

DATE: June 21, 2011

TO: Ronald Henninger, D.C.
Chair, Mental Health Board

FROM: Hilbert Morales, M.P.H.
Member, Mental Health Board

SUBJECT: Recommendation of Orientation of New MHB Appointed Members

RECOMMENDATION: That each new appointed member of the Mental Health Board (MHB) be provided with, upon appointment, a binder that contains the documents listed below. The purpose is to provide a new appointee with the 'source' information which needs to be assimilated quickly in order to have a new member who becomes effective very quickly and who quickly comprehends the complexity of the operations of the Mental Health Department, the responsibility of the Director of Mental Health, and the authority of the Board of Supervisors, County of Santa Clara. The advisory role of the MHB must be comprehended correctly in order to facilitate and expedite the Due diligence deliberations undertaken by the MHB and its subcommittees.

REASON FOR THIS RECOMMENDATION: At present many appointees to the MHB spend up to one year attending various meetings before beginning to understand what is going on and being confident enough to make a contribution to the deliberations at hand. Having the source documents available for reference will make the MHB members more efficient and effective in their participation. A direct knowledge of the 'rules' involved and 'duties and responsibilities' of the MHB is expected to increase the effectiveness of the MHB in its performance of its monitoring activities and advisory role.

REQUIRED DOCUMENTS (A copy of each to be provided in a binder):

- 1) The State of California, Health & Welfare Code which sets forth the responsibility and purpose of a Mental Health Board as defined by the California State Legislature.
- 2) The resolution adopted by the Board of Supervisors, County of Santa Clara.
- 3) The mission statement of the Department of Mental Health, County of Santa Clara.
- 4) Organizational charts showing the line of authority and responsibility from the Board of Supervisors to the Santa Clara Valley Medical Center, and in turn, the reporting route of the Mental Health Board to the Director, DMH and the President, Board of Supervisors. I envision three essential organizational charts: a) the County of Santa Clara; b) Santa Clara Valley Medical Center; c) the Department of Mental Health. An additional organizational chart may be helpful: The Social Services Agency which operates many programs dealing with clients who may have personal mental health challenges.
- 5) Bylaws of the Mental Health Board

- 6) **Ethics:** The process of undergoing the required ‘Ethics’ orientation and training. (Certification achievement).
- 7) **Brown Act:** Certificate earned after having been trained by the staff of the Office of the County Counsel.
- 8) **ROSTERS...**a) Mental Health Board membership and b) Mental Health Department staff who regularly attend MHB meetings. (Please include names of providers present).
- 9) **Robert’s Rules of Order:** a basic summary is needed for referral purposes and for use as a guide.
- 10) A summary of the appropriate conduct of a public hearing.
- 11) A copy of the Annual Report the the Board of Supervisors (which is mandated to be delivered ‘on time’ and on schedule).-
- 12) One copy of minutttes of the Mental Health Board; The MHB Executive Committee, and of each sub-committee which currently are: a) System Planning & Fiscal Committee; b) Older Adults; c) Minority Advisory; d) Adult System of Care; and those ad hoc task forces (Older Adult Summit Confernece).
- 13) An Annual Calendar of MHB activities needs to be established and maintained which contains the dates for the MHB Retreats.
- 14) A summary of important legislation. Examples: The Affordable Health Care Act, 1910 (ObamaCare); Proposition 63, Mental Health Services Act (1% tax on incomes exceeding one million dollars. OR information of websites where one could find pertinent factual and truthful information.
- 15) Provide a sheet protector for MHB member to keep a copy of Oath and copy of Ethnics Training Certificate.

RESOURCES REQUIRED: The administrative staff is able to provide the above materials in a binder with appropriate dividers.

ACTION REQUESTED: That the MHB adopt this recommendation as its policy. The process of providing the above information to a new MHB appointee will expedite achievement of competent and effective participation.

CONSEQUENCES OF INACTION: The usual and customary ‘introduction of new members to the MHB will continue.