

**MHSA-FINANCE Committee**  
**MONTHLY MEETING MINUTES**  
**November 16, 2017 – FINAL MINUTES**

Agenda Item / Discussion	Action /Follow-Up
<p><b>I. Call to Order / Introductions</b>  Chair, Lauren Rettagliata called the meeting to order at 1:04 pm.</p> <p><b><u>Commissioners Present:</u></b>  Chair- Lauren Rettagliata, District II  Vice-Chair-Douglas Dunn, District III (arrived @1:14pm)  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, Family Member, District V  Dr. Francis Brahman, Child Psychiatrist-retired  Pat Godley, Chief Operating and Financial Officer for CCPHSD  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>• none</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>• NAMI- regarding newsletter, which is distributed to approximately 200,000, homes in the United States, the key note article was pertaining to Contra Costa County.</li> <li>• Noted that employees of Behavioral Health and of ANKA are very committed to quality mental health care. Regardless of the commitment towards quality care, there are not enough placements and resources to help all the families with loved ones that are suffering with a serious mental illness.</li> <li>• Commissioners want to work towards making the system better to help stop tragedies from happening to families by expanding care and resources</li> <li>• Encourages others to read the article written in the NAMI newsletter regarding Contra Costa County</li> </ul>	
<p><b>V. Approve minutes from October 19, 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><b>*Executive Assistant will post finalized minutes.</b>  <a href="http://cchealth.org/mentalhealth/mhc/agendasminutes.php">http://cchealth.org/mentalhealth/mhc/agendasminutes.php</a></p>
<p><b>VI. DISCUSS the Mental Health Division budget with the Chief Operating and Financial Officer for Contra Costa Public Health- Pat Godley</b></p> <ul style="list-style-type: none"> <li>• Mr. Godley provided budget document and distributed copies to attendees.</li> <li>• Mr. Godley authorized for document to be posted on</li> </ul>	<p><b>* Budget document, provided by Mr. Godley, will be posted to MHC website</b></p> <p><b>*further information requested by the committee, will be forwarded to the EA</b></p> <p><b>*CFO- encourages Committee/</b></p>

<p>MHC website</p> <ul style="list-style-type: none"> <li>• Mr. Godley was present to answer all the questions sent to him, by the committee, pertaining to “General Funds”- only</li> <li>• All other inquiries, pertaining to the division’s budget, will be discussed and answered by the division’s Director or designated Executive staff</li> <li>• Each question, submitted by the Committee, was reviewed and discussed, from preparation stand point and where the policy implications are for advocating</li> <li>• First question – what is the timeline? –see attachment, page one. Timeline for the development of the budget for the fiscal year 2018-2019, will be similar to the timeline of previous year. Currently in the fiscal year 2017-2018. Tentatively, on January 30, 2018, the Board of Supervisors (BOS) and County Administrator will set the timetable and discusses priorities. The distribution of allocated funds are determined, for each department within the County</li> <li>• Discussed the attached document, pertaining to the general funds. The document will be made public before the January retreat/meeting, usually held off site, will not be videoed. The meeting helps educate the public regarding the challenges the county faces for the year, pertaining to the budget</li> <li>• How would the Committee/Commission submit items for discussion or consideration</li> <li>• The retreat will be determined by the new Chair of the BOS, Supervisor Mitchoff. Concerns can be submitted to Supervisor Mitchoff, to request consideration for advocating issues.</li> <li>• For specific concerns, for example housing, Committee/Commission members can submit concerns or discuss issues for consideration, to the department/division head. Lavonna Martin is the Director of Health, Housing and Homelessness and issues regarding housing or allocation of funds for housing should be discussed with the division’s head/director</li> <li>• The only issue to be discussed with the CFO will be pertaining to the County’s General Funds dollars, only- nothing else. Anything else that pertains to the funds or grants specific to the Mental Health Division needs to be discussed internally by the department’s head/director, not the CFO. Priorities are set by the various divisions.</li> <li>• The focus of the budget discussion is from the County’s Boards perspective is the County General Funds because it is the only discretionary funding for allocating. The General Funds considers the allocation of the funds for all the other competing social programs, retirement, pension benefits and other financial concerns, including departments that do not generate fees or funds for the county that must be funded as well.</li> <li>• Once the allocation of funds have been received from the County’s Administrator’s Office, regarding the amount of General Funds will be available for Public Health Services, it will set the parameter of what can be distributed to the departments, in accordance to the</li> </ul>	<p><b>Commission members and the public, to attend the January 30, 2018 BOS retreat/meeting- location will be determined by the new Chair- Supervisor Karen Mitchoff</b></p> <p><b>*Finance office will define “managed care”</b></p> <p><b>*Finance office will provide mental health care costs for JH</b></p> <p><b>* Finance office will forward information from 2015-2016, to the EA to forward to the Committee, including the number of County beds used and day rate</b></p> <p><b>*Finance office will include the board and care facilities (attachment “E”)</b></p> <p><b>*Adam- will check availability to request a meeting with BHS Director and with the H3 Director, prior to 1/18/18</b></p>
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department's priorities

- During the month of December, the department reviews the first six months of revenues and expenditures, from July through December, to update projected budget amounts to actualized amounts, for existing programs
- Changes that are needed are reviewed and discussed with department heads and are carried forward into the next budget year
- Annually, the State budget comes out in January and is updated in May and is reviewed for changes in program funding that will affect the County's budget
- For example, the State's budget changed how the 1991 Realignment funds are to be allocated. The State decided to take all Realignment growth dollars, away from Mental Health and funneled it over to cover the In Home Supportive Services (IHS) program. This is an approximate \$1.5-\$2 million dollar decline, per year, in funds, which was used for increases in costs for hospital care or other costs increases, now is no longer available. The County was able to restructure for the current fiscal year, 2017-2018, without any significant impact, less hiring to acquire some savings. This decline in funds will be over a five year span.
- The discussion above, covered the Committee's questions one, two and three
- New programs are funded according to the department's priorities and available funds. If there is a request for the County's General Funds, then extensive consideration needs to be evaluated. For example, the Mental Health Services Act (MHSA) programs are funded by MHSA funds, and budgeted by the MHSA Program Manager.
- Question regarding the lack of funding to hire more full time psychiatrists at a competitive salary rate and extended union negotiations
- The County and the BOS are negotiating an agreement with the Local Physicians Union and hope to come to a resolution. Almost 90% of the psychiatrists will be contracted out, due to the difficulty in specialty type of physicians that are demanding high pay. All of the Contra Costa Regional Medical Center, inpatient is contracted out, Psych Emergency Services (PES) is contracted out, El Portal has contracted doctors. The County has a salary structure that is not far off, when the high benefits package is included; it is relatively good, from a total compensation standpoint. New graduates prefer a higher rate salary, versus retirement and benefits packages. The salary amount may not be as competitive as in the private sector, but the benefits will be better
- Question- does what the County pay the union doctors, does that influence on what can be contracted out on?
- Response- No, it does not when it pertains to psychiatrist doctors, it is a separate structure
- Referencing Committee question number four- how are revenues broken down?  
The revenues are defined by the County's Administrator's Office that routes the funding

- How come the 2011 Realignment funds is under local revenue and the 1991 funds are under State assistance?
- The funds have been in existence since 1991 and before, and the 2011 funds were linked with substance abuse funds and were routed to the local revenue, rather than State
- **In the future, Realignment funds will be placed jointly and in a more understandable format that is less complex-**
- Committee question number five \*\* see attachment
- Regarding the Committee question referencing “permanent overtime” and how it is define is that it relates to the employee’s classification. The term is referred to overtime worked by permanent employees, paid 1.5 times over the normal hour salary rate.
- Question number seven, refers again to the overtime and it is tracked by cost center.
- Question eight- the major sources of revenue and the stability of the revenues are defined and known: Realignment, MHSA and Medi-Cal. Medi-Cal is volume driven activity, if productivity is increased, then revenue can be increased. In the past, the County has made the “match” dollars work; currently, the County is running out of “match” dollars, tapping into other funding streams to continue programs, especially with the Realignment growth dollars gone.
- Which office provides the “match” dollars?
- The division and the County’s financial offices, work together to find match dollars
- Questions pertaining to MHSA funds, under children’s and adult programs, can be discussed by the MHSA Program Manager
- **Managed Care is a State category that will be later defined in a response from the County’s Finance Office**
- Regarding question nine, referencing sustainability and MHSA, can be answered by the MHSA Program Manager
- Question 10- regarding detention, clarified that the detention budget is not part of the mental health budget, it is a separate department budget. The majority of the AB109 funds belong to detention \*\*see attachment
- Question 11- **the request for a costs per person in juvenile hall and will be provided, as soon as available.** Those incarcerated, receiving mental health services, are not billable to Medi-Cal.
- Where does the additional funding for detention services come from?
- \*\*see attachment “B”, under “detention” it is noted that the County General Funds provides the additional funds needed for detention mental health, numbers are inclusive
- Question 12-availabe budget information will be shared
- The Copy of the finalized Mental Health budget, for 2015-2016 is available online on the County’s website
- **To clarify question 12, can the financial reports**

**that are reviewed with the Director of Behavioral Health Services, that are not public documents, be provided ahead of time, the draft document?**

- **Response- yes, draft documents that are pertaining to the interests in the program's budget for services being rendered to the public, can be shared**
- Questions 13 and 14, are basically the same, it is a claiming costs report that is necessary to validate MediCal costs and is available online.
- Question 15 and 16 \*\*see attachment "C" and "D". The 2011 Realignment funds have projected growth, 1991 do not; the 2011 funds are shared with mental health and substance abuse, defined amounts for each. Health, Home and Homelessness (H3), does not receive any realignment funding. The 1991 Realignment funds were lumped together, for children and adults. The 2011 funds were separated
- **Is there a document or report that states how many County residents are being served in the State hospital and at the Institute for Mental Disease, for the amount of funding that it receives from the county, annually?**
- **Finance office will forward information from 2015-2016, to the EA to forward to the Committee, including the number of County beds used and day rate**
- Reference attachment "E" identifies the Community Based Organizations (CBO's), payment limits and the funding source. Board and care facilities are not included but can be provided- Committee requests to include the board and care facilities
- MHPA questions will be answered by the MHPA Program Manager, Warren Hayes
- The Committee's questions were completed, pending additional information that will be forwarded, in the near future
- The Committee hopes to receive the same information, updated, on an annual basis
- The Committee will commit to attending the BOS retreat on January 30, 2018 and will discuss at the next meeting on January 18, 2018, the issues to bring forth before the BOS and Finance department
- The Chair of the Committee and/or other members, will make efforts to contact Supervisor Karen Mitchoff to discuss any concerns, as soon as possible, prior to the 1/30/18 meeting date
- The Committee will work with all department heads (H3, BHS and other departments as deemed necessary) regarding the budget ideas and learning more about the priorities set by the departments and how best to advocate for services, how to find more resources, how to put it all together and determine what level of advocacy is needed? (I.e. -Department, BOS, State, Federal?)

<ul style="list-style-type: none"> <li>• The Committee will not to meet in December.</li> <li>• The Committee will have two members meet with the Director of BHS and two Committee members to meet with the Director of H3, prior to the 1/18/18 MHS/Finance Committee meeting. Adam Down agreed to check availability and will send requests for meetings.</li> </ul>	
<p><b>VII. DISCUSS Committee accomplishments in 2017 and Year End Report</b></p> <ul style="list-style-type: none"> <li>• The Committee advocated for the Mental Health/Behavioral Health Division to obtain an Electronic Health Record (EHR)</li> <li>• Advocated for the ACCESS line funding The Committee has continued to review the MHS/Program Review reports</li> <li>• Advocated for the Assisted Outpatient Treatment (AOT) program</li> <li>• The Committee worked in developing the White Paper, continues to work with the Quality of Care Committee and the Behavioral Health Administration, in regards to the Grand Jury Report. Jointly, have formulated responses to Grand Jury and continues to advocate for the issues brought forth in the White Paper</li> </ul>	<p><b>*The Committee Chair will rewrite Year End Report and forward to EA no later than December 29, 2017</b></p>
<p><b>VIII. DISCUSS and REVIEW Committee’s Mission Statement</b></p> <ul style="list-style-type: none"> <li>• All members agreed that the mission statement needs to be rewritten</li> <li>• Each member will write their ideas for a mission statement and submit it to the EA by December 15, 2017</li> <li>• Item will be further discussed and forwarded to the next meeting on 1/18/18</li> </ul>	<p>*Members will submit their ideas for a new mission statement to the EA by 12/15/17</p> <p>*EA will forward the item to the January 18 agenda</p>
<p><b>IX. REVIEW and ACCEPT the 2018 Committee goals</b></p> <ul style="list-style-type: none"> <li>• Aging adults is the focus for the 2017 Data Notebook</li> <li>• Aging adults is the largest growing population</li> <li>• Aging adults are suffering from not just Alzheimer’s , dementia, depression, among other mental issues, it is a large growing problem</li> <li>• During the MHC retreat, it was discussed and suggested that the Commission use the annual Data Notebook’s area of focus, for the Commission’s area of focus of the incoming year</li> <li>• <b><u>The Committee will include the following additional goals:</u></b></li> <li>• <b>All members will review the budget, in depth and educate themselves regarding all the revenue streams, including the streams for aging adults</b></li> <li>• <b>The Committee will look at advocating for the Realignment funding, at the State level, to not allow diverting of monies, used for providing mental health services</b></li> <li>• <b>The Committee members will also be committed to being vigilant, of all proposed changes in legislature that can affect mental health funding, and advocate against funding declines or for funding program increases</b></li> <li>• <b>Goal number four- to educate the MHC on all County</b></li> </ul>	<p>*EA will add goals and compile the 2018 MHS/Finance Committee goals into one document and include for the 1/18/18 meeting packet.</p>

<p>and State programs that maybe affected by State and Federal legislation</p> <ul style="list-style-type: none"> <li>• Leave goal three alone</li> </ul> <p>Lauren Rettagliata MOTION TO ADOPT THE FOLLOWING, INCLUDING THE ATTACHMENT, AS THE COMMITTEE’S GOALS FOR 2018, Douglas Dunn seconds the motion</p> <p>VOTE: 4-0-0</p> <p>YAYS: Lauren, Doug, Diana and Sam NAYS: none</p> <p>ABSTAIN: none ABSENT: Duane Chapman</p>	
<p><b>X. Adjourned at 3:00pm</b></p>	

Minutes provided by  
Liza Molina-Huntley  
Executive Assistant to the Mental Health Commission  
CCHS-Behavioral Health Administration  
Final minutes approved 1/18/18