

YourDMH

Vision	A community driven collaborative partnership that engages a large, multicultural and diverse Los Angeles County towards a shared goal of hope, recovery, and wellbeing.
Mission	YourDMH is the active partnership between Los Angeles County Department of Mental Health (LACDMH) and a diverse group of stakeholders who work collaboratively with consumers, family and community members in a process that generates meaningful input on mental health policy, program planning, and implementation, monitoring, quality improvement, evaluation, and budget allocations.
Purpose	<p>The purpose of YourDMH is to produce community-driven stakeholder priorities that will provide feedback to guide DMH in the development of its Departmental Action Plan. This Action Plan, an extension of DMH’s Strategic Plan, is congruent with high-level organizational changes DMH is pursuing to create new and strengthen existing partnerships and improve services including all necessary policies, program designs, information technology supports and quality monitoring activities.</p> <p>Mental Health Services Act (MHSA)-specific activities, including the development of the Three Year Plan, Annual Updates, and Innovation Programs, are drawn from this broader Action Plan. YourDMH creates a community driven platform for the voice of stakeholders who are consumers and family members of consumers, community members, cultural brokers, representatives of community grassroots organizations, etc. to provide advisement and guidance to the Department.</p>
Values	<ul style="list-style-type: none">❖ Collaboration: DMH and its stakeholders will work together toward common goals by partnering with the whole community, including culturally isolated groups and marginalized community members, through sharing knowledge and building consensus.❖ Dedication: DMH and its stakeholders will work towards improving the lives of our clients and diverse communities.❖ Transparency: DMH and its stakeholders will openly convey their ideas, decisions, and outcomes to ensure trust throughout all levels of operation.❖ Communication: DMH and its stakeholders will ensure information is communicated, shared, and used in a mindful and meaningful manner to increase engagement, transparency, and trust.❖ Integrity: DMH and its stakeholders will conduct themselves professionally according to the highest ethical standards.❖ Respect: DMH and its stakeholders recognize the uniqueness of every individual, including cultural differences, and treat all people in a way that affirms their personal worth and dignity.❖ Accountability: DMH and its stakeholders take responsibility for the choices made and their outcomes.❖ Quality and Excellence: DMH and its stakeholders embrace the highest personal, organizational, professional, and clinical standards and commit to achieving those standards by continually improving every aspect of their performance.

Structure

- ❖ YourDMH Service Area groups
- ❖ YourDMH Cultural Communities
- ❖ YourDMH full convening (Which involves representatives from all Service Areas and Cultural Community groups as well as other DMH stakeholders including other County departments and organizations that have a shared vision.)

Annual Review: YourDMH builds authentic partnerships with stakeholders, including mutual respect and active, inclusive participation; power sharing and equity; and mutual benefits. The process set forth serves to encourage stakeholder engagement and ensure that the lived experience of clients and family members will result in high-quality, actionable input for the Department. Therefore, in order to help create and perfect LACDMH services and partnerships, this document will be reviewed on an annual basis to assure that the structural processes implemented are meeting the vision, mission, purpose, and values set forth.

YourDMH Service Areas

The eight (8) YourDMH Service Areas represent the interests of DMH stakeholders who live, work, or receive or provide services in each of its major Service Areas (SAs). A major purpose of these groups is **to produce stakeholder priorities which will advise DMH's action planning toward development and improvement of its services and partnerships.**

Due to geographical and population differences between each of the Services Areas, each group will have its unique set of priorities related to mental health services and its community partnerships. In determining priorities, it is also important to consider the community's readiness to engage and the psycho-social-economic-cultural-spiritual barriers of each of the Service Areas.

Meetings

All YourDMH SA group meetings are open to the general public. Community members, consumers and their families, community representatives, affiliates, and partners are encouraged to attend meetings, provide public comments and speak on issues important to them as long as they express their concerns and comments in a respectful manner.

YourDMH SA groups **must meet at least once a month** and according to their charter. Attendance must will be recorded at each meeting to ensure compliance with attendance eligibility requirements for voting members, as well as to establish the presence or non-presence of a quorum which would enable voting on official business.

Meeting agendas may vary from month to month depending on the current activities of the group, and topics can include presentations on issues important to the particular SA. In general, groups, and especially group chairs or co-chairs, should also make sure that meetings are geared toward preparing the group's stakeholder priorities for presentation and discussion at the quarterly YourDMH full meetings.

Charter

YourDMH SA groups are responsible for developing their own group priorities which outline the group's structure and operations. Each group has the autonomy to incorporate its organizational contexts to determine membership eligibility, voting processes, meeting activities, etc. The guidelines below are the **minimum requirements** for groups. Groups should incorporate these minimum requirements into their charters, but may add additional requirements if useful/appropriate.

Each group's proposed initial charter, as well as any proposed changes thereafter, must be introduced at one of the group's regular, public meetings. This initial charter will be considered final after the following steps have been taken:

1. Voted on at a subsequent regular, public meeting which takes place at least one month after introduction
2. Voted on by a quorum (greater than 50% of voting members must be present) of the group's current voting membership
3. Approved by greater than 50% of that quorum (voting members)

Membership – Composition: Membership of YourDMH SA groups will vary, but groups **at a minimum** should include individuals from the following primary stakeholder backgrounds as regular, voting members:

- Adults and seniors with severe mental illness (SMI)
- Families of children, adults, and seniors with SMI
- 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 interests of communities of color, immigrants, racial and health equity, cultural inclusion, disability rights, LGBTQI2-S, etc.

YourDMH SA groups should have at least 25% of their regular, voting membership consist of stakeholders from the backgrounds above, and group membership should also reflect the diversity of cultures within the service area. In addition, groups may wish to include members from other stakeholder backgrounds, including but not limited to:

- Mental health advocacy organizations
- Homeless advocacy organizations
- Health equity advocacy organizations
- Academic institutions
- Neighborhood Council representatives
- Faith-based organizations
- Local members of YourDMH Cultural Community groups
- Department of Children and Family Services
- Department of Probation
- Immigration advocacy organizations
- Grassroots community based organizations

It's optional for the groups to cap the number of voting members, so long as the cap is incorporated into the group's official charter and does not – directly or indirectly – deny representation from any of the primary stakeholders listed above. Groups may choose to limit or to not limit their voting membership so long as its composition meets the minimum criteria in this section.

Each SA can elect to establish a membership committee who will oversee review and approval of SA memberships as well as support in the recruitment of members.

Membership – Eligibility

Everyone is welcome and encouraged to attend and participate in all meetings.

When applying to be to be a voting member of a particular YourDMH SA group, prospective members should indicate **not only which stakeholder background(s) they represent, but how they plan to represent the interests of the associated stakeholder group(s).**

All requests to become prospective voting members should be presented at the next regular, public group meeting. A membership workgroup may be developed to review and discuss the recruitment and addition of prospective members. Voting membership of each YourDMH SA group is limited to those who officially apply and are accepted as voting members.

In order to maintain eligibility to vote, voting members must regularly attend the group's public meetings. Voting members will be considered to be in compliance with this requirement if they attend greater than 50% of regular, public meetings during their membership year. Members who are non-compliant with this attendance requirement may be removed from voting membership by majority (greater than 50%) vote of a quorum.

DMH staff dedicated as support for SA groups will be required to attend SA group meetings. They may also bring forth and discuss issues they see in the course of their work and propose agenda items for group meetings including priorities for official endorsement by the group's voting membership. DMH staff are ineligible to be voting members or chairs/co-chairs of YourDMH SA groups, as staff are provided other channels to advise the Department's action planning which are generally inaccessible to non-staff.

Voting Membership – Terms

- 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 by default, unless a particular YourDMH SA group chooses to state them in its charter.

Voting

There are many items that members and participants in YourDMH SA group meetings may wish to discuss. Often these items will include official business which requires a majority (greater than 50%) vote at a regular, public meeting of the group from a quorum (greater than 50%) of its voting membership, except as otherwise noted. These items may include:

- Decisions to officially support or modify specific stakeholder priorities for recommendation to DMH leadership
- Decisions 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 need to 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. There is no proxy voting. Chair/co-chairs must be in attendance to cast a vote.

Chairs and Co-chairs

Current voting members of YourDMH SA groups may apply or may be nominated by a voting member to become the chair of the group, or one of its co-chairs if a group's charter allows multiple chairs. Chairs must live, work, or receive services in the SA group they chair. Groups must determine in their charters how many chairs they wish to have, and they will be limited to this number of chairs unless and until the charter is modified.

The responsibilities of group chairs or co-chairs include:

- Representing the interests and official positions of the group at quarterly YourDMH full meetings and other relevant events
- Conducting and facilitating group meetings
- Generally ensuring that the group is in compliance with its charter
- Enlisting a group member or participant to take minutes and record attendance for group meetings, or taking minutes and recording attendance themselves if need be
- Managing the eligibility status of voting members and notifying voting members whose term of eligibility has nearly expired that it is time for them to reapply if they desire

Groups should define these and other expected responsibilities of their chairs or co-chairs in the group's charter.

In addition, groups may choose to define other leadership positions to which voting members may apply, such as vice-chairs or treasurers. These other leadership positions, if groups choose to include them, should also have their responsibilities listed in the group's charter. **Groups are required at a minimum to have one leadership position – a group chair.** All other leadership positions are at the discretion of the group but must be defined in the group's charter.

Voting members who wish to apply for a vacant leadership position in the group must do so either orally or in writing at one of the group's regular, public meetings. They may do so up to two months prior to an anticipated vacancy, such as the end of a standard leadership term. The group may then consider prospective group leaders' applications and vote to elect or not elect them according to the rules for voting on official business. Groups must establish their procedures for elections, including the official method of application for prospective leaders, how deliberations over these applications are to be conducted, and how elections will be conducted if there are more prospective leader applicants than there are applicable leadership positions, in their group charters.

Leadership Terms: All leadership terms are for a period of no more than two years, after which leaders who wish to continue in their role must have applied and been accepted for a renewed term. Full leadership terms should be standardized to correspond with DMH's fiscal year, beginning on July 1 and ending on June 30 of the following year. If a leader vacates or is removed from their leadership position prior to the end of the term, another prospective leader may apply and be voted on to fill the vacancy and finish the term, at the end of which they may choose to apply for a full, standard leadership term. Leaders are limited to no more than three full, standard terms in a specific leadership role within the previous five years. For example, chairs or co-chairs who serve three consecutive full terms as a chair or co-chair must wait at least two additional years before they are eligible to re-apply for a chair or co-chair leadership

position. They may serve in a non-chair leadership role during those two years, if the group has such a role.

Voting membership terms are separate and distinct from leadership terms, and do not need to correspond to the DMH fiscal year. However, leadership status is contingent upon maintaining eligibility as a voting member. Leaders who lose their status as a voting member will also lose their leadership position.

Ad Hoc Groups: YourDMH SA groups may decide to form ad hoc groups or subcommittees to accomplish specific goals of the group, such as:

- Recruitment of voting members and review of membership applicants
- Engagement with the SA community about a particular topic or issue
- Research, development, and refinement of particular stakeholder priorities
- Implementation of specific group activities and budget expenses

Groups may form these ad hoc groups as a matter of official group business without having to modify the charter. However, the charter should clearly define the general rules and expectations for ad hoc groups.

DMH Responsibilities: DMH will provide YourDMH SA groups with staff facilitators/liaisons who will, at a minimum:

- 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

DMH will provide each SA with an annual budget based on spending required to meet the goals stated below:

- Secure access to adequate space for regular convening
- Efforts to recruit representative members and participants to the group

- Efforts aimed at strengthening the mental health community in the SA, including efforts to: reduce mental health stigma; promote early awareness of mental illness; reduce the risk of suicide; other as indicated and approved

DMH SA Chiefs and Program Heads will be required to attend and participate as listeners in YourDMH SA regular, public group meetings on behalf of the Department to better understand and support community needs toward system improvement.

YourDMH Cultural Communities

The YourDMH Cultural Community (CC) Leadership Committee and its Subcommittees, which include but are not limited to:

- African/African American (AAA) subcommittee;
- American Indian/Alaska Native (AI/AN) subcommittee;
- Asian Pacific Islander (API) subcommittee;
- Eastern European/Middle Eastern (EE/ME) subcommittee;
- Deaf, Hard of Hearing, Blind, and Physical Disabilities subcommittee;
- Latino subcommittee;
- Lesbian, Gay, Bisexual, Transgender, Queer, Questioning, Intersex, and Two-Spirit (LGBTQI2-S) subcommittee;
- Cultural Competency Advisory subcommittee;
- Client Coalition subcommittee.

The Leadership Committee and Subcommittees represent the interests of DMH stakeholders who are part of Los Angeles County’s historically unserved, underserved, and/or inappropriately-served cultural communities. The purpose of these groups is similar to YourDMH overall – to produce stakeholder priorities which will advise DMH’s action planning toward development and improvement of its services and partnerships to better engage underserved, marginalized, cultural, and ethnic communities. In addition, Your DMH CC provides DMH with community-driven and culturally specific capacity building project recommendations and/or project concepts for implementation to increase mental health access, awareness, and promotion, and decrease stigma with the ultimate goal to reduce cultural and ethnic disparities in access to care and service delivery.

Due to the ethnic and cultural diversity of our County, YourDMH CC Committee and Subcommittees are county-wide, community driven, culturally/ethnic specific, and their efforts interconnect and intersect with the YourDMH SA groups.

Meetings

All meetings are open to the general public. YourDMH CC Committee and Subcommittees should meet once monthly or as needed and according to their charter. Attendance must be recorded at each meeting to ensure compliance with attendance eligibility requirements for voting members, as well as to establish the presence or non-presence of a quorum which would enable voting on official business.

Meeting agendas may vary from meeting to meeting depending on the current activities of the group, and topics can include presentations on issues important to the cultural community. In general groups, and especially group chairs or co-chairs, should make sure that meetings are geared toward preparing the group’s stakeholder priorities for presentation and discussion at the quarterly YourDMH full meetings.

Charter

YourDMH CC Leadership Committee and Subcommittees are responsible for developing its own group priorities which outlines the groups’ structure, operations, and has the autonomy to incorporate cultural

practices and organizational contexts to determine membership eligibility, voting processes, meeting activities, etc. The guidelines below are the **minimum requirements** for groups. Groups should incorporate these minimum requirements into their charters, but they may also add additional requirements at their choosing.

Each group's proposed initial charter, as well as any proposed changes thereafter, must be introduced at one of the group's regular, public meetings. This initial charter or changes to it will be considered final after they have been:

1. Voted on at a subsequent regular, public meeting which takes place at least one month after they were introduced
2. Voted on by a quorum (greater than 50%) of the group's current voting membership
3. Approved by at least more than 50% of that quorum

Membership – Composition

Membership of YourDMH CC Leadership Committee and Subcommittees will be from individuals who reside in Los Angeles County and will represent the interest of a variety of different ethnic and cultural communities within Los Angeles County. The membership should be comprised of individuals that are representative of the diversity of Los Angeles County and from different geographic/service areas. At a minimum the groups should include individuals from the following primary stakeholder backgrounds as regular, voting members:

- Community members at large, especially those who represent marginalized and culturally isolated groups and subgroups
- Consumers
- Family members and/or Caregivers
- Cultural brokers
- Local members of YourDMH Service Area groups
- Faith-based organizations
- Grassroots organizations that advocate for the interests of communities of color, immigrants, racial and health equity, cultural inclusion, disability rights, LGBTQI2-S, age-specific advocacy groups, etc.
- Government entities that serve communities of color and marginalized/isolated groups

It's optional for the groups to cap the number of voting members, so long as the cap is incorporated into the group's official charter and does not – directly or indirectly – deny representation from any of the primary stakeholder backgrounds listed above. But this is not a default requirement; group's may choose to limit or to not limit their voting membership so long as its composition meets the minimum criteria in this section.

Each CC may elect to establish a membership committee who will oversee review and approval of CC memberships as well as support in the recruitment of members.

Membership – Eligibility

YourDMH CC Leadership Committee membership is comprised of YourDMH CC Subcommittees' chairs and co-chairs and individuals who are designated by each of the Subcommittees. YourDMH CC Subcommittees membership is open to the general public including community members, consumers and their family members/caretakers, community representatives, community partners and their affiliates, etc. Community members at large can attend all CC Subcommittees' meetings and automatically become a member. Membership to any of the YourDMH CC Subcommittees does not grant an individual voting rights.

When requesting to be a voting member of any of the YourDMH CC Subcommittees, applicants should indicate, **not only which stakeholder background(s) they represent, but how they plan to represent the interests of the associated stakeholder group(s):**

- Do they have frequent contact with other stakeholders who share the same background(s)?
- Do they serve in a leadership position in an organization associated with stakeholders of the same background(s)?
- Are they prepared to discuss issues relevant to DMH and mental health care generally with other stakeholders of the same background(s) and bring these issues to the YourDMH CC Subcommittee?

All requests to become a prospective voting member for any of the YourDMH CC Subcommittees should be reviewed and approved by a committee that is in charge of verifying attendance records and developing membership parameters that align with the goals and objectives of each of the subcommittees. In order to maintain eligibility to vote, voting members must regularly attend the group's regular, public meetings (greater than 50% in a calendar year). Voting members will be considered to be in compliance with this if they attend at least 50% of regular, public meetings during their membership year. Members who are non-compliant with this attendance requirement may be removed from voting membership by a majority (greater than 50%) vote of a quorum (greater than 50%) of voting members.

DMH staff dedicated to support for these groups will be required to attend YourDMH CC Leadership Committee and Subcommittee meetings to bring forth and discuss issues they see in the course of their work and to propose agenda items for group meetings including potential stakeholder priorities for official endorsement by the group's voting membership. DMH staff are ineligible to be voting members or chairs/co-chairs of YourDMH CC Subcommittees, as staff are provided other channels to advise the Department's action planning which are generally inaccessible to non-staff.

Voting Membership – Terms

- 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 by default, unless YourDMH CC Leadership Committee or if a particular Subcommittee chooses to state them in its charter.

Voting

There are many items that members and participants in YourDMH CC Leadership Committee and Subcommittees' meetings may wish to discuss. Often these items will include official business which requires a majority (greater than 50%) vote at a regular, public meeting of the group from a quorum (greater than 50%) of its voting membership, except as otherwise noted. These voting items may include:

- Decisions to officially support or modify specific stakeholder priorities for recommendation to DMH leadership
- Decisions to bring certain topics/issues to the next quarterly YourDMH full meeting for discussion
- Decisions on how to spend the group'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; this 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; this 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 need to 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 a different 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.

Chairs and Co-chairs:

Current voting members of YourDMH CC Subcommittees may apply or may be nominated by a voting member to become the chair or co-chair of the group. **Groups must determine in their charters how many chairs they wish to have, and they will be limited to this number of chairs unless and until the charter is modified.**

The responsibilities of group chairs or co-chairs include:

- Representing the interests and official positions of the group at quarterly YourDMH full meetings and other relevant events
- Conducting/facilitating group meetings
- Generally ensuring that the group is in compliance with its charter
- Enlisting a group member or participant to take minutes and record attendance for group meetings, or taking minutes and recording attendance themselves if need be
- Managing the eligibility status of voting members and notifying voting members whose term of eligibility has nearly expired that it is time for them to reapply if they desire

Groups should define these and other expected responsibilities of their chairs or co-chairs in the group's charter.

In addition, groups may choose to define other leadership positions to which voting members may apply, such as vice-chairs or treasurers. These other leadership positions, if groups choose to implement them, should also have their responsibilities listed in the group's charter. **Groups are required at a minimum to have one leadership position – a group chair.** All other leadership positions are at the discretion of the group but must be defined in the group's charter.

Voting members who wish to apply for a vacant leadership position in the group must do so either orally or in writing at one of the group's regular, public meetings. They may do so up to two months prior to an anticipated vacancy, such as the end of a standard leadership term. The group may then consider prospective group leaders' applications and vote to elect or not elect them according to the rules for voting on official business. Groups must establish their procedures for elections, including the official method of application for prospective leaders, how deliberations over these applications are to be conducted, and how elections will be conducted if there are more prospective leader applicants than there are applicable leadership positions, in their group charters.

Leadership Terms: All leadership terms are for a period of no more than two years, after which leaders who wish to continue in their role must have applied and been accepted for a renewed term. Full leadership terms should be standardized to correspond with DMH's fiscal year, beginning on July 1 and ending on June 30 of the following year. If a leader vacates or is removed from their leadership position prior to the end of the term, another prospective leader may apply and be voted on to fill the vacancy and

finish the term, at the end of which they may choose to apply for a full, standard leadership term. Leaders are limited to no more than three full, standard terms in a specific leadership role within the previous five years. For example, chairs or co-chairs who serve three consecutive full terms as a chair or co-chair must wait at least two additional years before they are eligible to re-apply for a chair or co-chair leadership position. They may serve in a non-chair leadership role during those two years, if the group has such a role.

Voting membership terms are separate and distinct from leadership terms, and do not need to correspond to the DMH fiscal year. However, leadership status is contingent upon maintaining eligibility as a voting member.

Ad Hoc Groups: YourDMH CC Committee and Subcommittees may decide to form ad hoc groups or subcommittees to accomplish specific goals of the group, such as:

- Membership recruitment and eligibility parameters
- Engagement with the cultural community about a particular topic or issue
- Research, development, and refinement of particular stakeholder priorities
- Implementation of specific group activities and budget expenses

Groups may form these ad hoc groups as a matter of official group business without having to modify the group charter. However, the group charter should clearly define the general rules and expectations for ad hoc groups.

DMH Responsibilities: DMH will provide YourDMH CC groups with staff facilitators/liaisons who will, at a minimum:

- Assist with the recruitment of community members and community partners to become members of the YourDMH CC Subcommittees
- Assist with outreach and engagement activities to increase community attendance and participation at each of the YourDMH CC Subcommittee 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 CC 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 CC Subcommittee 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.)
- Other 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

DMH will provide CC Subcommittees with an annual budget based on spending required to meet goals stated below:

- Secure access to adequate space for regular convening
- Efforts to recruit representative members and participants to the group
- Efforts aimed at strengthening the mental health community in the SA, including efforts to: reduce mental health stigma; promote early awareness of mental illness; reduce the risk of suicide; and other as indicated and approved.

YourDMH Full Meetings

YourDMH full convening will take place **quarterly**. The primary goal of the quarterly full meetings is for representatives from the YourDMH SA and CC groups, as well as other stakeholder groups and representatives, to come together and create a compendium of stakeholder priorities which will advise DMH on its action planning to develop and improve its services and partnerships.

Stakeholder Priorities

The primary output of the YourDMH full meetings is the creation of an agenda of stakeholder priorities to advise DMH. Meeting participants will work together to discuss and consolidate this list by combining similar stakeholder priorities and refining their language. All stakeholder priorities which were officially endorsed by YourDMH SA and CC groups will be included on the stakeholder priority list. The purpose of combining similar stakeholder priorities is simply to indicate which stakeholder priorities have the support of multiple YourDMH SA or CC groups. To help facilitate this, officially endorsed YourDMH SA and CC group stakeholder priorities will be shared with all other YourDMH SA and CC groups prior to the YourDMH full meeting.

Stakeholder groups other than YourDMH SA and CC groups who are participating in YourDMH full meetings will also be able to submit their stakeholder priorities and discuss and endorse other stakeholder group priorities.

Participants: Required participants at quarterly YourDMH full meetings include:

- Chairs/co-chairs from each YourDMH Service Area group
- Chairs/co-chairs from each YourDMH Cultural Community group
- The Director of Mental Health and Deputy Director of Strategic Communications
- Other DMH staff representatives as requested by the Director

In addition, the Mental Health Commission will be encouraged to attend the quarterly meetings.

Representatives from other stakeholder groups will be also be encouraged to attend as participants, including:

- Representatives from LA County Board of Supervisors' offices
- Representatives from other local government offices
- Representatives from the three labor organizations which represent DMH employees
- Representatives from County partner departments
- Representatives from coalitions
- Representatives from faith-based organizations and communities
- Representatives from mental health providers or provider organizations
- DMH staff and leadership
- Other members of YourDMH SA and CC groups

Meetings: Meetings include an update from the LACDMH Director or his/her designee. This will include:

- Updates on departmental action planning and other major departmental initiatives
- Official departmental responses, including any plans created or actions taken as a result, to the list of stakeholder priorities as of the previous quarterly YourDMH full meeting
- The status of any important pending legislation or regulatory changes

Meeting participants will be invited to share the stakeholder priorities which have been officially endorsed by the YourDMH SA and CC groups, as well as any other stakeholder groups, and convene in sessions as necessary to combine these priorities into a comprehensive list of stakeholder priorities. Priorities can be carried over from one quarterly meeting to the next.

Finally, there will be an opportunity for dialogue between the Department leadership, the Mental Health Commission and assembled attendees to discuss the priorities and next steps.

DMH Responsibilities: DMH will provide staff facilitators/liaisons to YourDMH full meetings to:

- Assist DMH management in with conducting group meetings and facilitating discussions, as needed
- Ensure that the official list of stakeholder priorities produced by the end of the meeting is communicated to all YourDMH SA and CC groups as well as other relevant DMH and other stakeholders
- Assist with taking minutes for meetings
- Upload meeting minutes and other relevant documentation to the YourDMH section of the DMH website
- Provide interpretation services at meetings as requested in advance of the meeting.