

**MENTAL HEALTH EXECUTIVE COMMITTEE
MONTHLY MEETING MINUTES
June 27, 2017 – FINAL**

Agenda Item / Discussion	Action /Follow-Up
<p>I. Call to Order / Introductions Chair Duane Chapman meeting called to order at 3:19pm.</p> <p><u>Members Present:</u> Chair- Duane Chapman, District I Vice Chair- Barbara Serwin, District II (arrived @3:25pm) Diana MaKieve, District II Sam Yoshioka, District IV</p> <p><u>Commissioners Absent:</u> Gina Swirsding, District I</p> <p><u>Other Attendees:</u> Jill Ray, Field Rep. District II Supv. Andersen’s office Haley Wilson, CPAW member and Co-Chair of Systems of Care Com. Sheri Richards- ACOA (Advisory Council on Aging) and CPAW member Margaret Netherby, NAMI member Douglas Dunn, District III (arrived @4:38pm) Adam Down, BHS Administration (arrived @ 3:19pm) Liza A. Molina-Huntley, Executive Assistant for MHC</p>	<p>EA-Transfer recording to computer</p>
<p>II. Public Comments:</p> <ul style="list-style-type: none"> • None 	
<p>III. Commissioners Comments:</p> <ul style="list-style-type: none"> • Sam- reviewed the Bylaws and feels that training is needed regarding on how to adhere to the Bylaws. In regards to the minutes dated 5/23/17 feels that the Commission needs to conform to the Bylaws, specifically the creation of an ad hoc nominating committee needs to be in August. 	<p>* Add Bylaws clarification to the 9/16/17 training.</p>
<p>IV. Chair comments:</p> <ul style="list-style-type: none"> • Duane- A poll was taken regarding changing the date of the Mental Health Commission meeting from July 5 to Tuesday July 11. The majority won; the next full commission meeting will be on July 11, at the same time and location. • July is NATIONAL MINORITY MENTAL HEALTH AWARENESS MONTH in honor of leading African American novelist and journalist who have voiced on behalf of individuals and families affected by mental illness. • September is SUICIDE PREVENTION AWARENESS MONTH. On September 10 we will observe WORLD SUICIDE PREVENTION DAY. • October is National MENTAL HEALTH AWARENESS MONTH, established by the US Congress in 1990. 	<p>*The Executive Assistant will send out a notification, via email, regarding the change in date for the July MHC meeting</p>

<ul style="list-style-type: none"> • SB82- Triage grant: to receive more information there will be a gathering on Thursday, July 29 from 2pm to 5pm. The meeting will be held at the Berkeley City Hall, in the Sequoia and Redwood rooms on 2180 Milvia St., 6th Floor, in Berkeley. The grant addresses mental health accountability to evaluate grants used for programs. There will be attendees from Contra Costa County’s Behavioral Health Services Division. • CALBHBC- California Association of Local Behavioral Health Boards and Commissions has decided to hire an Executive Director, part-time, the salary will be \$36K-\$50K, annually. The Executive Director will be a key management leader for CALBHBC and responsible for overseeing the administration, raising funds and establishing regional collaboration. To inquire regarding this position, view the full details at CALBHBCweekly.com. • A list of MHSA programs was distributed and will be forwarded to the commission for completion and to submit to the Executive Assistant-Liza. (see attachment) 	
<p>V. MOTION to APPROVE the minutes from the May 23, 2017 meeting Jill-requested to strike comment on page 3 and correct spelling of “council” to “counsel.” Barbara moved to motion to accept the minutes, with corrections as stated, Diana seconded the motion VOTE: 4-0-0 AYES: Duane, Barbara, Sam, Diana NAYS: none ABSTAIN: none Absent: Gina</p>	<p>*Post approved final minutes to the website</p>
<p>VI. DISCUSS recording of retreat, consensus of full Commission and consent forms-</p> <ul style="list-style-type: none"> • Duane and EA/Liza- The Mental Health Commission retreat will be videoed and it is required that every attendee sign a consent form/photo release. All who are interested in becoming Commission members, including the public in general, are invited to attend the retreat/training on Saturday, September 16, from 10am to 3pm at 1875 Arnold Drive in Martinez- space is limited, please call/email the Executive Assistant- Liza Molina-Huntley to reserve and confirm attendance. ALL ATTENDEES MUST SIGN A CONSENT FORM TO BE IN THE VIDEO. Moved to the next full commission meeting for approval. 	<p>* move to full commission meeting 7/11/17 for consensus</p>

<p>VII. DISCUSS moving to full commission meeting whether Or not to have a commission meeting in September, to be replaced by the Mental Health Commission 2017 retreat on September 16, 2017- Committee members agreed to forward item for approval</p>	<p>* EA Forward item to the full commission agenda 7/11/17</p>
<p>VIII. DISCUSS regarding SB844, the creation of a letter to Sheriff David O. Livingston requesting clarification of specific plans for care of the incarcerated severely mentally ill, including plans for the m Module at the Martinez jail.</p> <p>The Executive Committee decided to forward the request for information to Anna Roth, Chief Executive Officer of CCRMC and Detention and to the Sheriff’s Office for a presentation/update regarding the expansion plans for the mental health treatment center for the West County detention center.</p>	<p>*EA will forward item to the full commission meeting 7/11/17</p>
<p>IX. REVIEW and DISCUSS report #1703 Mental Health Services for At-Risk Children in Contra Costa County, by the 2016-2017 Contra Costa County Grand Jury, approved on May 11, 2017</p> <p>a) Hear overview how the Grand Jury process works b) DISCUSS the Commission’s response to the report c) CONSIDER a proposed letter to the County Administrator’s, David Twa and the Board of Supervisors regarding the Commission’s desire to participate in the discussion of a response to the Grand Jury.</p> <ul style="list-style-type: none"> • Committee members (Duane, Diana, and Sam) perplexed regarding the delivery of the document to the Grand Jury and inquired on how the Mental Health Commission can participate in responding to the document. • Jill- elaborated on the processing of a document, once submitted to the Grand Jury by stating that the report will go to the Board of Supervisors, whom may direct the County Administrator’s office to respond. The response goes back to the Board of Supervisors, for a final approval, before the report is submitted to the Grand Jury. The County Administrator’s Office may contact the Behavioral Health department and any other departments involved in the report to request a response. • The committee/commission Chair, Duane Chapman, stated the following: “commission members, before acting individually, should consult the commission first. Members should work together as a team. The Commission should not find out after the fact. Before submitting anything, it should be brought before the Commission, first! 	<p>*The EA will send out invites to the CEO of Mental Health Detention facilities and to the Sheriff’s Office to request details regarding the plans for the expansion of the Mental Health Treatment facility at the West County Detention Center.</p> <p>*Jill- will obtain a copy of the SO’s presentation and forward to the EA, along with a copy of the updated Title 15 State mandate.</p>

<ul style="list-style-type: none"> • Sam, committee/commission member, was not in agreement with the document presented to the Grand Jury, specifically certain data and recommendations presented within the document. Stated that more than six new Psychiatrist positions are needed for the county. • Duane, will contact the Director of Behavioral Health Services to inquire regarding joining efforts, with the Commission, to respond to the report and inquire about the deadline for responding. • The committee members agreed to invite Enid Mendoza, to the next full commission meeting to give greater detail to the process regarding submitting documents to the Grand Jury for investigation. • Diana pointed out the relevancy in the Data Notebook to some of the topics presented in the document to the Grand Jury. Further stating that some of the gaps identified, in regards to children services, the State of California is already looking into the disparities. Concluding that there is a more efficient way to partner and address these issues, versus submitting a document to the Grand Jury. 	
<p>X. REVIEW and DISCUSS the “Purpose, Policies, Procedures and Protocol” for site visits and the site visit observation form (see attachments)</p> <ul style="list-style-type: none"> • Currently, there is not a formal policy, procedure or protocol regarding commissioners participating in site visits of programs currently funded with MHSA/realignment funding. • One of the commissioner’s duties, that is mandated by the Mental Health Commission’s Bylaws, is to participate in at least 1 site visit per year • The Executive Assistant informed that the upper management staff, at Behavioral Health Services, are working together to create and establish protocols that are acceptable to all parties. • Diana added that although there are site visits done for programs receiving MHSA funding, commissioners do not participate continuously, but the process is clear. A Program Review is completed by Behavioral Health Staff for each site and reported to the MHSA/Finance Committee during the monthly meetings. The Chair of the committee, Lauren, focuses on the outcomes of the Program Reviews during committee discussions, especially regarding housing issues for the seriously mentally ill. • Barbara stated that it would be good to know the scope of the facilities, including the ones not covered by MHSA funding. • Duane noted that Napa and San Francisco Counties have developed a protocol for their site visits. Agrees that there should be a standard procedure for site visits and plans to discuss the issue further, alongside the Vice Chair Barbara, 	<p>*Chair will forward correct document to the Grand Jury</p> <p>*EA send a request to the BHS Director to inquire regarding the following questions:</p> <p>1)What is the deadline for BHS to respond to the Grand Jury</p> <p>2) When does the Director of BHS plan to prepare the response by, so that the Commission may be able to give input to the response from the BHS?</p>

<p>to see the best possible way to partner with Behavioral Health Services. It is best to work as a partnership, with Behavioral Health Services. It can be counterproductive to work against or on behalf of self-interests. This issue will be brought up at the training on 9/16/17 regarding the Commission's roles and responsibilities. In addition, Duane reviewed the Commission's Bylaws and compared them to other counties, coming to the realization that Contra Costa County's Mental Health Commission's Bylaws are outdated.</p> <ul style="list-style-type: none"> • Adam did inform the committee, that Behavioral Health Services is in the process of hiring a new Operations Officer that will be overseeing the administrative operations of the department, including communications with other government entities such as MediCal. • Jill made the suggestion for the commission to create an ad hoc Bylaws committee be created. The new committee can compare Bylaws from other counties to make recommendations to the Commission. • The Executive committee agreed to discuss the creation of an ad hoc Bylaws committee and add the item for discussion to the next full commission meeting. 	
<p>XI. DISCUSS a proposed change in the scope of the finance Committee of the Mental Health Commission to encompass the entire Mental Health budget</p> <ul style="list-style-type: none"> • Barbara stated that currently, the Finance Committee focuses on the MHSA budget and programs. Initially, the scope was the entire mental budget, including MHSA funds, based on the scope of the committee other issues arise. The Commission has been asking questions about the budget and when can the budget be viewed by the Commission. The Finance Committee is current with the MHSA budget but not with the full budget. The full budget reporting is an important to have access to and a big piece that is left out of the full picture. The committee can have an important role in reporting to the Commission, updates of the entire budget. • Diana, who is a member of the Finance committee, stated that the Finance Committee focuses on more than just MHSA funding. Pat Godley was present, at a previous Finance committee, elaborated on the BHS program budget, including realignment funding and expenditures. Although, as previously stated, the Finance committee does spend the majority of its time discussing housing for the seriously mentally ill and is unsure if a change to the scope of the committee is necessary. • Both Doug and Barbara expressed that if the MHSA/Finance Committee had the mandate, it might give more leverage to obtain detailed information. • Adam disagreed stating the MHSA/Finance committee has directed their focus in other areas not pertinent to the committee. For example, by focusing less on housing issues 	<p>*The EA will send request as stated by the Executive Committee:</p> <ol style="list-style-type: none"> 1) What is the scope for site visits? 2) What facilities should the commission focus on first? 3) How often should the Commission do a site visit? <p>*Move to the MHC agenda the creation of an ad hoc Bylaws Committee</p> <p>*Barbara/Vice Chair will consolidate and complete the annual report for the Mental Health Commission</p> <p>*Adam will contact Mr. Fisher regarding the Mental Health Commission's web page in regards to the detailed list that was given to him to be on the web page.</p>

<p>the committee could be better served to focus directly on finance, including the MHSA funding part of the finances. Doug agreed with Adam that the primary focus of the committee should be the financial part, in order to make suggestions on where funds should be allocated. Enough detail to make intelligent suggestions to see what funding is available and where the gaps are.</p> <ul style="list-style-type: none"> • Sam reiterated how important it is to look into the County's budget on line. Encourages everyone to take the time to become familiar with the County's budget found on the Contra Costa County web page to make a better informed decision regarding the MHSA/Finance Committee, before making changes to the scope. • Barbara would like the commission/committee to obtain the financial information, prior to posting to the public, to see where changes are needed. • Jill and Duane discussed the importance of understanding what the County's mental health system is allocating funds. The Needs Assessment is a document that analyzed the mental health needs of the community and was utilized to allocate funding accordingly. • The Executive Committee concluded that the MHSA/Finance Committee needs to meet and discuss to put in writing, stating clearly and defining what changes are needed and why. • Sheri, as an observer who is considering becoming a commission member, expressed that there are parallels that are challenging: one is clarity and where to go, and the other is bridging other agencies that are doing similar efforts. She prefers to keep things simple and focused. After observing, she is unclear regarding the direction and focus of the commission and unsure how she will be able to contribute. She also stated that the Mental Health Commission is a leader to solicit other leaders, bureaus and organizations to help bridge the disparity. A lack of unity can lead to burn out. • Haley, another observer, is also considering whether or not to become a commission member and is interested in attending the MHC training on 9/16/17. • Margaret has attended previous meetings and is also considering becoming a member. 	<p>*Adam will also update the committee regarding the contracts.</p> <p>AS PER THE MHC BYLAWS-</p> <p>* The commission will select 3 to 5 volunteers to form an ad hoc committee. The ad hoc committee will have a Chair and a Vice Chair and the Chair, which will be selected by the majority of the members of the ad hoc committee. The Chair, of the new committee, will preside all meetings and perform their duties consistent with the procedures therein and will consult with the Commission's Chairperson and report back, monthly, to the commission regarding its finding or recommendations. The Chairperson of the Committee will direct the agenda and adhere to the Brown Act and the County's Better Government Ordinance.</p>
<p>XII. Adjourned meeting at 5:14 pm</p>	

Respectfully submitted,
Liza Molina-Huntley
 Executive Assistant to the Mental Health Commission
 CCC- Behavioral Health Services Administration
 Final minutes approved on July 25, 2017