



A Tradition of Stewardship
A Commitment to Service

AMENDED AGENDA

ADVISORY BOARD ON ALCOHOL AND DRUG PROGRAMS

**Napa County Health & Human Services 2751
Napa Valley Corporate Dr. Bldg. A,
OAK Conference Rm**

INFORMATIONAL MEETING RE: CONSOLIDATION OF ABAD AND MHAB

**Thursday, January 25, 2024
4:30 PM**

<p>Catalina Chavez-Tapia CHAIRPERSON Interested Citizen District 2 (Resigned 12-31-2023) Greg Clark Recovering Community District</p>	<p>William "Bill" Chadwick VICE CHAIRPERSON Interested Citizen District 1</p>	<p>Mario Bazan Business Community District 4</p>	<p>Jose "Manuel" Iniguez Probation</p>	<p>Mark Mautner Interested Citizen District</p>
<p>Jeffrey "Jeff" Dickinson Recovering Community District</p>	<p>Elisabeth Brumley Interested Citizen District</p>	<p>"Katy" Haute Alcohol Industry St. Helena</p>	<p>Chase Haag Law Enforcement</p>	<p>Interested Citizen District (OPEN)</p>
	<p>Jenna Bolyarde Interested Citizen District</p>	<p>Student Member (2 OPEN)</p>	<p>Education (OPEN)</p>	<p>Interested Citizen District (OPEN)</p>

<p>Cassandra Eslami Deputy Director Behavioral Health</p>	<p>Chelsea Stoner Behavioral Health Manager</p>	<p>Georgia Davis Recorder / Senior Office Assistant Alcohol and Drug Services</p>	<p>Ariana Ponce Health Education Specialist Alcohol and Drug Services</p>
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GENERAL INFORMATION

The Advisory Board on Alcohol and Drug Programs meets every fourth Thursday of the month at 4:30pm. In Building A, Room OAK, at Health and Human Services Agency (HHS), 2751 Napa Valley Corporate Drive, Napa, California. The meeting room is wheelchair accessible. Assistive listening devices and interpreters are available. Requests for disability related modifications or accommodations, aids or services may be made to the Alcohol and Drug Services Division no less than 72 hours prior to the meeting date by contacting (707) 299-2151.

All materials relating to an agenda item for an open session of a regular meeting of the HHS Alcohol and Drug Services Division, which are provided to a majority or all of the members of the Board by Board members, staff or the public within 72 hours of but prior to the meeting will be available for public inspection, on and after at the time of such distribution, in the Administration Building, Building A, Alcohol and Drug Services Division, 2751 Napa Valley Corporate Drive, California 94558, Monday through Friday, between the hours of 8:00 a.m. and 5:00 p.m., except for County holidays. Materials distributed to a majority or all of the members of the Board at the meeting will be available for public inspection at the public meeting if prepared by the members of the Board or County staff and after the public meeting if prepared by some other person. Availability of materials related to agenda items for public inspection does not include materials which are exempt from public disclosure under Government Code sections 6253.5, 6254, 6254.3, 6254.7, 6254.15, 6254.16, or 6254.22.

ANY MEMBER OF THE AUDIENCE DESIRING TO ADDRESS THE BOARD ON A MATTER NOT ON THE AGENDA may do so under the Public Comment portion of this agenda. Give your name and your comments or questions. As required by the Government Code, no action or discussion will be undertaken on any item raised during the Public Comment period. Time limitations shall be at the discretion of the Chair.

1. **CALL TO ORDER**
2. **ROLL CALL/INTRODUCTIONS**
3. **APPROVAL OF MINUTES**
 - **Approval of minutes for October 26, 2023**
4. **PUBLIC COMMENT**
 - In this time period, anyone may address the Alcohol and Drug Programs Advisory Board of Napa County regarding any subject over which the Board has jurisdiction, but which is not on today's posted agenda. In order to provide all interested parties an opportunity to speak, time limitations shall be at the discretion of the Chair.
 - No action or discussion will be undertaken on any item raised during this Public Comment period except that Alcohol and Drug Programs Advisory Board members or its staff may briefly respond to statements made or questions posed. In addition, in response to questions posed, the Alcohol and Drug Advisory Board may ask a question for clarification, request staff to report back at a subsequent meeting concerning the question posed, or direct staff to place the matter on a future agenda.
5. **CHAIRPERSON'S REPORT – Bill Chadwick will give an update on ABAD membership and report on his participation in the MHAB/ABAD integration process.**
6. **PRESENTATION, DISCUSSION & COMMENTS REGARDING THE CONSOLIDATION OF THE MENTAL HEALTH ADVISORY BOARD & ADVISORY BOARD ON ALCOHOL AND DRUGS**
 - Representatives from the Mental Health Advisory Board and Napa County Staff and Counsel will be present to explain the consolidation of the two boards, the proposed amended MHAB by-laws to reflect the consolidation, the plans for the inclusion of representatives of ABAD on the BHAB and timeline for going before the Board of Supervisors.
7. **ANNOUNCEMENTS**
 - **Next MHAB Meeting: February 12, 2024, 4:00 to 6:00 p.m. Napa County Health & Human Services, 2751 Napa Valley Corporate Drive, Building A, Oak Conference Room.**
 - **Next ABAD Meeting: February 22, 2024, 4:30 – 6:30 pm.**
8. **FUTURE AGENDA ITEMS**
9. **ADJOURNMENT**



A Tradition of Stewardship
A Commitment to Service

**MEETING MINUTES
ADVISORY BOARD ON
ALCOHOL AND DRUG PROGRAMS (ABAD)
October 26, 2023
4:30 P.M.**

Members Present

Catalina Chavez-Tapia – Chairperson
William (Bill) Chadwick - Vice Chair
Jenna Bolyarde
Elisabeth Brumley
Greg Clark
Jeff Dickinson
Jose (Manuel) Iniguez

Members Absent

Mario Bazan
Chase Haag
Katherine (Katy) Haute
Victor Castro
Armando Nunez-Salgado

Members of the Public Present

Mark Mautner, Aldea
Katie Stith, Aldea

Staff

**Chelsea Stoner
Behavioral Health Manager
Health and Human Services Agency
Behavioral Health Division**

**Ariana Ponce
Educational Specialist
Health and Human Services Agency
Behavioral Health Division**

**Georgia Davis
Senior Office Assistant
Health and Human Services Agency
Behavioral Health Division**

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- I. The meeting was called to order at 4:30pm
 - II. Approval of Minutes: September 28th, 2023, ABAD Minutes were approved.
 - III. Roll call & introductions were conducted by the Advisory Board on Alcohol & Drug Program members.
 - IV. Public Comment: None
 - V. Chairperson's Report
Membership update:
 1. The board discussed new member applicants. Mark Mautner was approved and Jackie Simion delayed for 12/7/23 meeting to vote after more research.
 2. Youth Representatives for the ABAD search - Jenna & Catalina may have new student members to apply.

Board Member Reports:

1. Prevention - Ariana Ponce

Outreach and Narcan distributions:

- Working with NOSC events - Binational presentation
- Drug take back @ Napa Kaiser 10/28/23 10am-2pm
- Red Ribbon Week 10/23/2023 - 10/31/2023 "Be kind to your mind and be drug free"

2. Education: None

3. Law Enforcement and Probation:

- Chase Haag sent a message that he would be with the Napa Police Department at the Prescription Drug Take-Back on Sat 10/28/23 at Kaiser.
- The group discussed the recent drug court graduation. All who attended noted how great it was to see the successes of the graduates.

4. ADS Programs – Chelsea Stoner

- Residential provider, Archway, has the fire inspection next week, then the Medi-Cal provider will application will take 60 days for approval.
- ADS just finished the Treatment Perception Survey of clients which will be sent to UCLA for compilation before the results are returned.
- Jeremy Nilsen, will be starting on 11/13/23 as the new Behavioral Health Manager over Network Services IE: Med Clinic, Access and providers.
- The onsite EQRO (Exterior Quality Review Organization) for DMC-ODS will be conducted 12/12/23 & 12/13/23.

5. Presentation: Mark Mautner & Katie Stith of Aldea presented on youth alcohol and drug services in Napa County (PDF of presentation is attached to these minutes)

VI. Action Items:

- ABAD will attend December 11th, 2023, MHB mtg 4-6pm in OAK ROOM.
- Jenna & Catalina will direct prospective Youth Members to the ABAD Webpage.
- Elisabeth will schedule a Alcoholics Anonymous Speaker to present in 2024.
- Georgia will forward Orientation Binder to Mark Mautner.

VII. Announcements:

- Next meeting **DECEMBER 7, 2023, at 4:30pm IN OAK ROOM.**

VIII. Future Agenda Items – Develop presentations for the remainder of the year and forward.

IX. Meeting was adjourned 5:45 pm.

Respectfully submitted by,

Georgia Davis

Sr. Office Assistant

Health and Human Services Agency

Alcohol and Drug Programs

PART II: SECTION 8

Established: July 20, 1993; Resolution No. 93-82
Amended: July 5, 1994; Resolution No. 94-69
Amended: January 10, 1995; Resolution No. 95-6
Amended: August 23, 2005; Resolution No. 05-145
Amended: January 29, 2008; Resolution No. 05-145
Amended: June 16, 2009; Resolution 09-71
December 7, 2010; Resolution No. 2010-150
September 25, 2012; Resolution No. 2012-139
Amended: **September 12, 2017; Resolution No. 2017-139**
Amended: _____; Resolution No. ____

**BYLAWS OF THE
NAPA COUNTY BEHAVIORAL HEALTH BOARD**

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ARTICLE I - NAME

The name of this Board shall be the Napa County Behavioral Health Board (“Behavioral Health Board”).

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ARTICLE II - AUTHORITY

The authority of the Napa County Behavioral Health Board is established pursuant to the Bronzan-McCorquodale Act which may be found at Part 2 of Division 4.7 of the California Welfare and Institutions Code (commencing at section 5600 et seq.).

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ARTICLE III - PURPOSE

The purposes of the Behavioral Health Board are as follows:

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1. Review and evaluate the county’s mental health and substance use disorder needs, services, facilities and special problems.
2. Review any county agreements entered into pursuant to Section 5650.
3. Advise the Napa County Board of Supervisors and the Napa County Behavioral Health Director as to any aspect of the county’s mental health and substance use disorder programs.
4. Review and approve the procedures used to ensure citizen and professional involvement at all stages of the planning process.
5. Submit an annual report to the Napa County Board of Supervisors on the needs and performance of the behavioral health system of Napa County.

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- 6. Review and make recommendations on applicants for appointment of the Napa County Director of Behavioral Health Services. The Behavioral Health Board shall be included in the selection process prior to the vote of the Napa County Board of Supervisors.
- 7. Review and comment on Napa County’s performance outcome data and communicate its findings to the California Behavioral Health Planning Council.
- 8. Assess the impact of the realignment of services from the state to Napa County on services delivered to clients and on the local community.
- 9. Perform such additional duties as may be assigned to the Behavioral Health Board by the Napa County Board of Supervisors.

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ARTICLE IV - MEMBERS OF BEHAVIORAL HEALTH BOARD

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- 1. Number of Members of the Board. There shall be 15 members of the Behavioral Health Board. All members shall be voting members. The members shall consist of those individuals appointed by the Napa County Board of Supervisors to the Behavioral Health Board. A quorum shall be one person more than one-half of the appointed members. Quorum is defined in accordance with California Welfare & Institutions Code Section 5604.5 (c). In 2024, during the transition of the Mental Health Board and Advisory Board on Alcohol and Drugs becoming one Behavioral Health Board, the Behavioral Health Board may, on a one-time basis, expand membership to 17 members in order to include two additional Family Members of Consumers/Consumers of substance use disorder services. As the Behavioral Health Board experiences membership attrition, membership shall return to 15 members as defined by the Behavioral Health Board Bylaws.

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- 2. Direction of the Behavioral Health Board Required. The activities and affairs of individual members of the Behavioral Health Board, acting as Board members, shall be conducted, and powers exercised, by and under the direction of the Behavioral Health Board and these Bylaws.

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- 3. Terms of Office. Terms for each member of the Behavioral Health Board shall be three years. Members shall be limited to two consecutive three year terms unless waived by a majority vote of the Napa County Board of Supervisors.

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- 4. Compensation. No member shall be compensated for duties performed as a member of the Behavioral Health Board. Notwithstanding the previous sentence, a member may be reimbursed for the actual costs of attending meetings, conferences or similar gatherings if attendance at the meeting, conference or similar gathering is approved in advance in writing by the Behavioral Health Board Chair and the Napa County Mental Health Director.

Deleted: ; provided, however, members serving on July 11, 2005, may be appointed to two additional three year terms without requiring a waiver from the Board of Supervisors. The foregoing provision for members serving on July 11, 2005 shall sunset on December 31, 2012.¶

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- 5. Requirements Applicable to all Members. A member of the Behavioral Health Board must:

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- a. Be appointed by the Napa County Board of Supervisors.
- b. Take the Oath of Office administered by the Clerk of the Napa County Board of Supervisors.
- c. Serve on at least one Committee or Work Group of the Behavioral Health Board or serve as a Behavioral Health Board representative on a designated local, regional or state committee/commission or professional/service organization as approved or excused by the Executive Committee for good cause shown.
- d. Maintain a satisfactory meeting attendance record to Behavioral Health Board meetings and other assignments as defined in Article XI of these Bylaws.
- e. Comply with all applicable regulations of the Fair Political Practices Commission, including, but not limited to, preparing and filing FPPC Form 700, if required, within 30 days of appointment and annually prior to April 1st of each year.
- f. Keep any confidential information obtained while performing duties as a Behavioral Health Board member confidential.
- g. Participate in site visits of a behavioral health facility or program, once per year, unless excused by the Executive Committee.

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ARTICLE V - QUALIFICATIONS OF MEMBERS

- 1. Qualification of Members. The members of the Behavioral Health Board shall be composed of the following:
 - a. One member of the Napa County Board of Supervisors.
 - b. At least one veteran or veteran advocate.
 - c. At least fifty percent of the Board membership shall be consumers, who are receiving or have received mental health or substance use disorder services, or their family members as defined in exhibit A. At least two members of the Board shall be consumers or a family member of a consumer of substance use disorder services.
 - d. At least twenty percent of the Board membership shall be consumers.
 - e. At least twenty percent of the Board shall be family members of consumers.
 - f. Any members who are not consumers or family members of consumers shall be individuals who are interested and concerned citizens from the general public.

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The composition of the **Behavioral Health Board** should reflect the ethnic diversity of the consumer population and the demographics of the county as a whole to the extent feasible.

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2. **Residents of the County Required; Exceptions.** Members appointed should be residents of Napa County if possible. If it is not possible to secure membership as specified from among persons who reside in the county, the Napa County Board of Supervisors may substitute representatives of the public interest in **behavioral** health who are not full-time or part-time employees of county **behavioral** health service, the State Department of **Behavioral** Health, or on the staff of, or a paid member of the governing body of, a **behavioral** health contract agency. However, pursuant to Welfare and Institutions Code Section 5604(3)(d)(1)and(2) Consumer Members may be employed by county **behavioral** health services or a **behavioral** health contract agency if they have no interest, influence, or authority over any financial or contractual matter concerning the employer. That member shall abstain from voting on any financial or contractual issue concerning his or her employer that may come before the board.

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3. **Individuals Disqualified From Serving.** The following individuals are disqualified from serving on the Napa County **Behavioral Health Board**:

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No member of the **Behavioral Health Board** or his or her spouse shall be a full-time or part-time county employee of a county **behavioral** health service, an employee of the State Department of **Behavioral** Health, or an employee of, or a paid member of the governing body of, a **behavioral** health contract agency. However, pursuant to Welfare and Institutions Code Section 5604(3)(d)(1)and(2) Consumer Members may be employed by county **behavioral** health services or a **behavioral** health contract agency if they have no interest, influence, or authority over any financial or contractual matter concerning the employer. That member shall abstain from voting on any financial or contractual issue concerning his or her employer that may come before the board.

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ARTICLE VI - RECRUITMENT OF MEMBERS

1. **Responsibility for Recruitment.** Recruitment of prospective members of the Napa County **Behavioral Health Board** shall be the responsibility of individual members of the Napa County Board of Supervisors and members of the **Behavioral Health Board**. An effort will be made to recruit mental health professionals as well as individuals who have experience and knowledge of the **behavioral** health system.
2. **Board of Supervisors Recruitment.** Board Supervisors are encouraged to nominate individuals from their respective district to facilitate wider representation across Napa County, for a total of five **Behavioral Health Board** members to be nominated and appointed by the Board of Supervisors. The Board of Supervisors may accept more than one nomination from each district based on interest and willingness of community members to serve.

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3. Recruitment by the Behavioral Health Board. Interview and Recommendation. All applicants, except those nominated directly by the Board of Supervisors, shall initially be interviewed by at least two members of the Behavioral Health Board. Names of the applicants recommended shall be presented to the full Behavioral Health Board for its consideration. Those applicants recommended by the Behavioral Health Board shall then be referred to the Board of Supervisors with a recommendation they be appointed to the Napa County Behavioral Health Board.

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ARTICLE VII - MEETINGS

1. Annual Meetings. There shall be a regular meeting, which shall constitute the annual meeting of the Behavioral Health Board, to be held on the second Monday of July of each year at which time the officers will present their reports, a meeting schedule will be adopted for the next twelve months, and elections held. If the second Monday of July falls on a Holiday, the meeting shall be held on the third Monday of July.
2. Regular Meetings. Other regular meetings of the Behavioral Health Board may be held at such time and place as is established by the annual meeting schedule.
3. Special Meetings. Special meetings, for any purpose or purposes related to the business of the Behavioral Health Board, may be called at any time by the Chair of the Board or by a majority of the Board members.
4. Notice of Annual and Regular Meetings. Notice of the Annual Meeting shall be given to each member of the Behavioral Health Board by one of the following methods: (a) by personal delivery of written notice; (b) by first class mail, postage prepaid; (c) by fax transmittal or e-mail of written notice; or (d) by telephone, either directly to the member or to a person at the member's office who would reasonably be expected to communicate that notice promptly to the member. Notices sent by first class mail shall be deposited in the U.S. Mail not less than five days before the time set for the meeting. Notice given by personal delivery, fax, e-mail, or telephone shall occur at least 72 hours before the time set for the meeting. All such notices shall be given or sent to the members address or telephone number as shown on the records of the Board.
5. Notice of Special Meeting. A special meeting may be called at any time by the Chair of the Behavioral Health Board or by a majority of the Behavioral Health Board members. Notice of special meetings shall be given by delivering written notice to each member of the Behavioral Health Board and to each local newspaper of general circulation and radio or television station that has requested notice in writing. The notice shall be delivered personally or by any other means and shall be received at least 24 hours before the time of the meeting as specified in the notice. The notice shall specify the time and place of the special meeting and the business to be transacted or discussed. No other business shall be considered at these meetings by the Board. The written notice may be dispensed with as to any member who at or prior to the time the meeting convenes files with the clerk or secretary of the Board a written waiver of notice. The waiver may be given by telegram.

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The written notice may also be dispensed with as to any member who is actually present at the meeting at the time it convenes. The notice shall be posted at least 24 hours prior to the special meeting in a location that is freely accessible to members of the public.

ARTICLE VIII - OFFICERS

1. Officers of the Board. The officers of the Board shall consist of a Chair and Vice-Chair.
2. Election of Officers. The offices of Chair and Vice-Chair shall be elected at the annual meeting of the Board and those elected shall serve for a term of at least one but not more than two consecutive years. It is the non-binding policy of the Board that the Vice-Chair will be the person that will normally be elected to serve as Chair in the year following service as Vice-Chair.

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

ARTICLE IX - DUTIES OF OFFICERS AND OTHER BOARD POSITIONS

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

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1. Chair. It shall be the duty of the Chair to prepare the agenda for and preside over all regular and special meetings of the Board; to appoint Committee and Work Group chairs; coordinate existing Committees and Work Groups; serve as an ex-officio member of all Committees and Work Groups; call special meetings of the Board when necessary; and be in regular consultation with the Napa County Director of Behavioral Health.
2. Vice-Chair. It shall be the duty of the Vice-Chair to assist the Chair in the execution of his or her office and to act in his or her stead during an absence. In case of resignation or death of the Chair, the Vice-Chair shall perform such duties as are imposed on the Chair until such time as the Behavioral Health Board elects a new Chair.
3. Upon the expiration of his or her term of office, or in the case of resignation, each Officer shall turn over to his or her successor, without delay, all records books and other materials pertaining to the office.

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

4. Secretary. The Behavioral Health Board shall be supported by a Secretary. The Director of Napa County Health & Human Services Agency or her/his representative shall designate staff to serve as Secretary to the Board. It shall be the duty of the Secretary to keep a record of all annual, regular and special meetings of the Behavioral Health Board. The

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Secretary shall perform such secretarial duties and responsibilities as defined by mutual agreement of the Chair and the Director of Behavioral Health.

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ARTICLE X - COMMITTEES

1. The following Standing Committee is created:

An Executive Committee. The Executive Committee will be composed of the current and past Chair, Vice Chair, and three Members-at-Large. The term of Executive Committee members shall coincide with their terms as members of the Board. The Executive Committee shall be responsible for the overall management of the activities and business of the Behavioral Health Board. This includes, but is not necessarily limited to, the following:

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- a. Establishing and overseeing of Ad Hoc Committees and Work Groups; coordinating selection and implementation of site visits; approving Behavioral Health Board agendas; drafting policies and procedures for Behavioral Health Board approval; and selecting Work Group and Committee chairs on the recommendation of the Behavioral Health Board Chair.
- b. Selection of Members-at-Large. Any member of the Behavioral Health Board, other than the Chair, Vice-Chair and past Chair, can potentially be a Member-at-Large. In July of each year, the Chair, Vice-Chair and past Chair, will make recommendations for three Members-at-Large to be approved by vote of the Behavioral Health Board each August. Prior to the vote on these recommendations, the floor will be open to Board members for additional nominations. Members-at-Large will attend and participate in Executive Committee meetings. Members-at-Large will have voting rights during Executive Committee meetings.

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2. Standing Committees may be established or eliminated by the Behavioral Health Board. Standing Committees have ongoing responsibilities concerning a particular subject matter that is not time limited. Committees and Work Groups will conduct meetings in accordance with the Brown Act (Government Code Section 54950 et seq.) to the extent applicable.

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ARTICLE XI – ATTENDANCE & VACANCIES ON THE BOARD

- 1. All Behavioral Health Board members are required to contact the Behavioral Health Board Chair or Secretary prior to a meeting if they are unable to attend. Failure to do so will result in an unexcused absence.
- 2. A Board member may be deemed by the Executive Committee to have ceased to discharge the duties of a Behavioral Health Board member based on attendance and/or performance of other assigned duties. If after review, the Executive Committee determines the member should be removed, a recommendation will be made to the full Behavioral Health Board.

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Upon a two thirds vote the Behavioral Health Board may recommend the removal of the member to the Board of Supervisors.

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3. If a vacancy occurs due to the occurrence of any of the events described in section 1770 of the California Government Code, the Secretary shall advise the Board and the Executive Committee will commence the recruitment for a replacement.

ARTICLE XII - RESIGNATIONS AND LEAVES OF ABSENCE

1. Any member may resign effective upon giving written notice to the County Executive Office with a copy to the Chair, the Vice Chair or the Secretary of the Behavioral Health Board. A notice which specifies a later time shall be effective upon the date of the resignation set forth in said notice.

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

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ARTICLE XIII - MEETINGS, QUORUMS, AND RULES OF ORDER

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

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ARTICLE XIV - AMENDMENTS TO BYLAWS

These bylaws may be amended at any meeting of the Behavioral Health Board by a two-thirds vote of the membership of said Board when reasonable advance notice has been given as described below.

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The Behavioral Health Board shall use the following procedure when amending the Bylaws.

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- a. Proposals for change shall be noticed on the Behavioral Health Board agenda and a written copy sent to all Napa County Behavioral Health Board members a minimum of five days

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prior to the meeting date on which proponents wish consideration and a vote on the change.

- b. The Behavioral Health Board must approve the change by a two-thirds majority of those members in attendance at a regular or special meeting at which a quorum is present.
- c. The change, as approved, is to be signed and dated by the Behavioral Health Board Chair.
- d. The changed and revised copy of the Bylaws is then forwarded to the Napa County Board of Supervisors for their review and approval/disapproval and signature by the Board of Supervisors Chair or designated representative.
- e. A copy of approved changed Bylaws is to be provided to each Napa County Behavioral Health Board member at the next regularly scheduled meeting.
- f. An original copy, signed by the Behavioral Health Board Chair and the Board of Supervisors, of the approved changed Bylaws is to be filed with the Behavioral Health Board Secretary. Additionally, an appropriate historical log of all Bylaw changes and the date of the change are to be maintained by the Behavioral Health Board Secretary. The historical log is to be distributed to all Behavioral Health Board members whenever “Proposals for Changes” are distributed.
- g. All members will be provided with a set of the current Behavioral Health Board Bylaws and Policies and Procedures.

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ARTICLE XV - POLICIES AND PROCEDURES

The Behavioral Health Board may establish Policies and Procedures on matters not covered by these Bylaws.

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Napa County Behavioral Health Board:

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By: _____
Kristine Haataja, Chair

Date of Behavioral Health Board Approval: _____

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EXHIBIT "A"

Section 5604 of the California Welfare and Institutions Code provides in pertinent part:

5604 (a)(I) Each community behavioral health service shall have a Behavioral Health Board consisting of 10 to 15 members, depending on the preference of the county, appointed by the governing body except that boards in counties with a population of less than 80,000 may have a minimum of five members. One member of the board shall be a member of the local governing board. Any county with more than five supervisors shall have at least the same number of members as the size of its board of supervisors. Nothing in this section shall be construed to limit the ability of the governing body to increase the number of members above 15. Local Behavioral Health Boards may recommend appointees to the county supervisors. Counties are encouraged to appoint individuals who have experience and knowledge of the behavioral health system. The board membership should reflect the ethnic diversity of the client population in the county.

(2) Fifty percent of the board membership shall be consumers or the parents, spouse, sibling, or adult children of consumers, who are receiving or have received mental health or substance use disorder services. At least 20 percent of the total membership shall be consumers, and at least 20 percent shall be families of consumers. At least two of these members will be family members or consumers of substance use disorder services.

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PERCENTAGE TABLES

	11 Members:		12 Members:		13 Members:	
CONSUMER	20%	=3	20%	=3	20%	=3
FAMILY MEMBER OF CONSUMER	20%	=3	20%	=3	20%	=3
COMBINED NUMBER OF FAMILY MEMBERS OF CONSUMER AND CONSUMERS	50%	=6	50%	=6	50%	=7
BOARD OF SUPERVISORS	1	=1.0	1	=1.0		=1.0
VETERAN OR VETERAN ADVOCATE	1	=1.0	1	=1.0		=1.0
	14 Members:		15 Members:			
CONSUMER	20%	=3	20%	=3		
FAMILY MEMBER OF CONSUMER	20%	=3	20%	=3		
COMBINED NUMBER OF FAMILY MEMBERS OF CONSUMER AND CONSUMERS	50%	7	50%	=8		
BOARD OF SUPERVISORS	1	=1.0	1	=1.0	1	=1.0
VETERAN OR VETERAN ADVOCATE	1	=1.0	1	=1.0		

PART II: SECTION 8

PERCENTAGE TABLE

	<u>15 Members:</u>	
CONSUMER	20%	=3
FAMILY MEMBER OF CONSUMER	20%	=3
CONSUMER OR FAMILY MEMBER OF CONSUMER of substance use disorder services		=2
COMBINED NUMBER OF FAMILY MEMBERS OF CONSUMER AND CONSUMERS	50%	=8
BOARD OF SUPERVISORS	1	=1
VETERAN OR VETERAN ADVOCATE	1	=1

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SUMMARY OF PROPOSED AMENDMENTS TO MHB BYLAWS

After much discussion with County Council, these are the proposed changes:

- "Mental Health Board" has been changed to "Behavioral Health Board" throughout the Bylaws
- "Mental Health Director" has been changed to "Behavioral Health Director" throughout the Bylaws
- "mental" changed to "behavioral" in instances where appropriate
- **ARTICLE IV - MEMBERS OF BEHAVIORAL HEALTH BOARD:** Revised #1 regarding size of the board it provides an opportunity to add four ABAD members who are interested in being part of the Behavioral Health Board, but without a permanent change in the number of board members. There are currently two openings due to expired terms, and this adds two more.

1. **Number of Members of the Board.** There shall be 15 members of the Behavioral Health Board. All members shall be voting members. The members shall consist of those individuals appointed by the Napa County Board of Supervisors to the Behavioral Health Board. A quorum shall be one person more than one-half of the appointed members. Quorum is defined in accordance with California Welfare & Institutions Code Section 5604.5 (c). In 2024, during the transition of the Mental Health Board and Advisory Board on Alcohol and Drugs becoming one Behavioral Health Board, the Behavioral Health Board may, on a one-time basis, expand membership to 17 members in order to include two additional Family Members of Consumers/Consumers of substance use disorder services. As the Behavioral Health Board experiences membership attrition, membership shall return to 15 members as defined by the Behavioral Health Board Bylaws.

- **ARTICLE III - PURPOSE:** Revised #1 and #3 to specify substance use disorder in addition to mental health, rather than just changing to "behavioral health"
 1. Review and evaluate the county's mental health and substance use disorder needs, services, facilities, and special problems
 2. No change
 3. Advise the Napa County Board of Supervisors and the Napa County Behavioral Health Director as to any aspect of the county's mental health and substance use disorder programs.
- **ARTICLE V - QUALIFICATIONS OF MEMBERS:**
Defined Consumers and Family Members of Consumers to specify substance use disorder in addition to mental health, rather than just changing to "behavioral health"
Added requirement for representatives of SUD services.

c. At least fifty percent of the Board membership shall be consumers, who are receiving or have received mental health or substance use disorder services, or their family

members as defined in exhibit A. At least two members of the Board shall be consumers or a family member of a consumer of substance use disorder services.

- **EXHIBIT A:**

Added requirement for at least 2 Consumers/Family Members be users of SUD services. Revised PERCENTAGE TABLE to show only requirements for 15 person board which is the size of the current board.

(2) Fifty percent of the board membership shall be consumers or the parents, spouse, sibling, or adult children of consumers, who are receiving or have received mental health or substance use disorder services. At least 20 percent of the total membership shall be consumers, and at least 20 percent shall be families of consumers. At least two of these members will be family members or consumers of substance use disorder services.

PERCENTAGE TABLE

	15 Members:	
CONSUMER	20%	=3
FAMILY MEMBER OF CONSUMER	20%	=3
CONSUMER OR FAMILY MEMBER or substance use disorder services		=2
COMBINED NUMBER OF FAMILY MEMBERS OF CONSUMER AND CONSUMERS	50%	=8
BOARD OF SUPERVISORS	1	=1
VETERAN OR VETERAN ADVOCATE	1	=1