad Hoc for the Opioid Crisis is needed at this time.

Mary Anne identified herself and Cathie Peacock for an Ad Hoc on the BHAB's Contract Review process and identified herself and Elizabeth Marum to work as an Ad Hoc on the BHAB's update of their Annual Goals.

11. CA STATE DEPT. OF HOSPITALS STAKEHOLDER GRANT

Tami Mariscal, Behavioral Health Director, made a formal request of the Behavioral Health Advisory Board to support the Behavioral Health and Collaborative Stakeholder

Group focused on developing and implementing local solutions that reduce the number of individuals with serious mental illness arrested and incarcerated for behavior connected to their illness. Support can be provided by identifying a member to attend four meetings a year to assist with the group's goals. A copy of Tami's solicitation will be included within these minutes.

Terry Ann Garcia was identified to participate in the Behavioral Health & Collaborative Stakeholder Group.

12. TUOLUMNE COUNTY BOARD OF SUPERVISORS REPORT – Jaron Brandon, District 5 Supervisor

Supervisor Brandon requested feedback from attendees on Community Economic Resilience Fund (CERF) monies and proposed predevelopment projects focused on mental health. Feedback must be received by November 7, 2023.

13. BEHAVIORAL HEALTH DIRECTOR's REPORT – Tami Mariscal, Behavioral Health Director

Tami Mariscal provided details of the Homeless Outreach Services Team (HOST) with Sonora Police Chief Turu Vanderwiel. A summary of their report follows:

The HOST team concept was established in early 2022 by Chief Vanderwiel. The creation of this team was driven by the city's desire to initiate non-call related outreach to specific individuals' peace officers encounter more often than most. The outreach plan was inspired and modeled after an existing program he learned about in Jackson, California.

With the least bureaucracy possible, the teams' goal is to get boots on the ground, providing resources, connecting with available services and to obtain potential shelter through partner programs. Upon referral, respective partners programming and data collection would track/ follow the person referred.

Simple Strategies:

- If "Top-Five" are not contacted, the team improvises and contacts several subjects in the community at known hangouts.
- Initial team members: PD, BH, SS/Homeless outreach, Fire
- Officers are plain clothed to assist in gaining trust
- Once a month
- Locations: city limits, Rotary Park, Coffle Park, City Hall, the Lot behind Library/Senior Center, Rite Aid, Justice Camp, Court House Park, Camp Another Day and anywhere an individual of concern is known to visit/ reside.
- Arrive offering resources, e.g., water, fire extinguishers, blankets, rabies vaccination vouchers, Narcan.
- Debriefing

Partners and growing:

Sonora PD

Fire

ATCAA

One Pile at a Time

Behavioral Health

Mathiesen Memorial Health Clinic

Resiliency Village

DSS (Remotely)

06/2023 Outreach Outcomes:

Homeless Served (contacts) - Today = 7 (CY 2022 - 57 total)

Refused Services –0

Referrals / Connected to Services – 7

Sheltered - Today= 0 (5 total) *One pending

Permanently Housed - 0/Unknown

#Contributions (Water/supplies) – 4 bottles of water, a writing pen, and Narcan

Current: October 13, 2023, deployed from the Sonora City Hall Conference Room.
HOST

located **1** of the Top Five clients and learned that one other client's situation had stabilized.

Sixteen people were contacted, including one youth. Three Contact/HMIS entry forms were completed. The team provided bottled water, Narcan, a blanket, and a rabies vaccination voucher to those in need.

10/2023 Outreach Outcomes:

Homeless Served (contacts) – **_16_ (CY 2023 106 total)**

Refused Services – **4** (not interested, refused, avoided)

Referrals / Connected to Services – **6**

Sheltered/Housed - **0** (1 will call Monday to check if rooms are available)

#Contributions/distributions: **3** bottles of water, **3** Narcan, **0** fire extinguishers,

#Other: **1** Blanket , **1** rabies vaccination voucher

Success story about a client established during the December 2022 outreach; At the time, he was several years homeless with substance abuse issues. Although not on the Top-5 list, the team contacted him that day and convinced him to pour out his alcohol. He also agreed to follow up interactions with various factions within the HOST network. Since then, he has become sheltered, has a job, and his license is reinstated. He now has his own car after six years of being unlicensed.

Recommendations for Future Details:

Reach out to high school/college for a list of youth believed to be homeless

Reach out to JDF and high schools for a list of youth believed to be homeless

14. BEHAVIORAL HEALTH STAFF REPORTS:

Tami Mariscal shared that effective January 2024, there will be 2 offices located at the Tuolumne County Resilience Center and 1 shared space at the Groveland Resilience Center where Behavioral Health staff will be able to engage the community in MHSA outreach and engagement efforts, as well as mental health service delivery. Staff are ramping up preparations in utilizing these spaces.

15. BEHAVIORAL HEALTH ADVISORY BOARD MEMBERS' REPORTS & COMMUNITY MEETING REPORTS:

Two written reports were included within the agenda packet and will be included within these minutes.

Jenn Salazar reported that surveys continue to be presented to community members through Resiliency Village. Approximately 70 surveys have been received so far. ACES tests are part of the interaction. Several reasons have been relayed through these surveys explaining why people have become unhoused. Financial impacts and health concerns continue to impact the unhoused who come from many varied occupations and backgrounds.

16. ANNOUNCEMENTS

Cathie Peacock informed attendees of several upcoming events.

- On Wednesday, November 8 , 2023, the “Not My Kid” Event will be held from 5 pm - 8 pm at Sierra Bible Church.
- On November 16, there will be a Homeless Resource Event held at the Enrichment Center from 12 to 2 pm.
- Area 12 Agency on Aging is conducting surveys and compiling the results. One of the questions on the survey is directly related to the state of mental health services within Tuolumne County.
- The Centenarian Event for those 90 years of age or older will be held at the Senior Center on December 7th. If you know of a senior that meets the age requirements, please reach out to Cathie Peacock so that they can be included in this fun event.

17. ADJOURNMENT

The November 1, 2023, Behavioral Health Advisory Board meeting was adjourned at 6:30 pm.

The next regular Tuolumne County Behavioral Health Advisory Board meeting is scheduled for December 6, 2023, at 4:00 pm at the Tuolumne County Behavioral Health Enrichment Center, 101 Hospital Road, Sonora, CA 95370. Detailed meeting information will be provided on the December 2023 Agenda.

**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

Commented [SC3R2]: Does BOS want 2 board members or one? WIC indicates one board member.

Commented [CS4R2]: The general rules of the handbook imply two supervisors (chair and vice-chair), however as Mary Anne states, the specific BHAB committee page assigns only one supervisor, and WIC 5604(a)(2)(A) reads "...and one member shall be a member of the governing body." All together it appears the WIC contemplates one member, and the specific board direction for BHAB is one member. I think there is plenty of support to keep this at one member notwithstanding the handbook's general rule.

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. Terms shall be staggered pursuant to the Governing Bodies Handbook as it may be amended from time to time so that approximately one-third of the appointments expire each year.

6. Board Vacancies. When a member resigns or declares by

Commented [HR5]: Handbook rules require that Terms be staggered, Membership Rule 5

Commented [SC6R5]: WIC say 3 years so this is fine but I added language regarding staggering a term.

Commented [CS7R5]: This is the text in WIC 5604(c) which is mandatory.

~~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 and proceed to fill the position. Follow the Governing Bodies Handbook as it may be amended from time to time.~~

Commented [HR8]: 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. Board of Supervisors.~~

Commented [HR9]: 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. Refer to the Governing Bodies Handbook, as it may be amended from time to time.~~
 - 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

Commented [HR10]: This is not consistent with the rules in the Handbook, specifically Meeting Protocols item 1

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~~ Chair 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. ~~who shall both be members of the Board of Supervisors, and Vice Chairperson~~
- a. Chairperson Duties. As required by the Governing Bodies Handbook, the Chairperson shall be the appointed member of the Board of Supervisors. The Chairperson

Commented [HR11]: It is our recommendation that this be the Chair/Vice-Chair as they should be in charge of running the meeting.

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."

- 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.

~~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.~~

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.

2. Term. Except for the Chairperson, ~~The~~ term of office for officers shall be two (2) years.
3. Elections of Officers. Except for the Chairperson, ~~e~~ 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

Commented [HR12]: 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.

Commented [HR13]: 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.

Commented [HR14]: 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.

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 for officers other than the Chairperson, 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~~ Officers other than the Chairperson may be removed from office for sufficient cause and relieved of duties by a majority vote of the Advisory Board.

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 [HR15]: 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.

Commented [CS16R15]: These changes should eliminate conflict for the Board member sitting as Chair. I kept the term and election and removal processes as these bylaws may be amended to add officers. However as they stand now, they apply only to the vice chair.

Commented [HR17]: 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.

Commented [CS18R17]: This is consistent with Rule 10 except where it adds the requirement for confirmation of department resources.

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~~[Governing Bodies Handbook and the Governance Manual, as they may be amended from time to time](#) to conduct its meetings.

Approved by the Tuolumne County Behavioral Health Advisory Board on this date, Wednesday, ~~September 6~~[XXXXX](#), 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 Behavioral Health Advisory Board

Goals and Objectives for the Year FY 2023-2024

Goal I: Fulfill the mandated responsibilities and core purposes of the Tuolumne County Behavioral Health Advisory Board.

Objective #1: Review and evaluate the community's mental health needs, services, facilities, and special problems *[Welfare & Institutions Code (WIC)5604.2(a)(1)]*.

Possible Actions:

1. Complete at least 3 site visits annually.
2. Research and visit contracted board and care facilities out of the county.
3. Create a communication plan that informs the public about mental issues:
 - a. Invite interested local advocacy groups, community leaders, boards, contractors, and staff to meetings and events.
 - b. Host a public speaker quarterly at BHAB meetings. (Ad Hoc)
 - c. Make presentations to community organizations at least 6 times annually. (Ad Hoc)
 - d. Assign board members to county government and community meetings i.e. BOS, Commission on Homelessness, City Council, Housing Committee, Office of Emergency Services, CAL BHBC, State Mental Health Council, MHSOAC, One Pile at a Time, First Five, School Boards, QIC Community Cultural Collaborative.
 - e. Create a media plan: FB posts, website page, letters to the editor, BOS presentations, email list of stakeholders, monthly newspaper ad for Union Democrat and My Mother Lode, and radio programs on mental health issues.
4. Put a table up at the Fair, Blue Zones, Suicide Prevention Days, and Volunteer Fair

Note Accomplishments:

Objective #2: Review any county agreement entered pursuant to *WIC Section 5650. (WIC)5604.2(a)(2)]*.

Possible Actions

1. Develop a contract reviewing process.
2. Appoint an Ad Hoc committee to work with the BH director on establishing a priority schedule for the review of agreements.
3. Review county agreements with the board.

Note Accomplishments:

Objective #3: Advise the governing body and the local mental health director as to any aspect of the mental health program. *(WIC)5604.2(a)(3)]*.

Possible Actions:

1. As a board, write letters or make presentations to the Board of Supervisors on various topics: site visits, training, concerns, accomplishments, etc. to keep the Supervisors informed of what is happening in the county concerning mental health issues.
2. Evaluate the Crisis Care Continuum.
3. Evaluate the BH Patient Rights Advocate Program.
4. Make recommendations to the BOS. Page. 20 Best Practices.

Note Accomplishments:

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

Possible Actions

1. Receive presentations from county staff regarding the planning process. 2. Review the procedures for the planning process.
Note Accomplishments:
Objective #5: Submit an annual report to the Board of Supervisors on the needs and performance of the county's Behavioral Health system <i>[WIC 5604.2 (a) (5)]</i> .
Possible Actions 1. Appoint an Ad Hoc committee in July for the annual report. 2. Track the number of meetings, training, webinars, visits, etc. 3. Assign a board member to track objectives' accomplishments.
Note Accomplishments: • Annual Report was presented to the Board of Supervisors on Oct. 17. 2023 • •
Objective #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. <i>(WIC)5604.2(a)(6)]</i> .
Possible Actions: 1. As needed. 2. Request the BOS to have candidates to be internally and externally recruited. 3. Ask for a director's salary, contract, and qualifications 4. 5.
Note Accomplishments:
Objective #7: Review and comment on the county's performance outcome data and communicate its findings to the California Mental Health Planning Council (CMHPC) <i>[WIC 5604.2 (a)(7)]</i> .
Possible Actions: 1. Create an ad hoc committee to review the Data Notebook and present findings to the BHAB to consider approval.
Note Accomplishments: • On Oct. 4, 2023, an ad hoc committee was created to review, evaluate, and complete the 2023 Data Notebook which will be presented to the BHAB at the November 2023 meeting for consideration of approval. • On Nov. 1, 2023, BHAB approved Data Notebook.
Objective #8: Assess the impact of the realignment of services from the state to the county on services delivered to clients and the local community <i>[WIC 5604.2 (b)]</i> .
Possible Actions 1. Discuss with the Behavioral Health director how to approach this assessment.
Note Accomplishments:

Objective #9: The board conducts a public hearing on the county's MHSA Three Year Program and Expenditure Plan and Annual Update at the close of the 30-day comment period required by the subdivision [WIC 5848(a)].

Actions

1. Schedule public hearings of the draft MSHA Three Year Program and Expenditure Plan and Annual Update on DATE (March or April???)
2. Assure Citizen and Professional Involvement in Community Program Planning. Page 15 of Best Practices
3. Review and Advise MHSA Three Year Plan. P 15 of Best Practices.
4. Review how funds are spent in the MHSA. P. 19 of Best Practices

Accomplishments:

- At the October 4, 2023 meeting, county staff requested that June 2024 be reserved for the public hearing of the 3-year MHSA program. It was noted and scheduled for the June 2024 agenda.

Goal II: Maintain an active, involved Tuolumne County Behavioral Health Advisory Board.

Objective #1: Achieve full BHAB membership that reflects the diversity of the client populations served in the county. (See WIC 5604)

Possible Actions:

1. Work with appropriate County staff to develop a document defining term assignments per the WIC. (Ad Hoc)
2. Recruit potential board members to fill vacant positions, including transitional-age youth (15-25 years) and a veteran or veteran advocate. p. 22 of Best Practices
3. Re-think what people should be on the Board: City council, Medical (Hospital, Clinics), College Foundation, Superintendent of Schools, Veterans Services, Yes Partnership, Privat BH Practice, Nami,
4. Develop recruitment flyers approved by BH staff for veterans and youth.

Note Accomplishments:

- In August 2023, county staff created a flyer to recruit youth to the BHAB.
-

Objective #2: Maintain a high attendance and participation at all BHAB meetings, including all committees and/or workgroups (Ad Hoc Committees).

Possible Actions

1. Create an Ad Hoc committee to write annual goals.
2. Create an annual meeting schedule.
3. Work with county staff on board members' terms.

Note Accomplishments:

Objective #3: Maintain representation on appropriate local, regional, and state boards, committees, councils, etc., and regular reporting to the BHAB.

Possible Actions:

1. Appoint board members to various committees in July for approximately one year reporting back to BHAB on a regular schedule. (See Committee Assignment Table)

Accomplishments:
Objective #4: Complete 100% of scheduled site visits.
Actions: 1. Create an Ad Hoc Committee to design a calendar of site visits that each board member can sign up for each year.
Note Accomplishments: • September 25, 2023, a site visit to TC Enrichment Center. • September 25, 2023, a site visit to TC Lambert Lake Center.
Objective #5: Provide mentorship and training opportunities to BHAB Members.
Possible Actions: 1. Develop a one-day training for the board. 2. Track completed training for each board member 3. Collaborate with BH Dept to join appropriate staff training. 4. Inform the BHAB of state and federal training.
Note Accomplishments: • On August 3, 2023, Chair Mary Anne Schmidt attended the Youth Mental Health First Aid all-day course with Yes Partnership and 7th Day Adventist Health. • On September 28-29, 2023, Chair Mary Anne Schmidt attended a 2-day course on suicide intervention.
Objective #6: Conduct an annual retreat.
Possible Actions: 1. Create an ad hoc committee to develop logistics for the annual retreat. 2. Have the Goal/Workplan ad hoc committee design training, how to write goals, invite speakers, etc. for retreat.
Note Accomplishments: • October 7, 2023, Annual Retreat at the Tuolumne Resilience Center 8:30- 12:30 with Theresa Comstock to train BHAB on Being an Advisory Board and how to review contracts.
Objective #7: Design a budget.
Possible Actions: 1. Meet with the BH director to develop a yearly draft budget. 2. Have the board review and approve the budget.
Note Accomplishments:
Objective #8: Design Behavioral Health Advisory Board website pages with county staff.
Possible Actions: 1. Collect suggestions about the website page from the board. 2. Meet with county staff to help implement suggestions.
Note Accomplishments:
Objective # 9: Streamline Board meetings.
Possible Actions:

1. Connect each agenda item to BHAB goals.
2. Added public comment to each agenda.
3. Added standard numbers for each agenda item rather than Roman Numerals.

Note Accomplishments:

- Added public comment to each agenda item to remind the chair to ask for public comment in August 2023
- Added standard numbers for each agenda item for easier reading rather than Roman numerals August 2023

Objective #10: Develop a self-evaluation tool for the BH Advisory Board.

Possible Actions:

1. Review the self-evaluation tool annually.
- 2.

Note Accomplishments:

Objective #11: Update the BHAB notebook to a concise and electronic version.

Possible Actions:

1. Create an ad hoc committee to review the board notebook.
2. Work with county staff to develop an electronic version.

Note Accomplishments:

GOALS, OBJECTIVES, AND ACCOMPLISHMENTS

FOR THE BEHAVIORAL HEALTH ADVISORY BOARD

The following goals and objectives for the fiscal year of July 2022- June 2023 were developed by the Workplan Standing Committee of the Tuolumne County Behavioral Advisory Board (BHAB) and then approved by the BHAB.

Vision:

To have a complete continuum of behavioral health care for Tuolumne County citizens without service gaps.

Mission:

- To promote wellness, education, early intervention, prevention, treatment and recovery;
- To advocate for consumers of behavioral health services;
- To ensure high-quality services that are available to all;
- To advise the program and county administrators of community needs and concerns.

Definition of Goals:

- What is it that we aim to achieve this year that supports our mission?
- What are our broad intentions?
- Goals can be intangible and non-measurable.
- Set to be achieved over a long period.

Definition of Objectives:

- How will we achieve our goals?
- What are the specific tasks to reach the goals within a certain timeframe?
- Defined in tangible targets.
- Set to be achieved over shorter timeframe.

Goals will help us to:

- Set our direction
- Set our priorities
- Increase our conviction and confidence
- Make effective decisions
- Persevere
- Reach our full potential as a board

Objectives will help us to:

- Measure our progress
- Create a sense of achievement
- Confirm that our overall strategy is correct
- Make difficult decisions
- Understand what is expected of us as a board

Tips for planning objectives:

- Are they specific?
- Are they measurable?
- Are they achievable?
- Are they realistic/relevant?
- Are they time-bound?

Goal 1: Fulfill the mandated responsibilities and core purposes of the Tuolumne County Behavioral Health Advisory Board.

- Objective 1
- Objective 2
- Objective 3
- Objective 4
- Objective 5

Goal 2: Maintain an active, involved Behavioral Health Advisory Board

- Objective 1
- Objective 2
- Objective 3
- Objective 4
- Objective 5

Behavioral Health Department Contract Review Process
by the BH Advisory Board
For Residential Facility and Facility Services Contract

Date of Review:
BH Advisory Board Reviewers Names: 1. 2. 3. 4.
Facility Name:
Address:
Contact Person:
Phone Number:
Email:

Behavioral Health Department Contract Review Process
by the BH Advisory Board
For Residential Facility and Facility Services Contract

1.	Read the contract's Scope of Work.
2.	What is the purpose of this contract?
3.	What is the term of the contract? (Most contracts will be termed for one to three years, special cases such as hospitals will be 5 years.)
4.	Does this contract have the option for amendments or not? (There is often the ability to amend contracts, but only still up to five years.)
5.	Does the BH Department have to do this per the Department of Health Care Service?
6.	What are the Services being offered?
7.	Does the Residential Facility specialize in a certain population (youth, SUD, Senior, Criminal Justice)?
8.	Do the services offered meet the contract needs?
9.	Does residential services such as on-site medical doctor, podiatry, chiropractor, etc.?
10.	Are the on-site services licensed?
11.	Does this contract provide mental health support?

12.	Is there any obligation that the Behavioral Health Department must follow?
13.	Is there a psychiatrist available on-site at this residential facility?
14.	If so, is it 24 hours?

Behavioral Health Department Contract Review Process
by the BH Advisory Board
For Residential Facility and Facility Services Contract

1.	Read the contract's <u>Cost Proposal</u> .
2.	How much is the compensation for this contract?
3.	How much did the BH Department spend on this contract during the last fiscal year?
4.	How much has the Behavioral Health Department spent so far this year on this contract?
5.	How many clients can be placed here in a year based on the rate?
6.	Does this rate and total allowance of the contract for the year, fit the need of Tuolumne Medi-Cal Beneficiaries?

Behavioral Health Department Contract Review Process
by the BH Advisory Board
For Residential Facility and Facility Services

Recommendations and Comments

1.	
2.	
3.	
4.	
5.	

1. Under Term – Does this contract have the options for amendments or not?
 - a. Most contracts will be termed for one to three years, special cases such as hospitals will be 5 years. Also, there is often the ability to amend contracts, but only still up to five years.
2. What is this contract for?
3. Do we have to do this per Department of Health Care Service?
4. Read Scop of Work
5. How much is the compensation for this contract?
6. How much did Behavioral Health spend for this contract during the last fiscal year?
7. How much has Behavioral Health spent so far this year in this contract?
 - a. Read cost proposal exhibit

Scope of Work

1. What are the services being offered?
2. Does Residential Facility specialized in a certain population (youth, SUD, Senior, Criminal Justice Involved)?
3. Do the services offered meet the contract need?
4. Does residential services such as on-site medical doctor, podiatry, chiropractor, etc.?
5. Residentials only – Are they licensed and certified?
6. Residential Only – Does this contract provide mental health supports?
7. Is there any obligation that Behavioral Health must follow?
8. Is there a psychiatrist available on site at this residential?
 - a. Is it 24 hours?

Cost Proposal

1. How many clients can be placed here in a year based on the rate?
2. Does this rate and total allowance of the contract for the year, fit the need of Tuolumne Medi-Cal Beneficiaries?