

BEHAVIORAL HEALTH ADVISORY BOARD
SPECIAL MEETING
MINUTES ■ Monday, January 23, 2017

<u>Board Members Present</u> Claudia Armann Karyn Bates Ratan Bhavnani Nancy Borchard, Secretary Gane Brooking Monique Garcia Mary Haffner Jerry Harris, 2 nd Vice Chair Larry Hicks Patricia Mowlavi Cmdr. Ron Nelson Denise Nielsen McKian Nielsen Irene Pinkard Marlen Torres Sidney White Kay Wilson-Bolton Sandra Wolfe	<u>VCBH Staff Present</u> Edith Pham, BHAB Assistant <u>Others Present</u> Brian Palmer, Chief Deputy Clerk of the Board
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Note: The committee has not yet approved these minutes. There may be additions/deletions or corrections before the minutes are accepted in final form.

	DISCUSSION/CONCLUSIONS	RECOMMENDATIONS/ ACTIONS	RESPONSIBLE
I.	Call to Order Second Vice Chair Jerry Harris called the meeting to order at noon.		
II.	Approval of the Agenda Mr. Harris asked the Committee to review and approve today's agenda.	The agenda was approved as written. M/S/C	
IV.	Welcome and Introductions Mr. Harris welcomed everyone and asked for introductions.		
V.	Training: Overview of The Brown Act, the Government Code Title 5, and the Rosenberg's Rules of Order – Brian Palmer, Chief Deputy Clerk of the Board Mr. Palmer noted that the advisory Board is a group of individuals coming to a consensus. Efficiency is sacrificed for the benefit of greater public participation and trust in the public agency's decision-making process. The BHAB operates under the Brown Act because it was created by the Board of Supervisors. Mr. Palmer highlighted some of the articles in the Government Code Title 5 – Local Agencies that are relevant to the BHAB. He also answered members' questions. Below is the list of articles that were discussed and their salient points. 54950 – Board actions are taken openly and deliberations are conducted openly. 54952.2 – (a): A meeting is a congregation of a majority of the members to discuss or take action on any item within their jurisdiction. (b) (1) A majority of the body shall not, outside a meeting, use a series of communications of any kind to discuss or take action on any item of business within its jurisdiction. (c) If a majority of the body attends a conference or other meeting, members must not discuss among themselves business related to the jurisdiction of the board. 54953 – (a): All meetings shall be open and all persons shall be permitted to attend except otherwise provided in this chapter. (c) (1): No board shall take action by secret ballot, whether preliminary or final.		

	<p>(c) (2): The board shall publicly report any action taken and the vote or abstention on that action of each member present for the action.</p> <p>54953.3 – A member of the public shall not be required, as a condition to attendance at a meeting, to register his or her name or provide other information.</p> <p>54953.5 – (a): Any person attending an open meeting shall have the right to record the proceedings unless the board finds this disruptive. (b): Any recording of an open meeting by the agency shall be subject to inspection and may be erased or destroyed 30 days after the recording.</p> <p>54954.2 – (a) (1): At least 72 hours before a regular meeting, the board shall post an agenda containing a brief general description of each item of business. (3) Members may briefly respond to statements made by the public.</p> <p>54954.3 – Every agenda for regular meetings shall provide an opportunity for the public to address the board on any item of interest, before or during the board's consideration of the item. (b) (1): The board may limit the total amount of time allocated for public testimony on particular issues and for each individual speaker. (2): The board shall provide at least twice the allotted time to a member of the public who utilizes a translator. (c): The board shall not prohibit public criticism of the agency or the board.</p> <p>54956 – (a): A special meeting may be called with a 24-hour notice.</p> <p>54956.5 – An emergency meeting may be called under limited circumstances, with a one-hour notice.</p> <p>54957.9 – If a meeting is willfully interrupted as to render the conduct of the meeting unfeasible and order cannot be restored by the removal of individuals who are willfully interrupting the meeting, the members of the board may order the meeting room cleared and continue in session.</p> <p>It was noted that the Chair of the board may ask a speaker to refrain from using foul language or be dismissed.</p> <p>Mr. Palmer highlighted some of the relevant points in the Rosenberg's Rules of Order, which govern the procedures of the BHAB. He also answered members' questions. Below is the list of the discussion points.</p> <ul style="list-style-type: none"> A. The chair applies the rules of conduct of the meeting. His/her decisions are final unless overruled by the board. B. The three basic motions: basic motion, motion to amend, substitute motion. "Friendly amendment." Multiple motions (no more than three at a time is best). C. Vote in the reverse order that the motions were made. When tallying the votes, a tie vote means the motion fails. D. Motion to reconsider: done at the meeting where the item was first voted upon, and made only by a member who voted in the majority on the original motion. E. It is up to the chair and the members of the board to maintain common courtesy and decorum. The chair has the right to cut off discussion that is too personal, too loud or is too crude. 		
XI.	<p>Adjourn The meeting adjourned at 12:55.</p>		