

COMMITTEES

5.1 Committee Structure

The MHSOAC shall establish one or more standing Committees as necessary to provide technical and professional expertise pursuant to Welfare and Institutions Code Section 5845 (d)(2). Such Committees provide guidance, review materials, and make recommendations to the MHSOAC, and, in rare instances, when given delegated authority by the MHSOAC, make decisions on behalf of the MHSOAC. (Amd. 8/2009)

The Commission Chair shall appoint a Chair and Vice-chair for each standing Committee from among the Commission's membership. Each year the Commission Chair may reappoint a Committee Chair and Vice-chair. (Amd. 8/2009)

Ideally each standing Committee shall have a maximum of 15 members and shall include public membership. Of this public membership, at least two shall be consumers, at least two shall be family members or care givers of consumers, and at least two shall be members of underserved ethnic and cultural communities. Public membership of each Committee shall be selected by the Committee Chair and Vice-chair. In their recruitment and appointment, Committee Chair and Vice-chair shall pay special attention to issues related to cultural diversity and competency. Commission staff and/or consultants will staff each Committee. (Amd. 8/2009)

The membership of each Committee will be confirmed every other year in odd numbered years at the January MHSOAC meeting. In the intervening time each Committee Chair has discretion to modify the Committee membership based upon the needs of the Committee. (Added 2/2010. Amd. 5/2011)

If a Committee member cannot attend a Committee meeting the member will notify the Committee Chair and the Committee staff member of such absence in advance of the Committee meeting. If a Committee member misses more than one (1) Committee meeting without notice or three (3) Committee meetings in a calendar year with notice the Committee Chair has discretion to decide whether it is in the best interest of the Committee to have that Committee member replaced. (Added 2/2010)

The MHSOAC may establish an Operations Committee that is composed of the Chair or the Vice-chair of each standing Committee. The Commission Chair and Vice-chair are the Chair and Vice-chair of the Operations Committee. The Operations Committee is exempt from the public membership listed above and it is not authorized to take policy positions on behalf of the Commission unless the Commission specifically delegates such authority. (Add 8/2009. Amd. 5/2011)

5.2 Compensation and Expenses

Commissioners, staff, agendized presenters, and active Committee members will be reimbursed in accordance with State per diem laws. Also, any reasonable business expenses incurred will be reimbursed as authorized by the Commission. On a case-by-case basis a Committee member designee may also be reimbursed in accordance with the State per diem laws.

5.3 Open Meetings

The principal law that governs the meetings of the MHSOAC and its Committees is the Bagley-Keene Open Meeting Act which is set forth in Government Code Sections 11120 et seq.

5.4 Public Agenda Notice (PAN)

A Notice of any Committee meeting must be given and made available on the MHSOAC website at www.MHSOAC.ca.gov, at least ten (10) calendar days before the meeting. The PAN will also be emailed to the MHSOAC list-serve. Any person who requests a PAN in writing must be sent a copy. The notice must include:

- Name, address, and telephone number of the individual who can provide additional information prior to the meeting
- Address of the internet site where notices are posted
- Specific agenda for the meeting containing a brief description of the items of business to be transacted or discussed.

Upon request by a person with a disability the PAN shall also be made available in appropriate alternative formats as required by Section 202 of the American with Disabilities Act of 1990 and the federal rules and regulations adopted in implementation thereof. The PAN shall include information regarding how, to

whom, and by when a request for any disability-related modification or accommodation including auxiliary aids or services may be made by a person with a disability who requires these aids or services in order to participate in the public meeting. (Amd. 5/2011)

WORKGROUPS

6.1 Establishment of Workgroups

The MHSOAC and its Committees may establish Workgroups to focus on a specific dimension of the Commission's or Committees' work. The Workgroups are project focused with specific time limited deliverables.

The membership of the Workgroups will consist of a smaller body of Committee members who volunteer or are appointed by the Committee Chair and Vice-chair.