



Executive Committee Meeting
Tuesday February 27, 2018 ♦ 3:15pm to 5pm
***RETURN TO BHS MARTINEZ LOCATION:**
1340 Arnold Drive, Suite 200, Martinez, 2nd floor large conference room

AGENDA

- I. Call to Order / Introductions**
- II. Chair Announcements**
- III. Public Comments**
*Please note that all members of the public may comment on any item of public interest within the jurisdiction of the Mental Health Commission, in accordance with the Brown Act, if a member of the public addresses an item, not on the agenda, no response, discussion or action on the item may occur. Time will be provided for public comment on the items on the agenda, after commissioners comments, as they occur during the meeting.
- IV. Commissioner Comments**
- V. APPROVE Minutes From November 28, 2017 Meeting**
- VI. DISCUSS request by Mental Health Commission and Board of Supervisors' Family and Human Services Committee for updates by the Behavioral Health Division regarding progress on issues identified in the Commission's response to the Behavioral Health Services update to the Grand Jury Report #1703 and the White Paper.**
- VII. DISCUSS use of Commission motion tracker in Mental Health Commission work flow**
- VIII. RECEIVE Mental Health Commission administrative updates**
 - 1) Committee memberships and status of elections**
 - 2) Liason appointments**
 - 3) Annual Report**
 - 4) Data Notebook**
- X. Adjourn**



**MENTAL HEALTH EXECUTIVE COMMITTEE
MONTHLY MEETING MINUTES
November 28, 2017 – First Draft**

Agenda Item / Discussion	Action /Follow-Up
<p>I. Call to Order / Introductions Barbara Serwin called meeting to order at 3:15pm.</p> <p><u>Members Present:</u> Barbara Serwin, District II Diana MaKieve, District II Sam Yoshioka, District IV</p> <p><u>Commissioners Absent:</u> Duane Chapman, District I Gina Swirsding, District I</p> <p><u>Other Attendees:</u> Margaret Netherby, NAMI member Julie Kelley, Clinical Consultant for the Sheriff's Office/CAO- for Health Services/Detention Mental Health Services Victor Montoya, CCRM/PES Jill Ray, Board of Supervisor field rep, District II Adam Down, MH Project Manager for BHS Administration</p>	<p>EA-Transfer recording to computer</p>
<p>II. Chair comments:</p> <ul style="list-style-type: none"> • none 	
<p>III. Public Comments:</p> <ul style="list-style-type: none"> • The Rapid Improvement Event, at Detention Health, is focusing on behavioral health in improving care • The Behavioral Health Division has mental health first aid, trainers are available to train staff at organizations, materials will be supplied (\$20 value), at no cost. Eight person minimum, up to 25 attendees, the course is eight hours on identifying people that are experiencing a mental health crisis. Looking to start classes in January/February. Or another option is to contact: Kathy Chiverton at Discovery Counseling Center for training. 	<p>*Contact –Adam Down for scheduling Crisis Mental Health training</p>
<p>IV. Commissioners Comments:</p> <ul style="list-style-type: none"> • Member wanted an update regarding Chair's health and send regards 	<p>*</p>
<p>V. MOTION to APPROVE the minutes from the October 24, 2017 meeting. Sam Yoshioka moved to motion, Diana MaKieve seconded the motion. *No corrections VOTE: 3-0-0 YAYS: Barbara Serwin, Diana MaKieve, Sam Yoshioka NAYS: none ABSTAIN: none Absent: Duane Chapman and Gina Swirsding</p>	<p>*Post approved final minutes to website</p>

<p>VI. DISCUSS whether or not to hold December Committee meetings and January 3 Mental Health Commission meeting</p> <ul style="list-style-type: none"> • The Executive Committee and the Chairs of the MHSA/Finance, Quality of Care and Justice Systems Committees will consider the option to not hold any meetings in the month of December, continuing with Committee meetings, regular schedules, in January of 2018. • Due to the New Year holiday, consideration will be taken regarding rescheduling the January 3 meeting to a later date • After the discussion, the consensus was to reschedule the Mental Health Commission meeting to the following week, Wednesday-January 10, 2018 at the same time, from 4:30pm to 6:30pm. The Executive Assistant will confirm the location of the meeting and inform the public at the December 6 Commission meeting. • The Commission will determine the agenda items for the January 10 meeting at the December 6 meeting • All Committee meetings will be cancelled for the month of December: MHSA/FINANCE, QUALITY OF CARE, JUSTICE SYSTEMS and EXECUTIVE, and will resume the regular scheduled meetings in January. • MHSA/FINANCE and the Quality of Care will start on 3rd Thursday January 18, 2018, starting at 1pm. Both meetings will be at the same location at: 1340 Arnold Drive, suite 200, large conference room in Martinez • Justice Systems and Executive Committee meeting will be on the 4th Tuesday, starting January 23, 2018, at 1pm. Both meetings will be at the same location at: 1340 Arnold Drive, suite 200, large conference room in Martinez 	<p>*EA will send out meeting locations, date and times to the public and distribute at 12/6/17 Commission meeting</p> <p>*The Mental Health Commission meeting will be held on 1/10/18, instead of 1/3/18</p> <p>*Committee meetings will resume their regular schedules in January</p>
<p>VII. DISCUSS whether to consider 2018 Committee Chair changes</p> <ul style="list-style-type: none"> • Members discussed that it would be beneficial to the Committees, and to the current Chairs, to have someone new to Chair the Committees • There are some challenges, due to several membership vacancies on the Commission, therefore a lack membership in the Committees- primarily in the Quality of Care Committee and consistent attendance of the members in the Justice Systems Committees • The first step is assign Commission members on to a Committee and commit to attend the monthly meetings • Once membership is obtained, then Chairs can discuss with their Committee, who will be willing to step into the leadership role and responsibilities as Chair • Supervisors may appoint members to any vacant seat in their district, the district Supervisor makes the determination • There are several applications that have been submitted for membership and are pending appointment by the District Supervisor, to be determined by the District Supervisor • When all membership vacancies are filled, the consideration for changes will be discussed • Members/Vice Chair request that Adam/EA follow up with Supervisor's office regarding pending applications/appointments to fill seat vacancies, including attendees that have submitted their applications that are looking forward to becoming members • It was suggested, in previous years- Commissioners selected and 	<p>*Adam/EA will contact district Supervisor's office to request a status update regarding pending applications to fill vacancies and follow up with MHC</p> <p>*EA will include item to be discuss and determine options for Commissioners to choose a different Committee to change Chair and/or membership</p>

<p>ranked their preferences to Chair their Committee selection. The previous EA gave each Commissioner their first selection to Chair the Committee of their choice.</p> <ul style="list-style-type: none"> • Other members agree that they would like the option to make changes to Chair another Committee or join a different Committee • It will be agendized for discussion at the Commission meeting on January 10 • A clarification was made that there cannot be a quorum of the Commission, at any Committee meeting, to follow the Brown Act Regulations. At full Commission membership, no more than seven Commission members can be at any Committee meeting at one time. (Currently, there are 12 Commissioners, no more than six can be present at any given Committee meeting) • Five Commission members, to serve on a Committee, does not constitute a quorum of the Commission total membership of 15 (current membership stands at 12 members) 	
<p>VIII. REVIEW 2016 Annual Report and DISCUSS 2017 Annual Report</p> <ul style="list-style-type: none"> • Committee goals will be discussed during the January meeting, along with Committee changes discussed in item VII • The process, regarding the Annual Report, starts with the individual Committee Chair/members, writing an annual report and passes them for approval by the Committee and forward to the Commission for approval. The Chair of the Commission consolidates the annual report and may include additional goals for consideration and submit the consolidated Commission report to the Director of Behavioral Health Services Division and to the full Commission for discussion and approval. Once approved, the Commission's annual report is forwarded to the Board of Supervisors for approval. • Historically, all 80 advisory bodies put together an annual report, and submit it to the Board of Supervisors (BOS) in December, or January at the latest, and submitted as a consent item, on the Board of Supervisor's agenda for approval. • The previous Commission Chair choose to do a full presentation, in 2015, before the BOS of the MHC's annual report and included the White Paper, as part of the presentation before the Board. This type of action is not the norm and highly unusual. Only three presentations are allowed, per meeting, at BOS meetings • The 2016 annual report was submitted and processed late in 2017 due to the lack of clarity of the process • A suggestion was made to be watchful of the BOS agenda and when the annual report is agendized, selected Commissioners can attend the Board of Supervisor meeting and utilize the speaker card to obtain three minutes to speak (per person) and collectively mention a section/highlights of the Commission's report, vision and goals for the new year • The Vice Chair agreed to the suggestion made • In May, for Mental Health Awareness month, a proclamation is created and presented at the BOS meeting to the MHC, regarding stigma but does not cover the current work being done by the Commission • The Chair of the Justice Systems Committee has completed and submitted the annual report for the Committee, to be discussed and approved at the next Committee meeting • The MHSA/Finance Committee and the Quality of Care Committee Chairs will complete their annual reports, to be included in the 	<p>*Vice Chair (Chair for 2018) will follow suggestion when annual report is submitted to the BOS, and agendized, Commission members will be present at the meeting, for each to mention MHC highlights</p> <p>*The Chairs of the MHSA/Finance and Quality of Care Committees will complete 2017 annual reports and submit for approval of the Committee at the January 18 meeting</p> <p>*new Committee members will determine 2018 goals</p> <p>*Executive January 23 meeting,</p>

<ul style="list-style-type: none"> meeting packets for January 18 Committee would like to discuss and determine the goals for 2018 at the January 23 meeting All agreed that all Committees will complete their annual reports in January and make Committee changes of Chairs or membership and the new members will determine the goals for 2018 for each Committee 	<p>discuss MHC goals for 2018</p>
<p>IX. DISCUSS AGENDA FOR THE NEXT Mental Health Commission meeting on December 6, from 4:30pm to 6:30pm, at 2425 Bisso Lane in Concord</p> <ol style="list-style-type: none"> Update on F&HS Committee meeting (regarding the White Paper and the Grand Jury Report) –with Barbara Serwin (10 minutes) Alcohol and Other Drugs presentation-with Program Chief, Fatima Matal Sol (20 minutes) Update from Detention Mental Health Services- with David Seidner, Program Chief for Detention Mental Health (15-20 minutes) <ul style="list-style-type: none"> Julie Kelley, representing Behavioral Health Services in detention. Stating the mental health component in jail and the intense mental health treatment services in detention. Currently, there are approximately 70 inmates that are deemed “1370” (the penal code for incompetent to stand trial) out of an approximate total of 1400. Most are waiting for state hospital beds, compliant with their medications, following the program and most are doing well. There is usually a subset, of approximately 5-8 inmates that begin to decompensate quite rapidly because the refuse to take their medication. Detention Mental Health Services cannot force medications, even with a court order, it is very difficult to accomplish. In the past, these inmates have been sent to Santa Clara County to the Forensic Unit in their jail. Unfortunately, Santa Clara County is no longer contracting with any surrounding counties; therefore, options are very limited for these inmates The Behavioral Health Director and the Health Services Director, in conjunction with the Sheriff’s Office, is seeking a 1369.1 designation. This means that a portion of the jail, will be set aside as a treatment facility, to provide treatment for inmates refusing medications. There will be an option to provide a “Riese hearing” or antipsychotic medication capacity hearing. (A facility-based hearing to determine person on any of the LPS holds, other than a temporary conservatorship or conservatorship, has the capacity to refuse psychiatric medications). If the person is found incompetent, then medications can be given in detention and decrease the amount of decompensation that is happening. Currently, Detention Mental Health (DMH) does not have the ability to force medications. Because Detention Mental Health is not a treatment facility, it must be approved by the Board of Supervisors, to request that DMH is designated as such. The Board Order is agendized for the next BOS meeting on 12/5/17. It is the beginning to address the issues for the few inmates that require treatment As services are expanded within Detention Mental Health, for the seriously mentally ill, more can be done for inmates suffering with mental illness and the Mental Health 	<p>*Forwarded to committee Chairs to discuss with their committee members and submit to MHC for the 1/10/18 agenda, along with each committee’s goals</p> <p>*forward to the MHC meeting on 12/6/17 Detention Mental Health discussion with Program Chief, David Seidner</p> <p>*Items 1, 2, 3 and 5 will remain on the agenda for the 12/6/17 MHC meeting</p> <p>*Item 4 will be forwarded to the 1/10/18 meeting agenda</p> <p>*The Chair of the MHC will pass on the gavel to the incoming 2018 elected Chair on 1/10/18</p> <p>*Discuss the changes in membership and Chairs for 2018 at the MHC meeting on 1/10/18</p> <p>*Receive Committee reports/updates at MHC meeting on 1/10/18</p>

<p>Commission's support can help in assisting in the endeavor, to stop the suffering of the mentally ill in detention.</p> <ul style="list-style-type: none"> • Other Counties, throughout the state, are leading in the same direction towards expanding their mental health services for the inmates in detention • Medications would be administered by a nurse, or a doctor, restraining the inmate in need of the medication, so that they can receive the necessary treatment, to end suffering and be able to progress with further treatment, while protecting the inmates civil rights • Policies and procedures will be reviewed from other implemented treatment programs from the other counties and developed, to adapt to the new facility designation (Tehama County is currently operating under 1369.1) • Inmates that go to the State hospital are restored but have to be returned to the county for Judication of their case and may experience a relapse • A summary was provided for attendees and will be included in the meeting packet for the next Mental Health Commission on December 6 • The goal is that the people in detention, will receive the same level of treatment and care, that is offered outside of detention, so that the person can be restored • Initiating the new treatment facility, at the Martinez detention, will be one step in the process of treating the severely mentally ill in detention, hoping that as the person stabilizes, they will be able to step down into the new program that will be offered in the West County detention expansion in the future • The Program Chief for Mental Health Detention, David Seidner, will present updates at the Commission meeting on December 6 <p>4. Special Report: MHSA/FINANCE Committee Report on BHS Budget (20)</p> <ul style="list-style-type: none"> • Member advises to push item to the January 10 meeting, starting with the information that was received by the County's Finance office on November 16, to provide the Chair of the Committee more time to prepare for the Commission presentation <p>5. Honor outgoing Chair, Duane Chapman, by Supervisors and Commission (25)</p> <ul style="list-style-type: none"> • The Certificate of Appreciation, from the Board of Supervisors, for the service Duane Chapman has provided during his term as the Chair of the MHC, will be presented to him by the Board of Supervisor, Candace Andersen, at the 12/6/17 meeting • The Vice Chair proposes for each person to write down one word on a piece of colored paper, from their heart, that describes Duane, collect all the papers and give them to Duane to cheer him up during his daily battle with his health issues • The Vice Chair will present him with flowers and provide colored paper and pens to the Commission • Vice Chairs of the Committee can step into the Chair role, if they choose to do so and members can transfer to another 	
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<p>Committee of their choice</p> <ul style="list-style-type: none"> • Diana MaKieve was interested in switching from the MHSA/Finance Committee to the Quality of Care Committee for 2018 • Adam/EA will inquire if MHSA Program Manger is available to answer additional budget questions and updates, including the community forum, possibly for the February 7, 2018 meeting • Prop 47- reentry project program, in Antioch, regarding low offenders entering treatment program with Program Chief of Adults and Older Adults, possibly for 1/10/18, Adam will check regarding availability • EQRO- changes in strategic initiatives (Adam) 	
<p>X. DISCUSS agenda for the next Executive Committee meeting- in January 2018</p> <ul style="list-style-type: none"> • 	<p>*Moved to discuss 1/10/18</p>
<p>XI. Adjourned at 4:42pm</p>	

Submitted by:
Liza Molina-Huntley
 Executive Assistant to the Mental Health Commission
 CCC- Behavioral Health Services Administration

DRAFT

WILLIAM B. WALKER, M.D.
Health Services Director
CYNTHIA BELON, L.C.S.W.
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Update on the Grand Jury Report No. 1703 and Referrals 115 & 116 – MHC’s White Paper and BH Division White Paper Clarifications

There are three primary areas of update related to the addendum that was previously presented.

Grand Jury Report #1703: Facilities for Children’s Mental Health Services

West County Children’s Clinic staff has met with Steve Harris and Gennifer Mountain, to review concerns and address the areas of deficiency within the current building, to include concerns about asbestos. The clinic will be moving to a new clinic site in eighteen to twenty-four months. Based on the areas of concern, and subsequent feedback, the current site will need to be renovated to ameliorate some of the environmental issues that have plagued the clinic, such as roof repairs, interior paint, carpet replacement and correction of ADA compliance issues. An estimate has been rendered totaling roughly \$250,000. The roof repairs are tentatively scheduled to be completed in October/November, depending on contractor availability, and the interior renovations are anticipated to be completed by the end of the year. Further discussion will need to take place around ADA space re-allocation. Air quality has been checked regularly by Risk Management, and there has been no indication that there are concerning levels of asbestos indicated. Air quality will again be tested at the completion of renovations at the clinic. The new facility will not be ready for occupancy for eighteen to twenty-four months, perhaps a bit longer.

We are actively seeking the relocation of the First Hope Programming in a centralized county location. This will free up space for the development of the new TAY Transitional Housing program at Oak Grove and the development of the First Break program to be co-located with First Hope. Program staff has visited several prospective sites and are weighing benefits and challenges of these spaces with Finance and County Administration. It is a common goal to locate a site that will allow for expansion of services, with minimal impact to current budget funding allocated for any tenant improvements needed before moving. With this innovative program, appropriate facility design will be crucial. It must meet the needs of the program treatment space and be inviting and friendly to the teens and families that it will serve. The staff ideally will be involved in the interior design of the new facility.



Grand Jury Report No. 1703 and Referrals 115/116: Psychiatric Shortage and Recruitment Efforts

The Deputy Director of Behavioral Health, Matthew Luu, has been working with the Division’s Acting Medical Director to expand the recruitment of Psychiatrists. Historically, the Behavioral Health Division has solely utilized Jackson & Coker Locumtenens, LLC to assist in recruitment of Psychiatrists. Since the last update, the County has enhanced efforts to expand the recruitment and employment of Physicians via Health Services Finance’s approval for Behavioral Health to access the staffing agencies utilized by CCRMC.

To date, the contract agencies working with the Behavioral Health Division are now: Jackson & Coker Locumtenens, LLC., Staff Care, Locumtenens.com, and Traditions Behavioral Health (TBH).

No studies have been conducted by the Division related to a staffing assessment. Once current vacancies are filled, the Division will then determine if an assessment is needed to look at future needs for Psychiatry. It is important to note that there is an acute shortage of Psychiatrists available in the market and even fewer Child Psychiatrists. Every County in the State is dealing with this reality. There is no new information to report on County psychiatrist salary and benefits changes since the County is still negotiating with Physicians’ and Dentists’ Organization of Contra Costa. The current contract was recently extended through December 31, 2017.

The following tables summarize the current status of Psychiatric staffing:

Children’s System of Care

	Filled Positions (Contract)	Vacant Positions (County)
Children’s	7.6 FTE	3.8 FTE

Confirmed Candidates:

MD Name	% FTE	County Region	Status	Agency Name
John Kipling Jones	1.0	West	November 2017 start date	Jackson & Coker, LLC
Barbara Swarzenski	0.6	West	December 2017 start date	CCBHS contract
Nicole Quiterio	1.0	West	Interview in October 2017	TBH
Zakee Matthews	1.0	West	Interview in October 2017	TBH

Adult System of Care

	Filled Positions (Contract)	Vacant Positions (County)
Adult	25.8 FTE	7.2 FTE

Confirmed Candidates:

MD Name	% FTE	County Region	Status	Agency Name
Richard Cohen	0.6	East	January 2018 start date	Staff Care
Chang Lee	1.0	East	November 2017 start date	Staff Care

Behavioral Health is continuing with its nationwide search for a new Behavioral Health Medical Director. The next interview will take place in early December.

Grand Jury Report No. 1703 and Referrals 115/116: Child and Teen Crisis Services – Mobile Response and Staffing

The Children’s System of Care has contracted with Seneca Family of Agencies for more than 15 years to provide Mobile Crisis Response to all three regions of the County. Seneca Family of Agencies provides short-term crisis intervention and stabilization services are provided to children and transitional-age youth who are in acute psychiatric distress. The primary goals for MRT are crisis stabilization, decrease need for police involvement, reduce unnecessary hospitalizations, assist youth in accessing emergency psychiatric care when needed, and assess the youth’s current mental health needs.

Based on experience of implementing Mobile Response, the County has expanded Seneca’s contract to include additional funding to be able to support all children and families in Contra Costa County. The team will be available from 7AM to 11PM for field evaluation and visits. They will be available 24/7 by phone and after hours a field visit will be implemented if indicated by phone evaluation.

The Adult System of Care has also initiated planning and implementation of Mobile Crisis Response, which will be county-operated, and managed by our Specialty Mental Health Forensics clinic. There will be staff centrally located to all regions of the County and will have staffing 24-hours, 7 days a week. The PM shift, covering 3pm to 11pm, will have 2 teams scheduled, as these hours have been indicated by PES to have a higher volume of patients. The Adult Mobile Response team will work collaboratively with the Forensic Mental Health Evaluation Team (MHET) and local police departments, as needed, to alleviate the impact on Psychiatric Emergency Services.

The expansion of the Children’s Mobile Response Team and the implementation of the Adult Mobile Response teams have a hard start date of January 2018. Both programs

will help to link at-risk individuals—children, transition-aged youth, adults and older adults to the appropriate services and minimize additional impact on PES and limited crisis services.

Children's services staffing levels are slightly below the pre – 2008 Levels adjusting for Katie A. While some staff has been added Children's staffing needs to add an additional number of positions, Clinical and Family Partner staff, in the regional clinics. Currently, Children's is adding positions to meet the increasing demands of Katie A. and Continuum of Care Reform, however, this will only meet the pending demand for these services. These initiatives along with the Affordable Care Act have left the clinics slightly understaffed.

Referral 115/116: Child and Teen Crisis Services – Impact on PES

Health Services Psychiatric Emergency Services (PES) continues to see a rising number of 5150 clients and the census continues to be higher than originally intended. The facility design was targeted for a smaller daily influx of consumers. The Department acknowledges that PES continues to be busy with an average of nearly 900 patients per month, and is able to respond to average client visits in a timely manner. Intermittently PES census can spike to 30 or more patients and these peak occurrences are taxing on staff and space capabilities. In response to the challenges of census spikes, the Department has increased staffing in the morning to allow for expedited re-evaluation of overnight clients. This has been mostly manageable with a slightly reduced length of stay meaning consumers are able to leave the unit sooner and disposition is quicker. Additionally, the total number of monthly visits has been stable over the last 3 years with fewer spikes in demand suggesting a minimally acceptable staffing pattern that is taxed in times of crisis. In those instances additional resources, such as, Miller Wellness, etc. are used. The opening of the Miller Wellness Center has contributed to a stable number of monthly visits due to its accessibility to voluntary patients. Additionally, Miller Wellness has had a central role in assisting the Regional Clinics in the Children's System of care to serve consumers by providing initial Psychiatric assessment when needed and medication. Primarily it has allowed the system a way to divert non-acute consumers into appropriate service.

Issues with PES space and design continue to be a challenge, particularly with children. Children must walk through the adult milieu upon arrival and departure and to reach the interview room. Minors are housed in a separate room in an isolated corner of PES with dedicated bathroom and a nurse present at all times in the doorway. When they need to traverse the main environment, they are escorted by staff at all times (i.e. to enter or exit PES or to go to the interview room.) A separate space for children to enter, exit and to reside while present in PES is a priority. The Behavioral Health Division, however, has no control over space allocation, or any other operational and facilities planning within PES as a Hospital and Clinics Unit. Hospital and Clinics is currently looking at ways to improve the current situation and have Child and Adult services be more segregated.

A re-model is needed for separate entry of patients arriving via ambulance, voluntary walk-up clients, and children, as well as private space for confidential conversations with loved ones and for clients seeking information about our services.

With respect to needs for referral to facilities, PES' primary difficulty can be finding hospital beds for challenging minors (as they may be declined by outside hospitals) and also, housing for regional Center clients who lose their placement. These Regional Center clients can be housed in PES for extended periods of time while awaiting suitable placement and plan. Currently there is no requirement that a private Psychiatric Hospital accept a patient from a Psychiatric Emergency Service. As a result, a number of youth get denied each year and remain at PES past their allowed 23 hours and 59 minutes. There is a statewide shortage of acute care beds for children and youth. Behavioral Health has explored the possibility of a child and youth inpatient unit at County Hospital. While doable in concept, it became clear that the project was fiscally not feasible. Other options Children's Services is exploring include the development of a Crisis Residential Facility to provide short term stabilization to the consumer and family.

Summary

The Behavioral Health Division is aware that while all issues identified in the Grand Jury Report and White Paper have not been completely resolved, a considerable amount of progress has been made and significant effort has been put towards addressing the issues identified. Behavioral Health is committed to its partnership with the Mental Health Commission, the community, the Board of Supervisors, and its agency partners. We are dedicated to diligently working collaboratively to ameliorate the identified findings and ensure that we meet the needs of those we serve and their families.

Sincerely,

Matthew Luu, L.C.S.W
Deputy Director of Behavioral Health
Contra Costa County Behavioral Health Division

Contra Costa County Mental Health Commission Response to Behavioral Health Services Update to Grand Jury Report No. 1703 and Referrals 115 and 116

October 30th, 2017

This document is a response from the Mental Health Commission to the update by Behavioral Health Services to the Board of Supervisors Family and Human Services Committee regarding the Grand Jury Report No. 1703 and the White Paper published in March, 2016.

The process of updating the Family and Human Services Committee has been collaborative and fruitful. Over the past year, Behavioral Health has been working to address key challenges identified in the White Paper and more recently by the Grand Jury Report 1703. Over the past month and a half, the Commission and Behavioral Health have worked together to identify key improvements as well as ongoing challenges. This has involved a great deal of research, information exchange, and problem solving, and the development of a shared vision of how problem resolution can move forward in a positive direction. The process has resulted in the Behavioral Health Update and the ensuing Commission Response.

The Commission thanks the Board of Supervisors for giving serious consideration to the Grand Jury and Commission concerns and encouraging open discussions and collaboration. Thanks also to Behavioral Health for working so diligently to make strong headway and for the information sharing and frank discussions that have enabled us to air our differences of opinion and find common ground. We are grateful as well to Psyche Emergency Services for updating us on its current operations and challenges.

The remainder of this document consists of a Commission review of progress, questions, and suggested follow-up by the Commission and Board of Supervisors.

Upgrading the Current West County Children's Clinic Facility

The Commission recognizes that Behavioral Health is working diligently to improve the West County Children's Clinic, bringing together the necessary resources to make critical improvements as quickly as possible. The Commission is glad that the carpet will be replaced given its poor condition and the indeterminate lump underneath it. There were initial concerns that the carpet was installed over asbestos and therefore could not be replaced.

Recommended Follow Up:

- Visit the clinic in two months to review progress.

Acquiring a New Location for First Hope

The Commission recognizes the strong effort that is being made to relocate First Hope and its First-Episode Psychosis Program to a financially sustainable and appropriately designed facility.

Addressing the Shortage of Psychiatrists

The Commission believes that true prevention and early intervention start with hiring top-notch psychiatrists. Maintaining effective staffing levels and a building a team-like environment are also critical.

Behavioral Health has made significant progress in:

- clarifying the number of approved FTE positions and the number of filled positions and unfilled positions;
- and improving recruiting efforts by contracting with four staffing agencies for the hiring of contract psychiatrists, including Traditions, the agency that it has most recently contracted with.

Behavioral Health has long recognized that a key factor in its challenge in hiring is its inability to offer competitive compensation packages. Since most of the psychiatric staff is contracted, focusing attention on the rates and benefits of contract employees is particularly important. The Commission hopes that the more competitive compensation offered by the staffing agency Traditions will help attract candidates. The use of MHSA funds for student loan reimbursement should also be attractive.

Behavioral Health recognizes the importance of contracting with psychiatrists who are willing to work at least three days a week to maintain treatment continuity, simplify staffing planning, and support a team-oriented approach to care. Behavioral Health reports that it has discussed this need with its staffing agencies but, like other counties, is hampered by the regional- and nation-wide lack of child psychiatrists.

Questions:

- Behavioral Health states that it will consider whether an assessment will be made once current vacancies are filled. How will this determination be made? What kind of staffing assessment would potentially be made?
- Are MHSA student loan payment funds being fully utilized?
- Is there the possibility of incenting contracting psychiatrists to work a minimum of three days per week or more by a) offering a bonus for working 24 hours plus; or increasing their hourly fee for every hour worked over 24 hours?

Follow-up/Suggestions:

- Revisit the status of hiring in four months to see how hiring is progressing for unfilled psychiatry positions;
- Regularly review a Behavioral Health report on the status of all psychiatry and mental health clinician positions, including newly or soon to-be-vacated positions;

- Explore ways to incentivize contracting physicians to work a minimum of 24 hours per week;
- Annually review a report on the MHSA school loan payment program for psychiatrists to see how this program is being utilized.

Filling the Vacant Position of Medical Director

The Commission recognizes the challenges in filling the all-important Medical Director position. However, this process has been underway for two years now. Although a candidate was recently interviewed, the next interview is not scheduled until December, 2017. The Commission hopes that Behavioral Health can re-double its efforts to recruit and make timely, strong offers to qualified candidates over the next two months.

Follow-up/Suggestions:

- Review recruiting and hiring strategies to ensure they are as effective as possible.
- Revisit the hiring status of the Medical Director in two months.

Legacy Planning for High Level Positions

The issue of legacy planning within Behavioral Health has been raised by EQRO. In discussing the challenges around hiring a Medical Director position, the Commission learned that county hiring practices do not permit a Department to interview and fill a position until the incumbent has actually vacated the position. This is the case even if the retirement or departure is planned. The Commission is very concerned that this practice eliminates the ability to mentor and pass on institutional knowledge is lost. This in turn disrupts administration and services and, ultimately, continuity and quality of care. This practice will impact the management of the Children's Division when the Director of the Division, Vern Wallace, retires this coming year after decades of holding the position. The Commission urges the Board of Supervisors to find a solution to the legacy problem.

Relief to Impacted Psyche Emergency Services (PES):

PES Internal Adjustments

The Commission recognizes how fortunate the county is to have a PES co-located with medical facilities where a true medical evaluation can happen. The Commission lauds the ongoing efforts of PES to find ways to manage an impacted environment with an increasing number of 5150 clients and a decrease in the number of voluntary clients.

Since the White Paper was published, it seems that PES's main strategies for managing the new norm of an average 900 patients per month – still considerably higher than originally intended – has been to hire additional staff for the morning shift to expedite re-evaluation of overnight clients and to slightly reduce the average length of stay. This solution, plus a more stable daily census has resulted in a situation that is “mostly manageable”, with the current staffing pattern seen as “minimally acceptable.”

The Commission reads this situation either as 1) an increase in efficiency or 2) as a somewhat tenuous situation that is consistently stressful for staff, often leading to burn-out and turn-over, and that may decrease the amount of time that a consumer receives care. Lastly, is there the time and staff to follow up on whether the consumer is following the prescribed treatment? The Commission cannot be certain from the Update.

Questions:

- Is the current strategy viable long-term or do we need to commit to increasing staffing levels, potentially including psychiatrists, to reduce stress on staff and consumers and to enhance quality of care? How would the need for additional staff be evaluated?
- How has a decrease in the average length of stay has been achieved? Is it an increase in the number of staff in the morning or are we relying on quick turnarounds?
- Does this mean reduced time for a proper evaluation, adequate treatment and/or disposition?
- Has the experience of being a client at PES improved and have outcomes improved?
- Will the new electronic health record system provide the ability to follow the disposition of where PES patients receive their follow up and treatment?

Follow-up/Suggestions:

- Revisit staffing needs in six months
- Request clarifications on the amount of time for evaluation, stabilization, dispensation and opinions on how these metrics are impacting the consumer experience and quality of care.
- Request information on the capabilities of the Electronic Health Records to support the PES function of tracking patient post-PES treatment.

***Relief to Impacted Psyche Emergency Services (PES):
Addressing Children's Needs for the Facility***

The Commission fully agrees with the facility design changes that are required to separate children from adult clients and to improve the waiting, family consultation and treatment spaces for children. The Commission urges the Superintendents to support changes recommended by the Hospital and Clinics Unit for these high priority improvements.

Follow-up/Suggestions:

- Request proposals from the Hospital and Clinics Unit for redesigning the children's area of PES.

Relief to Impacted Psyche Emergency Services (PES): Expanded Mobile Relief Services

The expansion in mobile relief services is intended to decrease pressure on PES. The Commission is glad to see the increase in the hours of coverage of the Children's Mobile Crisis Response and the planned introduction of this service for the Adult System of Care. Also significant is the Adult program's coordination with the Forensic Mental Health Evaluation Team (MHET) and the three county police departments where MHET is located.

Questions:

- How will the impact of the Children and Adult Mobile Crisis Response on PES congestion be evaluated?
- What are the numbers related to the Children's Mobile Crisis Response, e.g. number of visits per month, number of diversions from PES? What are the projected numbers for the Adult service?
- How aware are all 23 law enforcement agencies of the three MHET teams?
- How will the 20 county law enforcement agencies outside the three that host MHETs activate a request for the adult mobile response team? How else will they interface?
- Forensics is open 8:00 AM to 5:00 PM. How will it interact with MHET when the teams will be used most frequently between 3:00 PM and 11:00 PM?

Unclear Staffing Needs of the Children's Division

The Behavioral Health update notes that the Children's Division staffing levels may not fully meet the needs of its several mandates and programs. The Division lost 40 line staff positions in 2008, and while several staff have been restored to respond to Katie A and Continuum of Care, Behavioral Health states that staffing levels are still *slightly* below the pre-2008 levels, despite the Affordable Care Act. Behavioral Health also reports that additional clinical and Family Partner staff are needed in the regional clinics. The Commission would like clarification to better understand what the Division's needs are. With the impending retirement of the Director of the Children's Division, Vern Wallace, the need for an adequate level of well-trained staff is essential.

Questions:

- What is the estimated number of Children's Division staff needed, by position?

Improvements to Family Support Services

Fully staffed Family Support services may have the impact of diverting consumers from PES. Family Partner positions in the Children's and Adult clinics that were empty, some for multiple years, are now filled. This is a critical step forward.

With the new MHSA NAMI Program for Family Support through family volunteers, Family Support Services is now comprised of three groups – the other two are 1) the Office of Consumer Empowerment with its 20 peer staff Family and Community Support Workers

and 2) the Family Coordinators. The key to success will be coordinating them to ensure efficient and effective deployment of the appropriate services.

Lastly, there are important family support programs being driven by volunteers. Dave Kahler, a Commissioner Emeritus, coordinates the CIT Training. He also has set up and runs the NAMI Crash Course, which has been seen over 1,000 family members in the past year. More direct involvement by Behavioral Health staff is needed in these crucial areas.

Questions:

- Does each of the adult clinics have a family advocate?
- How will the family advocates and coordinators interface with the new NAMI MHSA program?

Follow-up/Suggestions:

- Request a plan for coordinating and interfacing the three different family support services from Behavioral Health.

Determination of Wait Times at Clinics

The Grand Jury expressed a deep concern regarding wait times at the Children's clinics, as did the White Paper. The White Paper also expressed concerns regarding the Adult clinic wait times. What the Commission hears from the community on wait times differs significantly from Behavioral Health's numbers. EQRO 2016 has also questioned the Behavioral Health numbers and has stated that Behavioral Health's technique for calculating wait times is an estimate. It will be months until the impact of more psychiatrists on wait times will be known as it will take time for them to fully ramp up at the clinics.

The Commission and Behavioral Health do agree, however, that the new Behavioral Health information system should provide accurate data on how long it takes a patient to be initially assessed, receive non-medication treatment, and be assessed by a psychiatrist and receive medication treatment if warranted.

Follow-up/Suggestions:

- Revisit wait times as part of the 2017 External Quality Review process.
- Confer with information systems to ensure that the ability to accurately track wait times is being properly implemented.
- Request wait times as tracked by the new information system once the system has been up and running for four to six months.

Reduction of Wait Times for CBO and Private Therapist Appointments

The Grand Jury was very concerned about the availability of network providers for children who need to access treatment for moderate to severe mental illness. The Commission commends the new Access Line team for reducing abandoned calls from 15% to 2%.

Access Line data, however, does support the Grand Jury's concern, demonstrating that, in fact, that the five providers in East County are not able to meet demand.

Questions:

- How will the need for additional treatment providers for Children in East County be determined? Can Access Line data help estimate the number of needed providers?

Follow-up/Suggestions:

- Request a plan for determining the need for additional providers in East County and for acquiring the necessary number of providers.

The Continued Need for a Children's Residential Treatment Center

The Commission has advocated for a children's residential treatment center for the past two years on the behalf of the Children's Division. While creating a unit at the Contra Costa Regional Medical Center does not appear to be financially viable, the Commission continues to strongly support the Children's Division's efforts to find a workable solution for a treatment center. In particular, the Commission encourages more exploration into creating a regional solution of multiple surrounding counties participating in a pool of beds, thereby sharing costs and decreasing the risk of any one treatment center having to cover the cost of an unfilled bed. The Commission urges the Board of Supervisors to explore a regional solution to this critical problem.

Follow-up/Suggestions:

- Brainstorm a high level concept for a multi-county program for a children's residential treatment center. Present this concept to likely partners

The Need for Housing for Those With a Serious Mental Illness

The critical issue of housing for the Homeless with a Serious Mental Illness was a key issue raised by the White Paper. This concern was not addressed in the Behavioral Health Services update.

Supportive Services such as keeping an apartment clean and eating properly---these are services that the Regional Center provides those with a Developmental Disability—but these are not provided for those with a Serious Mental Illness. Non-Profit Housing Corporations must be involved on a larger scale to help develop a housing plan for those with a Serious Mental Illness.

Questions:

- How many clients of our Specialty Mental Health Clinics live in Non-Profit Housing Corporation developments such as Riverhouse? There were Behavioral Health ties directly into these facilities—what is happening now?
- What is done to assure that people with a mental illness are not just left on their own?

- How many Full Service Partnership clients are housed in unregulated Room and Boards?
- What are the plans to house the Homeless with a mental illness? Do we have a measurable plan?

Follow-up/Suggestions:

- Request a comprehensive plan for housing the Seriously Mentally Ill.

In closing, the Mental Health Commission hopes that its evaluations, questions and recommended follow up are received as intended – in the spirit of partnership and to stimulate ongoing dialog around the continuous improvement of our county’s System of Care for those suffering from mental illness.

This report is respectfully submitted by:

Duane Chapman
Chair, Mental Health Commission

Barbara Serwin,
Vice Chair, Mental Health Commission

Lauren Rettagliata
Past Chair, Mental Health Commission

Contra Costa County Mental Health Care Commission Motions: Listing of All Motions

	A	B	C	D	E	F	G	H	I
	Date	Status	Motion	Meeting	Motion By	Seconded By	Result	Follow Up	Comments
1	12/26/2017		Cancelled due to holidays	JSC					
2	12/26/2017		Cancelled due to holidays	EC					
3	12/21/2017		Cancelled due to holidays	FC					
4	12/21/2017		Cancelled due to holidays	QC					
5	11/30/2017		CANCELLED	Ad Hoc Bylaws Committee					
6	11/28/2017		CANCELLED	JSC					
7	11/16/2017		MOTION TO ADOPT THE FOLLOWING, INCLUDING THE ATTACHMENT, AS THE COMMITTEE'S GOALS FOR 2018	FC	Lauren Rettagliata	Douglas Dunn	VOTE: 4-0-0 YAYS: Lauren, Doug, Diana, Sam NAYS: none ABSTAIN: none ABSENT: Duane Chapman	EA will include the Committee's 2018 goals in the packet for the 11/16/17 meeting	What is "the following"?
8	11/16/2017		MOTION-the Committee recommends to forward the issue to the MHC to write a letter to CCRMC to recommend to incorporate the practice for PES/4C	QC	Barbara Serwin	Gina Swirsding	VOTE: 2-0-0 YAYS: Barbara, Gina NAYS: none ABSTAIN: none ABSENT: Meghan Cullen	Forward to MHC to write a letter to the Patient Relations Department requesting or recommending for the department to incorporate the PER practice in PES/4C	
9	10/24/2017		NO QUORUM- MEETING cancelled- 2/5- Gina Swirsding and Mike Ward available ABSENT: Duane Chapman, Geri Stern and Patrick Field	JSC					
10	10/19/2017		Motion to review and educate members of the Committee/Commission, regarding all revenue streams for the Mental Health Services Division and in particular, this year, take a closer look at aging adults in Contra Costa County, committing to the goals set forth by Diana MaKieve at the Committee goals for 2018	FC	Lauren Rettagliata	Diana MaKieve	VOTE: 4-0-0 YAYS: Lauren Rettagliata, Sam Yoshioka Diana MaKieve and Douglas Dunn NAYS: none ABSTAIN: none ASBENT: Duane Chapman,	EA will include the Committee's 2018 goals in the packet for the 11/16/17 meeting	
11	10/4/2017		Create 2017 Data Notebook ad hoc Committee	MHC	Duane Chapman	Diana MaKieve	VOTE: 10-0-0 YAYS: Supervisor, Andersen, Duane Chapman, Barbara Serwin, Gina Swirsding, Douglas Dunn, Sam Yoshioka, Lauren Rettagliata, Patrick Field, Diana MaKieve and Meghan Cullen NAYS: none ABSTAIN: none ABSENT: Geri Stern and Michael Ward	The 2017 Data Notebook ad hoc committee volunteers are: Diana MaKieve, Gina Swirsding, Sam Yoshioka and Lauren Rettagliata. They will meet with BHS Older Adults Program Chief, Jan Cobaleda-Kegler and other staff members. Committee members will assign and distribute duties. * the Data Notebook must be completed and submitted by March 2018.	
12	9/26/2017		MEETING CANCELLED- presenter Vern Wallace could not attend due to scheduling conflict	JSC					
13	9/21/2017		Request to the County's Finance Office, to most recent comprehensive financial actual budget data information, for 2015-2016, including Annual Cost Reports, provided to the State, for Contra Costa Behavioral and Mental Health Divisions, (including locked facilities and detention) to also include the main funding sources to be included in the documents to be received at the next committee meeting, 10/19/17	FC	Lauren Rettagliata	Sam Yoshioka	VOTE 5-0-0 YAYS: Lauren Rettagliata, Douglas Dunn, Duane Chapman, Sam Yoshioka and Diana MaKieve. NAYS: none ABSTAIN: none ABSENT: none	Request sent to County's Finance Office- awaiting response	
14	9/21/2017		Motion to request three goals from each Committee member to be submitted for the next meeting on October 19, 2017	FC	Lauren Rettagliata	Sam Yoshioka	VOTE 5-0-0 YAYS: Lauren Rettagliata, Douglas Dunn, Duane Chapman, Sam Yoshioka and Diana MaKieve. NAYS: none ABSTAIN: none ABSENT: none	EA will finalize and post minutes to the Commission website	
15	8/22/2017		MEETING CANCELLED- Vern Wallace ill	JSC					
16	8/22/2017		Motion to forward the attachment to the full Mental Health Commission for approval	EC	Barbara Serwin	Sam Yoshioka	VOTE: 4-0-0 YAYS: Duane Chapman, Barbara Serwin, Gina Swirsding, Sam Yoshioka NAYS: none ABSTAIN: none ABSENT: Diana MaKieve	Forward to the full Mental Health Commission meeting on 10/4/17	
17	8/22/2017		Motion to forward all forms, to the next full Commission meeting in October, along with other examples from other counties	EC	Gina Swirsding	Sam Yoshioka	VOTE: 4-0-0 YAYS: Duane Chapman, Barbara Serwin, Gina Swirsding, Sam Yoshioka NAYS: none ABSTAIN: none ABSENT: Diana MaKieve	Forward to the full Mental Health Commission meeting on 10/4/17	
18	8/17/2017		MOTION to be forwarded to the full Mental Health Commission agenda for October 4, 2017 meeting. To discuss that Behavioral Health Services, and the Board of Supervisors, were informed after the responses were received, that the information contained in the responses to the Grand Jury Report appears to be inaccurate. Particularly, regarding Psychiatric staff at the West County clinic	FC	Lauren Rettagliata	Douglas Dunn	VOTE: 4-0-0 YAYS: Lauren Rettagliata, Duane Chapman, Diana MaKieve and Douglas Dunn NAYS: none ABSTAIN: none ABSENT: Sam Yoshioka	Forward to the MHC to place on 10/4/17 agenda. To discuss with BHS and BOS that information received in response to the Grand Jury Report were inaccurate regarding the existing psychiatric staff at the West County clinic	
19									

Contra Costa County Mental Health Care Commission Motions: Listing of All Motions

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1	Date	Status	Motion	Meeting	Motion By	Seconded By	Result	Follow Up	Comments
20	8/2/2017		Motion to elect Duane, Diana and Barbara to form an ad hoc Nominating Committee.	MHC	Barbara Serwin	Douglas Dunn	VOTE: 10-0-0 YAYS: Supr. Andersen, Duane Chapman, Barbara, Gina, Doug, Sam, Lauren, Diana, Mike, Patrick NAYS: none ABSTAIN: none ABSENT: Connie Steers and Meghan Cullen	The ad hoc Nominating Committee includes: Duane Chapman, Barbara Serwin, Diana MaKieve and will meet prior to 9/16/17 to update the MHC	
21	8/2/2017		Motion to forward a letter to both departments to request that the Mental Health Commission be informed and part of the process of the expansion in West County, along with updates regarding the M module in the Martinez detention facility	MHC	Lauren Rettagliata	Mike Ward	ROLL CALL VOTE: Douglas Dunn, Mike Ward, Gina Swirsding, Sam Yoshioka, Diana MaKieve, Lauren Rettagliata, Supervisor Candace Andersen, Duane Chapman, Barbara Serwin (Patrick Field left @5:45pm)	The Chair and Vice Chair will discuss the structure of the letter, with the Behavioral Health Services, and work with the Commission to create the letter and the Executive Assistant will send the letters to the respective parties	
22	7/28/2017		Motion to appoint Meghan Cullen as Chair of the ad hoc Bylaws Committee and Sam as the Vice Chair	Ad Hoc Bylaws Committee	Duane Chapman	Gina Swirsding	VOTE: 4-0-0 YAYS: Duane Chapman, Gina Swirsding, Sam Yoshioka, Meghan Cullen NAYS: none ABSTAIN: none ABSENT: none	Meghan will be the Chair of the ad hoc Bylaws Committee, going forward and Sam Yoshioka will be the Vice Chair	
23	7/25/2017		Motion to move the item to the next Mental Health full Commission meeting on 9/2/17 to request a vote, for Commissioners to write a letter, to address concerns, to the Sheriff's Office and to the Board of Supervisors	EC	Gina Swirsding	Duane Chapman	VOTE: 3-0-0 YAYS: Duane Chapman, Gina Swirsding, Sam Yoshioka NAYS: none ABSTAIN: none ABSENT: Barbara Serwin and Diana MaKieve	The Executive Committee moves to forward to the full commission to discuss further and vote to create a letter to the Sheriff's Office and to the Board of Supervisors regarding concerns pertaining to the M module	
24	7/11/2017		Commission supports the Chair, Duane Chapman and Vice Chair, Barbara Serwin, to work with BHS Director, or to submit recommendations on behalf of the MHC, with the provision to hold a special meeting, if necessary, in the event that an agreement regarding the recommendations is not reached with the Behavioral Health Division	MHC	Douglas Dunn	Mike Ward	VOTE: 8-0-1 YAYS: Duane Chapman, Barbara Serwin, Gina Swirsding, Douglas Dunn, Connie Steers, Mike Ward, Patrick Field, Meghan Cullen NAYS: none ASBSTAIN: Sam Yoshioka ABSENT: Lauren Rettagliata, Diana MaKieve and Supervisor Andersen	EA will contact and inform the Director of the Behavioral Health Services Division and request a date for a meeting, before July 19, with the Chair and Vice Chair of the Commission to discuss the recommendations and responses to the Grand Jury report.	
25	7/11/2017		Approve an ad hoc Bylaws Committee to update current Bylaws for approval by the Board of Supervisors	MHC	Douglas Dunn	Connie Steers	VOTE: 9-0-0 YAYS: Duane Chapman, Barbara Serwin, Gina Swirsding, Douglas Dunn, Sam Yoshioka, Meghan Cullen, Mike Ward, Patrick Field, and Connie Steers NAYS: none ASBSTAIN: none ABSENT: Lauren Rettagliata, Diana MaKieve and Supervisor Andersen	The ad hoc Bylaws committee consists of: Sam Yoshioka, Duane Chapman, Gina Swirsding and Meghan Cullen. The Bylaws committee will meeting at the end of July	
26	7/11/2017		Motion to video and record the September 16, 2017 Mental Health Commission's Retreat/Training	MHC	Douglas Dunn	Barbara Serwin	VOTE: 9-0-0 YAYS: Duane Chapman, Barbara Serwin, Gina Swirsding, Douglas Dunn, Sam Yoshioka, Meghan Cullen, Mike Ward, Patrick Field, and Connie Steers NAYS: none ASBSTAIN: none ABSENT: Lauren Rettagliata, Diana MaKieve and Supervisor Andersen	Each attendee will sign a form to consent to recording/video for event	
27	7/11/2017		Motion to agree to have one meeting in September. The Mental Health Commission will hold a meeting, prior to the start of the retreat/training on September 16, 2017. There will not be a full commission meeting on 9/6/17.	MHC	Sam Yoshioka	Mike Ward	VOTE: 9-0-0 YAYS: Duane Chapman, Barbara Serwin, Gina Swirsding, Douglas Dunn, Sam Yoshioka, Meghan Cullen, Mike Ward, Patrick Field, and Connie Steers NAYS: none ASBSTAIN: none ABSENT: Lauren Rettagliata, Diana MaKieve and Supervisor Andersen	No meeting on 9/6/17 - will hold meeting, prior to the start of the retreat	
28	6/27/2017		Motion to approve minutes from May 23, 2017 meeting * corrections noted to strike comment on page 3 and to correct spelling of word from counsel to concil	EC	Barbara Serwin	Diana MaKieve	VOTE: 4-0-0 YAYS: Duane Chapman, Barbara Serwin, Sam Yoshioka, Diana MaKieve NAYS: none ABSTAIN: none ABSENT: Gina Swirsding	EA will finalize and post minutes to the Commission website	
29	6/15/2017		NO QUORUM -MEETING CANCELLED	FC					
30	6/15/2017		MEETING CANCELLED	QC					
31	5/23/2017		NO QUORUM- meeting cancelled	JSC					
32	5/18/2017		NO QUORUM- Present: Lauren Rettagliata and Diana MaKieve ABSENT: Douglas Dunn, Duane Chapman and Sam Yoshioka	FC					
33	5/18/2017		Motion to approve minutes from the April 20, 2017 meeting	QC	Connie Steers	Barbara Serwin	VOTE: 2-0-0 YAYS: Connie Steers and Barbara Serwin NAYS: none ABSTAIN: none ABSENT: Gina Swirsding	EA will finalize and post minutes to the Commission website	
34	5/3/2017		Motion to approve minutes from the April 5, 2017 meeting	MHC	Gina Swirsding	Douglas Dunn	VOTE: 9-0-0 YAYS: Supervisor Andersen, Duane Chapman, Barbara Serwin, Gina Swirsding, Diana MaKieve, Douglas Dunn, Lauren Rettagliata, Mike Ward, and Meghan Cullen NAYS: none ABSTAIN: none ABSENT: Sam Yoshioka, Connie Steers and Jason Tanseco	EA will finalize and post minutes to the Commission website	
35	4/25/2017		MEETING CANCELLED	JSC					
36	4/25/2017		Ad hoc Committee to complete 2016 Data Notebook	EC			Barbara Serwin, Duane Chapman and Diana MaKieve volunteered to complete the 2016 Data Notebook and will meet on 5/12/17 to assign duties	EA will confirm date, time and location of meeting	

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37	4/25/2017		Motion to recognize the Behavioral Health has engaged the Mental Health Commission and agreed to continue consultation under an ad hoc committee formed by the full commission throughout the term of the project	EC	Diana MaKieve	Barbara Serwin	VOTE: 3-0-0 YAYS: Duane Chapman, Diana MaKieve and Barbara Serwin NAYS: none ABSTAIN: none ABSENT: Sam Yoshioka and Gina Swirsding	EA will place the item on the agenda for the MHC meeting on 5/3/17 to create an ad hoc committee	
38	3/21/2017		Motion to create an ad hoc committee/task force to research and understand the benefits and drawbacks to merge/integrate advisory boards	EC	Barbara Serwin	Gina Swirsding	VOTE: 5-0-0 YAYS: Duane Chapman, Barbara Serwin, Diana MaKieve, Sam Yoshioka and Gina Swirsding NAYS: none ABSTAIN: none ABSENT: none	Sam Yoshioka and Gina Swirsding volunteered to investigate and write a report detailing the advantages and drawbacks of integrating the advisory boards and compare to other counties of the same size of Contra Costa	
39	3/16/2017		Approve minutes from February 16, 2017 meeting	FC	Diana MaKieve	Duane Chapman	VOTE: 3-0-0 YAYS: Lauren Rettagliata, Duane Chapman, Diana MaKieve NAYS: none ABSTAIN: none ABSENT: Sam Yoshioka and Douglas Dunn	EA will correct minutes and clarify with Stephanie Chenard regarding which of the Board and Care Program Reviews have been completed by the MHSA staff/learn. Finalize and post final minutes to the Commission website	
40	3/1/2017		Motion to approve to draft a letter of support to the State of Community Corrections to support the application for SB844 for Contra Costa County	MHC	Lauren Rettagliata	Gina Swirsding	VOTE: 8-0-0 YAYS: Supervisor Andersen, Duane Chapman, Barbara Serwin, Connie Steers, Diana MaKieve, Douglas Dunn, Lauren Rettagliata and Connie Steers NAYS: none ABSTAIN: none ABSENT: Jason Tanseco, Meghan Cullen, Sam Yoshioka and Mike Ward left early, at 5:59pm	Commission and EA will create letter and send letter to the State Community Corrections Board	
41	3/1/2017		Motion to accept the AOT Workgroup Plan	MHC	Supervisor Candace Andersen	Diana MaKieve	VOTE: 7-1-0 YAYS: Supervisor Andersen, Duane Chapman, Barbara Serwin, Connie Steers, Diana MaKieve, Douglas Dunn, Lauren Rettagliata NAYS: 1- Gina Swirsding ABSTAIN: 0 ABSENT: Jason Tanseco, Meghan Cullen, Sam Yoshioka and Mike Ward	Commission and BHS staff member will co-chair AOT quarterly meetings - starting tentively in June of 2017	
42	3/1/2017		Motion to accept all Committee's year end reports for 2016	MHC	Douglas Dunn	Diana MaKieve	VOTE: 8-0-0 YAYS: Supervisor Andersen, Duane Chapman, Barbara Serwin, Gina Swirsding, Diana MaKieve, Douglas Dunn, Lauren Rettagliata and Connie Steers NAYS: none ABSTAIN: none ABSENT: Jason Tanseco, Meghan Cullen, Sam Yoshioka and Mike Ward left early, at 5:59pm	Vice Chair will compile all reports and include information in final annual Mental Health Commission report, to be submitted to the Board of Supervisors	
43	2/21/2017		Accept 2016 Committee year end report **various corrections made (accept with amendments)	JSC	Duane Chapman	Gina Swirsding	VOTE: 2-0-0 YAYS: Duane Chapman and Gina Swirsding NAYS: none ABSTAIN: none ABSENT: Mike Ward		
44	2/21/2017		Motion to send a letter supporting the Contra Costa County's Sheriff's Office application to receiving funding from SB844, to the Board of State and Community Corrections Board	EC	Gina Swirsding	Barbara Serwin	VOTE: 4-1-0 YAYS: Duane Chapman, Barbara Serwin, Diana MaKieve and Gina Swirsding NAYS: Sam Yoshioka ABSTAIN: none ABSENT: none	Commission will create a letter and EA will send to the StateCommunity Corrections Board	
45	2/21/2017		Motion to accept the version created by the Vice chair, the draft AOT workgroup plan be accepted by the Executive Committee as modified during the meeting	EC	Barbara Serwin	Diana MaKieve	VOTE: 3-2-0 YAYS: Duane Chapman, Barbara Serwin and Diana MaKieve NAYS: Sam Yoshioka and Gina Swirsding ABSTAIN: none ABSENT: none	EA will forward the version created by the Vice Chair, draft AOT workgroup plan, to be accepted at the 3/1/17 MHC meeting	
46	2/16/2017		Motion to accept MHSA/Finance Year end report for 2016	FC	Duane Chapman	Diana MaKieve	VOTE: 4-0-0 YAYS: Duane Chapman, Douglas Dunn, Diana MaKieve and Sam Yoshioka NAYS: none ABSTAIN: none ABSENT: Lauren Rettagliata	EA will complete revisions and submit to Executive committee for approval	
47	2/16/2017		Motion to move item X. on the agenda "REVIEW AB109 regarding expenditures for lab, pharmaceuticals/pharmacy, clinicians, Community Health Workers, Psychiatrist, shelter beds and Mental Health Court"	FC	Douglas Dunn	Diana MaKieve	VOTE: 4-0-0 YAYS: Duane Chapman, Douglas Dunn, Diana MaKieve and Sam Yoshioka NAYS: none ABSTAIN: none ABSENT: Lauren Rettagliata	Douglas Dunn move to motion to move the item to the March 16 FC	
48	2/16/2017		Motion to move item VI on the agenda to the full the next committee meeting in March	QC	Gina Swirsding	Connie Steers	VOTE: 3-0-0 YAYS: Barbara Serwin, Connie Steers and Gina Swirsding NAYS: none ABSTAIN: none ABSENT: none	EA will forward the item to the March agenda	
49	2/16/2017		Accept the 2016 Year end committee report	QC	Gina Swirsding	Connie Steers	VOTE: 3-0-0 YAYS: Barbara Serwin, Connie Steers and Gina Swirsding NAYS: none ABSTAIN: none ABSENT: none		
50	2/16/2017		Accept the committee's goals and action plans for 2017	QC	Gina Swirsding	Connie Steers	VOTE: 3-0-0 YAYS: Barbara Serwin, Connie Steers and Gina Swirsding NAYS: none ABSTAIN: none ABSENT: none		
51	2/1/2017		Motion to approve minutes from January 4, 2017 meeting	MHC	Gina Swirsding	Douglas Dunn	VOTE: 10-0-0 YAYS: Supervisor Andersen, Duane Chapman, Barbara Serwin, Gina Swirsding, Douglas Dunn, Sam Yoshioka, Lauren Rettagliata, Mike Ward, Connie Steers and Meghan Cullen NAYS: none ABSTAIN: none ABSENT: Diana MaKieve	EA will finalize and post minutes to the Commission website	
52	2/1/2017		Motion for the Mental Health Commissioners to agree and write a letter to the Board of Supervisors to demonstrate solidarity in support of SB844	MHC	Gina Swirsding	Douglas Dunn	VOTE: 10-0-0 YAYS: Supervisor Andersen, Duane Chapman, Barbara Serwin, Gina Swirsding, Douglas Dunn, Sam Yoshioka, Lauren Rettagliata, Mike Ward, Connie Steers and Meghan Cullen NAYS: none ABSTAIN: none ABSENT: Diana MaKieve	Commission will create a letter and EA will forward letter to the State Community Corrections Board	
53	1/24/2017		Motion to move the description of the MHC recommendation of partnership for the next Family Human Services meeting that the Chair and Vice Chair will attend, along with the Director and Deputy Director of Behavioral Health Services, to work out a structure of a proposal on behalf of the Executive Committee	EC	Barbara Serwin	Diana MaKieve	VOTE: 5-0-0 YAYS: Duane Chapman, Barbara Serwin, Diana MaKieve, Sam Yoshioka and Gina Swirsding NAYS: none ABSTAIN: none ABSENT: none		

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1	Date	Status	Motion	Meeting	Motion By	Seconded By	Result	Follow Up	Comments
54	1/19/2017		Review and accept the FC Year end Report for 2016 **Doug moves to accept report and future addendums to be reviewed and added to be submitted by Sam Yoshioka and Douglas Dunn by 1/30/17, no later than 3pm	FC	Douglas Dunn	Sam Yoshioka	VOTE: 3-0-0 YAYS: Lauren Rettagliata, Douglas Dunn and Sam Yoshioka NAYS: none ABSTAIN: none ABSENT: Duane Chapman and Diana MaKieve		
55	1/19/2017		NO QUORUM- Only Chair, Barbara Serwin present Committee members Gina Swirsding and Connie Steers were both absent	QC					
56	1/4/2017		Motion to create a task force by the Commission to implement continuous oversight of the AOT program	MHC	Lauren Rettagliata	Gina Swirsding	VOTE: 4-2-2 YAYS: Lauren Rettagliata, Duane Chapman, Douglas Dunn, Gina Swirsding NAYS: Supervisor Andersen, Diana MaKieve ABSTAIN: Barbara Serwin and Meghan Cullen ABSENT: Jason Tanseco, Connie Steers, Sam Yoshioka and Mike Ward		
57	1/4/2017		Motion to receive the Contra Costa Mental Health System of Care Needs Assessment document presented by Warren Hayes ** motion made was to move presentation to the 2/1/17 MHC meeting	MHC	Barbara Serwin	Gina Swirsding	VOTE: 8-0-0 YAYS: Supervisor Andersen, Duane Chapman, Barbara Serwin, Lauren Rettagliata, Diana MaKieve, Douglas Dunn, Meghan Cullen, Gina Swirsding NAYS: none ABSTAIN: none ABSENT: Sam Yoshioka, Jason Tanseco, Connie Steers and Mike Ward		

Mental Health Care Commission: Listing of Motions Passed at Full Commission Meetings

	A	B	C	D	E
1	Motion	Date	Meeting	Motion By	Seconded By
2	Approve minutes from 11/1/17 meeting	12/6/2017	MHC	Sam Yoshioka	Gina Swirsding
3	Approve minutes from October 4, 2017 meeting	11/1/2017	Mental Health Commission	Gina Swirsding	Patrick Field
4	Approve minutes from September 16, 2017 meeting	10/4/2017	Mental Health Commission	Sam Yoshioka	Gina Swirsding
5	Approve the minutes from August 2, 2017 mtg	9/16/2017	Mental Health Commission	Sam Yoshioka	Gina Swirsding
6	Approve minutes from the July 11, 2017 meeting	8/2/2017	Mental Health Commission	Gina Swirsding	Mike Ward
7	Motion to elect Duane, Diana and Barbara to form an ad hoc Nominating Committee.	8/2/2017	Mental Health Commission	Barbara Serwin	Douglas Dunn
8	Motion to forward a letter to both departments to request that the Mental Health Commission be informed and part of the process of the expansion in West County, along with updates regarding the M module in the Martinez detention facility	8/2/2017	Mental Health Commission	Lauren Rettagliata	Mike Ward
9	Approve minutes from June 7, 2017	7/11/2017	Mental Health Commission	Douglas Dunn	Connie Steers

Mental Health Care Commission: Listing of Motions Passed at Full Commission Meetings

	F	G
1	Result	Follow Up
2	VOTE: 10-0-0 YAYS: Supervisor Andersen, Duane Chapman, Gina Swirsding, Doug Dunn, Diana MaKieve, Meghan Cullen, Geri Stern, Lauren Rettagliata, Sam Yoshioka, Mike Ward NAYS: none ABSTAIN: none ABSENT: Patrick Field, Barbara Serwin (arrived late @5:05pm)	EA will finalize and post minutes to the Commission website
3	VOTE: 9-0-0 YAYS: Supervisor Andersen, Duane Chapman, Barbara Serwin, Gina Swirsding, Diana MaKieve, Douglas Dunn, Mike Ward, Patrick Field and Meghan Cullen NAYS: none ABSTAIN: none ABSENT: Sam Yoshioka, Lauren Rettagliata and Geri Stern	EA will finalize and post minutes to the Commission website
4	VOTE: 10-0-0 YAYS: Supervisor. Andersen, Duane Chapman, Barbara Serwin, Gina Swirsding, Douglas Dunn, Sam Yoshioka, Lauren Rettagliata, Patrick Field, Diana MaKieve and Meghan Cullen NAYS: none ABSTAIN: none ABSENT: Geri Stern and Michael Ward	EA will correct minutes (Title for Adam Down), finalize and post minutes to the Commission website
5	VOTE 10-0-0 Supervisor Andersen, Duane Chapman, Gina Swirsding, Douglas Dunn, Sam Yoshioka, Diana MaKieve, Mike Ward, Geri Stern, Meghan Cullen, Patrick Field. NAYS: none, Abstain: none Absent: Barbara Serwin and Lauren Rettagliata	EA will finalize and post minutes to the Commission website
6	VOTE: 10-0-0 YAYS: Supv. Andersen, Duane Chapman, Barbara, Gina, Doug, Sam, Lauren, Diana, Mike, Patrick NAYS: none ABSTAIN: none ABSENT: Connie Steers and Meghan Cullen	EA will finalize and post minutes to the Commission website
7	VOTE: 10-0-0 YAYS: Supv. Andersen, Duane Chapman, Barbara, Gina, Doug, Sam, Lauren, Diana, Mike, Patrick NAYS: none ABSTAIN: none ABSENT: Connie Steers and Meghan Cullen	
8	ROLL CALL VOTE: Douglas Dunn, Mike Ward, Gina Swirsding, Sam Yoshioka, Diana MaKieve, Lauren Rettagliata, Supervisor Candace Andersen, Duane Chapman, Barbara Serwin (Patrick Field left @5:45pm)	The Chair and Vice Chair will discuss the sturcture of the letter, with the Behavioral Health Services, and work with the Commission to create the letter and the Executive Assistant will send the letters to the respective parties
9	VOTE: 9-0-0 YAYS: Duane Chapman, Barbara Serwin, Gina Swirsding, Douglas Dunn, Sam Yoshioka, Meghan Cullen, Mike Ward, Patrick Field, and Connie Steers NAYS: none ASBSTAIN: none ABSENT: Lauren Rettagliata, Diana MaKieve and Supervisor Andersen	EA will finalize and post minutes to the Commission website

Mental Health Care Commission: Listing of Motions Passed at Full Commission Meetings

	A	B	C	D	E
1	Motion	Date	Meeting	Motion By	Seconded By
10	Commission supports the Chair, Duane Chapman and Vice Chair, Barbara Serwin, to work with BHS Director, or to submit recommendations on behalf of the MHC, with the provision to hold a special meeting, if necessary, in the event that an agreement regarding the recommendations is not reached with the Behavioral Health Division	7/11/2017	Mental Health Commission	Douglas Dunn	Mike Ward
11	Approve an ad hoc Bylaws Committee to update current Bylaws for approval by the Board of Supervisors	7/11/2017	Mental Health Commission	Douglas Dunn	Connie Steers
12	Motion to agree to have one meeting in September. The Mental Health Commission will hold a meeting, prior to the start of the retreat/training on September 16, 2017. There will not be a full commission meeting on 9/6/17.	7/11/2017	Mental Health Commission	Sam Yoshioka	Mike Ward
13	Approve minutes for the May 3, 2017 meeting	6/7/2017	Mental Health Commission	Sam Yoshioka	Gina Swirsding
14	Motion to approve minutes from the April 5, 2017 meeting	5/3/2017	Mental Health Commission	Gina Swirsding	Douglas Dunn
15	Motion to approve minutes from the March 1, 2017 meeting	4/5/2017	Mental Health Commission	Sam Yoshioka	Gina Swirsding
16	Approve minutes from February 2, 2017 meeting	3/1/2017	Mental Health Commission	Diana MaKieve	Gina Swirsding

Mental Health Care Commission: Listing of Motions Passed at Full Commission Meetings

	F	G
1	Result	Follow Up
10	VOTE: 8-0-1 YAYS: Duane Chapman, Barbara Serwin, Gina Swirsding, Douglas Dunn, Connie Steers, Mike Ward, Patrick Field, Meghan Cullen NAYS: none ASBSTAIN: Sam Yoshioka ABSENT: Lauren Rettagliata, Diana MaKieve and Supervisor Andersen	EA will contact and inform the Director of the Behavioral Health Services Division and request a date for a meeting, before July 19, with the Chair and Vice Chair of the Commission to discuss the recommendations and responses to the Grand Jury report.
11	VOTE: 9-0-0 YAYS: Duane Chapman, Barbara Serwin, Gina Swirsding, Douglas Dunn, Sam Yoshioka, Meghan Cullen, Mike Ward, Patrick Field, and Connie Steers NAYS: none ASBSTAIN: none ABSENT: Lauren Rettagliata, Diana MaKieve and Supervisor Andersen	The ad hoc Bylaws committee consists of: Sam Yoshioka, Duane Chapman, Gina Swirsding and Meghan Cullen. The Bylaws committee will meeting at the end of July
12	VOTE: 9-0-0 YAYS: Duane Chapman, Barbara Serwin, Gina Swirsding, Douglas Dunn, Sam Yoshioka, Meghan Cullen, Mike Ward, Patrick Field, and Connie Steers NAYS: none ASBSTAIN: none ABSENT: Lauren Rettagliata, Diana MaKieve and Supervisor Andersen	No meeting on 9/6/17 - will hold meeting, prior to the start of the retreat
13	VOTE: 8-0-0 YAYS: Supervisor Andersen, Duane Chapman, Barbara Serwin, Gina Swirsding, Diana MaKieve, Douglas Dunn, Sam Yoshioka, Meghan Cullen and Connie Steers NAYS: none ASBTAIN: none ABSENT: Jason Tanseco, Mike Ward and Lauren Rettagliata	EA will finalize and post minutes to the Commission website
14	VOTE: 9-0-0 YAYS: Supervisor Andersen, Duane Chapman, Barbara Serwin, Gina Swirsding, Diana MaKieve, Douglas Dunn, Lauren Rettagliata, Mike Ward, and Meghan Cullen NAYS: none ABSTAIN: none ABSENT: Sam Yoshioka, Connie Steers and Jason Tanseco	EA will finalize and post minutes to the Commission website
15	VOTE: 8-0-0 YAYS: Supervisor Andersen, Barbara Serwin, Gina Swirsding, Diana MaKieve, Douglas Dunn, Sam Yoshioka, Meghan Cullen and Connie Steers NAYS: none ASBTAIN: none ABSENT: Jason Tanseco, Mike Ward, Lauren Rettagliata and . Duane Chapman	EA will finalize and post minutes to the Commission website
16	VOTE: 8-0-0 YAYS: Supervisor Andersen, Duane Chapman, Barbara Serwin, Gina Swirsding, Diana MaKieve, Douglas Dunn, Lauren Rettagliata and Connie Steers NAYS: none ASBTAIN: none ABSENT: Jason Tanseco, Meghan Cullen. Sam Yoshioka and Mike Ward left early, at 5:59pm	EA will finalize and post minutes to the Commission website

Mental Health Care Commission: Listing of Motions Passed at Full Commission Meetings

	A	B	C	D	E
1	Motion	Date	Meeting	Motion By	Seconded By
17	Motion to approve to draft a letter of support to the State of Community Corrections to support the application for SB844 for Contra	3/1/2017	Mental Health Commission	Lauren Rettagliata	Gina Swirsding
18	Motion to accept the AOT Workgroup Plan	3/1/2017	Mental Health Commission	Supervisor Candace Andersen	Diana MaKieve
19	Motion to accept all Committee's year end reports for 2016	3/1/2017	Mental Health Commission	Douglas Dunn	Diana MaKieve
20	Motion to approve minutes from January 4, 2017 meeting	2/1/2017	Mental Health Commission	Gina Swirsding	Douglas Dunn
21	Motion for the Mental Health Commissioners to agree and write a letter to the Board of Supervisors to demonstrate solidarity in	2/1/2017	Mental Health Commission	Gina Swirsding	Douglas Dunn
22	Approval of the December 14, 2016 minutes **various corrections were made (EA 1st set of minutes- view minutes for corrections)	1/4/2017	Mental Health Commission	Lauren Rettagliata	Gina Swirsding
23	Motion to create a task force by the Commission to implement continous oversight of the AOT program	1/4/2017	Mental Health Commission	Lauren Rettagliata	Gina Swirsding

Mental Health Care Commission: Listing of Motions Passed at Full Commission Meetings

	F	G
1	Result	Follow Up
17	VOTE: 8-0-0 YAYS: Supervisor Andersen, Duane Chapman, Barbara Serwin, Gina Swirsding, Diana MaKieve, Douglas Dunn, Lauren Rettagliata and Connie Steers NAYS: none ASBTAIN: none ABSENT: Jason Tanseco, Meghan Cullen. Sam Yoshioka and Mike Ward left early, at 5:59pm	Commission and EA will create letter and send letter to the State Community Corrections Board
18	VOTE: 7-1-0 YAYS: Supervisor Andersen, Duane Chapman, Barbara Serwin, Connie Steers, Diana MaKieve, Douglas Dunn, Lauren Rettagliata NAYS: 1 -Gina Swirsding ABSTAIN: 0 ABSENT: Jason Tanseco, Meghan Cullen, Sam Yoshioka and Mike Ward	Commission and BHS staff member will co-chair AOT quarterly meetings - starting tentively in June of 2017
19	VOTE: 8-0-0 YAYS: Supervisor Andersen, Duane Chapman, Barbara Serwin, Gina Swirsding, Diana MaKieve, Douglas Dunn, Lauren Rettagliata and Connie Steers NAYS: none ASBTAIN: none ABSENT: Jason Tanseco, Meghan Cullen. Sam Yoshioka and Mike Ward left early, at 5:59pm	Vice Chair will compile all reports and include information in final annual Mental Health Commission report, to be submitted to the Board of Supervisors
20	VOTE: 10-0-0 YAYS: Supervisor. Andersen, Duane Chapman, Barbara Serwin, Gina Swirsding, Douglas Dunn, Sam Yoshioka, Lauren Rettagliata, Mike Ward, Connie Steers and Meghan Cullen NAYS: none ABSTAIN: none ABSENT: Diana MaKieve	EA will finalize and post minutes to the Commission website
21	VOTE: 10-0-0 YAYS: Supervisor. Andersen, Duane Chapman, Barbara Serwin, Gina Swirsding, Douglas Dunn, Sam Yoshioka, Lauren Rettagliata, Mike Ward, Connie Steers and Meghan Cullen NAYS: none ABSTAIN: none ABSENT: Diana MaKieve	Commission will create a letter and EA will forward letter to the State Community Corrections Board
22	VOTE: 8-0-0 YAYS: Supervisor Andersen, Duane Chapman, Barbar Serwin, Lauren Rettagliata, Diana MaKieve, Douglas Dunn, Meghan Cullen, Gina Swirsding NAYS: none ABSTAIN: none ABSENT: Sam Yoshioka, Jason Tanseco, Connie Steers and Mike Ward	EA will finalize and post minutes to the Commission website
23	VOTE: 4-2-2 YAYS: Lauren Rettagliata, Duane Chapman, Douglas Dunn, Gina Swirsding NAYS: Supervisor Andersen, Diana MaKieve ABSTAIN: Barbara Serwin and Meghan Cullen ABSENT: Jason Tanseco, Connie Steers, Sam Yoshioka and Mike Ward	

**Contra Costa County Mental Health Care Commission:
Listing of Motions Passed at Executive Committee Meetings**

	A	B	C	D	E	F	G	H	I
1	Date	Status	Motion	Meeting	Motion By	Seconded By	Result	Follow Up	Comments
	12/26/2017		Meeting cancelled due to holidays	Executive Committee					
2	8/22/2017		Motion to forward the attachment to the full Mental Health Commission for approval	Executive Committee	Barbara Serwin	Sam Yoshioka	VOTE: 4-0-0 YAYS: Duane Chapman, Barbara Serwin, Gina Swirsding, Sam Yoshioka NAYS: none ABSTAIN: none ABSENT: Diana MaKieve	Forward to the full Mental Health Commission meeting on 10/4/17	
3	8/22/2017		Motion to forward all forms, to the next full Commission meeting in October, along with other examples from other counties	Executive Committee	Gina Swirsding	Sam Yoshioka	VOTE: 4-0-0 YAYS: Duane Chapman, Barbara Serwin, Gina Swirsding, Sam Yoshioka NAYS: none ABSTAIN: none ABSENT: Diana MaKieve	Forward to the full Mental Health Commission meeting on 10/4/17	What is "the following"?
4	7/25/2017		Approve minutes from the June 27, 2017 meeting	Executive Committee	Gina Swirsding	Sam Yoshioka	VOTE: 3-0-0 YAYS: Duane Chapman, Gina Swirsding, Sam Yoshioka NAYS: none ABSTAIN: none ABSENT: Barbara Serwin and Diana MaKieve	EA will finalize and post minutes to the Commission website	
5	7/25/2017		Motion to move the item to the next Mental Health full Commission meeting on 8/2/17 to request a vote, for Commissioners to write a letter, to address concerns, to the Sheriff's Office and to the Board of Supervisors	Executive Committee	Gina Swirsding	Duane Chapman	VOTE: 3-0-0 YAYS: Duane Chapman, Gina Swirsding, Sam Yoshioka NAYS: none ABSTAIN: none ABSENT: Barbara Serwin and Diana MaKieve	The Executive Committee moves to forward to the full commission to discuss further and vote to create a letter fo the Sheriff's Office and to the Board of Supervisors regarding concerns pertaining to the M module	
6	6/27/2017		Motion to approve minutes from May 23, 2017 meeting "corrections noted to strike comment on page 3 and to correct spelling of word from counsel to concil	Executive Committee	Barbara Serwin	Diana MaKieve	VOTE: 4-0-0 YAYS: Duane Chapman, Barbara Serwin, Sam Yoshioka, Diana MaKieve NAYS: none ABSTAIN: none ABSENT: Gina Swirsding	EA will finalize and post minutes to the Commission website	
7	4/25/2017		Ad hoc Committee to complete 2016 Data Notebook	Executive Committee			Barbara Serwin, Duane Chapman and Diana MaKieve volunteered to complete the 2016 Data Notebook and will meet on 5/12/17 to assign duties	EA will confirm date, time and location of meeting	
8	4/25/2017		Motion to recognize the Behavioral Health has engaged the Mental Health Commission and agreed to continue consultation under an ad hoc committee formed by the full commission throughout the term of the project	Executive Committee	Diana MaKieve	Barbara Serwin	VOTE: 3-0-0 YAYS: Duane Chapman, Diana MaKieve and Barbara Serwin NAYS: none ABSTAIN: none ABSENT: Sam Yoshioka and Gina Swirsding	EA will place the item on the agenda for the MHC meeting on 5/3/17 to create an ad hoc committee	
9	3/21/2017		Motion to create an ad hoc committee/task force to research and understand the benefits and drawbacks to merge/integrate advisory boards	Executive Committee	Barbara Serwin	Gina Swirsding	VOTE: 5-0-0 YAYS: Duane Chapman, Barbara Serwin, Diana MaKieve, Sam Yoshioka and Gina Swirsding NAYS: none ABSTAIN: none ABSENT: none	Sam Yoshioka and Gina Swirsding volunteered to investigate and write a report detailing the advantages and drawbacks of integrating the advisory boards and compare to other counties of the same size of Contra Costa	
10	2/21/2017		Motion to send a letter supporting the Contra Costa County's Sheriff's Office application to receiving funding from SB844, to the Board of State and Community Corrections Board	Executive Committee	Gina Swirsding	Barbara Serwin	VOTE: 4-1-0 YAYS: Duane Chapman, Barbara Serwin, Diana MaKieve and Gina Swirsding NAYS: Sam Yoshioka ABSTAIN: none ABSENT: none	Commision will create a letter and EA will send to the StateCommunity Corrections Board	
11	1/24/2017		Motion to accept the version created by the Vice chair, the draft AOT workgroup plan be accepted by the Executive Committee as modified during the meeting	Executive Committee	Barbara Serwin	Diana MaKieve	VOTE: 3-2-0 YAYS: Duane Chapman, Barbara Serwin and Diana MaKieve NAYS: Sam Yoshioka and Gina Swirsding ABSTAIN: none ABSENT: none	EA will forward the version created by the Vice Chair, draft AOT workgroup plan, to be accepted at the 3/1/17 MHC meeting	
12			Motion to move the description of the MHC recommendation of partnership for the next Family Human Services meeting that the Chair and Vice Chair will attend; along with the Director and Deputy Director of Behavioral Health Services, to work out a structure of a proposal on behalf of the Executive Committee	Executive Committee	Barbara Serwin	Diana MaKieve	VOTE: 5-0-0 YAYS: Duane Chapman, Barbara Serwin, Diana MaKieve, Sam Yoshioka and Gina Swirsding NAYS: none ABSTAIN: none ABSENT: none		
13									
14			Note: I deleted nine approval of minutes.						

Motion	Date	Meeting	Motion By
Meeting cancelled due to holidays	12/21/2017	MHSA/Finance Committee	
Motion to review and educate members of the Committee/Commission, regarding all revenue streams for the Mental Health Services Division and in particular, this year, take a closer look at aging adults in Contra Costa County, committing to the goals set	11/16/2017	MHSA/Finance Committee	Lauren Rettagliata
Approve minutes from October 19, 2017 meeting	11/16/2017	MHSA/Finance Committee	Douglas Dunn
Approve minutes from September 21, 2017 meeting	10/19/2017	MHSA/Finance Committee	Douglas Dunn
Motion to review and educate members of the Committee/Commission, regarding all revenue streams for the Mental Health Services Division and in particular, this year, take a closer look at aging adults in Contra Costa County, committing to the goals set forth by Diana MaKieve at the Committee goals for 2018	10/19/2017	MHSA/Finance Committee	Lauren Rettagliata
Approve the minutes from August 17, 2017	9/21/2017	MHSA/Finance Committee	Sam Yoshioka
REQUEST, to the County's Finance Office, the most recent completed fiscal financial actual budget data information, for 2015-2016, including Annual Cost Reports, provided to the State, for Contra Costa Behavioral and Mental Health Divisions, (including locked facilities and detention) to also include the main funding sources to be included in the documents to be received at the next committee meeting, 10/19/17	9/21/2017	MHSA/Finance Committee	Lauren Rettagliata
Motion to request three goals from each Committee member to be submitted for the next meeting on October 19, 2017	9/21/2017	MHSA/Finance Committee	Lauren Rettagliata
Approve minutes from the July 20, 2017 meeting	8/17/2017	MHSA/Finance Committee	Diana MaKieve

Seconded By	Result	Follow Up
Diana MaKieve	VOTE: 4-0-0 YAYS: Lauren, Doug, Sam, Diana NAYS: none ABSTAIN: none ABSENT: Duane	1- Member will submit questions by 11/2/17 2- Chair will consolidate and forward to EA 3- EA will forward questions to CFO by or before 11/6/17
Sam Yoshioka	VOTE: 4-0-0 YAYS: Lauren, Doug, Sam, Diana NAYS: none ABSTAIN: none ABSENT: Duane	EA will finalize and post minutes to the Commission website
Sam Yoshioka	VOTE: 4-0-0 YAYS: Lauren Rettagliata, Sam Yoshioka Diana MaKieve and Douglas Dunn NAYS: none ABSTAIN: none ASBENT:Duane Chapman,	EA will finalize and post minutes to the Commission website
Diana MaKieve	VOTE: 4-0-0 YAYS: Lauren Rettagliata, Sam Yoshioka Diana MaKieve and Douglas Dunn NAYS: none ABSTAIN: none ASBENT:Duane Chapman,	EA will include the Committee's 2018 goals in the packet for the 11/16/17 meeting
Duane Chapman	VOTE 5-0-0 YAYS: Lauren Rettagliata, Douglas Dunn, Duane Chapman, Sam Yoshioka and Diana MaKieve. NAYS: none ABSTAIN: none ABSENT: none	EA will finalize and post minutes to the Commission website
Sam Yoshioka	VOTE 5-0-0 YAYS: Lauren Rettagliata, Douglas Dunn, Duane Chapman, Sam Yoshioka and Diana MaKieve. NAYS: none ABSTAIN: none ABSENT: none	Request sent to County's Finance Office- awaiting response
Sam Yoshioka	VOTE 5-0-0 YAYS: Lauren Rettagliata, Douglas Dunn, Duane Chapman, Sam Yoshioka and Diana MaKieve. NAYS: none ABSTAIN: none ABSENT: none	EA will finalize and post minutes to the Commission website
Duane Chapman	VOTE: 3-0-0 YAYS: Lauren Rettaligiata, Duane Chapman, Diana MaKieve NAYS: none, ABSTAIN: none ABSENT: Sam Yoshioka (Douglas Dunn arrived late @1:23pm- after vote)	**corrections provided to Adam. EA will correct, finalize and post minutes to the Commission website

MOTION to be forwarded to the full Mental Health Commission agenda for October 4, 2017 meeting. To discuss that Behavioral Health Services, and the Board of Supervisors, were informed after the responses were received, that the information contained in the responses to the Grand Jury Report appears to be inaccurate. Particularly, regarding Psychiatric staff at the West County clinic	8/17/2017	MHSA/Finance Committee	Lauren Rettagliata
Approve minutes from April 20, 2017 meeting	7/20/2017	MHSA/Finance Committee	Duane Chapman
NO QUORUM -MEETING CANCELLED	6/15/2017	MHSA/Finance Committee	
NO QUORUM- Present: Lauren Rettagliata and Diana MaKieve ABSENT: Douglas Dunn, Duane Chapman and Sam Yoshioka	5/18/2017	MHSA/Finance Committee	
Motion to approve minutes from the March 16, 2017 meeting	4/20/2017	MHSA/Finance Committee	Diana MaKieve
Approve minutes from February 16, 2017 meeting	3/16/2017	MHSA/Finance Committee	Diana MaKieve
Approve minutes from January 19, 2017 meeting	2/16/2017	MHSA/Finance Committee	Duane Chapman
Motion to accept MHSA/Finance Year end report for 2016	2/16/2017	MHSA/Finance Committee	Duane Chapman
Motion to move item X. on the agenda "REVIEW AB109 regarding expenditures for lab, pharmaceuticals/pharmacy, clinicians, Community Health Workers, Psychiatrist, shelter beds and Mental Health Court"	2/16/2017	MHSA/Finance Committee	Douglas Dunn

Douglas Dunn	VOTE: 4-0-0 YAYS: Lauren Rettagliata, Duane Chapman, Diana MaKieve and Douglas Dunn NAYS: none ABSTAIN: none ASBENT: Sam Yoshioka	Forward to the MHC to place on 10/4/17 agenda. To discuss with BHS and BOS that information received in response to the Grand Jury Report were inaccurate regarding the exisiting psychiatric staff at the West County clinic
Douglas Dunn	VOTE: 5-0-0 YAYS: Lauren Rettagliata, Duane Chapman, Diana MaKieve, Sam Yoshioka and Douglas Dunn NAYS: none ABSTAIN: none ABSENT: none	EA will finalize and post minutes to the Commission website
Douglas Dunn	VOTE: 3-0-0 YAYS: Lauren Rettagliata, Douglas Dunn, Diana MaKieve NAYS: none ABSTAIN: none ABSENT: Sam Yoshioka and Duane Chapman	EA will finalize and post minutes to the Commission website
Duane Chapman	VOTE: 3-0-0 YAYS: Lauren Rettagliata, Duane Chapman, Diana MaKieve NAYS: none ABSTAIN: none ABSENT: Sam Yoshioka and Douglas Dunn	EA will correct minutes and clarify with Stephanie Chenard regarding which of the Board and Care Program Review's have been completed by the MHSA staff/team. Finalize and post final minutes to the Commission website
Sam Yoshioka	VOTE: 4-0-0 YAYS: Duane Chapman, Douglas Dunn, Diana MaKieve and Sam Yoshioka NAYS: none ABSTAIN: none ABSENT: Lauren Rettagliata	EA will finalize and post minutes to the Commission website
Diana MaKieve	VOTE: 4-0-0 YAYS: Duane Chapman, Douglas Dunn, Diana MaKieve and Sam Yoshioka NAYS: none ABSTAIN: none ABSENT: Lauren Rettagliata	EA will complete revisions and submit to Executive committee for approval
Diana MaKieve	VOTE: 4-0-0 YAYS: Duane Chapman, Douglas Dunn, Diana MaKieve and Sam Yoshioka NAYS: none ABSTAIN: none ABSENT: Lauren Rettagliata	Douglas Dunn move to motion to move the item to the March 16 MHSA/Finance Committee

Approve minutes from the November 17, 2016 meeting **corrections are: 1/19/2017 MHS/Finance Sam Yoshioka
strike attendance of Jill Ray noted because she was not present at the
meeting Committee

Review and accept the MHS/Finance Committee Year end Report for 2016 **Doug moves 1/19/2017 MHS/Finance Douglas Dunn
to accept report and future addendums to be reviewed and added to be submitted by Sam
Yoshioka and Douglas Dunn by 1/30/17, no later than 3pm Committee

Douglas Dunn

VOTE: 3-0-0 YAYS: Lauren Rettagliata, Douglas Dunn and Sam Yoshioka NAYS: none ABSTAIN: none ABSENT: Duane Chapman and Diana MaKieve

EA will finalize and post minutes to the Commission website

Sam Yoshioka

VOTE: 3-0-0 YAYS: Lauren Rettagliata, Douglas Dunn and Sam Yoshioka NAYS: none ABSTAIN: none ABSENT: Duane Chapman and Diana MaKieve

Motion	Date	Meeting	Motion By	Seconded By
Meeting cancelled due to holidays	12/21/2017	Quality of Care Committee		
Motion that the Committee recommends to forward the issue to the Mental health Commission to write a letter to CCRMC to recommend to incorporate the practice for PES/4C	11/16/2017	Quality of Care Committee	Barbara Serwin	Gina Swirsding
Approve minutes from October 19, 2017 meeting	11/16/2017	Quality of Care Committee	Gina Swirsding	Barbara Serwin
Approve minutes from September 21, 2017 meeting	10/19/2017	Quality of Care Committee	Gina Swirsding	Barbara Serwin
Approve minutes from the July 20, 2017 meeting	9/21/2017	Quality of Care Committee	Gina Swirsding	Meghan Cullen
Approve minutes from the May 18, 2017 meeting	7/20/2017	Quality of Care Committee	Gina Swirsding	Meghan Cullen
Cancelled	6/15/2017	Quality of Care Committee		
Motion to approve minutes from the April 20, 2017 meeting	5/18/2017	Quality of Care Committee	Connie Steers	Barbara Serwin

Result

Follow Up

VOTE: 2-0-0 YAYS: Gina Swirsding and Barbara Serwin NAYS: none ABSTAIN: none ABSENT: Meghan Cullen

VOTE: 2-0-0 YAYS: Gina Swirsding and Barbara Serwin NAYS: none ABSTAIN: none ABSENT: Meghan Cullen

VOTE: 2-0-0 YAYS: Gina Swirsding and Barbara Serwin NAYS: none ABSTAIN: none ABSENT: Meghan Cullen

VOTE 3-0-0 YAYS: Barbara Serwin, Gina Swirsding and Meghan Cullen NAYS: none ABSTAIN: none ABSENT: none

VOTE: 3-0-0 YAYS: Barbara Serwin, Meghan Cullen and Gina Swirsding NAYS: none ABSTAIN: none ABSENT: Connie Steers

VOTE: 2-0-0 YAYS: Connie Steers and Barbara Serwin NAYS; none ABSTAIN: none ABSENT: Gina Swirsding

EA will finalize and post minutes to the Commission website

EA will finalize and post minutes to the Commission website

EA will finalize and post minutes to the Commission website

EA will finalize and post minutes to the Commission website

EA will finalize and post minutes to the Commission website

Motion to approve minutes from the March 16, 2017 meeting	4/20/2017	Quality of Care Committee	Gina Swirsding	Barbara Serwin
Approve minutes from February 16, 2017 meeting *corrections noted by Jill -(pg 3 "noted by Jill... add the Better Government Ordinance" and same page strike "remove -and the Clerk of the Board"	3/16/2017	Quality of Care Committee	Gina Swirsding	Barbara Serwin
Approve minutes from the November 17, 2016 meeting	2/16/2017	Quality of Care Committee	Gina Swirsding	Connie Steers
Motion to move item VI on the agenda to the full the next committee meeting in March	2/16/2017	Quality of Care Committee	Gina Swirsding	Connie Steers
Accept the 2016 Year end committee report	2/16/2017	Quality of Care Committee	Gina Swirsding	Connie Steers
Accept the committee's goals and action plans for 2017	2/16/2017	Quality of Care Committee	Gina Swirsding	Connie Steers
NO QUORUM- Only Chair, Barbara Serwin present Committee members Gina Swirsding and Connie Steers were both absent	1/19/2017	Quality of Care Committee		

VOTE: 2-0-0 YAYS: Gina Swirsding and Barbara Serwin NAYS: none ABSTAIN: none ABSENT: Connie Steers EA will finalize and post minutes to the Commission website

VOTE: 3-0-0 YAYS: Barbara Serwin, Connie Steers and Gina Swirsding NAYS: none ABSTAIN: none ABSENT: none EA will finalize and post minutes to the Commission website

VOTE: 3-0-0 YAYS: Barbara Serwin, Connie Steers and Gina Swirsding NAYS: none ABSTAIN: none ABSENT: none EA will finalize and post minutes to the Commission website

VOTE: 3-0-0 YAYS: Barbara Serwin, Connie Steers and Gina Swirsding NAYS: none ABSTAIN: none ABSENT: none EA will forward the item to the March agenda

VOTE: 3-0-0 YAYS: Barbara Serwin, Connie Steers and Gina Swirsding NAYS: none ABSTAIN: none ABSENT: none

VOTE: 3-0-0 YAYS: Barbara Serwin, Connie Steers and Gina Swirsding NAYS: none ABSTAIN: none ABSENT: none

Motion	Date	Meeting	Motion By	Seconded By
Meeting cancelled due to holidays	12/26/2017	Justice Systems Committee		
Meeting cancelled- no quorum	11/28/2017	Justice Systems Committee		
NO QUORUM- MEETING cancelled- 2/5- Gina Swirsding and Mike Ward available ABSENT: Duane Chapman, Geri Stern and Patrick Field	10/24/2017	Justice Systems Committee		
MEETING CANCELLED- presenter Vern Wallace could not attend due to scheduling conflict	9/26/2017	Justice Systems Committee		
MEETING CANCELLED- Vern Wallace ill	8/22/2017	Justice Systems Committee		
Approve minutes from the June 1, 2017 meeting	7/25/2017	Justice Systems	Duane Chapman	Mike Ward
Approve minutes for the March 21, 2017 meeting	6/1/2017	Justice Systems Committee	Mike Ward	Duane Chapman
NO QUORUM- meeting cancelled	5/23/2017	Justice Systems Committee		

Result

Follow Up

VOTE: 3-0-0 YAYS: Mike Ward, Duane Chapman and Gina Swirsding
NAYS: none ABSTAIN: none ABSENT: none

EA- will finalize minutes and post to the County website

VOTE: 2-0-0 YAYS: Mike Ward and Duane Chapman NAYS:
none ABSTAIN: none ABSENT: Gina Swirsding (arrived late
@10:11am)

EA will finalize and post minutes to the
Commission website

MEETING CANCELLED	4/25/2017	Justice Systems Committee		
Motion to approve minutes from February 21, 2017	3/21/2017	Justice Systems Committee	Duane Chapman	Gina Swirsding
Approve minutes from the January 24, 2017 meeting	2/21/2017	Justice Systems Committee	Duane Chapman	Gina Swirsding
Approve minutes from July 26, 2017 meeting	1/24/2017	Justice Systems Committee	Duane Chapman	Gina Swirsding

VOTE: 2-0-0 YAYS: Gina Swirsding and Duane Chapman
NAYS: none ABSTAIN: none ABSENT: Mike Ward

EA will finalize and post minutes to the
Commission website

VOTE: 2-0-0 YAYS: Duane Chapman and Gina Swirsding
NAYS: none ABSTAIN: none ABSENT: Mike Ward

EA will correct minutes (511/50 to 5150 on
page 5), finalize and post minutes to the
Commission website

VOTE: 2-0-0 Gina Swirsding and Duane
Chapman NAYS: none ABSTAIN: none
ABSENT: Mike Ward

EA will finalize and post minutes to the
Commission website

Motion	Date	Meeting	Motion By	Seconded By
Cancelled due to holidays	12/1/2017	Ad Hoc Bylaws Committee		
Cancelled due to no quorum	11/20/2017	Ad Hoc Bylaws Committee		
Approve minute from the September 14, 2017 meeting	10/26/2017	Ad Hoc Bylaws Committee	Gina Swirsding	Meghan Cullen
Approve minutes from first meeting, on July 28, 2017	9/14/2017	Ad Hoc Bylaws Committee	Gina Swirsding	Meghan Cullen
Motion to appoint Meghan Cullen as Chair of the ad hoc Bylaws Committee and Sam as the Vice Chair	7/28/2017	Ad Hoc Bylaws Committee	Duane Chapman	Gina Swirsding

Result

Follow Up

VOTE: 3-0-0 YAYS: Gina Swirsding, Sam Yoshioka and Meghan Cullen NAYS: none ABSTAIN: none ABSENT: Duane Chapman

EA will finalize and post minutes to the Commission website

VOTE: 3-0-0 YAYS: Gina Swirsding, Meghan Cullen and Sam Yoshioka NAYS: none ABSTAIN: none ABSENT: Duane Chapman

EA will finalize and post minutes to the Commission website

VOTE: 4-0-0 YAYS: Duane Chapman, Gina Swirsding, Sam Yoshioka, Meghan Cullen NAYS: none ABSTAIN: none ABSENT: none

Meghan will be the Chair of the ad hoc Bylaws Committee, going forward and Sam Yoshioka will be the Vice Chair

[#'Full Commission'!A1:G1048576](#)