



STANISLAUS COUNTY MENTAL HEALTH SERVICES ACT (MHSA) STEERING COMMITTEE CHARTER (Draft)

VISION

The Stanislaus County Mental Health Services Act (MHSA) Steering Committee will lead the community in creating a comprehensive, integrated, culturally and linguistically response system of mental health services that promotes wellness, recovery, resilience, and consumer and family-driven services. The transformed system will be easy to access, responsive to consumers and family members, and allow maximum consumer choice, and support integration into the community. Services will be research based, innovative, effective, and accountable.

Our vision is to be a leader in behavioral health and to be recognized for excellence in our community, state, and nation.

MISSION STATEMENT

In partnership with our community, our mission is to provide and manage effective prevention and behavioral health services that promote emotional health and recovery.

VALUES

Those who need help have access to a full array of mental health services that focus on community collaboration, cultural competence, a client/family driven behavioral health system, wellness for recovery and resilience, and integrated service experiences for clients and their families.

PURPOSE

The MHSA Steering Committee makes program recommendations and provides feedback to Stanislaus County Behavioral Health and Recovery Services (BHRS) for new MHSA plans and MHSA funding.

ROLE

The MHSA Steering Committee serves as an advisory and planning body that makes program recommendations and provides feedback for new MHSA plans.

- Advisory: Stanislaus County Behavioral Health and Recovery Services, the Behavioral Health and Recovery Services Director, and the Stanislaus County Board of Supervisors have final approval authority.
- Planning: Help develop new MHSA Plans and integrate all MHSA Plans.

The Steering Committee will do the following:

- Effectively engage clients, family members, and other community stakeholders through a broad participation process, including the creation of workgroups, to develop Stanislaus County's MHSA plans;
- Prioritize program proposals developed with stakeholder input;
- Make specific program recommendations to BHRS Senior Leadership Team consistent with MHSA goals, guidelines, and requirements.

MEMBERSHIP

The MHSA Steering Committee shall include but not limited to members from the following stakeholder groups (WIC 5848):

- Adults and seniors with severe mental illness
- Families of children, adults, and seniors with severe mental illness
- Providers of mental health services
- Law enforcement agencies
- Social services agencies
- Education community
- Veterans groups
- Providers of alcohol and drug services
- County Mental Health
- Healthcare organizations
- Representatives of unserved and/or underserved populations and family members of unserved/underserved populations as defined in CCR 3200.300 and CCR 3200.310
- Stakeholders that reflect the diversity of the demographics of the county, including but not limited to, geographic location, age, gender, and race/ethnicity

Fifty-percent of Steering Committee members shall be mental health consumers or consumer family members, with a goal of filling 50% of those positions with individuals from culturally diverse backgrounds. Stipends will be available to family members and consumers as needed. Each stakeholder group shall appoint a member and an alternate to represent their group.

The County MHSA Program Manager or his/her designee will serve as the MHSA subject matter expert for the Steering Committee and will be called upon for information and guidance during meetings.

STEERING COMMITTEE MEMBER ROLES AND RESPONSIBILITIES

1. Steering Committee members are asked to serve for a two-year term.
2. Adhere to the Steering Committee and Member roles and responsibilities.
3. Secure and maintain the support of your stakeholder group for full participation in Committee efforts.
4. Devote the necessary time to fulfill Committee obligations. Committee members are expected to prepare for and attend, at a minimum, two thirds of all Steering Committee meetings.
5. Contact the MHSA manager or designee to inform them when they will not be attending a meeting.
6. Read pre-meeting materials and come to meetings prepared to discuss and make decisions.
7. Ensure an alternate is available to attend meetings in your absence. It is the members' responsibility to make sure the alternate is prepared for the meeting.
8. Represent a specific stakeholder group and be identified as such on the Committee.
9. Actively seek out and represent the broadest needs and concerns of your constituents and community of service ensuring outreach to the unserved and underserved communities.
10. Identify other stakeholders to participate in MHSA efforts.

MEETING PROCESS GUIDELINES AND GROUND RULES

- The meetings will start on time and end on time. Participants are asked to come to the meetings a few minutes ahead of time, prepared, and ready to begin.
- Votes will be taken on Steering Committee items when a Steering Committee member has made a motion and that motion is seconded by another Steering Committee member.

- All identified voting members shall be entitled to vote at any meeting, unless there is a conflict of interest. Alternates are permitted to vote at meetings when the primary representative from their stakeholder group is not present.
- When the primary representative from their stakeholder group is present, alternates are not permitted to participate in Steering Committee deliberations. They are, however, invited to speak during the public comment period.
- Members will take responsibility for recusing themselves from voting if there is a conflict regarding a particular issue. Other members may politely point out a possible conflict that a member might not perceive, and the group will collaboratively decide whether a conflict exists.
- Recommendations will be made by a simple majority.
- Votes will be taken by a show of hands. A roll call vote will be taken as needed.
- The Steering Committee will use data to inform its recommendations.
- The Steering Committee will respect the rankings of proposals made by workgroups.
- Recommendations will not be revisited due to the absence of a member.
- Each person will have an opportunity to speak and time to listen.
- Each person is asked to self-monitor talking and to remember that it is not acceptable for anyone to dominate the conversation.
- It is important that there is respect for people talking, and no side conversations.
- Each person is asked to listen and then to respond.
- Meeting minutes will be taken by MHSA staff and e-mailed to Steering Committee members and alternates prior to the subsequent meeting. All minutes and documents discussed at Steering Committee meetings will also be posted to the BHRS MHSA website.
- Stakeholders interested in bidding on BHRS program activities may not participate in the development of those projects and must recuse themselves from the discussion and development of the project during the planning process.

MEETING SCHEDULE

The Steering Committee meets at least four times a year. Committee members will receive notification about meetings at least one week in advance.