Lake County Mental Health Advisory Board
2022 Task List & Meeting Calendar

2022 Scheduled Tasks

1) January:
   a) Workgroup for agenda prep, Sunday January 2nd, 2022
   b) Regular Meeting, January 13, 2022
      i) Annual Meeting Schedule approved including dates for
         (1) Regular Meetings
         (2) Standing Committee Meetings (if any)
      ii) Discuss and vote on annual goals and task calendar.
      iii) Review other standing committee Assignments (if any)
      iv) Consider Establishing an Ad-hoc Committee for Site Visit planning
         (1) Select Facilities/Sites to visit.
         (2) Create a schedule with assigned members, including a lead member for each site to be visited.
   c) Other Tasks:
      i) Annual Meeting Schedule is distributed and posted on-line
   d) Workgroup for agenda prep (for Feb meeting), Saturday, January 29, 2022
2) February:
   a) Regular Meeting, February 10, 2022
   b) Workgroup for agenda prep (for Mar meeting), Saturday, February 26, 2022
3) March:
   a) Regular Meeting, March 10, 2022
   b) Workgroup for agenda prep (for Apr meeting), Saturday, March 26, 2022
4) April:
   a) Regular Meeting, April 14, 2022
   b) Workgroup for agenda prep (for May meeting), Saturday, April 30, 2022
5) May:
   a) Regular Meeting, May 12, 2022
      i) Consider Establishing an Ad-hoc Committee for creation of the Annual Report
   b) Other Tasks:
      i) Begin compiling information and prepare a draft of the Annual Report
   c) Workgroup for agenda prep (for Jun meeting), Saturday, May 28, 2022
6) June:
   a) Regular Meeting, June 9, 2022:
      i) Present draft of Annual Report for review
   b) Other Tasks:
      i) Facilitate Public Hearing for the Annual Update of the MHSA 3-year-plan (Date TBA)
   c) Workgroup for agenda prep (for Jul meeting), Saturday, June 25, 2022
7) July:
   a) Regular Meeting, July 14, 2022
      i) Final Annual Report approved
   b) Other Tasks:
      i) Submit written report to Board of Supervisors to schedule presentation of Annual Report
      ii) Present Annual Report to Board of Supervisors (as scheduled)

c) Workgroup for agenda prep (for Aug meeting), Saturday, July 30, 2022

8) <u>August:</u>
   a) Regular Meeting, August 11, 2022
   b) Workgroup for agenda prep (for Sept meeting), Saturday, August 27, 2022

9) <u>September:</u>
   a) Regular Meeting, September 8, 2022
      i) Request Nominations from members for Officers and Executive Committee Members
      ii) Request input from members on Special problems and/or focus areas for next year's goals.
   b) Workgroup for agenda prep (for Oct meeting), Saturday, September 24, 2022

10) <u>October:</u>
   a) Regular Meeting, October 13, 2022:
      i) Announce nominations for Officers and Executive Committee members, and nominees accept or decline the nomination
      ii) Provide method for secret ballot vote, if more than one member is nominated for a single position
      iii) Consider establishing a Ad Hoc Committee for compiling Data Notebook
      iv) Review input on special problems and suggested focus areas to be included in Annual Goals and Site Visit Planning.
   b) Other Tasks
      i) Meeting calendar (if needed) is established and begin work on the Annual Data Notebook
   c) Workgroup for agenda prep (for Nov meeting), Saturday, October 29, 2022

11) <u>November:</u>
   a) Regular Meeting, November 10, 2022:
      i) Conduct Election of Officers
      ii) Announce new Officers and Executive Committee members
   b) Other Tasks:
      i) Current and New Executive Committee jointly develop proposals for Annual Regular Meeting schedule with dates and locations.
   c) Workgroup for agenda prep (for Dec meeting), Saturday, November 26, 2022 (Thanksgiving weekend)

12) <u>December:</u>
   a) Regular Meeting, December 8, 2022:
      i) Review proposal for Annual meeting schedule
      ii) Present Draft Data Notebook
   b) Other Tasks:
      i) Review any recommendations from Regular Meeting and finalize Data Notebook for submission to State
   c) Workgroup for agenda prep (for Jan meeting), Saturday, December 31, 2022

Ongoing Tasks/Responsibilities

1) Board Members
   a) Ethics Training (every two years)
   b) Attend Monthly Meetings
   c) Participation on Ad Hoc Committees
   d) Participation on Site Visits
   e) Participation in RFP Process, as needed
   f) Participation in Selection of new Mental/Behavioral Health Director, as needed

2) Executive Committee (or Officers)
   a) Set Board Meeting Agendas
   b) Establish/Recommend/Approve Ad Hoc Committees
      i) Issues of Concern, Special Problems
      ii) Data Notebook
      iii) Annual Report
      iv) Other
   c) Review Ad Hoc & Site Visit Reports
   d) New Member Recruitment
   e) New Member Training
   f) Recommend Updates to Bylaws as needed (for vote by full Board)
   g) Adjust Site Visit Schedule as needed
   h) Schedule Presentations for full Board Meetings (Allow board members to identify/prioritize)
   i) Issues of Concern
      i) Joint Meetings (eg. Alcohol & Drug)
      ii) Budget
      iii) Hearings (MHSA 3-Year Plans & Annual Updates)
      iv) Ad Hoc Updates/Reports
      v) Site Visit Reports
      vi) Patient Rights Advocate Updates
      vii) Reports/Contracts/Applications (eg. SAMHSA, PATH, EQRO)

3) Chair of Board
   a) Set Executive Committee Agendas
   b) Maintain Close Communication with County Mental/Behavioral Health Director
   c) Chair Executive Committee and Full Board Meetings.
   d) Present Annual Report to BOS.