

RESOLUTION NO. _____

BOARD OF SUPERVISORS, COUNTY OF SAN MATEO, STATE OF CALIFORNIA

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**RESOLUTION SPECIFYING THE RESPONSIBILITIES AND MEMBERSHIP OF
THE MENTAL HEALTH BOARD
AND STANDING RULES FOR ITS GOVERNANCE**

RESOLVED, by the Board of Supervisors of the County of San Mateo, State of California, that

WHEREAS, the Welfare & Institutions Code §5602 requires the Board of Supervisors to establish a community mental health service, and §5604 requires that the community mental health service shall have a Mental Health Board whose members are appointed by the Board of Supervisors, and

WHEREAS, there currently exists a Mental Health Board of the County of San Mateo, and this Board wishes to further clarify the functioning of the Mental Health Board and to set forth the standing rules for its governance.

NOW, THEREFORE, IT IS HEREBY DETERMINED AND ORDERED as follows:

1. This Board hereby confirms the creation of the Mental Health Board, which shall do all of the following, pursuant to Welfare & Institutions Code §5604.2:

- (1) Review and evaluate the community's mental health needs, services, facilities, and special problems.
- (2) Review any county agreements entered into pursuant to Welfare & Institutions Code §5650.

- (3) Advise the Board of Supervisors and the local mental health director as to any aspect of the local mental health program.
- (4) Review and approve the procedures used to ensure citizen and professional involvement at all stages of the planning process.
- (5) Submit an annual report to the Board of Supervisors on the needs and performance of the county's mental health system, which report shall satisfy the requirement of preparation of an annual work plan.
- (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 Board of Supervisors.
- (7) Review and comment on the county's performance outcome data and communicate its findings to the California Mental Health Planning Council.
- (8) Additional duties or authority as specified by the Board of Supervisors.
- (9) Assess the impact of the legislative realignment of services from the state to the county on services delivered to clients and on the local community.

2. The Mental Health Board membership shall include eighteen (18) persons, including fifteen (15) members appointed by the Board of Supervisors as required by Welfare & Institutions Code §5604, one (1) member of the Board of Supervisors, and two (2) members of the Youth Commission.

3. Members appointed by the Board of Supervisors shall serve terms of three years, which begin on October 1 and end on September 30. Upon the conclusion of a term, a member may

be reappointed subject to a maximum of twelve years of full terms. The twelve year limit does not include partial terms to which members may be appointed at the beginning of their service, holdover service caused by delay in appointing a replacement at the end of a member's service, or terms that have been adjusted to achieve the staggering referred to in the next paragraph.

4. The terms of the members appointed by the Board of Supervisors shall be staggered so that approximately one third (1/3) of the appointments expire in each year. To the extent that members' terms are not staggered as of the date this resolution is adopted, the terms of the existing members may be adjusted to achieve staggering and equal distribution of term expiration.

5. The members of the Mental Health Board who are Youth Commissioners shall be designated by the Youth Commission, and shall serve one term of two years.

6. The member of the Mental Health Board who is a member of the Board of Supervisors may serve a term as long as that person's service on the Board of Supervisors.

7. The appointed membership should reflect the ethnic diversity of the client population in the county. Fifty percent of the appointed members shall be consumers or the parents, spouses, siblings, or adult children of consumers, who are receiving or have received mental health services. At least 20 percent of the appointed members shall be consumers, and at least 20 percent of the appointed members shall be families of consumers.

8. The remainder of the appointments shall include individuals who have knowledge and experience of the mental health system.

9. Consistent with Welfare & Institutions Code §5604(d), no member of the board or his or her spouse shall be a full-time or part-time county employee of a county mental health service, an employee of the State Department of Mental Health, or an employee of, or a paid member of the governing body of, a mental health contract agency. "Mental health service" includes any service directed toward early intervention in, or alleviation or prevention of, mental disorder, including, but

not limited to, diagnosis, evaluation, treatment, personal care, day care, respite care, special living arrangements, community skill training, sheltered employment, socialization, case management, transportation, information, referral, consultation, and community services.

10. Consistent with Welfare & Institutions Code §5604(a)(1), the Mental Health Board may recommend appointees to the Board of Supervisors, as follows:

- (1) The Clerk of the Board of Supervisors will advertise openings on the Mental Health Board, and will provide and receive applications for membership.
- (2) The Clerk will provide copies of Mental Health Board applications to the Mental Health Board Executive Committee as they are received. This will provide information to the Mental Health Board so they can assist in the targeted recruitment as needed.
- (3) The Mental Health Board Executive Committee will interview all candidates and provide brief feed back on each of the applicants.
- (4) A Board of Supervisors sub-committee will interview candidates, taking into account the feedback of the Mental Health Executive Committee.
- (5) The Board of Supervisors sub-committee will then make a recommendation to the full Board of Supervisors on appointments to the Mental Health Board.

11. Consistent with Welfare & Institutions Code §5604.5, the Mental Health Board shall develop bylaws to be approved by the Board of Supervisors. In addition to the items set forth in Welfare & Institutions Code §5604.5, the bylaws may include the Rules of Procedure that are required of all county advisory bodies.

12. Except as set forth herein, the Mental Health Board will comply with all standing rules for county boards, commissions and advisory committees that are established by the Board of Supervisors.

13. The Mental Health Board shall be staffed by Mental Health Division of the Health Services Agency.
