## Suicide Prevention Committee and Workgroups: Description and Expectations

### Committee and workgroup descriptions
- Workgroups meet monthly, 10-12 times per fiscal year, July 1-June 30.
- The Suicide Prevention Oversight Committee (SPOC) meets bimonthly, about five times per fiscal year. SPOC does not meet in July-August.
- SPOC and each Workgroup will have two co-chairs at a time.

### Mission/Purpose

<table>
<thead>
<tr>
<th>Workgroup</th>
<th>Mission/Purpose</th>
<th>FY19 Co-chairs</th>
<th>Typical Meeting Location</th>
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<tbody>
<tr>
<td>1. Suicide Prevention Oversight Committee (SPOC)</td>
<td>Reviews and oversees the work of the Suicide Prevention Workgroups</td>
<td><em>(Standing co-chairs)</em> Toni Tullys, Behavioral Health Services Department (BHSD) Vic Ojakian, National Alliance for Mental Illness (NAMI)</td>
<td>BHSD Admin: 828 South Bascom Avenue, Suite 200, Large Conference Room, San Jose</td>
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<td><em>Open to all Workgroup members and by invitation</em></td>
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<td>2. Interventions Workgroup</td>
<td>Implements and coordinates suicide prevention and intervention programs and services for targeted high-risk populations <em>(Santa Clara County Suicide Prevention Strategic Plan, Strategy 1)</em></td>
<td>Kris Bifulco, LGBTQ Wellness Open seat</td>
<td>Learning Partnership: 1075 E. Santa Clara Street, 2nd floor, San Jose</td>
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<td><em>Open to public</em></td>
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<td>3. Communications Workgroup</td>
<td>Implements community education and information campaigns to increase public awareness of suicide and suicide prevention; Develops local communication “best practices” to improve media coverage and public dialogue related to suicide <em>(Strategies 2 and 3)</em></td>
<td>Mego Lien, BHSD Suicide Prevention Program Open seat(s)</td>
<td>County Health and Hospital System Administrative Office Building (AOB): 2325 Enborg Lane, 3rd floor, San Jose</td>
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<td>4. Policy Workgroup</td>
<td>Implements policy and governance advocacy to promote systems change in suicide awareness and prevention <em>(Strategy 4)</em></td>
<td>Paul Escobar, BAYMEC</td>
<td>N/A</td>
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<td>5. Data Workgroup</td>
<td>Establishes a robust data collection and monitoring system to increase the scope and availability of suicide-related data and to evaluate suicide prevention efforts <em>(Strategy 5)</em></td>
<td>Shashank Joshi, Stanford University Joyce Chu, Palo Alto University</td>
<td>Palo Alto and San Jose, alternating months</td>
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<td>San Jose location: Learning Partnership: 1075 E. Santa Clara Street, 2nd floor, San Jose</td>
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<td>Palo Alto location: Palo Alto University: 1791 Arastradero Road, Palo Alto</td>
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6. South County Suicide Prevention Workgroup

Reviews and implements suicide prevention efforts in South County

David Swing, Morgan Hill Police Department
Mego Lien, BHSD Suicide Prevention Program

Morgan Hill Police Department: 16200 Vineyard Blvd, Morgan Hill

Workgroup co-chair expectations

1. Meeting participation
   - Participate in all monthly meetings to the extent possible, missing no more than **two** meetings per fiscal year. In the event that a co-chair has a conflict with a meeting time, he/she will coordinate with the other co-chair to ensure coverage.
   - Review and provide input on meeting agendas, working with Suicide Prevention Program staff.
   - Facilitate monthly meetings.
   - For SPOC meetings, coordinate with the other co-chair to ensure Workgroup representation and provide updates from the Workgroup.

2. Supporting Workgroup/program efforts
   - Help to set Workgroup goals at the beginning of each fiscal year, and review the Workgroup’s progress at the end of the fiscal year.
   - Help to advance the efforts of the Workgroup and/or Suicide Prevention Program. Examples include making external presentations about the Workgroup’s efforts, providing input on the Workgroup’s efforts based on expertise, and facilitating new partnerships.
   - Help to recruit new membership and sustain membership in the Workgroup, by acting as an ambassador externally for the Workgroup and its efforts.
   - Take the lead in establishing Workgroup “culture” and values. Foster a spirit of collaboration that accommodates the diverse opinions and backgrounds of Workgroup members.

3. Commitment
   - A multiple-year commitment by the co-chairs is strongly preferred (to advance and sustain the program’s work), but not required. At the end of each fiscal year, co-chairs will have the opportunity to continue on for another year or to step down from their position. If co-chairs decide to step down, they will assist the Suicide Prevention Program staff in identifying replacements.

Workgroup member expectations

1. Participate in monthly meetings to the extent possible, missing no more than **four** meetings per fiscal year.
2. Participate fully in Workgroup meetings, including providing input and voting on Workgroup goals and directions.
3. Take leadership to help advance Workgroup and/or Suicide Prevention Program projects, based on the member’s expertise, interests, and available networks.
4. Contribute to a spirit of collaboration that accommodates the diverse opinions and backgrounds of Workgroup members.