Once you have joined the online portion of the meeting, audio information is provided in the Audio panel of your Control Panel.

If the organizer has given attendees a choice in how to join the audio portion of the meeting, you can select your preference in the Audio panel of your Control Panel.

Note: If you choose to join via VoIP, it is best to call in with using a landline versus a cell phone listen to the meeting and a microphone to speak.
You can mute/unmute your line from your Control Panel by clicking the microphone or telephone icon (a). If you dialed in to the audio conference via telephone, you must enter your Audio PIN before you or the meeting organizer can mute you.
Webiquette

- Raise hand to speak (see webinar “control” box on right hand of your monitor…the symbol with a yellow hand is your tool to “raise your hand”).
- Follow the instructions of the trainer:
  - To avoid speaking over each other
  - To manage and honor our time together
- Speak from a personal perspective versus speaking for other people by using “I” statements.
- Agree to disagree.
- Keep phone on mute when not talking Use the “question box” to send a typed message.
Local Mental Health Board and Commission Training

Unpacking the Box with Keris Myrick, MBA, MS, PhDc
DISCUSSION

Which image best depicts what you think Mental Health Board service is or will be like?

- Student
- Activist
- Judge
- Juggler
POLL

What have previous Mental Health Boards said they wish they had known?

- More about the Brown Act
- More about board roles & responsibilities
- How to read and use outcome reports
- More about…
Unpacking the Box
Training Objectives

1. Increase awareness of the Roles and Responsibilities of LMHB/C
2. Gain basic information about Duties and Activities
3. Adopt strategies for increased effectiveness of LMHB/C
The Legislature finds and declares that the public commissions, boards, councils and other public agencies, in this state exist to aid in the conduct of the People‘s business.
Authority, Obligation and Relationship

- Is a citizen board mandated by State law.
- Members are appointed by the local county governing body (i.e. Board of Supervisors).
- Is advisory to both the BOS and the local mental health director regarding any aspect of local MH programs.
- The Brown Act is the law which guarantees the public’s right to attend and participate in meetings of local legislative bodies. It governs the actions of LMHB/Cs.

Roles and Responsibilities
Purpose, Powers, and Authority

The local mental health board shall do all of the following:

- Review and evaluate the community’s mental health needs, services, facilities and special problems;
- Review any County agreements entered into pursuant to Welfare and Institutions Code Section 5650;
- Advise the governing body and the local mental health director as to any aspect of the local mental health program;
- Review and approve the procedures used to ensure citizen and professional involvement at all stages of the planning process;
- Submit an annual report to the governing body on the needs and performance of the County’s mental health system;
Review and make recommendations on applicants for the appointment of the local director of mental health services.

Review and comment on the County’s performance outcome data
  ◦ communicate its findings to the California Mental Health Planning Council;

Other Duties as Assigned
2 minute break

You don’t have to be perfect, you just have to give the LMHB/C work your best effort.
Matching Board Duty to Activities

- Evaluate the public mental health services to assure they will meet the needs of the community
- Advise the governing body (Board of Supervisors) and the local mental health director as to any aspect of the local mental health program
- Review and comment on community planning processes and plans
- Have presentations by various agencies, contractors, community groups, program managers
Roles and Responsibilities provide the foundation for how mental health board members identify their primary duties. Duties are the “house boards live within”.

Our Primary duties are:
Duties

- Attendance
- Ethics Training
- Familiarity with laws
- Self-evaluation
- Cultural Competency and Awareness

Loyalty and Care

A few requirements
Bylaws

- The ruling documents of the board.
- Tell the board how to conduct business.
- It is in the interest of the board to keep them as brief as possible.
- Should set forth the basic structure and abilities of the board. Everything else, such as policy recommendations, should be kept elsewhere.
- Board Members should be familiar with the bylaws.
Robert(a)’s Rules of Order

Roberts Rules: [http://www.robertsrules.com](http://www.robertsrules.com)

- Part I: Why Have Rules?
- Part II: So You're Going to a Meeting
- Part III: Voting and Elections
- Part IV: Bylaws and Other Rules and How to Use Them
- Part V: Beyond the Basics
- Part VI: So You've Been Elected (or Appointed)
Diversity
Recruitment Issues

- Discuss in small groups challenges in recruiting members with diverse backgrounds
- In your small group, provide solutions for each challenge
- Selection a member of your group to report out
- Select another member to report out
“Leadership is the art of accomplishing more than the science of management says is possible” – Colin Powell
Strategies for Effectiveness

Helpful Tips
Essential Strategies for Effectiveness

- Recruitment and Membership

- Making Each Meeting Successful
  - Agendas, Calendars, Checklists
  - Establishing Goals and Objectives

- Honoring Dialogue and Deliberation
Effective Membership Recruitment

Jack invited Jill to go up the hill and attend the LMHB meeting. Jill was excited to attend and after she got her Arrowhead water, sat in anticipation. Looking around the room Jill noticed there were no name tags. The meeting seemed a bit disorganized and people were talking over one another. Jill decided to bounce so she went back down the hill without Jack.

- The Brown Act – meetings are open to the public – the public may be your next members.
- Ensure meetings are welcoming
- Utilize Agendas, Roberts Rules for better meeting management
Successful Meeting Strategies

- Board Chair and Members Develop Board Goals and Objectives
  - Allows Board to focus on what it wants to accomplish
- Establish annual expectations of Board
- Translate into annual work plan for Board and committees
  - Work plan is primary tool to anticipate matters and track status of matters at the Board and standing Committee levels.
- Agendas should align with Roles and Responsibilities
- Board work plan, along with Board goals, provide benchmark for annual evaluation of the Board
Meetings are effective when:

- They achieve their objective
  - Is objective to make a decision, generate ideas, get information?
- They use time efficiently
- Prepare an agenda that factors in:
  - Priorities; Sequence of events; Timing; Preparation and sharing of information to discuss; Invitations to needed attendees.
- Successfully manage time in meeting
- Move discussion; Push for decision; Assign issue to subcommittee.
- Participants feel satisfied that a sensible fair process occurred.
- Ensure agenda stays on topic; No one dominates; Watch body language; Take breaks as needed; Summarize decisions.
The Value of Committees

- Permit Board members to service according to their strengths
- Allow Board members to become more knowledgeable about specific areas.

Two types of committees:

- Standing – Ongoing related to continuing roles and responsibilities of Board (i.e. Executive, Membership, Budget, Data Committees)
- Ad Hoc – Time limited and formed to accomplish specific task (Community Assessment, Community raised issue)
Tools for Effective Communication

Listen, Listen, Listen
  • Active Listening
Relationships are the first priority
Focus on the facts, understand emotions
Find solutions together
Be willing to negotiate
Who You Gonna Call?
CALIFORNIA ASSOCIATION of LOCAL MENTAL HEALTH BOARDS and COMMISSIONS (CALMHBC):
http://calmhbc.trilogyir.com/
The WELFARE & INSTITUTIONS CODES and all other California Law:
http://www.leginfo.ca.gov/calaw.html
CALIFORNIA DEPARTMENT OF HEALTH CARE SERVICES (DHCS) & MENTAL HEALTH PLANNING COUNCIL (CMHPC):
http://www.dhcs.ca.gov/services/mh/Pages/MH-PlanningCouncil.aspx
CALIFORNIA INSTITUTE FOR MENTAL HEALTH (CIMH):
http://www.cimh.org/
MENTAL HEALTH DIRECTOR’S ASSOCIATION (CMHDA):
http://www.cmhda.org/go/
CALIFORNIA STATE ASSOCIATION OF COUNTIES (CSAC):
http://www.csac.counties.org/inside_csas/who_is_csa.html
Statewide Webinar Trainings for Local Mental Health boards/Commissions 2014

- **Webinar #2**
  Advanced Mental Health Board Training
  Sat, Mar 22, 2014 10:00AM– 12:30PM PDT
  San Joaquin County

- **Webinar #3**
  Effective Advocating with Local Government
  Sat, May 17, 2014 10:00AM– 12:30PM PDT
  Shasta County

Please contact Camile Duria if you have any questions:
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Discussion

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