

# AOT Workgroup Agreement

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On February 3, 2017 the Contra Costa Behavioral Health Services (CCBHS) staff and Chair and Co-Chair of the Mental Health Commission met to agree on the function and structure of the AOT workgroup.

Those present: MHC Chair Duane Chapman and Vice Chair Barbara Serwin, CCBHS Director Cynthia Belon, Deputy Director Matthew Luu, MHA Program Manager Warren Hayes, Administrative Manager Adam Down and MHC Executive Secretary Liza Molina-Huntley.

The purpose of the meeting was to bilaterally agree upon the function and structure of the AOT workgroup going forward. The overall purpose of the AOT workgroup is to have an open forum to allow workgroup members and the public to voice and address issues that are at hand or emerging.

MHC and CCBHS leadership agree to the following:

- 1) **An inclusive list of stakeholder groups will be presented by CCBHS staff that is representative of all stakeholder groups, to include various law enforcement agency representatives.**
- 2) **The first agenda will be set by the Chair, Vice Chair of MHC and CCBHS Director and/or designee.**
- 3) **The first meeting will be facilitated by the MHC Chair and CCBHS Director., and will tentatively be held in April of 2017 at 50 Douglas Drive in Martinez.**
- 4) **Meetings will be held on a quarterly basis.**
- 5) **Members will be determined by and in accordance with representation of stakeholder bodies and a maximum number of members will be defined by the MHV Chair and CCBHS Director.**
- 6) **The AOT workgroup will adhere to the provisions of Better Government Practices and the Brown Act.**
- 7) **This agreement will be submitted to the Mental Health Commission for approval at the full commission meeting in March.**
- 8) **Upon approval from the MHC the agreement will be submitted to the Board of Supervisor Family and Human Services Committee for consideration.**
- 9) **At the first AOT Workgroup meeting, the MHC Chair and CCBHS Director will solicit input and participation from stakeholders as to protocol for setting future meeting agendas and selection of person(s) to facilitate future meetings. MHC Chair and CCBHS Director guidance is that an AOT Workgroup sub-committee be formed and meet to set the agendas for upcoming AOT Workgroup meetings, and that meeting facilitation rotate among members.**
- 10) **A mission statement accompanies this AOT Workgroup Agreement.**
- 11) **Administrative CCBHS staff will be assigned to provide continuity and support for organizing the meeting, agenda, minutes, postings and copies.**
- 12) **CCBHS will provide a summary and evaluation of the AOT Program's first year of operation as soon as possible.**

Respectfully submitted by:

Liza Molina-Huntley

Executive Assistant for the Mental Health Commission