CONTRA COSTA COUNTY
BEHAVIORAL HEALTH BOARD

BYLAWS

DRAFT 8/1/2025

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CONTRA COSTA COUNTY
BEHAVIORAL HEALTH BOARD BYLAWS

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ARTICLE I
NAME OF ORGANIZATION

SECTION 1. NAME OF ORGANIZATION

1.1 Name

The name of the Organization shall be the "Contra Costa Behavioral Health Board."

ARTICLE II
GENERAL PROVISIONS

SECTION 1. AUTHORITY

1.1 Establishment

In accordance with Welfare and Institutions Code section 5604, et seq., t~~T~~he Contra Costa Behavioral Health Board ("Behavioral Health Board" or "~~Commission~~Board" hereinafter) was established for Contra Costa County ("County") by order of the Contra Costa County Board of Supervisors ("Board of Supervisors") on December 17, 2024 to serve in an advisory capacity to the Board of Supervisors.

On April 28, 2025, the Board of Supervisors added two additional alternate seats, resulting in a 17-member Board and appointed the Board's initial members.

SECTION 2. MANDATED ROLES AND RESPONSIBILITIES

The duties of the Behavioral Health Board (as defined in section 5604.2 and 5963.03 of the Welfare and Institutions Code) are as follows:

1. Review and evaluate the community's public behavioral health needs, services, facilities, and special problems in any facility within the county or jurisdiction where behavioral 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 Welfare and Institutions Code s~~S~~ection 5650. The ~~local~~ B~~b~~ehavioral H~~h~~ealth B~~b~~oard may make recommendations to the Board of Supervisors regarding concerns identified within these agreements.

3. Advise the ~~Contra Costa County~~ Board of Supervisors and the Contra Costa County Behavioral Health Director as to any aspect of the local behavioral health program. ~~Local~~ The B~~b~~ehavioral H~~h~~ealth B~~b~~oard~~s~~ may request assistance from the local patients' rights advocates when reviewing and advising on mental health or substance use disorder 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/or substance use disorder and their families, community members, advocacy organizations, and behavioral health professionals. It shall also include other professionals that interact with individuals living with mental illnesses/substance use 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 behavioral health system of the County of Contra Costa County.

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

7. Review and comment on the C~~c~~ounty'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 the C~~c~~ounty 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 ~~Contra Costa County~~ Board of Supervisors.

10. Perform the Behavioral Health Services Act (BHSA) d~~D~~uties as set forth in~~from~~ ~~WIC~~ Welfare and Institutions Code s~~S~~ection (5963.03), which include the following:

    a. Conduct BHSA Hearing: The Behavioral Health Board ~~established pursuant to Section 5604~~ shall conduct a public hearing on the draft three-year integrated plan and annual updates at the close of the 30-day comment period.

    b. Review/Recommendations on Adopted BHSA Plan: The Behavioral Health Board shall review the adopted plan or update and make recommendations to County Behavioral Health Services for revisions. County Behavioral Health Services shall provide an annual report of written explanations to the ~~local governing body~~Board of Supervisors and the State Department of Health Care Services for any substantive [see i. below] recommendations made by the Behavioral Health Board that are not included in the final plan or update.

        i. For purposes of this section, "substantive recommendations made by the Behavioral Health Board" means any recommendation that is brought before the Board and approved by a majority vote of the membership present at a public hearing of the Behavioral Health Board that has established its quorum.

ARTICLE III
MEMBERSHIP

SECTION 1. MEMBERSHIP

1.1 Composition

a. The Board shall consist of fifteen (15) members appointed by the Board of Supervisors, one (1) member of the Board of Supervisors Alternate and one (1) At-large Alternate.

b. Each member of the Board of Supervisors shall ~~have~~ be responsible for appointing two (2) seats representing their district, to be filled by one (1) consumer of behavioral health services and one (1) family member.

c. The following rules shall apply to membership on the Board:

i. One (1) member shall be a member of the Board of Supervisors.

ii. Fifty percent (50%) of the Board membership shall be consumers, or the parents, spouses, siblings, or adult children of consumers, who are receiving or have received behavioral health services. Within these categories:

1) One (1) of these members shall be an individual who is 25 years of age or younger.

2) At least twenty percent (20%) of the total membership shall be consumers, and at least twenty percent (20%) shall be families of consumers.

iii. At least one (1) member of the board shall be a veteran or veteran advocate.

1) C~~A c~~ounty shall notify its County Veterans Service Officer about vacancies on the Board, to the extent there is one.

iv. At least one (1) member of the Board shall be an employee of a local education agency.

1) ~~A c~~County shall notify its C~~c~~ounty O~~o~~ffice of E~~e~~ducation about vacancies on the Board.

v. In addition to subparagraphs (ii), (iii), and (iv), counties are encouraged to appoint individuals who have experience with, and knowledge of, the behavioral health system.

1) This ~~would~~ includes members of the community that engage with individuals living with mental illness in the course of daily operations, such as representatives of county offices of education, large and small business, hospitals, hospital districts, physicians practicing in emergency departments, city police chiefs, county sheriffs, and community and nonprofit service providers.

d. On this Behavioral Health Board, membership shall consist of:

i. One (1) member and one (1) Alternate from the Board of Supervisors. The Alternate Board of Supervisors member may only serve in the place of the Board of Supervisors member when the latter is absent.

ii. Five (5) members shall be Consumer Representatives – individuals who are receiving or have received behavioral health or substance abuse services, preferably in Contra Costa County, representing each supervisorial district.

iii. Five (5) members shall be Family Members – parents, spouses, registered domestic partners, siblings or adult children of consumers who are receiving or have received behavioral health and substance abuse services, preferably in Contra Costa County, representing ~~the~~ each supervisorial district.

iv. One (1) At-large and one (1) At-large Alternate. The At-Large Alternate member may only serve in the place of the At-large member when the latter is absent.

v. One (1) Veteran/Veteran Advocate.

vi. One (1) Employee of Local Education Agency (Contra Costa Office of Education).

vii. One (1) Consumer/Family Member ~~Younger Than 26~~Aged 18 to 25 Years.

1.2 Demographic and Ethnic Representation

a. In accordance with Welfare and Institutions Code section 5604((a)(2)(A)(ii)-(iii), t~~T~~he Board membership should reflect the diversity of the client population in the County to the extent possible, including the ethnic, cultural, racial, and LGBTQ+ diversity of the client population in the County.

b. The composition of the Board shall represent the demographics of the County as a whole, to the extent feasible.

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1.3 Membership Restrictions

a. No member of the Board or their spouse or partner shall be:

   i. A full-time or part-time employee of any ~~Contra Costa~~ County department that is directly involved in the provision of behavioral health services; or

   ii. An employee of the State Department of Health Care Services; or

   iii. An employee of, or a paid member of, the governing body of a behavioral health contract agency, with the exception of the consumer seat.

b. Board members must be eighteen (18) years of age or older and, except as otherwise provided in these Bylaws, must reside in Contra Costa County.

c. Members of the Board shall abstain from discussing or voting on any issue in which the member has a financial interest as defined in Section 87103 of the Government Code.

SECTION 2. ATTENDANCE

2.1 Attendance requirements

a. Regular attendance at Board meeting is mandatory for all Board members.

   i. Unexcused Absences

   A Board member is required to contact the Board Chairperson and the administrative analyst at least 24 hours before a regularly scheduled meeting is they are unable to attend. Failure to do so will result in an unexcused absence. A Board member who has four unexcused absences for a regularly schedule full Board meeting in any consecutive twelve-month period, as opposed to calendar year, will be deemed to have automatically resigned from the Board. In such an event, the Board member's status will be noted at the next Board meeting and recorded in the meeting minutes. The Board Chairperson shall, without further direction from the Board, apprise the appointing authority and request the Board of Supervisors to remove the appointee and request the recruitment and appointment of a replacement.

   ii. Excused Absences

   A Board member's absence from a regularly scheduled Board meeting may be excused to include but not limited to major illness and unexpected family emergencies. They also include some unscheduled absences, such as surgical procedures, jury duty, funerals, and scheduled vacations. Board members shall obtain content from the Board Chairperson at least one day prior to the meeting

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for any planned absences. Excused absences will be recorded in the meeting minutes as an "excused absence."

iii. Leave of Absence

A Board member who does not wish to resign and needs a leave from the Board commitments may request a leave of absence for illness or personal reasons for a period of up to three (3) months. The request must be submitted in writing to the Board Chairperson, who will inform the appointing authority. A Board member may request an extension to their leave by submitting a request in writing to the Board Chairperson, who will forward the request to the appointing authority for approval.

SECTION 3. TERMS

3.1 Duration

Initial appointments were made to the Board on or about April 28, 2025. For future appointments, the following requirements shall apply. ~~T~~The term of each member of the Board shall be three (3) years in duration. Terms shall be staggered so that approximately one-third (1/3) of the appointments end each year. All terms end on June 30 in the appropriate year. The Supervisors appointed to the Board serve until replaced by the Board of Supervisors.

SECTION 4. VACANCIES AND RECRUITMENT

4.1 Role of the Board

The role of the Board in recruitment of new members is at the discretion of and to the extent requested by the Board of Supervisors.

4.2 Applications

The Board is encouraged to help identify and recruit qualified applicants to apply for any vacancies on the Board.

4.3 Board Identification and Recruitment of Applicants

a. Pursuant to Article III, Section 1, Subsection 1.2, the Board shall, to the extent feasible, identify and encourage applicants who will assist the County in maintaining a Board that represents and reflects the diversity and demographics of the County as a whole, as provided in the Welfare and~~&~~ Institutions Code.

b. To the extent possible, the Board shall identify and encourage applicants who have experience and knowledge of the behavioral health system, preferably in the County.

4.4 In order for applicants being considered for the Behavioral Health Board to have a better understanding of their potential role, responsibilities, and restrictions as a Board Member, applicants are encouraged to attend at least one Board meeting, and also encouraged to meet with the Board Chair, Board Vice Chair or other Board Members prior to their appointment.

4.5 The Chair and Executive Committee of the Behavioral Health Board shall coordinate appropriate training and orientation of all newly appointed Board Members.

ARTICLE IV
MEETINGS

SECTION 1. REGULAR MEETINGS

1.1 Regular Meetings

Meetings of the ~~Behavioral Health~~ Board shall be held monthly.

1.2 Schedule of Meetings

The meeting schedule for the following year shall be set in the month of December. If no meeting for the Board will be convened during the month of December, the meeting schedule shall be set at the last regular meeting of the calendar year. Meeting schedules shall be available online.

1.3 Minimum Number

A minimum of eight (8) meetings shall be held per year.

1.4 Holidays

If the regular meeting date falls on a holiday, a new meeting date shall be selected.

SECTION 2. ORDER OF BUSINESS

2.1 Agendas

Agendas shall be prepared for regular Board and Executive Committee meetings at the direction of the Board Chairperson. When feasible, agendas shall be e-mailed seven (7) calendar days prior to the meeting, but at a minimum of 96 hours prior to the meeting. Agendas shall be posted, e-mailed and made available to the public in accordance with the Brown Act and the County's Better Government Ordinance.

SECTION 3. QUORUM

A quorum is one person more than one-half of the total seats, excluding alternates, whether vacant or filled. The Board must have a quorum present in order to hold a meeting.

SECTION 4. CLOSED SESSION

The Board may not conduct closed sessions.

SECTION 5. SPECIAL MEETINGS

Special meetings of the Board may be called at any time by the Chairperson or by a majority of the members of the Board in accordance with the Brown Act and the County's Better Government Ordinance.

SECTION 6. OPEN MEETINGS

All meetings of the Board, including all meetings of its Executive Committee, standing committees, task forces and ad hoc committees shall comply with the Brown Act and the County's Better Government Ordinance.

SECTION 7. DECISIONS AND ACTIONS OF THE BOARD

Unless otherwise stated, all matters coming before the Board for action shall be determined by a majority of the ~~appointed~~ members present, which may include the alternate members when their participation is necessary.

SECTION 8. ADDRESSING THE BOARD

Public Comment shall be allowed on any items of interest to the public that are within the subject matter jurisdiction of the Board, both agendized and non-agendized items, in accordance with the Brown Act and the County's Better Government Ordinance. The Chairperson may limit the amount of time a person may use in addressing the Board on any subject, provided the same amount of time is allotted to every person wishing to address the Board.

ARTICLE V
NOMINATION, ELECTION, AND REMOVAL OF OFFICERS

SECTION 1. NOMINATION OF OFFICERS AND EXECUTIVE COMMITTEE MEMBERS

1.1 Ad Hoc Nominating Committee

An Ad Hoc Nominating Committee shall be appointed in the month of August. During the September meeting, the Ad Hoc Nominating Committee shall announce the solicitation of

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nominations from the Board members and obtain the nominee's consent to serve. At the October meeting, a slate of nominees will be announced.

1.2 Nominations

In the event of a vacancy in the office of Chairperson, Vice Chairperson or an Executive Committee member during the term of office, nominations will be taken, nominees ' consent to serve will be obtained, and nominees will be announced at the next regularly scheduled Board meeting.

SECTION 2. ELECTION

2.1 Timing of

The Board shall elect a Chairperson, Vice Chairperson and members of the Executive Committee at the November or next regular meeting of the Board following the announcement of nominations as set forth in Section 1.

2.2 Assumption of Office

The newly-elected Chairperson, Vice Chairperson and Executive Committee shall assume office January 1 and serve through December 31 of that year. In the case of a mid-term appointment, the elected Chairperson, Vice Chairperson or members of the Executive Committee will complete the remainder of the normal term.

2.3 Conduct of Election

The election will be conducted publicly through the use of signed ballots. Ballots will be announced and counted publicly by the Ad Hoc Nominating Committee. The election of each officer will carry with a majority vote of the Board. In the case of a tie vote, the Board may re-cast ballots until the tie is broken. If, in the opinion of the Chairperson, the tie will not be broken within a reasonable number of attempts, the election may be deferred until the next scheduled Board meeting and the current seated officer will remain in office until a new officer is elected.

SECTION 3. TERMS OF OFFICE

The Officers of the Board, the Chairperson and Vice Chairperson, shall serve no more than three (3) consecutive terms of one year each in the same position. This will not preclude an individual from serving as Chairperson or Vice Chairperson after one (1) year of having not served.

SECTION 4. REMOVAL OF OFFICER

4.1 Grounds for Removal

The Board, by a majority of the Board members appointed, may remove the Chairperson and/or Vice Chairperson from office and relieve him/her of his/her duties.

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4.2 Nominations After Removal

In the event of removal of the Chairperson and/or Vice Chairperson, the Ad Hoc Nominating Committee shall meet and present nominations for the vacant position(s) at the next regularly scheduled Board meeting.

ARTICLE VI
DUTIES OF OFFICERS

SECTION 1. DUTIES OF THE CHAIRPERSON

1.1 Meetings

a. The Chairperson shall preside at all meetings of the Board and perform duties consistent with these Bylaws and the Welfare and Institutions Code.

b. The Chairperson shall conduct meetings, maintain order and decorum, and decide questions of procedure in accordance with these Bylaws and in consultation with County staff via the Executive Assistant to the Board.

c. The Chairperson shall conduct all meetings in the manner required by the Brown Act and the County's Better Government Ordinance.

1.3 Other Duties

The Chairperson shall be in consultation with the Behavioral Health Director.

SECTION 2. DUTIES OF THE VICE CHAIRPERSON

In the event of the Chairperson's absence from a Board meeting or inability to act, the Vice Chairperson shall preside and perform all duties of the Chairperson. In the case of removal of the Chairperson, the Vice Chairperson shall perform all duties of the Chairperson until new elections can be held.

SECTION 3. TEMPORARY CHAIRPERSON

In the event both the Chairperson and Vice Chairperson are absent from a Board meeting or are unable to act, the members shall, by order fully entered into their records, elect one of their

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members to act as Chairperson *Pro Tern*. The Chairperson *Pro Tern* shall perform the duties of the Chairperson until such time as the Chairperson or Vice Chairperson resumes his or her duties.

ARTICLE VII
COMMITTEES

SECTION 1. CREATION OF SUBCOMMITTEES

Pursuant to the rules set forth herein, the Board may create committees which can be standing committees, task forces or ad hoc committees as needed.

SECTION 2. STANDING COMMITTEES

2.1 Mission Statement

Each standing committee shall develop a Mission Statement. The Mission Statement is subject to approval by the Board and shall be submitted to the Board for approval no later than 60 calendar days after establishment of the committee.

2.2 Composition

Each standing committee shall consist of a minimum of three (3) and a maximum of five (5) members of the Board. Alternate members may be a voting member of any committee.

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2.3 Appointment and Terms

a. The Board may appoint Board members to standing committees.

b. The terms of the Committee Chairpersons and Vice Chairpersons shall be one (1) year.

c. There are no limits on the number of terms an individual may serve as Committee Chairperson or Vice Chairperson.

2.4 Meetings/Actions

a. All matters coming before a standing committee shall be determined by a majority of the Board members on the committee.

b. All standing committee meetings shall be conducted in accordance with the Brown Act and the County Better Government Ordinance.

c. All actions recommended by a standing committee will be referred to the Board for discussion and recommendation to the Board of Supervisors.

2.5 Chairpersons, Vice Chairpersons

a. Selection

i. Each standing committee shall have a Chairperson ad ma have a Vice Chairperson who are selected by the Committee.

ii. In the event of a vacancy in the position of Chairperson or Vice Chairperson of a standing committee, the Board Chairperson may serve as temporary Chairperson of the standing committee for up to sixty (60) calendar days while the committee selects a new Chairperson for Vice Chairperson.

b. Duties

i. The Chairperson shall preside at all meetings of the standing committee and perform his or her duties consistent with the procedures outlined herein. The Chairperson shall work in consultation with the Board Chairperson.

ii. The Chairperson shall direct the preparation and distribution of agendas for their respective standing committee meetings as required by the Brown Act and the County's Better Government Ordinance.

iii. The Chairperson shall provide monthly reports to the Board regarding the activities of the standing committee and is encouraged to provide an outline of the monthly report to the Executive Analyst to the Board for use in preparation of the Minutes.

SECTION 3. EXECUTIVE COMMITTEE

3.1 Purpose

The Executive Committee is charged with acting on the decisions of the Behavioral Health Board. Its primary focus is to identify and avail any reasonable resources needed to deliberate over agenda items of the general membership, committee, task force or ad hoc committee meetings.

3.2 Composition

The Board Chairperson, and Vice Chairperson shall be members of the Executive Committee. Additional members shall be elected by the Board. The Executive Committee shall consist of a minimum of three (3) members and a maximum of five (5) members.

3.3 Term

Elected members of the Executive Committee shall serve for one calendar year.

SECTION 4. TASK FORCES

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4.1 Purpose

Task forces shall be time-limited and have a stated purpose beyond the scope of regular Board responsibilities approved by the Board and shall be required to report back to the Board regarding progress toward its stated purpose.

4.2 Composition

Each task force shall consist of a minimum of three (3) members and a maximum of five (5) members. Non-Board members may be appointed from the community as non-voting members when special expertise, advice or opinion is desired, at the discretion of the Board, but shall not exceed one half (1/2) of the membership of the Task Force. All task force members shall conform to the Behavioral Health Division client confidentiality statement.

4.3 Appointment and Terms

The Board shall appoint Board and non-Board members to task forces based upon a majority vote of the Board. The terms of all task force members shall be until the task force has completed its stated purpose.

4.4 Meetings/Actions

All meetings shall be conducted in accordance with the Brown Act and the Contra Costa County Better Government Ordinance. All matters coming before a task force shall be determined by a majority vote of the Board.

4.5 Chairpersons

a. Selection

   i. Each task force shall have a Chairperson and may have a Vice Chairperson, selected by the members of the task force. In the event of a vacancy in the position of Chairperson of a task force, the Board Chairperson may serve as temporary Chairperson of the task force for up to sixty (60) calendar days while the Task Force selects a new Chairperson.

b. Duties

   i. The Chairperson shall preside at all meetings of the task force and perform his or her duties consistent with the procedures outlined herein. The Chairperson shall work in consultation with the Board Chairperson.

   ii. The Chairperson shall direct the preparation and distribution of agendas for the task force in the manner required by the Brown Act and the County's Better Government Ordinance.

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iii. The Chairperson shall provide monthly reports to the sponsoring standing committee or the Board.

4.6 Removal

The Chairperson of the task force may request of the Chair of the Board replacement of a member who fails to regularly attend the task force meetings.

SECTION 5. AD HOC COMMITTEES

5.1 Purpose

Ad Hoc Committees shall be established by the Board as needed to address issues within the normal course of Board responsibilities, including but not limited to applicant interviews for the At-large seats and officer nominations. They shall be required to report back to the Board.

5.2 Composition

An ad hoc committee shall consist of a minimum of three (3) and a maximum of five (5) members of the Board.

5.3 Appointment

The Board shall appoint Board members to an ad hoc committee.

5.4 Meetings/Actions

All matters coming before an ad hoc committee shall be determined by a majority of the members of the Board.

5.5 Chairpersons

a. Selection

Each ad hoc committee shall have a Chairperson, and may have a Vice Chairperson, selected by a majority of the members of the ad hoc committee. In the event of a vacancy in the position of Chairperson of an ad hoc committee, the Board Chairperson may serve as temporary Chairperson of the ad hoc committee for up to sixty (60) calendar days while the ad hoc committee selects a new Chairperson.

b. Duties

i. The Chairperson shall preside at all meetings of the ad hoc committee and perform his or her duties consistent with the procedures outlined herein. The Chairperson shall be in consultation with the Board Chairperson.

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ii. The Chairperson shall direct the preparation and distribution of agendas for the ad hoc committee in the manner required by the Brown Act and the County's Better Government Ordinance.

iii. The Chairperson shall provide monthly reports to the Board.

5.6 Removal

The Chairperson of the ad hoc committee may request of the Chair of the Board replacement of a member who fails to regularly attend the ad hoc committee meetings.

SECTION 6. BOARD REPRESENTATIVE

The Board shall appoint an officer or other member of the Board as the Board Representative to the California Association of Local Behavioral Health Boards. The Board Representative shall represent the Behavioral Health Board at statewide meetings and to report back to the Board.

SECTION 7. STAFF SUPPORT

The County's Behavioral Health Division provides clerical support services to assist the Board in the management of its operations and activities. The Executive Analyst shall maintain all necessary records. The budget of the Behavioral Health Division shall fund the position of the Executive Analyst to the Behavioral Health Board.

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SECTION 8. STAFF ATTENDANCE AT MEETINGS

The Behavioral Health Division staff provides information to the Board and its committees regarding agenda items and attends meetings on a regular basis.

SECTION 9. ACTIONS

The Board by its Chairperson shall regularly inform the Behavioral Health Director of Board actions.

ARTICLE VIII
BYLAW AMENDMENTS

SECTION 1. AMENDMENTS

These Bylaws may be amended by a majority vote of the Board in a regularly scheduled meeting as defined at Article IV, Section 1. Before the Board may consider or vote on Bylaw amendments, proposed amendments shall be submitted in writing to Board members at least thirty (30) calendar days prior to the meeting date at which they are to be considered. Bylaws, and any amendments thereto, are not final unless and until they are approved by the Board of Supervisors.