

DRAFT Charter for YourDMH Service Area 3 - San Gabriel Valley

Vision A community driven process that engages a large, multicultural and diverse San Gabriel Valley population towards a shared goal of hope, recovery, and wellbeing.

Mission To produce stakeholder priorities which will advise the Department of Mental Health’s Action Plan toward the development and improvement of its services and partnerships.

Values **Collaboration:** YourDMH Service Area3-San Gabriel Valley stakeholders will work together towards common goals by partnering with the community, including culturally isolated groups and marginalized community members, through sharing knowledge and building consensus.

Dedication: YourDMH Service Area3-San Gabriel Valley will work towards improving the lives of our clients and diverse communities erasing the stigma of mental illness.

Respect: YourDMH Service Area3-San Gabriel Valley recognizes the uniqueness of every individual, including cultural differences, and treat all people in a way that affirms their person worth, with dignity and professionalism.

Communication: YourDMH Service Area3-San Gabriel Valley will ensure information is communicated orally and written, shared and used in a mindful manner to increase engagement, transparency and trust.

Transparency: YourDMH Service Area3-San Gabriel Valley will openly convey their ideas, decisions, and outcomes to ensure trust throughout all levels of the SAAC.

Integrity: YourDMH Service Area3-San Gabriel Valley will conduct selves professionally and in the highest regard.

Accountability/Responsibility: YourDMH Service Area3-San Gabriel Valley will take responsibility for choices made and the outcomes

Excellence/Commitment: YourDMH Service Area3-San Gabriel Valley will embrace the highest personal, organizational, professional and clinical standards

to commit to achieving the standards by continually improving every aspect of performance.

- Priorities**
1. Support opportunities to implement the latest advancements in research and technology to improve service delivery (Face Time, UNIPER, VRI, Skype , etc.)
 - 2, Expand the number of bilingual API clinicians who speak Mandarin, Cantonese and Vietnamese languages.
 3. Organize an event for May is Mental Health Awareness Month 2018 which addresses stigma and suicide prevention.

Meetings All YourDMH SA3-SGV group meetings are open to the public. The meeting will occur on the second Thursday of every month from 1:30 P.M. to 4:00 P.M. at the Masonic Center, Fellow Craft Room, located at 1650 E. Old Badillo St., Covina, CA 91724. There will be no meeting in the month of August. Attendance will be recorded at each meeting to ensure compliance with attendance eligibility requirements for voting members as well as to establish the presence

Membership-Eligibility

Each YourDMH Service Area 3-San Gabriel Valley stakeholder will represent their respective backgrounds, i.e. Veterans, Law Enforcement, etc. and readiness to discuss issues that are relevant to their background in assisting persons living with mental illness.

When applying to be a voting member of a YourDMH Service Area3-San Gabriel Valley, prospective members should indicate the stakeholders background(s) they represent, but how they plan to represent the interests of the stakeholder.

- Must live or work in the San Gabriel Valley
- Current members provide the member one vote at YourDMH Service Area3-San Gabriel Valley
- Members are eligible to vote if attending regular YourDMH Service Area3-San Gabriel Valley
- Voting members will considered to follow requirements if they attend greater than 50% of regular meetings during memberships year.
- Members who are non-compliant with this attendance requirement may be removed from voting membership by majority vote of a quorum (greater than 50%)

Membership Composition: Core Members

- Adults and seniors with mental illness/serve mental illness

- Families of children, adults and seniors with serve mental illness
- Mental Health providers (non-managerial staff)
- Social services providers (non-managerial staff)
- Substance abuse services providers (non-managerial staff)
- Veterans
- Veterans advocacy organizations
- Law Enforcement
- Educational organizations
- Grassroots organizations that advocate for the interest of their communities of color, immigrants, racial and healthy equity, cultural inclusion, disability rights, LBBT12-S.

Membership Composition: Additional Stakeholders

- Prenatal 0-5
- Children representative
- Youth/teen advocate
- Physical Health Representative
- Faith Based
- LGBTQ
- Developmentally Disabled
- Homeless services providers
- Deaf and hard of hearing workers
- Native American
- Asian Pacific Islanders (Korean, Vietnamese, Cambodian, Chinese, etc.)
- Latino
- African American
- Armenian
- County Officials
- Media Personnel
- Health Neighborhoods Representative
- Members of YourDMH Cultural Community groups
- Quality Improvement Committee member

Membership Voting

- Voting memberships automatically expire after two years, after which members will no longer be considered to have active voting privileges.
- The voting member may choose to re-apply for a new term of membership at a regular, public meeting two months or less prior to the expiration of their term.
- There are no term limits for regular voting members

- Official business requires a majority (greater than 50%) vote at a regular meeting from a quorum (greater than 50%) of its voting membership, except as otherwise noted.
- Voting includes decisions to officially support or modify specific stakeholder priorities for recommendation to DMH leadership
- Voting to bring certain topics/issues to the next quarterly YourDMH full meeting for discussion
- Decisions on how to spend the SA's budget
- Decisions to form an ad hoc group with a defined goal
- Decisions to remove voting members for non-compliance with attendance requirements
- Decisions to remove voting members for reasons other than non-compliance with attendance requirements, such as for ethical or behavioral reasons. (Requires a minimum 75% vote to remove)
- Decisions to elect or re-elect a chair/co-chair or other leader of the group
- Decisions to remove a current leader of the group from their position. (Requires a minimum 75% vote to remove)
- Decisions to approve changes to the group's charter. Changes must have been proposed as official business at a separate regular, public meeting of the group at least one month prior, and require a minimum 75% vote to approve

Members with voting rights will be informed in advance of motions being placed on the floor to ensure that they attend the scheduled meetings. Official business must be proposed by a voting member and seconded by another voting member at a regular, public group meeting in order to be voted on. Records of official business proposed and votes conducted, including vote tallies, must be kept in the minutes of group meetings.

Co-Chairs

- Represent the interests and official positions of the group at quarterly YourDMH full meetings and other relevant events
- Conduct and facilitate the monthly YourDMH SA3-SGV meetings
- Ensure that the group is in compliance with the charter
- Enlist group members
- Manage the eligibility status of voting members
- Notify members whose term of eligibility is near the expiration
- All leadership position is voted on by the group, i.e. treasure, secretary, etc.
- Strengthen mental health services for Service Area 3 participants
- Assist in reducing the stigma of mental illness
- Recruit new membership
- Promote early awareness of mental illness
- Attend DMH quarterly meetings and assist in developing action plan for Service Area 3
- Assist new incoming Co-Chairs with the nuances of the group

- Voting members who wish to apply for vacant leadership positions must do so in writing at one of the group's regular meetings.
- Representation for the SAAC at the SAAC Co-Chair Meeting the second Tuesday of every month
- Submit monthly summary report to DMH

Election Procedure

- Elections will take place 2 months before anticipated vacancy
- Applications are voted on by voting members for anticipated vacancy
- If a leader does not complete his/her term applications will be accepted and voted on to fill the vacancy
- Leaders who lose their status as a voting member will also lose their leadership position: Leaders can be voted out for noncompliance with attendance and for ethical or behavioral reasons

Ad Hoc Groups/Subcommittees

This group will accomplish specific goals of the group. General rules and expectations will be developed by the subcommittees and co-chair (s).

- Implementation of specific group activities
- Development of group activities
- Development of Cultural Communities to ensure underserved populations are represented

DMH Responsibilities: DMH will assign three staff members to YourDMH SA3-SGV. The primary liaison will facilitate the planning and coordination of the meeting. The back-up staff member will assist with the setup of the meeting and cover when the primary liaison is unavailable. The secretary will provide clerical support including maintaining the sign-in sheet and generating the minutes. The DMH SA3 Chief and Program Heads will be required to attend and participate as listeners in YourDMH SA3 –SGV meetings on behalf of the Department to better understand and support community needs toward system improvement.

- Assist with the recruitment of community members and community partners to become members of the YourDMH SA group
- Assist with outreach and engagement activities to increase community attendance and participation at each of the YourDMH SA group meetings
- Assist group chairs or co-chairs with conducting group meetings, as requested
- Ensure that official group decisions to support or modify specific stakeholder priorities for recommendation to DMH leadership or to bring certain topics/issues to the next quarterly YourDMH full meeting are communicated both to DMH and to the rest of the YourDMH SA and Cultural Community groups
- Assist with taking minutes for meetings if requested by a chair or co-chair

- Upload meeting minutes and other relevant documentation to the YourDMH section of the DMH website to inform the community at large
- Communicate requests from groups for departmental data and/or reports to relevant entities within DMH and help make these data or reports available to groups as allowable
- Assist with securing meeting locations that are accessible and can accommodate all attendees
- Provide data reflecting the needs of each Service Area based on age, gender, ethnicity, and service needs, include data on all ethnic/cultural subgroups
- Provide interpretation services at meetings and translation of materials
- Provide written materials in clear, jargon free language to assist the community to understand important issues and components
- Provide a consistent mechanism for reimbursement for community member participation in meetings on request
- Explore and provide resources for virtual engagement at meetings (FaceTime, VRI, Skype, etc.)
- Offer funding as required for transportation services for community members to attend the meetings
- Explore the provision of child/adult care services at/or in conjunction with meetings

Revision of Charter

- Each year there will be an orientation of the Charter
- Revisions will be made at this time
- Members will have 30 days to submit revisions before final draft is submitted