



LASSEN COUNTY Health and Social Services Department

- HSS Administration**
1345 Paul Bunyan Road, Ste B
Susanville, CA 96130
(530) 251 - 8128
- Public Guardian/Administrator**
1345 Paul Bunyan Road, Ste B
Susanville, CA 96130
(530) 251 - 8337
- Housing & Grants**
1445 Paul Bunyan Road, Ste B
Susanville, CA 96130
(530) 251 - 8309
- Behavioral Health**
555 Hospital Lane
Susanville, CA 96130
(530) 251 - 8108
- Public Health**
1445 Paul Bunyan Road, Ste B
Susanville, CA 96130
(530) 251 - 8183
- Community Social Services**
1400 Chestnut Street, Ste A
Susanville, CA 96130

LassenWORKS
1616 Chestnut Street
Susanville, CA 96130
(530) 251 - 8152

Child & Family Services
1600 Chestnut Street
Susanville, CA 96130
(530) 251 - 8277

Adult Services
1400 Chestnut Street, Ste B
Susanville, CA 96130
(530) 251 - 8158

Family Solutions/Wraparound
1400 Chestnut Street, Ste C
Susanville, California 96130
(530) 251 - 8340

Date: March 10, 2026

To: Gary Bridges, Chairman
Lassen County Board of Supervisors

From: Tiffany Armstrong, Director
Behavioral Health

Subject: Approval of Behavioral Health Advisory Board Bylaws

Background:

Lassen County Health and Social Services respectfully requests approval of the updated Bylaws for the Lassen County Behavioral Health Advisory Board as required in Lassen County Code Section 2.24.060 Advisory Board.

The Behavioral Health Advisory Board serves in an advisory capacity to the Board of Supervisors and the Behavioral Health Director on matters related to community mental health services. The proposed Bylaws establish and clarify the Board's purpose, membership composition, officer roles, meeting procedures, and governance structure to ensure compliance with applicable state requirements and local policy.

Fiscal Impact:

Funds have been designated in the Mental Health Fund/Budget 110/0751 for the support of Behavioral Health Advisory Board activities.

Action Requested:

- 1) Approve the Lassen County Behavioral Health Advisory Board Bylaws.

Mailing Address:
PO Box 1180
Susanville, California 96130

Lassen County Behavioral Health Advisory Board

Bylaws

Adopted _____ 2026

Mission Statement

It is the mission of the Lassen County Behavioral Health Advisory Board to inform and educate the public on substance use and mental health issues and to develop support programs that build a behaviorally healthy community.

Article I – General Provisions

Section 1 – Name

The name of the organization shall be the Lassen County Behavioral Health Advisory Board, hereafter referred to as the “BOARD”.

Section 2 – Authority

The authority for the establishment of the BOARD is set forth in the Welfare & Institutions Code Sections 5604.5607 and by Resolution of the Lassen County Board of Supervisors adopted June 18, 2013.

Section 3 – Powers and Duties

The duties of the BOARD are, pursuant to CA Welfare & Institutions Code (WIC) 5604.2 are:

1. Review and evaluate the community’s public **behavioral** health system (**mental health and substance use disorder treatment**), 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 Section 5650. The local **behavioral** health board may make recommendations to the governing body regarding concerns identified within these agreements.
3. Advise the governing body and the local **behavioral** health director as to any aspect of the local **behavioral** health program (**mental health and substance use disorder services**). Local **behavioral** health board may request assistance from the local patients’ rights advocates when reviewing and advising on **behavioral** health 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 substance use disorders** their families, community members, advocacy organizations, and **behavioral** health professionals. It shall also include other professionals that interact with individuals living with mental illnesses **and/or substance use disorders** 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 governing body on the needs and performance of the county's **behavioral** health system.
6. Review and make recommendations on applicants for the appointment of a local 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 county's performance outcome data and communicate its findings to the California Behavioral Health Planning Council.
8. This part does not limit the ability of the governing body to transfer additional duties or authority to a **behavioral** health board.
9. The BOARD shall assess the impact of the realignment of services from the state to the county, on services delivered to clients and on the local community.

10. MHSA Duties from WIC Code Section 5848:

(5848b)

- a. Conduct MHSA Hearing: The BOARD established pursuant to Section 5604 shall conduct a public hearing on the draft three-year program and expenditure plan and annual updates at the close of the 30-day comment period required by subdivision (5848a).
- b. Review/Recommendations on Adopted MHSA Plan: The BOARD shall review the adopted plan or update and make recommendations to the local **behavioral** health agency, as applicable, for revisions. The local **behavioral** health agency, as applicable, shall provide an annual report of written explanations to the local governing body and the State Department of Health Care Services for any substantive [see (f) below] recommendations made by the local **behavioral** health board that are not included in the final plan or update.

(5848f) For purposes of this section "Substantive recommendations made by the local **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 local **behavioral** health board that has established its quorum. (WIC 5848 updated 10/19)

ARTICLE II – Membership

Section 1 – Composition

1. The BOARD shall consist of 5-10 members.
2. All members shall be appointed by the Board of Supervisors.
3. One member of the BOARD shall be a member of the Board of Supervisors.
4. The BOARD membership should represent and reflect the diversity and demographics of the county as a whole, to the extent possible.
5. 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.
 - a. Of this fifty percent, at least twenty percent (20%) shall be consumers and at least twenty percent (20%) shall be family members of consumers.
 - b. A strong preference should be given to appointing at least one member to the board who is a veteran or a veteran advocate.
 - c. At least one of these members shall be an individual who is 25 years of age or younger (must be at least 18).
6. The BOARD is encouraged to include individuals who have experience with and knowledge of the **behavioral** health system, such as members of the community that engage with individuals living with mental illness and/or **substance use disorders** in the course of daily operations, such as representatives of educational institutions, county offices of education, large and small businesses, hospitals, hospital districts, physicians practicing in emergency departments, city police chiefs, county sheriffs, and community and nonprofit service providers.

Section 2 – Prohibited Members & Exceptions

Except as provided in in the next paragraph, a member of the board or the member's spouse shall not be a full-time or part-time county employee of a county **behavioral** health service, an employee of the State Department of Health Care Services, or an employee of, or a paid member of the governing body of, a **behavioral** health contract agency.

A consumer of **behavioral** health services who has obtained employment with an employer described in paragraph (1) and who holds a position in which the consumer does not have any interest, influence, or authority over any financial or contractual matter concerning the employer may be appointed to the board. The member shall abstain from voting on any financial or contractual issue concerning the member's employer that may come before the board.

Section 3 – Conflict of Interest

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

Section 4 – Terms of Membership

Pursuant to the Welfare & Institutions Code Section 5604(b), each member shall be appointed for a term of 3 years, to be staggered at one, two, or three-year terms so that approximately two-thirds of the appointments expire each year. Membership shall not exceed two consecutive terms, unless waived by the Board of Supervisors. Being a registered voter is not a requirement of membership.

Section 5 – Vacancy of Office

When a vacancy occurs or a term expires, the BOARD may recommend candidates to the Board of Supervisors for consideration of appointment. An individual appointed to fill a vacancy shall serve out the remainder of the original term. A member unable to continue service shall contact the Chairperson and an announcement will be made at the next board meeting.

Section 6 –

The Board of Supervisors may pay from any available funds the actual and necessary expenses of the members of the BOARD incurred incident to the performance of their official duties and functions. The expenses may include travel, lodging, childcare and meals for the members of an advisory board while on official business as approved by the director of **behavioral** health programs.

(Per 5604.3, The Board of Supervisors is encouraged to provide a budget for the local **behavioral** health board, using planning and administrative revenues identified in subdivision (c) of Section 5892 [see below], that is sufficient to facilitate the purpose, duties, and responsibilities of the local **behavioral** health board.

WIC 5892 (c) The allocations pursuant to subdivisions (a) and (b) [Mental Health Services Fund] shall include funding for annual planning costs pursuant to Section 5848. The total of these costs shall not exceed 5 percent of the total of annual revenues received for the fund. The planning costs shall include funds for county mental health programs to pay for the costs of consumers, family members, and other stakeholders to participate in the planning process and for the planning and implementation required for private provider contracts to be significantly expanded to provide additional services pursuant to Part 3 (commencing with Section 5800) and Part 4 (commencing with Section 5850).

Section 7 – Attendance

In the event that a member of the BOARD is absent from three (3) consecutive meetings, the Chair will confirm the member's interest in continuing service. If the Chair determines that the member is no longer interested in serving, or if the Chair determines that there is no valid reason for the absences, the position may be declared vacant by the Chair.

Section 8 – Leave of Absence

The Chair may grant a leave of absence to a member, not to exceed four (4) consecutive regular meetings. The Chair shall announce it at a meeting and the leave may become effective at that meeting. When a member is on a leave of absence, they will not be counted as part of the membership for the purpose of achieving a quorum.

Section 9 – Removal

The BOARD may recommend that a member be removed for cause. This action shall require two-thirds vote of the current members.

Article III – Officers

Section 1 – Officers

Officers of the BOARD shall consist of a Chair and a Vice-Chair who shall be elected annually at the regular October meeting. The term of the offices shall be one (1) year. No officer shall serve more than two (2) consecutive terms, unless waived by the Board of Supervisors.

Section 2 – Elections

The Chair shall request nominations from the floor. Voting shall be by public ballot. However, if there is only one candidate for each position, he or she may be declared by voice vote. Officers shall be elected by majority of votes cast.

Section 3 – Duties of Officers

The Chair shall be the executive officer of the BOARD and shall preside over all meetings and shall carry out the policies and directives of the Board. The Chair shall be in consultation with the local behavioral health director.

The Vice Chair shall assist the Chair in the performance of the duties and in the absence of the Chair shall exercise all the powers of the Chair.

Article IV – Meetings

Regular Meetings shall be held each month, be subject to the Brown Act requirements, and be conducted according to Rosenberg’s Rules of Order (modified Robert’s Rules). There shall be at least eight (8) meetings per calendar year. Special meetings may be called by the Chair or by a majority of the members. A quorum shall consist of 50% plus one of the current BOARD members.

Article V – Committees

- 1. Ad Hoc Committees (short-term workgroups) shall be formed at the discretion of the BOARD and shall be less than a quorum of the board.

Article VI – Miscellaneous Provisions

These bylaws may be amended at any regular or special meeting by a two-thirds vote of a quorum of members. The proposed amendment shall be presented to all BOARD members at least two weeks prior to the meeting at which the amendment(s) is to be considered. Amendments to these bylaws shall not be effective until approved by the Lassen County Board of Supervisors.

Behavioral Health Advisory Board Chair

Date

Approved as to Form

FEB 04 2026
Asamblea
Lassen County Council