

**Mental/Behavioral Health  
Board & Commission  
TASK LIST**

**Scheduled Tasks**

1. 2-3 months preceding start of Fiscal Year:
  - a. At Executive Committee Meeting: Vote on Recommendations for Executive Committee positions.
  - b. Board Meeting: Open Nominations Officers and Executive Committee Members at Large. *(Provide Board with Recommendations by current Executive Committee.)*
2. One Month before new Fiscal Year
  - a. At Board Meeting: Election of Officers and Executive Committee Members at Large.
3. Beginning of Fiscal Year:
  - a. Annual Meeting Schedule
    - i. Approve w/dates and locations.
      1. Board Meetings
      2. Standing Committee Meetings (such as Executive Committee.)
    - ii. Distribute and Post On-Line
  - b. Discuss and vote on annual goals.
  - c. Annual Report
    - i. Ad Hoc Committee to create Annual Report
    - ii. Review & Approval by members
    - iii. Submit written report to Board of Supervisors to schedule presentation of Annual Report
    - iv. Present Annual Report (often by Past Chair)
  - d. Review Committee Assignments (such as QIC and SAC – reassign member(s) for one year participation on (department/division) committees.
  - e. Set up Site Visit schedule.
    - i. Select Facilities/Sites to visit.
    - ii. Create schedule with assigned members, including lead member.

**Ongoing Tasks**

1. Board/Commission 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
2. Executive Committee
  - a. Set Board Meeting Agendas
  - b. Establish Ad Hoc Committees
    - i. Issues of Concern
    - ii. Data Notebook
    - iii. Annual Report
  - c. Review Ad Hoc & Site Visit Reports
  - d. New Member Recruitment
  - e. New Member Training
  - f. Recommend Updates to Bylaws (for vote by full Board/Commission)
  - g. Adjust Site Visit Schedule *as needed*
  - h. Schedule Presentations for full Board/Commission Meetings *(Allow board members to identify/prioritize)*
    - i. Issues of Concern
    - ii. Joint Meetings (eg. Alcohol & Drug)
    - iii. Budget
    - iv. Hearings (MHSA 3-Year Plans & Annual Updates)
    - v. Ad Hoc Updates/Reports
    - vi. Site Visit Reports
    - vii. Patient Rights Advocate Updates
    - viii. Reports/Contracts/Applications (eg. SAMHSA, PATH, EQRO)
3. Chair of Board/Commission
  - a. Set Executive Committee Agendas
  - b. Maintain Close Communication with Mental/Behavioral Health Director
  - c. Chair Executive Committee and Full Board/Commission Meetings.
  - d. Present Annual Report to BOS.