



A Tradition of Stewardship  
A Commitment to Service

Agenda Date: 9/12/2017

Agenda Placement: 6G

## NAPA COUNTY BOARD OF SUPERVISORS Board Agenda Letter

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**TO:** Board of Supervisors

**FROM:** JoAnn Melgar for Howard Himes - Director  
Health & Human Services Operations

**REPORT BY:** JoAnn Melgar, Staff Services Analyst II - 707-253-4722

**SUBJECT:** Adoption of a Resolution Amending the Bylaws of the Napa County Mental Health Board

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### **RECOMMENDATION**

Director of Health and Human Services requests adoption of a resolution amending the Napa County Bylaws Manual Part II, Section 8 Mental Health Board, effective September 12, 2017 to reflect changes that are in the "Site Visit Protocol" that was approved by the Mental Health Board in February of 2017 and to incorporate changes to Welfare and Institutions Code Section 5604, which governs conflicts that would prevent members from serving on the Board.

### **EXECUTIVE SUMMARY**

Adoption of the resolution will approve revisions to the Napa County Mental Health Board Bylaws. Specifically, the amended Bylaws will reflect changes that are in the "Site Visit Protocol" that was approved by the Mental Health Board in February of 2016. And the changes to the Bylaws will also incorporate changes to Welfare and Institutions Code Section 5604 conflicts that would prevent members from serving on the Board.

Section 8 of the Napa Policy Manual relating to the establishment of County boards, commissions and committees requires that rules and regulations for the conduct of business of the various commissions must be adopted by the Board of Supervisors.

### **FISCAL IMPACT**

Is there a Fiscal Impact?                      No

**ENVIRONMENTAL IMPACT**

ENVIRONMENTAL DETERMINATION: The proposed action is not a project as defined by 14 California Code of Regulations 15378 (State CEQA Guidelines) and therefore CEQA is not applicable.

**BACKGROUND AND DISCUSSION**

The Napa County Mental Health Board (MHB) is appointed by the Board of Supervisors (BOS) to advise the BOS regarding mental health issues within the County. The MHB provides education and advocacy on mental health issues to the State and within the community, and acts as an oversight board for mental health programs of the Napa County Health and Human Services Agency. The MHB is composed of consumers, family members of consumers, and interested citizens.

The MHB desires to amend its previously BOS-adopted Bylaws in order to reflect the "Site Visit Protocol" that was approved by the Mental Health Board in February of 2017. (Proposed Amendment to Article IV.), to reflect changes in the California Welfare and Institution Code (Proposed Amendment to Article V.), and to reflect the name of the MHB Chair for 2016-17.

On February 15, 2017, the MHB approved the changes to its Bylaws. Adoption of the resolution will provide BOS approval of these changes, in accordance with Section 8 of the County of Napa Policy Manual. The changes to the Bylaws include:

1. Page 3, ARTICLE IV - MEMBERS OF MENTAL HEALTH BOARD, item 5 g - Amend to read "Participate in site visits of a mental health facility or program, once per year, unless excused by the Executive Committee."
2. Page 3, ARTICLE V - QUALIFICATIONS OF MEMBERS, item 2 - Amend to read "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 mental health who are not full-time or part-time employees of county mental health service, the State Department of Mental Health, or on the staff of, or a paid member of the governing body of, a mental health contract agency. However, pursuant to Welfare and Institutions Code Section 5604(3)(d)(1)and(2) Consumer Members may be employed by county mental health services or a mental 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."
3. Page 3, ARTICLE V - QUALIFICATIONS OF MEMBERS, item 3 Amend to read "Individuals Disqualified From Serving. The following individuals are disqualified from serving on the Napa County Mental Health Board:"  
"No member of the Mental Health Board or his or her spouse shall be a full-time or part-time county employee of a county mental health service, an employee of the State Department of Mental Health, or an employee of, or a paid member of the governing body of, a mental health contract agency. However, pursuant to Welfare and Institutions Code Section 5604(3)(d)(1)and(2) Consumer Members may be employed by county mental health services or a mental 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."

**SUPPORTING DOCUMENTS**

A . Resolution

B . Bylaws - Clean Copy

C . Bylaws - Tracked Changes

CEO Recommendation: Approve

Reviewed By: Bret Prebula