

**MHSA-FINANCE Committee**  
**MONTHLY MEETING MINUTES**  
**January 18, 2018 – FINAL**

Agenda Item / Discussion	Action /Follow-Up
<p><b>I. Call to Order / Introductions</b>  Chair, Lauren Rettagliata called the meeting to order at 1:08 pm.</p> <p><b><u>Commissioners Present:</u></b>  Chair- Lauren Rettagliata, District II  Vice-Chair-Douglas Dunn, District III (arrived @1:32pm)  Sam Yoshioka, District IV  Diana MaKieve, District II</p> <p><b><u>Commissioners Absent:</u></b>  Duane Chapman, District I</p> <p><b><u>Other Attendees:</u></b>  Margaret Netherby (MHC applicant)  Leslie May, (MHC applicant)  Teresa Pasquini  Barbara Serwin (arrived @1:15pm/left @2:31pm)  Stephani Chenard, MHSA program  Jennifer Bruggeman, PEI (Prevention and Early Intervention) Program Supervisor  Betsy Orme, LCSW Program Manager  Hazel Lee, Liaison for Adult Programs  Adam Down-MH Project Manager  Jill Ray, Field Representative, District II  Liza A. Molina-Huntley, Executive Assistant</p>	<p><b>Executive Assistant:</b></p> <ul style="list-style-type: none"> <li>• Transfer recording to computer.</li> <li>• Update Committee attendance</li> </ul>
<p><b>II. Public comments:</b></p> <ul style="list-style-type: none"> <li>•</li> </ul>	
<p><b>III. Commissioners comments:</b></p> <ul style="list-style-type: none"> <li>• none</li> </ul>	
<p><b>IV. Chair announcements/comments:</b></p> <ul style="list-style-type: none"> <li>• The BOS retreat, on January 30- time, location and agenda TBD. Requests to be informed and forward information to Committee/Commission. New BOS Chair organizes annual event. New Chair is Karen Mitchoff from District IV.</li> <li>• Reviewed minutes- Adam Down will follow up items pending in minutes</li> <li>• Chair (Lauren) will rewrite the 2017 Year End Report, stating for EA to forward to Committee members for editing</li> <li>• Noted that since new EA started 12/2016, all Committee's final minutes have been posted on the website:  <a href="http://cchealth.org/mentalhealth/mhc/agendas-minutes.php">http://cchealth.org/mentalhealth/mhc/agendas-minutes.php</a> .  Prior to date, only the Mental Health Commission meeting minutes were posted on the website. Thanked EA for additional postings of all Committee meeting minutes.</li> <li>• Celebration of Life for Janet Wilson</li> </ul>	<p>*EA will forward agenda to MHC, regarding BOS retreat, upon receiving notification (**posting is 96 hours before event)</p>
<p><b>V. Approve minutes from November 16, 2017 meeting- no corrections required</b>  <b>MOTION to approve minutes made by Sam Yoshioka, seconded by Diana MaKieve</b>  <b>VOTE: 3-0-0</b>  <b>YAYS: Lauren, Sam and Diana</b>  <b>NAYS: none ABSTAIN: none ABSENT: Duane Chapman and Douglas Dunn</b></p>	<p>*Executive Assistant will post finalized minutes on website at:  <a href="http://cchealth.org/mentalhealth/mhc/agendasminutes.php">http://cchealth.org/mentalhealth/mhc/agendasminutes.php</a></p>
<p><b>VI. DISCUSS and affirm Committee members, elect Chair and Vice Chair</b></p>	<p>*The election of Committee members</p>

<p><b>for 2018</b></p> <ul style="list-style-type: none"> <li>• Current Chair, Lauren Rettagliata, read aloud the preferences of Commission members to participate in the Committee: (*the election of members has been postponed to the next meeting on February 15) <ul style="list-style-type: none"> <li>◆ Douglas Dunn – Chair or Vice Chair for 2018 (requested to postpone the vote to next month)</li> <li>◆ Lauren- would not like to continue on as the Chair of the Committee but will stay on as a member for 2018</li> <li>◆ Sam Yoshioka- would like to continue his membership in the Committee for 2018</li> <li>◆ Barbara Serwin, as Chair of MHC, will become a member for 2018, in place of Duane Chapman (*)</li> <li>◆ Diana MaKieve- no longer desires to continue on as a member of the MHSA/FINANCE Committee and would like to transfer her interests and membership for 2018 to the Justice Systems Committee</li> <li>◆ Current Chair, Lauren Rettagliata, stated to maintain the Committee’s membership structure, as is, for one more month <ul style="list-style-type: none"> <li>Lauren- Chair</li> <li>Doug-Vice Chair</li> <li>Duane-member (change in February to Barbara)</li> <li>Sam-member</li> <li>Diana-will no longer be a member of the MHSA/Finance Committee, transferred to the Justice Systems Committee</li> </ul> </li> </ul> </li> </ul>	<p>has been postponed to the next meeting on February 15.</p> <p><b>*Interested Commissioners for the 2018 MHSA/Finance Committee are:</b>  <b>Douglas Dunn (Chair or Vice Chair)</b>  <b>Lauren Rettagliata</b>  <b>Sam Yoshioka</b>  <b>Barbara Serwin (MHC Chair)</b></p> <p><b>*After the Committee election, the new Chair will forward to the MHC at the next meeting</b></p>
<p><b>VII. DISCUSS and ACCEPT Committee’s Mission Statement and 2018 goals</b></p> <ul style="list-style-type: none"> <li>• <b><u>The new Mission Statement for the MHSA/Finance Committee will be as follows and forwarded to the Mental Health Commission for approval:</u></b> <ul style="list-style-type: none"> <li>➤ “The MHSA/Finance Committee will review and assess the County’s mental health funding for the Mental Health Commission to ensure effective mental health programs. This Committee will prepare the Commission to fulfill its role of providing the Yearly Public Hearing of the MHSA Plan.”</li> </ul> </li> <li>• <b>Diana MaKieve moved to motion, Sam seconded the motion</b>  <b>VOTE: 3-0-0 YAYS: Diana, Lauren and Sam</b>  <b>NAYS: none ABSTAIN: none ABSENT: Douglas Dunn and Duane Chapman</b></li> <li>• <b><u>The adopted 2018 goals for the MHSA/Finance Committee are as follows:</u></b> <ol style="list-style-type: none"> <li>1) <b>Review and educate ourselves, and the Commission, regarding all mental health services revenue streams and expenditures</b></li> <li>2) <b>What potential is there for change?</b></li> <li>3) <b>What are the potential gaps and weaknesses to anticipate/identify?</b></li> <li>4) <b>The MHSA budget and MHSA program fiscal reviews: educate ourselves, and the Commission, regarding improvement to outcomes for consumers.</b></li> <li>5) <b>Identify/anticipate gaps in services or funding to continue the improvement of outcomes</b></li> </ol> </li> <li>• Discussion pertaining to some of the differences between CPAW and the MHC, both are advisory bodies but MHC is mandated</li> <li>• CPAW is different from MHC and can make recommendations to the Behavioral Health Director</li> <li>• <b>The Mental Health Commission is a required mandate and makes recommendations to both the Behavioral Health Director and to the Board of Supervisors</b></li> </ul>	<p><b>*MHSA/Finance Committee motioned to Adopt the new Mission Statement, goals and strategies to achieve goals for 2018</b></p> <p><b>*The EA will document the new MHSA/Finance Committee Mission Statement to be forwarded to the next Mental Health Commission meeting for approval</b></p> <p><b>*The EA will document the new MHSA/Finance goals and the Strategies to Achieve the 2018 goals, forward to the Chair and members and include in the next meeting’s packet.</b></p>

<p>Lauren moved to motion and Doug seconded the motion to accept the 2018 goals.  <b>VOTE: 4-0-0 YAYS: Lauren, Doug, Diana and Sam</b>  <b>NAYS: none ABSTAIN: none ABSENT: Duane Chapman</b></p> <ul style="list-style-type: none"> <li>• <b><u>MHSA/Finance Strategies to achieve the 2018 goals:</u></b></li> <li>❖ <b>Note: first strategy was struck from original list</b></li> <li>1. <b>Make intelligent advisory budget recommendations to the Mental Health Commission-</b> <ul style="list-style-type: none"> <li>A. <b>In order to fulfill our goals, on an ongoing basis, consistently receive the following per contract summary budget and expenditure information:</b> <ul style="list-style-type: none"> <li>a) <b>Financial Federal Participation (FFP)(Medicare/Medi-Cal)</b></li> <li>b) <b>Realignment (1991 and 2011)</b></li> <li>c) <b>Mental Health Services Act (MHSA)</b></li> <li>d) <b>Other funding streams (grants and county general budget contribution</b></li> <li>e) <b>Locked facility (LPS conservatorship, state hospital, detention, and juvenile hall) costs of care for the severely mentally ill. Receive baseline information on the number of Contra Costa specialty mental health clients who reside in locked facilities</b></li> </ul> </li> </ul> </li> <li>2. <b>Understand AOD funding streams and how issues intersect into MHSA/Finance Committee discussions</b> <ul style="list-style-type: none"> <li>A. <b>Obtain budget information for 1115 Medi-Cal Drug waiver (publically available online)</b></li> <li>B. <b>Obtain “Whole Person Care budget information (publically available online)</b></li> </ul> </li> <li>3. <b>In our budget oversight role, advocate for additional dual diagnosis care facilities throughout the county by leveraging funding streams in order to reduce “revolving door” crisis care</b> <ul style="list-style-type: none"> <li>• <b>Noted that all information stated is available, publically and posted on the County’s website at:</b>  <a href="http://www.co.contra-costa.ca.us/">http://www.co.contra-costa.ca.us/</a></li> <li>• <b>Diana MaKieve moved to adopt the strategies to achieve the 2018 goals, Sam Yoshioka seconded the motion</b>  <b>VOTE: 4-0-0 YAYS: Lauren, Doug, Diana and Sam NAYS: none ABSTAIN: none ABSENT: Duane Chapman</b></li> </ul> </li> </ul>	
<p><b>VIII. DEVELOP REPORT for the Mental Health Commission regarding:</b></p> <ul style="list-style-type: none"> <li>i. <b>Review the following, MHSA funded, Program Reviews: COFY, COPE, FIRST HOPE, LA CLINICA, LINCOLN</b></li> <li>ii. <b>Utilize Program Reviews as a tool for quality improvement</b></li> <li>iii. <b>Report gaps and identify potential solutions</b> <ul style="list-style-type: none"> <li>• <b>Chair noted that there is a Program and Fiscal Review template</b></li> <li>• <b>Asks how to use the Program Reviews to improve the quality of the program, “What would be the next step?”</b></li> <li>• <b>When issues are identified in the Program and Fiscal Reviews, updates regarding the “corrective action” be provided to the Committee/Commission</b></li> <li>• <b>The Program Review process and template have been updated and improved</b></li> <li>• <b>Previous Program Reviews are viewed, prior to commencing a new review, to check for issues and improvements. Once the new report is finalized, the information, from previous years, is acknowledged in the new report, for comparison</b></li> <li>• <b>There are approximately 60 programs that receive MHSA funding. It takes approximately three years to review all the programs. There are one to two programs reviewed per month, approximately 20 programs are reviewed per year</b></li> </ul> </li> </ul>	<p><b>* Chair, Lauren Rettagliata, moved to motion that the Committee be informed, by Behavioral Health Administration, pertaining to the follow up and/or corrective action to be taken, regarding Program Reviews that have not met or have partially met program standards. Douglas Dunn seconded the motion</b>  <b>VOTE: 4-0-0 YAYS: Lauren, Doug, Sam, Diana</b>  <b>NAYS: none ABSTAIN: none ABSENT: Duane Chapman</b></p>

<ul style="list-style-type: none"> <li>• The listed Program Reviews are the last to be completed in the review process, completing the three year process of Program and Fiscal Reviews</li> <li>• The Program Reviews are made public, upon completion, at the CPAW meeting first. After which, they are forwarded to the MHC</li> <li>• Chair asked what will be done by the Behavioral Health Administration to make sure that the program standards are met. When the program standards are not met or partially met, can the Committee/Commission be informed of the corrective process?</li> <li>• Depending on the findings identified during the Program Review process, the report will be forwarded to the corresponding department. In addition to the Program Review process, there are other mechanisms in place to provide oversight of the programs. For example, for PEI and Innovations programs, there is a biannual reporting that the programs complete.</li> <li>• <b>Chair, Lauren Rettagliata, moved to motion that the Committee/Commission be informed, by Behavioral Health Administration, pertaining to the follow up and/or corrective action to be taken, regarding Program Reviews that have not met or have partially met program standards. Douglas Dunn seconded the motion</b> <b>VOTE: 4-0-0 YAYS: Lauren, Doug, Sam, Diana NAYS: none ABSTAIN: none ABSENT: Duane Chapman</b></li> <li>• Discussion noted that, although the request made is reasonable, compliance of the request depends on the contract made with each program</li> <li>• Commission members should participate in site visits. The site visit protocol and reporting has not been finalized by the Mental Health Commission</li> <li>• It was noted that a summary is provided in each Program Review, including a fiscal review. The MHSA Program Manager may provide further information, upon request.</li> </ul>	
<p><b>IX. DISCUSS JOINTLY Telecare- Hope House Program Review with the Quality of Care Committee</b></p> <ul style="list-style-type: none"> <li>• Members and attendees had mixed reviews and shared their personal experiences pertaining to the program, the staff and the Program Review.</li> <li>• Previous employee of Hope House shared her thoughts pertaining to the program and report</li> <li>• It was noted that the Program Review was done 11 months ago and a lot of changes have transpired since then.</li> <li>• Behavioral Health Services staff stated that they are and have been addressing the findings stated in the Program Review for the past 11 months to help make the program better</li> <li>• Hazel Lee, a previous employee of Hope House, has been hired as a liaison working for Behavioral Health Services</li> <li>• The referral process is being streamlined</li> <li>• All agreed that they would like the program to succeed so that it could benefit those who are in need of this type of program</li> </ul>	<p><b>* The Quality of Care Committee not present for discussion</b></p> <p><b>*Discussion will be continued and forwarded to the Committee’s February agenda</b></p> <p><b>*Public and members, who have received emails pertaining to Hope House, can forward the emails to Adam Down at Behavioral Health Services Administration</b></p>
<p><b>X. Adjourned at 3:02pm</b></p>	

FINAL MINUTES APPROVED 2/15/18