

# **SAN MATEO COUNTY**



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## **MENTAL HEALTH & SUBSTANCE ABUSE RECOVERY COMMISSION**

# **ORIENTATION**



# Legal Authority and Make Up

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1. Mandated by Welfare & Institutions Code §5604.(a) (1) and Board of Supervisors Resolution # 171051.
2. Appointed by Board of Supervisors.
3. 50% must be mental health consumers or family members. Two members must be substance use clients; two must be substance use family members.
4. 3 year term; 12 years total service.
5. Spouse cannot be employed by a state, county or contractor mental health or substance abuse agency.
6. Must abstain from voting on any issue in which the member has a financial interest.

# Brown Act Requirements

**(California's law to ensure that the people's business is conducted in the open)**

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1. Any congregation of a majority of members to hear, discuss, or deliberate on an item under the commission's jurisdiction is subject to open meeting laws. No telephone voting permitted; no secret ballots permitted.
2. All meetings open to the public; no sign-in can be required, recording by any person permitted.
3. Regular meetings held at a set time and place. Notice of meeting mailed at least one week prior; agenda mailed at least 72 hours prior.

# **Brown Act (cont'd)**

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4. Must allow time for general public to address agenda items.
5. Special meetings require 24 hours notice prior to meeting.
6. Meetings attendees must be given all the information distributed to majority of Commission members.
7. Violation of Act is a misdemeanor.



# Role and Responsibilities

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- Advocacy for persons with serious mental illness and substance abuse disorders.
- Provide advice to the Board of Supervisors and the Behavioral Health Director.
- Review and evaluate the community's mental health and substance abuse client's needs, services, facilities and special problems.
- Review and approve procedures used to ensure citizen and professional involvement at all stages of the planning process.

# Role and Responsibilities

## (cont'd)

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- Review and make recommendations on applicants for the position of behavioral health director. Commission to be included in the selection process.
- Review and comment on county's performance outcome data.



# Our Commission

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- 19 appointed members plus two youth commissioners.
- Four elected officers: Chair, Vice-chair, CALMHBoard representative, Member at Large. Elections held in October for one year term beginning November 1<sup>st</sup>. Chair may serve no more than three terms in office.

# Our Commission (cont'd)

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➤ Committees:

- ❖ **Executive Committee** – Elected officers plus standing committee chairs
- ❖ **Standing Committees** – Children, Youth & Transition Age Youth; Adults; Older Adults; Mental Health Services Act Steering Committee
- ❖ **AD Hoc Nominating Committees** – Tony Hoffman, David Lewis, George Culores Hall of Fame
- ❖ **Liaison, Task Force and Ad Hoc Committees** – Community Wellness & Crisis Response Committee (MH/Law Enforcement Partnership)
- ❖ **Each member must serve on at least one committee**



# Our Commission (cont'd)

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- Regular meetings held on first Wednesday of each month.
- Committees generally meet the same day as the Commission. Youth Committee and Adult Committee meets on third Wednesday
- Meetings conducted in accordance with Roberts Rules of Order.
- Quorum is 50% + 1 of all members.



# Your Obligations

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1. Attend monthly meetings regularly – no more than 3 absences per year.
2. Join and participate in a standing committee.
3. Join and participate in special committees to the extent your schedule allows.
4. Attend, or take on-line, required ethics training within six months of appointment and every two years thereafter ([222.local.ethics.fppc.ca.gov](http://222.local.ethics.fppc.ca.gov)).
5. Complete “Acknowledgement of Financial Conflict of Interest Laws” form.



# **Your Obligations (cont'd)**

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- Have an opinion on mental health and substance abuse issues and share it with others. Solicit, seek to understand, and respect differing perspectives.
- Advocate for mental health and substance use client's rights, benefits, protection, wellness and recovery.
- Work to reduce stigma within the general public.

# County Management Staff

<u>Louise Rogers</u>	Chief - Health System	650.573.2585
Srija Srinivasan	Deputy Chief - Health System	650.573.2532
Scott Gilman	Director – BHRS	650.573.2748
Scott Gruendl	Assistant Director - BHRS	650.573.2491
Janet Gard	Deputy Director – BHRS Administration	650.573.2337
Vanessa de la Cruz, MD	Medical Director – BHRS	650.573.2043
Ziomara Ochoa	Deputy Director Child & Youth Program	650.573.3926
Karen Krahn	Deputy Director Adult Program	650.573.2716
Maria Lorente-Foresti	Manager – Office of Diversity & Equity	650.573.2714
Claudia Saggese	Manager – Office of Consumer & Family Affairs	650.573.2534
Mariana Rocha	Manager Older Adult Services	650.372.6134

# County Management Staff

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Clara Boyden	Deputy Director AOD	650.801.5101
Selma Mangrum	Manager – Call Center	650.573.2615
Doris Estremera	MHSA Coordinator	650.573.2889
Erica Britton	Workforce Training & Education	650.372.3214
Brad Johnson	Contracts Management	650.573.2242
Chantae Rochester	Executive Secretary	650.573.2544
Diane Tom	Editor – Wellness and Matters	650.573.2798
<b><u>Email for all:</u>    <u>First name initial, last name @ smcgov.org</u></b>		



# County Clinic Locations

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North County Mental Health  
375 89th Street  
Daly City, CA 94015  
650.301.8650

South County Mental Health Clinic  
802 Brewster  
Redwood City, CA 94063  
650.363.4111

Coastside Mental Health Clinic  
225 Cabrillo Hwy, Suite 200A  
Half Moon Bay, CA 94019  
650.726.6369

East Palo Alto Community  
Counseling Center  
2415 University Avenue, Suite 301  
East Palo Alto, CA 94303  
650.363.4030

Central County Mental Health  
Clinic  
1950 Alameda de las Pulgas  
San Mateo, CA 94403  
650.573.3571

Puente Clinic (for developmentally  
disabled)  
1950 Alameda de las Pulgas  
San Mateo, CA 94403  
650.372.6117



# Common Acronyms

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ACT	Assertive Community Treatment
BOS	Board of Supervisors (County)
CALMHBC	California Association of Local Mental Health Boards and Commissions
CCF	Community Care Facility
CIMH	California Institute for Mental Health
CMHDA	California Mental Health Directors Association
COLA	Cost of Living Adjustment
CSA	Community Service Area
CSAC	California State Association of Counties
CSS	Community Services and Supports
DHS	Department of Health Services (State)



# Common Acronyms (cont'd)

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DSM V	Diagnostic and Statistical Manual of Mental Disorders, Fifth Edition
ECT	Electroconvulsive Therapy
FFP	Federal Matching funds for Medi-Cal
FFS	Fee for Service
FSP	Full Service Partnership
FTE	Full Time Equivalent (staff)
FY	Fiscal Year
HCFA	Health Care Financing Administration
HMO	Health Maintenance Organization





# Common Acronyms (cont'd)

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IEP	Individualized Education Plan
IFB	Invitation for Bid
JCAHO	Joint Commission on Accreditation of Healthcare Organizations
LCSW	Licensed Clinical Social Worker
L Facility	Locked Nursing Facility
LPS	Lanterman-Petris-Short Act
LPT	Licensed Psychiatric Technician
LTC	Long Term Care
LVN	Licensed Vocational Nurse
MFT	Marriage and Family Therapist
MHRS	Mental Health Rehabilitation Center



# Common Acronyms (cont'd)

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MHSA	Mental Health Services Act
MOU	Memorandum of Understanding
MSW	Master of Social Work
NAMI	National Alliance for the Mentally Ill
NIMH	National Institutes for Mental Health
PATH	Projects of Assistance in Transition from Homelessness (Federal Grant)
PES	Psychiatric Emergency Services
RCF	Residential Care Facility
RFP	Request for Proposals
RN	Registered Nurse



# Common Acronyms (cont'd)

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SAMHSA	Substance Abuse & Mental Health Services Administration (Federal)
SED	Seriously Emotionally Disturbed
SMI	Serious Mental Illness
SNF	Skilled Nursing Facility
SOC	Systems of Care
SSI/SSP	Supplemental Security Income/State Supplemental Program
TANF	Temporary Assistance to Needy Families
TAR	Treatment Authorization Request
VOR	Voices of Recovery