

**Lake County Mental Health Advisory Board**  
**(Year) Task List & Meeting Calendar Template**

**(Year) Scheduled Tasks**

- 1) January:
  - a) Workgroup for agenda prep, January Day, YYYY
  - b) Regular Meeting, January Day, YYYY
    - i) Annual Meeting Schedule approved including dates for
      - (1) Regular Meetings
      - (2) Standing Committee Meetings (if any)
    - ii) Discuss and vote on annual goals and task calendar.
    - iii) Review other standing committee Assignments (if any)
    - iv) Consider Establishing an Ad-hoc Committee for Site Visit planning
      - (1) Select Facilities/Sites to visit.
      - (2) Create a schedule with assigned members, including a lead member for each site to be visited.
  - c) Other Tasks:
    - i) Annual Meeting Schedule is distributed and posted on-line
  - d) Workgroup for agenda prep (for Feb meeting), January Day, YYYY
- 2) February:
  - a) Regular Meeting, February Day, YYYY
  - b) Workgroup for agenda prep (for Mar meeting), February Date, YYYY
- 3) March:
  - a) Regular Meeting, March Day, YYYY
  - b) Workgroup for agenda prep (for Apr meeting), March Day, YYYY
- 4) April:
  - a) Regular Meeting, April Day, YYYY
  - b) Workgroup for agenda prep (for May meeting), April Day, YYYY
- 5) May:
  - a) Regular Meeting, May Day, YYYY
    - i) Consider Establishing an Ad-hoc Committee for creation of the Annual Report
  - b) Other Tasks:
    - i) Begin compiling information and prepare a draft of the Annual Report
  - c) Workgroup for agenda prep (for Jun meeting), May Day, YYYY
- 6) June:
  - a) Regular Meeting, June Day, YYYY:
    - i) Present draft of Annual Report for review
  - b) Other Tasks:
    - i) Facilitate Public Hearing for the Annual Update of the MHSA 3-year-plan (Date TBA)
  - c) Workgroup for agenda prep (for Jul meeting), June Day, YYYY
- 7) July:
  - a) Regular Meeting, July Day, YYYY
    - i) Final Annual Report approved
  - b) Other Tasks:
    - i) Submit written report to Board of Supervisors to schedule presentation of Annual Report
    - ii) Present Annual Report to Board of Supervisors (as scheduled)

c) Workgroup for agenda prep (for Aug meeting), July Day, YYYY

8) August:

a) Regular Meeting, August Day, YYYY

b) Workgroup for agenda prep (for Sept meeting), August Day, YYYY

9) September:

a) Regular Meeting, September Day, YYYY

i) Request Nominations from members for Officers and Executive Committee Members

ii) Request input from members on Special problems and/or focus areas for next year's goals.

b) Workgroup for agenda prep (for Oct meeting), September Day, YYYY

10) October:

a) Regular Meeting, October Day, YYYY:

i) Announce nominations for Officers and Executive Committee members, and nominees accept or decline the nomination

ii) Provide method for secret ballot vote, if more than one member is nominated for a single position

iii) Consider establishing a Ad Hoc Committee for compiling Data Notebook

iv) Review input on special problems and suggested focus areas to be included in Annual Goals and Site Visit Planning.

b) Other Tasks

i) Meeting calendar (if needed) is established and begin work on the Annual Data Notebook

c) Workgroup for agenda prep (for Nov meeting), October Day, YYYY

11) November:

a) Regular Meeting, November Day, YYYY:

i) Announce new Officers and Executive Committee members

b) Other Tasks:

i) Current and New Executive Committee jointly develop proposals for Annual Regular Meeting schedule with dates and locations.

c) Workgroup for agenda prep (for Dec meeting), November Day, YYYY

12) December:

a) Regular Meeting, December Day, YYYY:

i) Review proposal for Annual meeting schedule

ii) Present Draft Data Notebook

b) Other Tasks:

i) Review any recommendations from Regular Meeting and finalize Data Notebook for submission to State

c) Workgroup for agenda prep (for Jan meeting), December Day, YYYY

## **Ongoing Tasks/Responsibilities**

### 1) Board Members

- a) Ethics Training (every two years)
- b) Attend Monthly Meetings
- c) Participation on Ad Hoc Committees
- d) Participation on Site Visits
- e) Participation in RFP Process, as needed
- f) Participation in Selection of new Mental/Behavioral Health Director, as needed

### 2) Executive Committee (or Officers)

- a) Set Board Meeting Agendas
- b) Establish/Recommend Ad Hoc Committees
  - i) Issues of Concern, Special Problems
  - ii) Data Notebook
  - iii) Annual Report
  - iv) Other
- c) Review Ad Hoc & Site Visit Reports
- d) New Member Recruitment
- e) New Member Training
- f) Recommend Updates to Bylaws as needed (for vote by full Board)
- g) Adjust Site Visit Schedule as needed
- h) Schedule Presentations for full Board Meetings (Allow board members to identify/prioritize)
- i) Issues of Concern
  - i) Joint Meetings (eg. Alcohol & Drug)
  - ii) Budget
  - iii) Hearings (MHSA 3-Year Plans & Annual Updates)
  - iv) Ad Hoc Updates/Reports
  - v) Site Visit Reports
  - vi) Patient Rights Advocate Updates
  - vii) Reports/Contracts/Applications (eg. SAMHSA, PATH, EQRO)

### 3) Chair of Board

- a) Set Executive Committee Agendas
- b) Maintain Close Communication with Mental/Behavioral Health Director
- c) Chair Executive Committee and Full Board Meetings.
- d) Present Annual Report to BOS.