

# Tulare County Suicide Prevention Task Force

## OPERATIONAL GUIDELINES

### **Section 1. Purpose**

The Tulare County Suicide Prevention Task Force (SPTF) serves as a community based advisory committee to the Mental Health Branch of the Tulare County Health & Human Services Agency (HHSA) in relation to California Proposition 63, Mental Health Services Act (MHSA), and the Tulare County PEI Plan. The mission of the SPTF is to foster the hope of a suicide free county through education, empowerment, and innovation.

The attached Task Force Overview includes more information about the Task Force and associated activities. As an advisory committee, the SPTF does not set policy, but works to enhance communication, information exchange, maximization and coordination of efforts, standardization of reporting and referral, and to enhance education and understanding of the myriad issues contributing to suicide in our community.

### **Section 2. Structure & Membership**

*Task Force General Member/Public:* The Task Force General Meetings are open to the public. Any member of the community is welcome to attend and contribute ideas and suggestions to the General Meeting. Such attendees will be considered non-voting members, although the Executive Team will consider, incorporate, and take action on ideas, requests, and recommendations of the general membership.

*Administrative Support:* The Mental Health Services Branch of the Tulare County Health & Human Services Agency will provide adequate staffing for administrative coordination. Staff keep membership records, prepare the statement of resources, support Co-Chairs with agendas & minutes, and provide support with logistics for special meetings and subcommittee meetings. Removal or appointment of Administrative Support shall be at the discretion of the Tulare County Health & Human Services Agency.

#### *Executive Team:*

The Executive Team shall be comprised of a County Co-Chair, a Community Co-Chair, and five additional Voting Members, as described here:

*County Co-Chair:* This position shall remain the selection of the Tulare County Health & Human Services Agency. The County Co-Chair sets meeting dates and locations, appoints committees, presides over meetings, and sees that resolutions are carried out. This position shall coordinate with the Community Co-Chair.

*Community Co-Chair:* This position shall remain the selection of the Tulare County Health & Human Services Agency. The Community Co-Chair sets meeting dates and locations, appoints committees, presides over meetings, and sees that the resolutions are carried out. This position shall not be a representative of the Tulare County Health & Human Services Agency.

The term for each Co-Chair is a two-year commitment (based on the County fiscal year, July 1 through June 30). Individuals may serve a maximum of two terms consecutively.

*Voting Member:* The Executive Team includes five additional voting members, in addition to the County and Community Co-Chairs. The Task Force as a whole will make a recommendation to the Executive Team for consideration and final vote. Voting members shall be recommended by an appropriate agency or group representing one of the groups listed below:

- Community and Community-based Organizations
- Coroner/Law Enforcement/First Responders
- Education
- Faith-based Organizations
- Public Health
- Human Services
- Health Care/Tulare County Medical Society
- Tulare County Area Agency on Aging
- Media
- Mental Health services provider
- Mental health services consumers & family members
- Survivor of Suicide Loss
- Individual with lived experience
- Veterans and Service Members
- LGBTQ+ community
- Youth/Young Adults/Transition Age Youth

*Selection and Requirements for Voting Members:*

Voting members are expected to attend General and Executive Committee meetings consistently. Any member who fails to attend two consecutive General or Executive Committee meetings without being excused by a Co-Chair, or who fails to attend three meetings in any twelve-month period, may forfeit their role as a voting member. An SPTF voting member may also resign by submitting a letter of resignation to the Executive Committee. All voting members are required to abide by best practices for conflicts of interest. Reference the attached Addendum 1 for more information.

**Section 3. Voting**

All voting requirements and guidelines shall follow the guidelines as established in, *Robert’s Rules of Order*, with the following additions:

- All Voting Members shall be able to cast one (1) vote.
- For any vote to take place a quorum (majority) of the Voting Members shall be present or have suitable representation by proxy. A quorum shall be defined as fifty percent (50%) plus one (1) of the Voting Members, or four (4) Voting Members.

**Section 4. Statement of Resources**

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, Community Warm Line – LGBTQ; and PEI (Tulare) 3-year plan and statewide allocation. The Statement details current Professional Services Agreements and Requests for Proposals related to these funds, including the total allocated funds, a statement of related charges, available balances, and expirations.

**Section 5. Amendments to Operational Guidelines**

These Operational Guidelines will be reviewed periodically and to the extent possible annually. The Operational Guidelines may be amended by a two-thirds (2/3) majority vote of the Executive Committee in which the proposed revisions are provided in advance for review. 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 proper amendment will be addressed by the Executive Committee.

## **Addendum 1. Conflict of Interest**

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. 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.

The areas of conflicting interest listed and described in this Addendum, 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.

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 here shall be disclosed before any transaction is consummated. It shall be the continuing responsibility of the executive committee and whole membership to scrutinize their transactions and outside business interests and relationships for potential conflicts, and to immediately make such disclosures.

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 here. Voting members are allowed to contribute to discussion relating to potential areas of conflict but only if requested by the Co-Chairs. The member shall respond only to specific questions, 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 attempt to sway or influence the decisions of other voting members.

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

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.

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. All voting members shall be subject to FPPC Regulations regarding annual Form 700 Statement of Economic Interest (<https://www.fppc.ca.gov/forms.html>) filing obligation. 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.