

**MENTAL HEALTH EXECUTIVE COMMITTEE
MONTHLY MEETING MINUTES
January 24, 2017 – FINAL**

Agenda Item / Discussion	Action / Follow-Up
<p>I. Call to Order / Introductions Commission Chair Duane Chapman called the meeting to order at 3:15pm.</p> <p><u>Members Present:</u> Chair- Duane Chapman, District I Vice Chair- Barbara Serwin, District II Diana MaKieve, District II Sam Yoshioka, District IV Gina Swirsding, District I</p> <p><u>Commissioners Absent:</u> None- all Commissioners present</p> <p><u>Other Attendees:</u> Jill Ray, Supv. Andersen’s office Lauren Rettagliata, District II Teresa Pasquini, (arrived @3:23pm) Douglas Dunn, District III (arrived @3:23pm) Vanessa Perry with RI International (Recovery Innovations, for April Langro) Cynthia Belon, Director BHS Warren Hayes, MHSA Program Manager Adam Down, Behavioral Health Admin Liza A. Molina-Huntley, Executive Assistant for MHC</p>	<p>Transfer recording to computer</p>
<p>II. Public Comments: Chair inquired regarding the meaning of RI. RI= Recovery International, the company has three locations throughout Contra Costa County. They provide peer to peer counseling, workshops, and work with those who are struggling with substance abuse and mental illness.</p>	
<p>III. Chair Report, Announcements, and Comments – Duane Chapman</p> <ul style="list-style-type: none"> • Chair informed Commission of attendance at the Chair conference in San Diego. • Sam brought treats, from Hawaii, to share with the attendees 	

<p>IV. Announcements:</p> <p>The Executive Assistant of the Mental Health Commission, informed the Commissioners of the deadlines in place for the following months: starting from February to June, of 2017. The EA handed out an agenda items and attachments deadline chart. The chart is a visual aid that specifies the due dates for the agenda processing of the MHC and all of the committees. The chart is to be used and adhered to assure the timeliness of the process. The chart was created to ensure that the process complies with the Brown Act and Bylaws. Changes, additions or requests will not be made after the due date has passed.</p> <p>The Chair requests that all Commissioners utilize one direct line of communication, from now, moving forward. All communication, requests, or inquiries, for Contra Costa Behavioral Health Services or Mental Health Programs will be sent to the Chair or Vice, only. The Chair or Vice Chair will forward the request to the Executive Assistant and the Executive Assistant will forward the request to the appropriate staff member of BH/MH. One line of communication will eliminate duplication and chaos and increase efficiency to respond.</p>	
<p>V. Approval of the December 27, 2016 minutes.</p> <ul style="list-style-type: none"> • Sam moved, second by Gina, to approve the December 27, 2016, minutes, with the following corrections: • PAGE 3- STRIKE comments referencing Jill Ray’s comments regarding workgroup... and other comment- “concur with Supervisor Candace Andersen...” • PAGE 3- STRIKE comment that Teresa Pasquini would like to be part of the Task Force...does not. • PAGE 3- STRIKE comment that “Doug and his wife were upset....” Only his wife was upset, not Doug. • The motion passed by a vote of 5-0-0 <p>Vote: Ayes: Duane, Barbara, Diana, Sam and Gina Abstain: none Absent: none</p>	
<p>VI. Discussion regarding current oversight group for the AOT program</p> <ul style="list-style-type: none"> • Public comments first: • Doug- Sent an email to BHS staff regarding handouts for the Executive Committee on 1/21/17, past deadline, unable to hand out to the Commission. Documents reference Los Angeles County’s AOT oversight committee/workgroup, previously overseen the Mental Health Commission. Requests were made that the documents be entered at the full Commission meeting on 2/1/17. • Chair: All committees must adhere to the law and last minute items cannot be entered and attachments will not be entered for the full 	

<p>Commission meeting due to a full agenda and insufficient time.</p> <ul style="list-style-type: none"> • Teresa: Would have liked attachments entered at the meetings, documents pertinent to the discussion. Supports a community based oversight model that is collaborative and that is in partnership. The system should not oversee itself. Would like to provide the commission with a copy of “Grass Roots,” a national effort regarding advocating for those with mental illness seeking treatment. Will provide the Chair/Vice Chair, with the links regarding the information of the National organization, to forward to the Executive Assistant. • Doug informed he has been in contact with the San Francisco County AOT Director and was informed that they conduct quarterly meetings and have a strong community involvement. He has discussed the issue of the AOT group with others from Los Angeles County as well. • Chair was informed during his attendance of the San Diego California Association of Local Mental Health Boards and Commission conference; that some of the other counties throughout the State of California have formed partnerships with their Mental Health Departments. He had a chance to speak to the various Chairs, including the Chair for MHC for Los Angeles County, Larry, who informed Duane that they are in a partnership with MH, representing the stakeholders. • Sam/Gina: Believe there is relevance to the size of Los Angeles County and their policies and procedure; including, the amount of funds that are allocated to a larger county with a population of 10 million. • Barbara: There is a desire to have input from the stakeholders and a need to have the ability to move quickly. There is an existing group in place with stakeholders in a broad sense. There is a way to combine the two models and bring the MHC concerns over to the AOT workgroup existing model. The formation of one cohesive group, in partnership, will eliminate duplicated efforts. • CHAIR: Agrees that there needs to be an oversight group and confirms that the Commission cannot operate alone. Better to join the partnership with Behavioral Health to ensure that the AOT program is operating properly and successful. • Gina, Doug, Duane and Lauren had attended previous AOT oversight workgroup meetings. • Diana: We need a clear idea of what the group is to do; a purpose and the defined expectations should be discussed. Wrote the following guideline: <p style="text-align: center;">“To form a Taskforce, that provides a forum for real and timely, critical experience and or actual outcomes of the processes and procedures, in a way that values all input and response to</p> 	
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possibilities for improvement, promptly so that the AOT has a continuous process in place to modify and adjust AOT processes and procedures to become the best in the eyes of all the stakeholders.”

The Commission needs to decide who will participate in the group. Similar to what Barbara was stating earlier.

- Teresa: Agrees with the conversation and progress and ultimately the goal is for all involved to have a voice and be heard. Encouraged by the efforts to work together, in partnership and agrees that it needs to be in partnership.
- Director of BH, Cynthia: Thanks everyone for their participation in the discussion and for the desire to partnership with BH. Diana’s statement, regarding a purpose for the workgroup, is appreciated as well. BHS commits to working, with the Chair and Vice Chair, regarding an agreement for the AOT workgroup.
- Lauren: Would like more reviews and evaluations, which involve the Mental Health Commission (MHC). MHC purpose is to review and evaluate the community’s mental health needs, services and facilities. Consideration of those who need to be in attendance is important to decipher.
- Sam inquired regarding the recommendation from the BH Director to explain. The BH Director clarified the recommendation made was during the previous MHC on 1/4/17, which are noted in the minutes of that meeting.
- Jill: Added the recommendations will be to the Family and Human Services committee and to the Board of Supervisors, regarding moving forward.
- A suggestion was made to direct complaints to the corresponding head of the department
- Warren does participate in various meetings concerning the AOT program and is very involved in all aspects; including partnering with other Counties for problem solving issues that arises. He offered to assist in the negotiation of the structuring of the AOT workgroup

Barbara moved to motion, to move the description of the MHC recommendation of partnership for the next Family Health Services meeting that the Chair and Vice Chair will attend; along with the Director and Deputy Director of Behavioral Health, to work out a structure of a proposal on behalf of the Executive Committee.

Diana seconds the motion.

Motion passed: VOTE- 5-0-0

Ayes: Duane, Barbara, Sam, Diana, Gina

Abstain: none

Nays: none Absent: none	
<p>VII. The submission of the annual reports, from the Committee Chairs.</p> <ul style="list-style-type: none"> • MHSA/Finance, Quality of Care, and Justice Systems 2016 Yearend Reports have been submitted • The full Commission 2016 Yearend Report will be completed by the Chair and Vice Chair and submitted no later than February 10, 2017, for review. • All reports will be submitted and reviewed at the next Executive Committee meeting in February. • Commissioner Diana will not be present at the next Executive Committee meeting on 2/21/17. 	
<p>VIII. The 2017 outreach and communication goals will be discussed at the next Executive Committee.</p>	
<p>IX. Accept and review items to forward for the February full commission meeting agenda. Warren Hayes will present the Needs Assessment Report at the MHC meeting on 2/1/17.</p>	
<p>X. Adjourn Meeting The meeting was adjourned at 4:40 pm.</p>	

Respectfully submitted,

Liza Molina-Huntley
Executive Assistant to the Mental Health Commission
CCHS Behavioral Health Administration
Minutes approved on 2/21/17