

**Mental Health Services Oversight and Accountability Commission**  
**Client and Family Leadership Committee**  
**2016-2017 Charter**

**CFLC CHAIR AND VICE-CHAIR FOR 2016-2017**

Chair, Commissioner Khatera Aslami-Tamplen

Vice-Chair, Commissioner Tina Wooton

**PURPOSE AND GOALS**

Our common goal is to be involved with MHSOAC projects selected by the Commission.

**CORE VALUES**

- Carry out the mission, values, and goals of the MHSOAC.
- Promote Commission and Committee participation of diverse community members with lived experience and severe mental health issues.
- Formulate methodologies to reduce stigma and discrimination for all individuals.
- Inform the MHSOAC of client, parent, caregiver, and family issues as they relate to the projects of the Commission.
- Ensure projects, contracts, tools, and advocacy efforts incorporate the Recovery and Resilience Vision.

**GROUND RULES AND GUIDELINES**

- Members are expected to attend all meetings (by phone or in person) and be on time.
- Members are expected to be prepared and fully participate in all meetings and assignments.
- Members will respect all cultures, backgrounds, and ideas.
- Members will abide by a code of integrity, excellence, and efficiency in carrying out the mission of the Mental Health Services and Oversight Commission (MHSOAC).
- Members of the Committee will actively participate in Commission projects.
- If members are unable to attend a meeting they will notify the Chair and MHSOAC Staff member prior to the meeting.

**MEETINGS AND COMMUNICATIONS**

Primary communication is during the scheduled Committee meetings and in strict adherence to the Bagley-Keene Open Meeting Act. The use of email, cell phones, website, or postings may be used for quicker communication as long as no business is conducted and follows the mandates of the Bagley-Keene Open Meet Act. Meetings will be conducted in open session. Adequate notice of meetings will be posted. Members of the public must be provided an opportunity to comment on each agenda item.

**RULES OF PROCEDURE**

Committee members are reimbursed in accordance with the State of California per diem laws. Decision making is by voting and follows Robert's Rules of Order:

- A Committee members clearly states a motion;
- Another member seconds the motion;
- Discussion by Committee members;
- Public comment is heard;
- Committee members vote on the motion.

**ASSESSMENT, EVALUATION, AND QUALITY IMPROVEMENT**

The CFLC will actively see out opportunities to integrate approaches for monitoring and assessing the Committee's performance and improvement activities. The Committee will apply MHSOAC organizational strategies, methods, and tools for continuous quality improvement to ensure the activities and outcomes of the Committee appropriately reflect the goals, mission, and values of the MHSOAC.

**CHARTER ACTIVITIES FOR 2016-2017**

1. Provide active involvement with the Issue Resolution Process (IRP) project.
2. CFLC members will participate with and actively support selected Commission projects.
3. The CFLC will develop strategies to expand public participation in Commission and Committee meetings.
4. The CFLC will produce work standards or best practices for Mental Health Boards.

**CHARTER APPROVED AND ADOPTED**

June 9, 2016