

**Lake County Mental Health Advisory Board  
2023 Task List & Meeting Calendar**

**2023 Scheduled Tasks**

- 1) January:
  - a) Executive Committee, Saturday December 31, 2022, 10:30am
  - b) Regular Meeting, January 12, 2023
    - i) Annual Meeting Schedule approval including dates for
      - (1) Regular Meetings
      - (2) Executive Committee
      - (3) 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.
    - v) Begin compiling information and prepare a draft of the Annual Report (June 2021 – December 2022)
  - c) Other Tasks:
    - i) Annual Meeting Schedule is distributed and posted on-line
  - d) Executive Committee meeting (for Feb agenda), Saturday, January 28, 2023
- 2) February:
  - a) Regular Meeting, February 9, 2023
  - b) Executive Committee meeting (for Mar agenda), Saturday, February 25, 2023
  - c) Annual Report presented to LCMHAB for final approval
- 3) March:
  - a) Regular Meeting, March 9, 2023
  - b) Executive Committee meeting (for Apr agenda), Saturday, March 25, 2023
  - c) Other Tasks:
    - i) Submit written report to Board of Supervisors to schedule presentation of Annual Report (to be scheduled)
    - ii) Present Annual Report to Board of Supervisors (to be scheduled)
- 4) April:
  - a) Regular Meeting, April 13, 2023
  - b) Executive Committee meeting (for May agenda), Saturday, April 29, 2023
- 5) May:
  - a) Regular Meeting, May 11, 2023
  - b) Executive Committee meeting (for Jun agenda), Saturday, May 27, 2023
  - c) Other Tasks:
    - i) Consider establishing a Ad Hoc Committee for compiling Data Notebook
- 6) June:
  - a) Regular Meeting, June 8, 2023:
    - 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 TBD )
  - c) Executive Committee meeting (for Jul agenda), Saturday, June 24, 2023 (TBD)
- 7) July:

- a) Regular Meeting, July 13, 2023 (TBD)
  - b) Workgroup for agenda prep (for Aug meeting), Saturday, July 29, 2023
- 8) August:
- a) Regular Meeting, August 10, 2023
  - b) Executive Committee meeting (for Sept meeting), Saturday, August 26, 2023
- 9) September:
- a) Regular Meeting, September 14, 2023
    - 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) Executive Committee meeting (for Oct meeting), Saturday, September 30, 2023
- 10) October:
- a) Regular Meeting, October 12, 2023:
    - i) Announce nominations for Officers and Executive Committee members, and nominees accept or decline the nomination
    - ii) Provide method for secret ballot vote, if needed due to having more than one member nominated for a single position
    - iii) Review input on special problems and suggested focus areas to be included in Annual Goals and Site Visit Planning. d
  - b) Other Tasks
    - i) Meeting calendar (if needed) is established and begin work on the Annual Data Notebook
  - c) Executive Committee meeting (for Nov meeting), Saturday, October 28, 2023
- 11) November:
- a) Regular Meeting, November 9, 2023:
    - 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) Executive Committee meeting (for Dec meeting), Saturday, December 2, 2023 (TBD)
- 12) December:
- a) Regular Meeting, December 14, 2023 (TBD):
    - 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) Executive Committee meeting (for Jan meeting), Saturday, December 30, 2023

## **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.