County of San Bernardino

Behavioral Health Commission
2014 Elections of Officers

Chair	Michael Grabhorn
Vice-Chair	Monica Wilson
Secretary	Akin Merino
Treasurer	Veatrice Jews

Nominating Committee
Jane Godager
Monica Alonso
Christopher Massa – Chair

Duties of the Chairperson

(a) The Chairperson shall preside at the meetings and perform the duties of the presiding officer according to Robert's Rules of Order.

(b) The Chairperson shall nominate the members of all committees and task forces, with the exception of the Nominating Committee, in consultation with the Executive Committee and subject to the approval of the full commission.

(c) The Chairperson shall be an ex-officio member of all committees and task forces, except the Nominating Committee.

(d) Pursuant to W&L Code 5604.5, the Chairperson of the Behavioral Health Commission shall be in consultation with the local behavioral health director.

(e) The agenda for meetings shall be prepared at the direction of the Chairperson, in consultation with the Executive Committee. The Chairperson also will ensure that copies of the agenda are publicly posted in accordance with the Brown Act.

(f) The Chairperson shall direct the preparation of the Commission's Annual Report, in consultation with the Executive Committee, and shall present the report in person at a regular meeting of the Board of Supervisors.

(g) The Chairperson shall direct the preparation of the Commission's report on the County's Performance Outcome Data to the appropriate state mental health authority as necessary, in consultation with the local behavioral health director.

(h) The Chairperson or his/her designee shall be the County representative at any regional or statewide meetings, conferences or training sessions which involve other local behavioral health boards and commissions. The Chairperson shall have the authority to vote on behalf of the commission. The Chairperson shall report the outcome of any such meetings, conferences or training sessions to the full Commission at the next regularly scheduled meeting.

2.2 Duties of the Vice Chairperson

(a) The Vice Chairperson shall assume the duties of the Chairperson when that officer vacates the position, is absent or incapacitated.

(b) The Vice Chairperson shall carry out other duties as requested by the Chairperson.

(c) The Vice Chairperson shall have the responsibility of orienting new Commissioners to the duties and functions of the Commission and to recruit new members.

2.3 Duties of the Secretary

(a) The Secretary shall be responsible for keeping an historical journal of the activities of the Commission for assisting in the preparation of the Annual Report to the Board of Supervisors.

(b) The Secretary shall ensure the timely production of meeting minutes by assisting department clerical staff assigned to the Commission in clarifying matters when necessary.

2.4 Duties of the Treasurer

(a) The Treasurer shall consult with department financial staff assigned to monitor the budget and expenses of the Commission and shall report periodically to the Executive Committee on the financial status of the Commission.

(b) The Treasurer shall train new members to the Commission in expense reimbursement procedures, and shall be familiar with County and departmental policies and procedures related to this matter.

2014 Election of Officers: January 2014

The Clerk of the Behavioral Health Commission (Clerk) will ask the Chair of the Nominating Committee to assume the role of Chairperson for the election of officers. The preferable method for conducting the election of officers is by roll call in open session. A quorum must be present.

The Chair (Christopher Massa) will:

- Ask if there are any further nominations from the floor. The nominations need not be seconded.
- If further nominations are received, the Chair will ask whether the candidate accepts the nomination.
- Beginning with the position of Chair, the Clerk will proceed with roll call elections.
- The Clerk will announce the results of the election.