

Tulare & Kings Counties Suicide Prevention Task Force

OPERATIONAL GUIDELINES

Article I. Purpose

- Section 1 Name
The Tulare & Kings Counties Suicide Prevention Task Force, hereafter referred to as SPTF.
- Section 2 Purpose
The SPTF serves as a multi-disciplinary and community based advisory committee to the Health Branch of the Tulare County Health and Human Services Agency (HHS) and the Kings County Behavioral Health (KCBH) in relation to California Proposition 63, Mental Health Services Act (MHSA), Prevention and Early Intervention (PEI), Tulare County PEI Plan, Kings County PEI Plan, Project 4: Suicide Prevention; Project 5: Reducing Disparities in Access to Mental Health Services, Community Warm Line – LGBTQ; and PEI (Tulare/Kings) Statewide 3-year plan and joint allocation.
- Section 3 Mission
The mission of the SPTF is to reduce the rate of completed and attempted suicides in Tulare and Kings County.
- Section 4 Vision
A community without suicide. Accomplish this by implementing a full range of strategies, starting from prevention and early intervention, which will be provided to all at-risk residents of Tulare & Kings Counties with targeted programs addressing population specific needs. Communities need prevention services to promote health and address problems long before they become acute, to effectively reduce suicides and suicidal behavior. Communities need a coordinated system of services to effectively respond to crisis situations.
- Section 5 Goals
- To promote public awareness that suicide is a public health problem that is preventable.
 - To improve and expand surveillance systems.
 - To promote effective clinical and professional practices.
 - To develop and implement suicide prevention programs
- Section 6 The SPTF shall not function in the capacity of setting policy, but shall serve as an advisory committee to increase communication, information exchange, maximization and coordination of efforts, standardization of reporting and referral, and to improve community education and understanding of the myriad issues contributing to suicide in our community.

Article II. Officers & Membership

Section 7 Executive Committee shall be comprised of the following: co-chair (agency), co-chair (community), vice co-chair (agency), and vice co-chair (community). With the approval of the respective county agencies, the executive committee will report out the selected co-chairs and vice-co-chairs to the full body general membership.

The term of each member who serves as the co-chair or vice-co-chair shall be a two-year commitment and that individual shall not serve more than one term consecutively. This two-year term shall run the fiscal year of both counties, which is July 1 through June 30.

In the event that chairpersons are unable to carry forth their duties as an officer the chairperson-elect shall succeed to complete the term then serve his/her own full year team.

The expectation of the vice-chair shall be to rotate in to serve as the new co-chair of the Executive Committee.

Section 8 · *Co-Chair (Agency)*: This position shall remain the selection of the Tulare County Health and Human Services Agency and Kings County Behavioral Health. Sets meeting dates and locations, appoints committees, presides over meetings, sees that the resolutions passed by the membership are carried out, and develops the educational program for the members. This position shall coordinate with the other co-chair. The vice co-chair (community) will support the co-chair (agency).

Section 9 · *Co-Chair (Community)*: This position shall remain the selection of the Tulare County Health and Human Services Agency and Kings County Behavioral Health. Sets meeting dates and locations, appoints committees, presides over meetings, sees that the resolutions passed by the membership are carried out, and develops the educational program for the members. This position shall coordinate with the other co-chair. This position shall not be a representative of the Tulare County Health and Human Services Agency or Kings County Behavioral Health. The vice co-chair (agency) will support the co-chair (community).

Section 10 · *Coordinator*: Keeps a record of the membership and prepares the SPTF bi-monthly statement of resources. Distributes agendas and minutes. Coordinates general meetings, the annual meeting, special meetings, and subcommittee meetings. Serves as the designated liaison with the statewide Office of Suicide Prevention. Prepares a statement of resources for regular meetings, the annual meeting, and upon request of a Co-Chair for special meetings. This position will be provided by the Health Services Branch of Tulare County Health and Human Services Agency and Kings County Behavioral Health. They are not voting members.

Section 11 · *Recorder*: Keeps a record of the actions authorized by the members, and notifies members of meetings and activities. Prepares minutes and agendas. Assists in coordination of meetings. This position will be provided by the Health Services Branch of Tulare County Health and Human Services Agency and Kings County Behavioral Health. They are not voting members.

Section 12 · *Voting Member*: Has been recommended by an appropriate agency or group representing one of the twenty-five (25) members. These members are voted upon by the task force. Any member who fails to attend two (2) consecutive general meetings without being excused by a co-chair, or who fails to attend three (3) meetings in any twelve (12) month period, will be considered for termination by the Executive Committee.

1. Tulare County - Community and Community-based Organizations
2. Tulare County - Coroner/Law Enforcement
3. Tulare County - Education
4. Tulare County - Faith-based Organizations
5. Tulare County - Public Health
6. Tulare County - Human Services
7. Tulare County - Tulare County Medical Society
8. Tulare County - Kings/Tulare Area Agency on Aging
9. Tulare County - Media
10. Tulare County - Mental Health
11. Tulare County - Mental health services consumers & family members
12. Tulare County - Survivor of Loss
13. Tulare County - Veterans
14. Tulare County - LGBTQ
15. Tulare County - Youth/Young Adults/TAY
16. Kings County - Behavioral Health
17. Kings County - Education
18. Kings County - Family Member
19. Kings County - Kings View
20. Kings County - Law Enforcement
21. Kings County - Survivor of Loss
22. Tulare County – At-large (2)*
23. Kings County – At-large (2) *

*The four (4) at-large voting members are the only voting members that have term limits. This term limit shall be two (2) years.

Section 13 · *General Member/Public*: Such attendees will be considered non-voting member (General Member). Is not subject to attendance requirements as stated in Article III. Does not hold the right to make or second a motion, to vote, or to request special meetings.

Section 14 All voting requirements and guidelines shall follow the guidelines as established in *Robert's Rules of Order*, except as follows:

- *Voting*: All voting members shall be able to cast one (1) vote. Non-voting Members and Guests shall not have the right to vote.
- For any vote to take place a quorum (majority) of the Voting Members shall be present or have representation at the time of the vote. A quorum shall be defined as fifty percent (50%) plus one (1) of the Voting Members, or eleven (11) Voting Members.

- A change of the operational guidelines shall require a 2/3 majority vote of voting members present once a quorum is established.
- All voting members shall be subject to FPPC Regulations regarding annual Form 700 Statement of Economic Interest filing obligation.

Article III. Meetings (Regular, Special, Quorum)

- Section 15 **General Meetings**
- Will be held the third Thursday of odd months and at other times as deemed necessary. Meetings may be canceled or rescheduled by the Executive Committee or by a majority vote of all voting members present in a quorum at a given meeting.
 - Time of meeting shall be from 8 am to 10 am unless otherwise specified.
 - Agendas shall be made available at least 72 hours in advance of meetings.
 - A majority or quorum shall be defined as fifty percent (50%) plus one (1) of the Voting Members.
- Section 16 **Annual Meetings shall follow the same guidelines as a general meeting except:**
- Shall be held one (1) time annually in the month of July. The annual meeting shall be held in conjunction with the general meeting, at which time, to the extent possible, the Operational Guidelines will be reviewed and a full and complete annual accounting of the financial condition of the SPTF shall be made to the members.
- Section 17 **Special Meetings shall follow the same guidelines as a general meeting except:**
- May be called at any time and day by a co-chair. Also, a majority of voting members may request a special meeting through a co-chair, in writing. A co-chair and/or Executive Committee have authority to determine if a special meeting is warranted. In all cases, special meetings shall be limited to the stated purpose, which must be communicated in advance to all members.
 - A Quorum of the voting membership shall be present at any general or special meeting in order for SPTF business to be conducted.
 - To the extent possible, a notice of a special meeting shall be distributed at least 24 hours in advance of the special meeting.
- Section 18 **Executive Committee**
- Meeting is restricted to executive committee members and individuals invited by the executive committee.
 - Has the purpose of meeting to confer regarding SPTF recommendations and actions.
 - Shall meet prior to general meetings and report upon activities at next general meeting.
- Section 19 **Committee Meetings (Standing or Ad Hoc)**
- May be comprised of any mix of voting and non-voting members.
 - Held alternating month of general meeting, third Thursday from 8 am-10 am location TBA in advance
 - Committee meetings may be called at any time by any committee chair or by a majority of the committee standing members, in writing to the committee chair, or to the co-chair.

- Notice of the committee meeting shall be made to all committee standing members at least 24 hours in advance of the meeting.
- Any member or non-voting member must abstain from voting on or making any recommendation that shall constitute a conflict of interest. Any potential conflict of interest resulting from a committee recommendation shall be made known at the next general meeting, during the committee report, before any vote or action is taken.

Article IV. Resignation, Reappointment, or Removal

Section 20 A SPTF voting member or co- chair or vice co-chair may resign by filing a letter of resignation with the Executive Committee

Section 21 Removal or appointment of the Coordinator or Recorder shall be at the discretion of the Tulare County Health and Human Services Agency and Kings County Behavioral Health

Article V. Conflict of Interest

Section 22 It is the intent of the SPTF to prevent any actual or perceived conflicts of interest and thus preserve the full trust of the community and participating members. It is the intent of the SPTF to provide advisory information that is honest, transparent, prudent, and evidence-based.

Section 23 A conflict of interest shall be broadly defined to encompass any action or recommended action made by an individual who, by participation in the SPTF, would directly or indirectly receive a financial or financially related benefit, position, goodwill, property, gift, or other clear benefit to a member, relative, personal relationship, friendship, participating agency, organization, entity, or group in which that member participates or with which the member is affiliated with.

Section 24 The areas of conflicting interest listed and described in this Article, and the relations in those areas which may give rise to conflict, are not exhaustive. Conflicts might arise in other areas or through other relations. It is assumed that the membership will recognize such areas and relation by analogy.

Section 25 The fact that one of the interests described in this Article exists does not necessarily mean that a conflict exists, or that the conflict, if it exists, is material enough to be of practical importance, or if material, that upon full disclosure of all relevant facts and circumstances it is necessarily adverse to the interests of the SPTF. However, it is the policy of the SPTF that the existence of any of the interests described in this Article shall be disclosed before any transaction is consummated.

Section 26 It shall be the continuing responsibility of the executive committee, voting members and whole membership to scrutinize their transactions and outside business interests and relationships for potential conflicts, and to immediately make such disclosures.

- Section 27 To prevent any possible conflicts of interest, any voting member shall abstain from any vote or motion that could lead to an actual or perceived conflict of interest as defined by this Article. Voting members are allowed to contribute to discussion relating to potential areas of conflict but only if requested by the membership, shall respond only to specific questions of the membership, and shall not address or provide information concerning the capacity of others. Voting members shall abstain from voting or making motions related to any conflict of interest and shall not make attempts to sway or influence the decisions of other voting members.
- Section 28 Any member may make known a perceived conflict of interest, or breach of conflict of interest, to either Co-Chair or any member of the executive committee. The Executive Committee shall then review the potential conflict of interest and decide upon appropriate action, including but not limited to revocation of voting member status, removal from the SPTF, and/or appropriate legal action.
- Section 29 Any member with voting privileges shall complete a California Form 700. The purpose of financial disclosure is to alert public officials to personal interests that might be affected while they are performing their official duties, i.e., making governmental decisions. Disclosure also helps inform the public about potential conflicts of interest.
- Section 30 Public officials at every level of state and local government must disclose their personal financial interests. Elected officials, judges, and high-ranking appointed officials generally have the most comprehensive disclosure requirements. (Gov. Code Section 87200.) These include disclosure of:
- Investments in business entities (e.g., stock holdings, owning a business, a partnership)
 - Interests in real estate (real property)
 - Sources of personal income, including gifts, loans and travel payments
 - Positions of management or employment with business entities
- Section 31 Unpaid members of boards and commissions and consultants to state and local government agencies also may be required to disclose their personal financial interests if they make or participate in making governmental decisions that could affect their private financial interests.
- Section 32 Disclosure is made on a form called a Statement of Economic Interests (Form 700). The form must be filed each year. Filed forms are public documents that must be made available to anyone who requests them.
- Section 33 It shall again be emphasized that voting members shall disqualify themselves from voting for and abstain from making any motion that may present a real or perceived conflict of interest.

Article VI. Statement of Resources

Section 34 The statement of resources shall contain a comprehensive listing of any funds provided by a grant or other funding in which the advisement of the SPTF is sought. This currently consists of funding provided through the California Proposition 63, Mental Health Services Act, Prevention and Early Intervention, Tulare County PEI Plan, Kings County PEI Plan, Project 4: Suicide Prevention; Project 5: Reducing Disparities in Access to Mental Health Services, Community Warm Line – LGBTQ; and PEI (Tulare/Kings) 3-year plan and statewide allocation. The Statement shall contain a record of all current Professional Services Agreements (PSAs), and Request for Proposals (RFPs) related to these funds, including but not limited to, the total allocated funds, a current statement of related charges, available balances, and expirations.

Article VII. Amendments

Section 35 These Operational Guidelines will be reviewed periodically and to the extent possible annually. The operational guidelines may be amended by a two-thirds majority vote of the voting members present at the meeting in which the proposed revisions are listed on the meeting agenda.

Section 36 No section of these Operational Guidelines is intended to conflict with federal, state, or local legislation, mandates, or resolutions. If a conflict is discovered, the discovering entity should bring the conflict to the immediate attention of the Executive Committee, in writing, and it shall be brought to the attention of the membership at the next General Meeting, and the proper amendment will be formally addressed.