

**LOS ANGELES COUNTY DEPARTMENT OF MENTAL HEALTH
OFFICE OF THE DEPUTY DIRECTOR OF STRATEGIC COMMUNICATIONS
YourDMH - Underserved Cultural Communities Subcommittees Charter**

Effective Date: August 19, 2019

YourDMH UsCC Subcommittees Charter - Policies, Procedures, and By-Laws

The YourDMH Underserved Cultural Communities (UsCC) Subcommittees represent the interests of the Department of Mental Health (DMH) stakeholders who are part of Los Angeles County's historically unserved, underserved, and/or inappropriately served cultural communities. The purpose of these Subcommittees is to identify stakeholder priorities, which will advise DMH's action planning toward development and improvement of its services, and creating partnerships to better engage underserved and marginalized cultural and ethnic communities. In addition, the UsCC Subcommittees provide DMH with community-driven and culturally specific capacity building project recommendations and/or project concepts for implementation to increase mental health access, awareness, promotion, and decrease stigma with the ultimate goal of reducing cultural and ethnic disparities in access to care and service delivery. The YourDMH UsCC Subcommittees are countywide, community driven, culturally/ethnic specific, and their efforts inform, communicate, and collaborate with the YourDMH Service Area Advisory Committees (YourDMH SAACs).

Principles:

- Produce community-driven stakeholder priorities that will provide feedback to guide DMH in the development of its policies, program planning, implementation, monitoring, quality improvement, evaluation, and budget allocations
- Provide expert advisement to DMH in the area of cultural and linguistic responsiveness to improve service delivery
- Create a community driven platform for the voice of stakeholders who are consumers, family members of consumers, community members, cultural brokers, representatives of community grassroots organizations, etc. to provide advisement and guidance to DMH
- Actively engage community members, consumers and their family members, community based organizations, and members of special interest groups
- Ensure all UsCC meetings are open and accessible to the general public
- Establish a balanced membership representing key stakeholder categories
- Use the unique cultural practices and organizational contexts of each UsCC community to determine membership structures, voting processes, meeting activities, and related processes that go beyond the requirements stated in this document
- The YourDMH UsCC Charter's policies, procedures, and by-laws are not universal across the seven (7) UsCC Subcommittees
- Each UsCC Subcommittee has the autonomy under its own leadership to develop and implement policies and procedures that are culturally and linguistically applicable
 - Any policies and procedures set forth cannot take precedence over the Principles, Meeting Composition, Voting Membership Composition and Requirements, Co-Chairs Term of Office and Requirements, Coordination and Accountability Structure, and DMH Responsibilities set forth in this document

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Meeting Composition:

- All meetings are open and accessible to the general public
- Attendance must be recorded at each meeting to ensure compliance with attendance eligibility requirements for voting members and must be made available to the Subcommittee membership
- DMH Employees and Supervisors, Managers, and Executive Staff of DMH Contracted Legal Entities can attend the meetings, but they cannot become voting members or Co-Chairs
- Members must submit a written request if they want to become a prospective voting member for any of the YourDMH UsCC Subcommittees
 - All requests will be reviewed by the Co-Chairs and approved by the body that is in charge of verifying attendance records and developing membership parameters

Voting Membership Composition and Requirements:

- At a minimum, the voting membership should include individuals from the following primary stakeholder backgrounds:
 - Community members, especially those who represent marginalized and culturally isolated groups/subgroups
 - Consumers
 - Peers
 - Family members and/or Caregivers
 - Cultural Brokers
 - Local members of YourDMH SAACs
 - 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.
 - Governmental entities (other than DMH) and line staff of nonprofit organizations that serve communities of color and marginalized/isolated groups/subgroups
- In order to gain voting privileges, members must consistently attend either in person or by phone the group's regular, public meetings (50% in the previous nine (9) consecutive months from the voting date)
- Members who are non-compliant with the attendance requirements automatically lose their voting privileges
- Voting will take place either during scheduled UsCC Subcommittee meetings (as long as all those members with voting privileges are present or have been informed and invited in advance), via email, or Survey Monkey to obtain votes from at least 51% of the voting membership
- Members must commit to one year of UsCC Subcommittee attendance when accepting voting privileges and participate in decision-making processes and related efforts to accomplish Subcommittee goals

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SUBCOMMITTEES	TERM OF OFFICE	CO-CHAIRS
ALL	Two-Year Term	<p>Co-Chair Requirements</p> <ul style="list-style-type: none"> • In order to qualify to be a Co-Chair, the person must be a member with voting privileges (must consistently attend either in person or by phone the group’s regular, public meetings – 50% in the previous nine (9) consecutive months from the voting date) prior to election • Once elected, UsCC Co-Chairs are expected to attend at least 75% of the scheduled Subcommittee meetings • Elected by at least 51% of voting members in Subcommittee • Understands the mental health needs of the UsCC community • No real or perceived conflict of interest (i.e. direct service provider who has a Contract with DMH is considered a conflict of interest) • All DMH employees, and managerial staff from DMH Contracted Legal Entities cannot serve as Co-Chairs <ul style="list-style-type: none"> ▪ DMH Volunteers, Peer Workers, Health Promoters, and Wellness Outreach Workers (WOW), as well as line staff of DMH Contracted Legal Entities can serve as Co-Chairs if they also voluntarily self-identify as consumers/peers ▪ These line staff should advocate for the underserved community as a peer, and not in the interest of DMH or the DMH Contracted Legal Entity they are employed by • Can only Co-Chair one YourDMH UsCC Subcommittee at a time • Prioritizes needs of UsCC community before personal/professional interests • Represents the interests and official positions of the Subcommittee at quarterly YourDMH meetings and other relevant events • Conducts/facilitates Subcommittee meetings • Ensures that the Subcommittee members abide by the Membership Code of Conduct during Subcommittee meetings • At least one UsCC Co-Chair should be present at each of the meetings. In the event that both Co-Chairs are unable to attend due to unavoidable circumstances, the Co-Chairs can designate a Subcommittee member to chair the meeting and represent them at the UsCC Leadership Committee meetings on their behalf • Ensures that the Subcommittee is in compliance with its charter

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		<ul style="list-style-type: none"> • Monitors the eligibility status of voting members • UsCC Subcommittees are required at a minimum to have at least two Co-Chairs • Each Subcommittee can only have two votes at the UsCC Leadership Committee meetings, regardless of the number of Co-Chairs that are elected • Co-Chairs have voting privileges and have the right to vote for themselves if they are running for a Co-Chair position • Voting members who wish to apply for a vacant Co-Chair position must do so either orally or in writing • With demonstrated effort and documented evidence, if there are no viable candidates for the Co-Chair position, Co-Chairs have the option of continuing their role for another two-year term with a 51% vote from the voting members • Co-Chairs cannot serve more than two consecutive terms in a row (4 years) under any circumstances
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COORDINATION AND ACCOUNTABILITY STRUCTURES
<p>Meeting Frequency:</p> <ul style="list-style-type: none"> • Subcommittees should meet once monthly or as needed as determined by the voting members • Meeting agendas may vary from meeting to meeting depending on the current activities of each Subcommittee. Topics can include presentations on issues important to the cultural communities, open discussions regarding the development or implementation of capacity building projects, and/or geared towards preparing the group's stakeholder priorities for presentation and discussion at the quarterly YourDMH full meetings. • Meeting agendas should be developed in collaboration with Subcommittee members and Co-Chairs prior to regularly scheduled meetings <p>Accountability:</p> <ul style="list-style-type: none"> • Co-Chairs, voting members, and members of the general public must adhere to the Membership Code of Conduct • If Co-Chairs, voting members, or members of the general public violate the Membership Code of Conduct, the DMH administrator or the Co-Chairs have the right to ask that person to leave the meeting • Co-Chairs may be removed with prejudice from their position with a 2/3 (67%) majority vote from the voting members for violating the Membership Code of Conduct

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- UsCC Co-Chairs and other official members are expected to remain unbiased in their recommendations and decision making
- Re-election for the position of a Co-Chair or voting member may be necessary in the event that the individual is: (a) not able to meet the duties of their post; (b) the individual would like to leave the group; and/or (c) the individual is no longer linked to his or her constituents
- A re-election will require a 51% majority vote by voting members
- LACDMH is prohibited from modifying or misconstruing the UsCC by-laws, procedures, or principles without addressing the entirety of the UsCC Leadership Committee

DMH Responsibilities

- Assist with the recruitment of community members and community partners to become members of the YourDMH UsCC Subcommittees
- Assist with outreach and engagement activities to increase community attendance and participation at each of the YourDMH UsCC Subcommittee meetings
- Coordinate logistics for the meetings (translation, interpretation, location, meeting notes, meeting announcements, and reminders)
- Upload meeting notes and other relevant documentation to the YourDMH section of the DMH website to inform the community at large
- Provide data reflecting the needs of each UsCC Subcommittee based on age, gender identity, sexual orientation, race, ethnicity, disability, language, veteran status, and service needs, and include data on all ethnic/cultural subgroups
- 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 members participation in meetings on request
- Explore and, if possible, provide resources for virtual engagement at meetings
- Identify funding, if possible, for attendee transportation, childcare, outreach and engagement activities, etc.
- Communicate key MHSA planning information to the UsCC Subcommittees
- Communicate the UsCC Subcommittees and UsCC Leadership Committees' goals and decisions to DMH
- Follow-up with Subcommittee concerns/questions, as needed
- Provide oversight of all elements related to UsCC Subcommittee capacity building projects
- DMH to facilitate meetings and other engagements with the Service Area Advisory Committees (SAACs) and other stakeholder groups