

**LOS ANGELES COUNTY DEPARTMENT OF MENTAL HEALTH
STAKEHOLDER ENGAGEMENT ACTIVITIES AND PROCESSES
BYLAWS, POLICIES AND PROCEDURES, AND CODE OF CONDUCT**



Adopted 10/1/2024

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PURPOSE

To establish a uniform set of Bylaws, Policies and Procedures, and a Code of Conduct that govern Mental Health Services Act (MHSA) Planning, Outreach and Engagement (POE) activities and community stakeholder engagement processes for the Los Angeles County Department of Mental Health (LACDMH).

1. STAKEHOLDER ENGAGEMENT PLATFORM OVERVIEW

This set of Bylaws, Policies and Procedures and Code of Conduct applies to all stakeholder groups that have access to MHSA POE funding, including but not limited to, Service Area Leadership Teams (SALTs), Underserved Cultural Communities (UsCCs) subcommittees, Cultural Competency Committee (CCC), Health Neighborhoods (HNs), Faith-Based Advocacy Council (FBAC), Clergy Roundtable and other clergy engagement activities, Peer Resource Centers (PRCs) and any other group or activity involved with stakeholder engagement activities and processes. These Bylaws, Policies and Procedures and Code of Conduct acknowledge each group's unique contributions to stakeholder engagement that promote the best and most appropriate mental health services for the groups they represent. LACDMH reserves the right to modify the Bylaws, Policies and Procedures, and Code of Conduct based on MHSA policy and regulations, as needed, and will inform each group of necessary revisions.

1.1 Service Area Leadership Teams (SALTs)

The SALTs span all eight geographic Service Areas. They function as local forums for consumers, family members, service providers and community representatives to provide LACDMH with information, input, and recommendations related to the following:

- 1.1.1 Local programs/services/system gaps.
- 1.1.2 Geographic specific and culturally informed mental health service needs.
- 1.1.3 Natural resources within the community that support mental health well-being for the area.
- 1.1.4 Activities and events that build capacity and strengthen the community's resilience towards greater community mental health education, stigma reduction, outreach and engagement towards linkage and increased access to mental health services.

SALT meetings create a safe space for community engagement and expression related to geographic regions. They are structured to allow a wide range of stakeholders to work collaboratively towards developing community-driven priorities, collecting vital feedback, and developing recommendations for improved services within a geographic area. SALT objectives include providing input and recommendations for: (1) Enhanced program designs within a Service Area; (2) Community, clinical and technological support needs; and (3) Quality monitoring activities.

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1.2 Underserved Cultural Communities (UsCCs)

UsCCs represent the interests of the LACDMH stakeholders who are part of LAC's historically unserved, underserved, and/or inappropriately served cultural communities. The UsCCs are countywide, community-driven, and culturally/ethnic-specific. The seven separate and distinct UsCCs include:

- 1.2.1 Black/African Heritage (BAH)
- 1.2.2 Latino
- 1.2.3 Asian/Pacific Islander (API)
- 1.2.4 American Indian/Alaska Native (AI/AN)
- 1.2.5 Middle Eastern/Eastern European (ME/EE)
- 1.2.6 LGBTQIA2-S+
- 1.2.7 Access for All

UsCC meetings create a safe space for community engagement and expression related to culturally specific groups without regard to LACDMH geographic boundaries. Meetings are structured to allow a wide range of stakeholders to work collaboratively towards developing culturally specific community-driven priorities, collecting vital feedback, and developing recommendations for improved services to historically marginalized cultural groups. UsCC objectives include providing input and recommendations for: (1) Enhanced program designs for culturally specific groups; (2) Information technology supports; (3) Quality monitoring activities related to culturally specific priorities; (4) Developing and improving services for marginalized and ethnic communities; (5) Culturally specific capacity-building projects; and (6) Developing community-driven and/or project concepts for consideration to in-reach into specific underserved cultural groups, decrease stigma, increase awareness, promotion and access to necessary mental health services that are culturally congruent and aligned with the diverse populations served by LACDMH.

1.3 Additional Stakeholder Groups Governed by Stakeholder Engagement Bylaws

Any additional stakeholder groups focused on outreach and engagement that have access to LACDMH POE resources are also subject to the terms and conditions of these bylaws and code of conduct. Additional stakeholder groups include, but are not limited to:

- 1.3.1 Cultural Competence Committee (CCC)
- 1.3.2 Health Neighborhoods (HNs)
- 1.3.3 Clergy Roundtables (CR)
- 1.3.4 Faith-based Advocacy Committee (FBAC)
- 1.3.5 DMH Peer Resource Centers (PRCs)
- 1.3.6 SALT/UsCCs/FBAC Co-Chair Executive Committees

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2. GUIDING PRINCIPLES

Stakeholder groups under these Bylaws, Policies and Procedures, and Code of Conduct are dedicated to achieving memberships and participation reflective of the populations, cultures, and communities they represent and serve. Meeting spaces for these groups create inviting, community-driven platforms for consumers, their family members, community members, cultural brokers, representatives of community, grassroots organizations, special interest groups, and local neighborhood leaders to voice their opinions, share their concerns and offer their insight, recommendations, and feedback. All groups strive to produce community-driven priorities and recommendations designed to guide LACDMH in the development of needs assessment; service and program planning; implementation; and monitoring. Stakeholder recommendations are also critical to continuous quality improvement, evaluation, and budgeting considerations.

2.1 Stakeholder Meeting Objectives

Stakeholder groups advise and provide guidance to LACDMH management to ensure the LACDMH's mental health programs and services recognize, include, and appropriately respond to the combination of geographic, cultural, and ethnic variables unique to LAC communities. Stakeholder groups develop meeting activities based on community needs that align with community values, principles, and participation expectations.

Objectives include:

- 2.1.1 Ensuring all stakeholder group meetings are open and accessible to the public and meet all accessibility requirements under the Americans with Disabilities Act (ADA).
- 2.1.2 Ensuring that the geographic, cultural, and linguistic needs of participants are met.
- 2.1.3 Actively engaging community members, consumers and their family members, community-based organizations, County Departments, and members of local special interest groups.
- 2.1.4 Actively planning and coordinating mental health promotional events (for SALTs) or capacity building projects (for UsCCs and FBAC) that serve the geographic and/or cultural communities towards mental health education, referral, linkage, and stigma reduction.
- 2.1.5 Creating a community-driven platform, consistent across all stakeholder groups, that allows the voice of stakeholders who are consumers, family members of consumers, community members, cultural brokers and representatives of community grassroots organizations, etc.
- 2.1.6 Engaging in activities regarding in-reach to unserved/underserved geographic and cultural groups to expand representation within appropriate stakeholder groups, and support stakeholder group members in the creation of a stakeholder engagement plan to continuously expand representation and membership.

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- 2.1.7 Actively recruit and support ongoing participation of a diverse stakeholder membership for each group that is representative and inclusive.

3. MEETING STRUCTURE & REQUIREMENTS

3.1 General Requirements

Stakeholder meetings are not governed by the Brown Act; and therefore, the following meeting structure and general requirements will be used to ensure meetings are convened in an open, yet orderly fashion.

All stakeholder meetings shall convene at least once monthly and be open to the public with business conducted openly and transparently. All meetings will be recorded, and all meeting minutes, materials and meeting recordings will be posted and distributed within one week prior to the next scheduled meeting. LACDMH shall provide reasonable accommodations under the ADA to those who require and request them within 10 business days. Accommodations shall include, but are not limited to:

- 3.1.1 Interpretation and translation services
- 3.1.2 American Sign Language (ASL) services
- 3.1.3 Communication Access Real-time Translation (CART)
- 3.1.4 Large print
- 3.1.5 Other accommodations under ADA

Meeting agendas will be developed based on discussions of the stakeholder group's current activities. Topics may include:

- Presentations (formal or informal) on issues pertinent to the community
- Updates from Co-Chairs related to their work and partnership with LACDMH Liaisons (Liaison) and management.
- Open discussions regarding capacity-building projects and preparing group specific priorities for presentation and discussion at the larger MHSA CPT meetings
- Advocacy for community priorities and enhancement of the mental health system for underserved communities

Meeting agendas are developed in collaboration among the group's elected Co-Chairs, the assigned Liaison, and/or the LACDMH supervisor/manager before regularly scheduled meetings. All formal and informal presentations, guest speakers, trainings, and workshops must be approved by the group's LACDMH supervisor/manager and scheduled by the Liaison. Co-Chairs are prohibited from scheduling speakers without prior LACDMH approval.

Attendance at stakeholder meetings shall be recorded using an in-person or electronic sign-in sheet. SALT and UsCC attendance reports must be submitted quarterly on September 30, December 30, March 30, June 30 to the following email boxes:

- SALTs - MHSAAdmin@dmh.lacounty.gov
- UsCCs - UsCC@dmh.lacounty.gov

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3.2 Stakeholder Group Membership (Composition and Requirements)

Membership shall be open to everyone. When applying to become a voting member of a stakeholder group, prospective members shall state the stakeholder category they represent, and their interests in the associated stakeholder group. Voting membership shall include individuals from the following primary stakeholder backgrounds:

- Community members, especially those who represent marginalized and culturally isolated groups
- Consumers of mental health services and or individuals with lived experience
- Peers, Family Members and Caregivers
- Cultural Brokers (i.e., one who builds relationships to increase community capacity)
- Members of the CPT, SALTs and UsCCs
- Youth
- Transitional Aged Youth
- Individuals and multi-generational families
- Justice involved individuals
- Law Enforcement / Probation
- Non-Managerial Mental Health, Social Services and Substance Use providers
- Individuals representing cities in LAC across the service areas
- Individuals representing area agencies on aging
- Individuals representing various types of housing supports and providers
- Veterans and Veteran advocacy organizations
- Persons living with disabilities (e.g. including individuals from the deaf and hard-of-hearing community, individuals with low vision, and individuals with other physical disabilities)
- Developmental Disability Organizations
- Educational organizations / Academic institutions
- Faith-Based organizations (including cultural, spiritual, and ceremonial 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 and other County Departments (other than LACDMH)
- Mental Health, Health Equity, Immigration and Homeless advocacy organizations
- Individuals that represent health care service plans, including Medi-Cal managed care plans
- Neighborhood Council representatives
- Tribal and Indian Health Programs Representatives

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- 3.2.1 Speaking in Stakeholder Meetings: All participants are allowed to speak or ask questions during stakeholder meetings. Individual comments made in stakeholder meetings will be limited to two minutes, at which point the individual must yield the floor to other individuals waiting to speak. Individuals may get back into the comment queue to request another two minutes to speak. The two-minute speaking rule excludes the individual chairing the meeting, individuals requesting ADA supports, and individuals providing a time scheduled presentation for the meeting. For individuals requesting ADA supports, an additional one-minute will be permitted.
- 3.2.2 Presentations: Impromptu presentations are not permitted in the meeting unless agreed upon by the membership through an emergency general motion. Otherwise, presentations must be listed on the planned agenda that outlines the time allotted for the speaker to present and respond to questions and answers.
- 3.2.3 Issues/Actions Requiring a Vote: Issues/Actions that are raised during the meeting that require membership approval must be placed for consideration by a voting member raising a formal motion. The member voicing the motion must state their name and state the motion. The motion must be recorded and reflected in the meeting minutes. A second voting member must state their name and second the motion, and the other voting members can vote to approve, reject, or abstain from the vote by show of raised hands (in person or virtually). Votes shall be counted. The minutes shall reflect the number of voting members that raised and seconded the motion and the count of votes.

3.3 Voting Privileges

SALTs and UsCCs are two separate entities. Members are restricted to acquiring voting privileges in one SALT and one UsCC. Voting privileges are restricted to members of each respective stakeholder group. To gain voting privileges in a specific stakeholder group, individuals must attend five of nine scheduled Stakeholder meetings over nine calendar months. Meetings do not have to be attended consecutively.

To gain and maintain privileges for this requirement individuals can attend in-person, virtual Teams meeting or by telephone. Qualified meetings are defined as regular monthly meetings and exclude special trainings and events. Members must sign-in to the meeting electronically or in person.

Liaisons shall be responsible for verifying the eligible voting membership for stakeholder meetings. All votes will be verified against the voting membership.

Given the geographic considerations that impact SALTs, voting privileges are restricted to those who meet the above meeting attendance requirements

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and reside, have businesses/places of worship, or receive and/or deliver services in the Service Area. For UsCCs, voting privileges are restricted to those who meet the above meeting attendance requirements and are a member of the UsCC group or champion of the group.

Voting will take place during regularly scheduled stakeholder meetings on decision items (e.g., motions, events and capacity building projects) that have been discussed in a prior meeting or via email notification at least one week before the meeting. Decision items must receive 51% of the voting membership's approval to pass.

3.4 Co-Chair Elections

Elections for Co-Chairs shall be held annually in May or June to align with the mandatory Co-Chair orientations and the start of the term on July 1 of each year. Voting members in good standing who wish to apply for a vacant Co-Chair position can self-nominate, or be nominated by another voting member, in writing or via verbal announcement at the group's regular, public meeting during the process of elections. The potential candidate may alert the group up to 60 days prior to scheduled election process. During the scheduled elections, the group must consider all nominations.

3.4.1 Co-Chair Election Process

Co-Chair elections must occur during a Stakeholder group's regular monthly meeting. The election process will begin with LACDMH staff (i.e., the Liaison or MHSAs administrative representative) reviewing the by-laws and the expectations for serving as a Co-Chair. Once complete, all meeting participants shall have the opportunity to ask questions to gain clarity on the process. This portion of the meeting will end and a formal opening and call for nominations will begin. Voting members can formally nominate another person, or themselves. LACDMH staff will formally close the nomination process. Once nominations are closed, nominees will be granted two minutes speak to the group about why they accept or decline the nomination. Nominees may also explain how they intend to serve the group if they are elected. Following nominee speeches, the group will choose to vote, or open a motion to table until the next meeting for a stated reason. The election may only be delayed until the next regularly scheduled meeting. Voting shall be conducted in-person by secret ballot box or virtually by a Teams poll.

3.4.2 Special Elections

Special Elections for the position of Co-Chair may be necessary when an elected Co-Chair is unable to fulfill their duties and responsibilities, or requests to leave the group. Special elections may be done at any time during a fiscal year, based on the above reasons and must follow the same process and rules as the general Co-Chair Election Process. (See Section 3.4.1 Co-Chair Election

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Process).

The following criteria outlines eligibility for nomination during special elections to any Co-Chair position:

- Meet the voting member requirements (See Section 3.3)
- Not meet the criteria for ineligibility (See Section 3.4.3)
- Be willing to complete a mandatory orientation within 60 days of election.
- Agree to the following special election term limits: (1) If elected within the first year of a two-year term limit, the elected Co-Chair will be ineligible for reelection for the subsequent two-year term. (2) If elected within the second year of an existing two-year term limit the Co-Chair will be eligible to be nominated and re-elected to the subsequent two-year term (See term limits, Section 3.5).

Special Elections require a 51% majority vote by voting members.

3.4.3 Ineligibility

The following list of individuals are ineligible to be nominated, elected, or serve as a Co-Chair for stakeholder groups:

- Current LAC employees
- Former LAC employees with less than two consecutive years of separation of service from the Department
- Managerial staff of LAC contracted providers who are awarded funding for capacity building projects and other contracted services to LAC.
- Vendors who are awarded or bidders who may be awarded funding for capacity building projects and other contracted services to LAC.
- Effective July 1, 2026, individuals previously employed or serving on the LAC Board of Supervisors, or their appointed Deputies or Mental Health Commission (MHC) members, must have been separated from that role for at least two consecutive years before becoming eligible for nomination and election to a stakeholder group Co-Chair.
- Individuals that were removed from a previous Co-Chair position due to Code of Conduct Violations (See Section 4)

3.4.4 Co-Chair Requirements

Once elected, Co-Chairs for all stakeholder groups must attend:

- Mandatory Co-Chair Orientation annually in July and complete all required forms that allow MHSA Administration to process Co-Chair stipends.
- Chair a minimum of 75% of the agenda planning meetings for their stakeholder group with the LACDMH Liaison.
- Chair a minimum of 75% of the scheduled monthly Stakeholder

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group meetings.

- A minimum of 75% of the MHSA Stakeholder CPT meetings and provide input on behalf of their stakeholder group.
- A minimum of 75% of the monthly joint Outreach and Engagement meetings following the CPT in person meeting.

Attend a minimum of 75% of the monthly MHC meetings and prepare and present a report out on the activities for their SALT for the month.

3.5 Co-Chair Terms

All Co-Chairs terms shall last for a period of no more than two fiscal years. Co-Chair terms must start at the beginning of the first fiscal year (July 1) and expire at the end of the second fiscal year (June 30).

To facilitate this standardization, elections shall be conducted in the month of May or June, and the new Co-Chair shall assume duties on July 1, providing they have completed the mandatory Co-Chair Orientation and completed all required forms.

3.5.1 Term Limits

Elected Co-Chairs shall be limited to no more than two full fiscal years (one term) in the Co-Chair role. Upon completion of one full term Co-Chairs may not be re-elected to any stakeholder group Co-Chair position for the next two consecutive fiscal years. In the event that there are no other nominees the current Co-Chair may be re-elected to another full term upon the review and approval of Liaison and Managerial staff.

3.5.2 Abbreviated Term

When a Co-Chair vacates or is removed from the position prior to the end of the term, another voting member in good standing may be nominated and elected through a special election process. (See Section 3.4.2 Special Elections).

The Co-Chair selected through the Special Election will serve out the remainder of the term for the replaced Co-Chair. (See Section 3.5.1 Term Limits)

If eligible, Co-chairs elected through a special election process who desire to serve their own two-year term must be nominated and elected during a general election process (See Section 3.4.1 Co-Chair Election Process). Term limits will apply to the new term. (See Section 3.5.1 Term Limits)

3.6 Co-Chair Responsibilities

Co-Chairs advocate on behalf of their stakeholder group and serve effectively and dutifully in their advisory role to LACDMH. Co-Chairs are expected to conduct themselves in a professional manner at all

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Departmental meetings and in the community. This includes treating partner Co-Chairs, leadership from other stakeholder groups, committee members, LACDMH staff and the community at large in a dignified and respectful manner. Should a Co-Chair's behavior or interaction violate the Code of Conduct, Co-Chair will be required to meet with the Liaison and Managerial staff to discuss the incident and determine if the Code of Conduct was violated and if any supportive/corrective action needed (See Section 4 Code of Conduct).

3.6.1 Meeting Facilitation and Stakeholder Group Representation

Co-Chairs facilitate stakeholder group meetings with the support of Liaisons and administrative team. Prior to the monthly meetings, Co-Chairs are expected to meet with assigned Liaisons and the administrative supervisor/manager to plan agendas, address emerging community issues/concerns, and address issues pertaining to the administrative function, goals, and objectives of the stakeholder group.

Co-Chairs represent the interests and official positions of their stakeholder group at LACDMH's MHSA Planning, CPT meetings, monthly MHC meetings and other relevant platforms.

3.6.2 Leadership Committee Meetings

Co-Chairs are responsible for working with the DMH Liaison to schedule and attend monthly leadership/planning meetings, to develop the agenda, events, and projects that will be discussed and voted on at their monthly stakeholder group meetings.

4. CODE OF CONDUCT

LACDMH is committed to ensuring that each person who attends a stakeholder group meeting is treated with respect and dignity. Co-Chairs, voting and nonvoting meeting members/participants, LACDMH staff, contracted staff, and members of the public shall adhere to the Stakeholder Meeting Code of Conduct, (Code of Conduct) without exception. (**Exhibit I: Stakeholder Meeting Code of Conduct**)

The Code of Conduct shall be reviewed in each stakeholder meeting agenda during the first meeting of every fiscal year and shall be reflected in the July meeting minutes for all stakeholder group records. All participants, including Co-Chairs, demonstrating any disruptive or inappropriate behavior, speech, or activity (including but not limited to disparaging remarks, taking over the virtual meeting screen, speaking without being recognized and given the floor, speaking beyond the speaking time limit) will be asked to cease the disruptive behavior and are expected to comply immediately.

Disruptive behavior will result in the following progressive corrective actions:

- (1) **Initial violation:** the individual will be given a verbal warning to refrain from such behavior by the LACDMH Liaison and Managerial staff.

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- (2) **Second violation:** the individual will be issued a written warning and must meet with LACDMH Liaison and Managerial staff.
- (3) **Third violation:** the individual will be required to leave the meeting and will be suspended from attending future stakeholder meetings for up to six months to ensure a safe space for discussion and community/stakeholder support.

If disruptive behavior is displayed for elected Co-Chair the following corrective action will be applied:

- (1) **Initial violation:** the individual will be given a verbal warning to refrain from such behavior by LACDMH Liaison and Managerial staff.
- (2) **Second violation:** the individual will be issued a written warning and must meet with LACDMH Liaison and Managerial staff.
- (3) **Third violation:** the Co-Chair will be removed from their position pending the following general stakeholder meeting where a motion will be heard to permanently remove the Co-Chair for the remaining term. Removal requires a 2/3 majority vote from the stakeholder group's voting membership, at which time the Co-Chair will become a non-voting member/participant.
- (4) If after removal there is a fourth violation of Code of Conduct the individual will be required to leave the meeting and will be suspended from attending future stakeholder meetings for up to six months to ensure a safe space for discussion and community/stakeholder support. In addition, the individual will be ineligible to be re-elected to a Co-Chair position in a subsequent term.

5. LACDMH / LIAISON RESPONSIBILITIES

LACDMH shall provide stakeholder groups with staff Liaisons to assist with the facilitation of stakeholder group meetings. Liaisons are non-voting and impartial and must not allow their own bias to influence the process. Liaisons shall ensure that the information provided to the stakeholder group aligns with LACDMH updates and are issues relevant to the membership of the stakeholder group.

5.1 Membership Recruitment

Liaisons shall assist with the recruitment of community members, and participate in outreach and engagement activities to increase attendance at each of the stakeholder group meetings.

5.2 Meeting Facilitation and Code of Conduct Support

Liaisons assist Co-Chairs with meeting facilitation and ensuring official group decisions are communicated to LACDMH and the facilitators of the MHS Stakeholder CPT meetings. Liaisons shall ensure that LACDMH provides adequate cultural competency training and staffing to support stakeholder group efforts.

Liaisons ensure meetings are a welcoming and a safe space for dialogue. They support Co-Chairs by observing that all present in the meeting adhere

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to the Code of Conduct and speaking time limitations. If challenges arise in these areas that prevent a safe and respectful space for dialogue or the business of the meeting, Liaisons may temporarily pause the meeting and/or request the meeting come to an end, if necessary.

5.3 Attendance

Liaisons are required to ensure voting and nonvoting members attendance is recorded to track the eligibility status of voting members, and notifying those whose term of eligibility has nearly expired. Attendance can be recorded virtually or in person through multiple tools including a sign-in sheet, the Teams meeting chat and/or an electronic sign-in sheet.

Liaisons shall monitor and track the attendance requirements of Co-Chairs (See Section 3.4.5, Co-Chair Requirements) to ensure they maintain their eligibility to serve as a Co-Chair and receive a monthly Co-Chair stipend. Liaisons shall provide confirmation to MHSA Administration that Co-Chairs maintain eligibility to be reimbursed their Co-Chair stipend through meeting attendance records and quarterly submission of the names of the current sitting Co-Chairs for the stakeholder group to: CAFCoChair@dmh.lacounty.gov. This quarterly submission will include the names and updated contact information (email and phone) for the stakeholder group Co-Chairs and the verified meetings attended and chaired for the quarter. Prior to receiving a Co-Chair stipend for their leadership role, Co-Chairs must complete a mandatory Co-Chair Orientation annually in July and complete all required forms that allow MHSA Administration to process the monthly Co-Chair stipend. (**Exhibit II: Co-Chair Orientation Packet**)

5.4 Eligibility and Claiming of Stipends

5.4.1 Only two elected Co-Chairs per stakeholder group are eligible to receive the monthly Co-Chair stipend.

5.4.2 CAF stipends are limited to consumers and those with lived experience that complete the mandatory CAF orientation and actively participate at formal stakeholder meetings. They must not hold any other position in which the person is receiving other payments or monetary supports (e.g. Mental Health Commissioners; elected Co-Chairs; WOW Workers; United Mental Health Promoters; and Service Extenders).

5.4.3 No double claiming restriction: Individuals may only receive a stipend for either a Co-Chair position or CAF and cannot receive both.

5.4.4 Stipends are not an entitlement and are not meant to be a salary or payment for attendance. They are meant to cover incidental costs associated with coming to stakeholder meetings (e.g. transportation, food for the day, childcare, etc.).

5.4.5 Approval of stipends is solely at the discretion of LACDMH.

5.4.6 Individuals who receive stipends are responsible for reviewing and understanding any potential impact on their benefits.

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5.5 Minutes

Liaisons will assist in identifying the responsible party for taking minutes for meetings using the minutes template provided by MHSA Administration and uploading meeting minutes and other relevant documentation (after review by Managerial staff) to the MHSA page of the LACDMH website to help inform the community.

5.6 Logistics

Liaisons are responsible to coordinate all logistics and provide administrative oversight for the stakeholder group meetings, including, but not limited to, the reasonable accommodations under ADA, translation of materials, interpretation services, securing meeting venues, meeting notes, distributing meeting announcements and reminders, scheduling presentations, training, workshops, guest speakers, and the provision of resources for virtual engagement at meetings.

5.7 Reports and Data

Data and reports shall be clear and jargon/acronym free for ease of community understanding.

5.7.1 Demographic Data

Liaisons shall provide demographic data utilizing the template provided by the MHSA Stakeholder & Community Engagement Administrative Unit. Demographic data is defined as: age, gender, ethnicity, and service needs, and include data on all ethnic/cultural groups.

5.7.2 Planning Data

Liaisons shall communicate key MHSA planning data and reports to the stakeholder groups and provide LACDMH with the stakeholder group's questions and concerns related to data.

5.7.3 Data Requests

Liaisons shall communicate requests for departmental data and reports to MHSA Stakeholder & Community Engagement Administrative Unit.

5.8 Approval of Countywide Activity Fund (CAF) Stipend Claims

Liaisons are responsible for reviewing, approving, and processing CAF stipend claims as follows:

5.8.1 Verify the form is complete and required signatures are in place

5.8.2 Approve with an electronic signature

5.8.3 Submit signed, approved CAF claim form electronically to:
CAFCoChair@dmh.lacounty.gov

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Prior to receiving stipends for meetings, individuals must complete a mandatory CAF Orientation annually in July and complete all required forms that allow MHSA Administration to process the CAF stipend. (**Exhibit III: Countywide Activity Fund Participant Onboarding Protocol**)

5.9 Annual Budget

LACDMH provides each stakeholder group with an annual budget to provide funding to secure adequate meeting space, provide light refreshments and purchase promotional items to recruit new members. LACDMH provides support for events and projects that each stakeholder group would like to host or participate in, as approved by voting members.

Each group's annual budget allocation will be confirmed at the beginning of each fiscal year in July. The MHSA Stakeholder & Community Engagement Administrative Unit, in collaboration with the MHC, will provide annual budget training.

5.10 Capacity Building Projects for UsCCs and the FBAC

Liaisons and Co-Chairs for UsCCs and FBAC are responsible for facilitating brainstorming and group discussions related to capacity-building projects.

Co-Chairs for these groups are responsible for leading the discussion and drafting and developing content for each capacity building project Statement of Work (SOW). Co-Chairs will collect input from the stakeholder group on any updates or changes requested by its voting members.

Liaisons shall be responsible for the process of writing the SOW for the capacity-building projects and assisting with the administrative processes pertaining to the solicitation process. Liaisons shall also be responsible for closely monitoring the implementation of the capacity-building projects to ensure that the contracted vendors comply with all contractual obligations as stated in the SOW. Liaisons shall ensure that all deliverables defined in the SOW are completed as specified in the project. Liaisons may meet with the vendor as necessary to follow up on the status of the project ensuring that the project is implemented in a timely manner consistent with the SOW and outcome measures are captured, collected, and reported as requested.

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6. ADOPTION

Now therefore, these Bylaws, Policies, and Procedures and Code of Conduct for Stakeholder Engagement Activities and Processes under the LACDMH are adopted and are issued to all stakeholder groups.

Revisions or updates to these Bylaws, Policies, and Procedures and Code of Conduct will be made in accordance with State or local regulations.

LACDMH will revise and update the adopted bylaws based on the two-year election cycle. Input, feedback and recommendations on revisions to the bylaws can be received at any time during the two-year cycle up to April 15th prior to the election year. Input, recommendations and feedback should be submitted to communitystakeholder@dmh.lacounty.gov mailbox for consideration.

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