

Executive Officer Retirement Timeline

Date	Activity
January 11 th	E.O. Notified Officer Team of retirement via Zoom Mtg
Feb 28 th	Staff Notified via Zoom meeting with Officer Team & E.O.
Feb 28 th	Council Membership notified of retirement via E-mail
February 2 st -28 th	E.O. duty statement reviewed/revised by Officer Team & CBHPC management to reflect current & future needs
March 1 st	DHCS HR & Budgets notified of E.O. retirement dates
March 15 th	Draft recruitment flyer completed
April 20 th -22 nd	Discuss E.O. retirement with Exec Committee & Full Council
April 1 st -29 th	Develop Transition Plan (identify tasks, projects & documents to be completed or passed on to staff/new E.O.)
June 15 th	Discuss Recruitment needs including desired qualifications & review/approve recruitment flyer (Executive Committee)
June 24 th	E.O. Last Physical Work Day
June 14-30 th	Solicit volunteers & coordinate selection team
July 27^h	E.O. submits retirement paperwork (120 Days)
July	Chief of Operations initiate hiring Request for Personnel Action (Start of the hiring process)
August	Advertise E.O. position in CalCareers for extended period of 15 days (standard is 10 days)
August	E-mail recruitment flyer to CBHPC partners list with link to job posting (same day advertisement is posted)
Late Aug- Early Sept	Applicant Screening (screen applications, select interviewees and secure HR approval for interviews)
September	Selection Process (interviews, make offer, submit candidate to DHCS HR for final approvals)
October 1	New E.O starts in time for October 2022 Meeting
11/24/2022	Existing Executive Officer last Day on the books

Executive Officer Duty Statement Elements

1. Council Oversight- promoting and implementing the mission and vision of the Council
 - Council Member relationships, communications, mentorship and onboarding
 - Supervision of staff
 - Oversight of \$1.6 Million budget
 - Final approval of Council work products
2. Partnerships with external entities focused on mental/behavioral such as (but not limited to) local government, local and National organizations, County Behavioral Health Departments, Local Mental/Behavioral Health Boards and Commissions, and relevant state agencies.
3. Oversight of the Council's legislative advocacy program
 - Identify Bills for tracking
 - Actively participate in sponsoring/co-sponsoring bills
 - Develop relationships with Legislators and the Gov Office
 - Train & support staff
4. Leadership on the development of tools and processes for performance indicators and the analysis of data on County Behavioral Health Programs in fulfillment of Council statutory requirements.
5. Ongoing integration of Substance Use Disorder (SUD) policy, funding and programming into the Council's work
 - Review SAMHSA block grant
 - Provide Council comments
 - Inform/educate Council on SAMHSA initiatives