

MISSION STATEMENT: To assist Contra Costa County mental health consumers, family members and the general public in advocating for the highest quality mental health services and supports delivered with dignity and respect

EXECUTIVE COMMITTEE
Tuesday April 24th, 2018
AT: 3:30pm-5pm
1340 Arnold Drive, suite 200, Martinez, CA
Large conference room

AGENDA

- I. Call to order/Introductions**
- II. Public comments**
- III. Commissioner comments**
- IV. Chair announcements**
- V. APPROVE minutes from February 27th, 2018 meeting**
- VI. DISCUSS ByLaws Ad Hoc Committee status including current objectives, membership, progress – Adam Down, BHS Admin**
- VII. DISCUSS process for updating and incorporating the motion tracking report in Commission work flow - Barbara Serwin, Chair**
- VIII. DISCUSS needs for improving: recruitment, Commission-Supervisor's Office communications regarding selection, on-boarding, training of new Commissioners and de-commissioning of Commissioners - Barbara Serwin, Chair**
- IX. RECEIVE Mental Health Commission administrative updates – Barbara Serwin, Chair**
 - 1) Committee memberships and leadership-**
 - 2) Liaison appointments-**
 - 3) Annual Report-**
 - 4) Data Notebook-**
- X. Adjourn**



**MENTAL HEALTH EXECUTIVE COMMITTEE
MONTHLY MEETING MINUTES
February 27, 2018 – First Draft**

	Agenda Item / Discussion	Action /Follow-Up
<p>I. Call to Order / Introductions Chair Barbara Serwin meeting called to order at 3:19pm.</p> <p><u>Members Present:</u> Chair- Barbara Serwin, District II Diana MaKieve, District II Mike Ward, District V</p> <p><u>Commissioners Absent:</u> Duane Chapman and Meghan Cullen</p> <p><u>Other Attendees:</u> Adam Down, Mental Health Program Manager</p>	<p>*EA-transfer recording to computer</p>	
<p>II. Public Comments:</p> <ul style="list-style-type: none"> • none 		
<p>III. Commissioners Comments:</p> <ul style="list-style-type: none"> • Sam- would like to know what the procedure is for a Commissioner to suggest an agenda item for any meeting, (Commission or Committee meetings), is there a protocol? • Requests that the Director update the Commission and submit a written report on an ongoing basis. She is the best person to provide the Commission with updated information • Chair- anyone is interested in suggesting an agenda item, forward an email to the Chair, and cc the Executive Assistant. Items will be considered in accordance to urgency • Chair and Director met recently and have discussed the requested item and the Director, Cynthia Belon, will be accommodating the request at the Commission meeting on April 4, 2018 • Agenda items will be tracked 		
<p>IV. Chair comments:</p> <ul style="list-style-type: none"> • none 		
<p>V. MOTION to APPROVE the minutes from the November 28, 2017 meeting – (*no corrections) Diana MaKieve moved to motion to accept the minutes, with corrections as stated, Mike Ward seconded the motion VOTE: 3-0-0 AYES: Barbara, Diana, Mike Ward NAYS: none ABSTAIN: none Absent: Duane Chapman and Meghan Cullen</p>	<p>*Post approved final minutes to the website</p>	
<p>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</p> <ul style="list-style-type: none"> • The Commission is in the process of working with Behavioral Health Services in discussing the contents of the White Paper and the Grand Jury Report • The Grand Jury Report was referred to the Board of Supervisors, Family and Human Services Committee, along with the White Paper • Behavioral Health Services reviewed the issues brought forth in the White Paper and in the Grand Jury Report and responded to the issues 	<p>* See attachments provided</p>	

- The questions are:
 - a) What updates did Behavioral Health Services (BHS) want to make?
 - b) What has been accomplished?
 - c) What has not been accomplished?
- Lauren Rettagliata, Duane Chapman and Barbara Serwin have been meeting, discussing and responding to the issues stated in both documents, with Behavioral Health Services, on behalf of the Mental Health Commission (MHC)
- A meeting transpired on October 30, 2017 with Family and Human Services Committee, BHS, and the three representatives from the Mental Health Commission.
- BHS provided responses to both documents to the MHC representatives, prior to the meeting
- Some of the items were in mutual agreement
- In one area, MHC disagreed with BHS
- In other areas the MHC had further questions and follow up suggestions
- In the meeting packet, two documents have been provided-
 - 1) Behavioral Health Services clarifications/responses**
 - 2) The response report created by MHC Commissioners- Lauren, Duane and Barbara**
- For most of the items, MHC Commissioners suggested recommended follow up
- The Family and Human Services Committee requested that BHS report and update on the issues, every six months
- Next step will be for Lauren, Barbara and Duane, (if available), to meet with Behavioral Health Services and possibly others, to review the issues and responses, set goals and targets for the actions, prioritize the issues, investigate further (if necessary), converting the actions into an easy to follow plan and after, begin the process for the six month review. Moving forward on everything, simultaneously, according to a prioritized plan.
- Reporting back will happen in two places: the Family and Human Services Committee and to the full Commission
- To be pragmatic about the previously set deadline, looking at May as a more likely timeframe to be on the agenda for the Family and Human Services Committee
- Adam Down will look into the scheduling of the meeting with the person in charge of the calendar and inform Barbara
- Adam stated that going forward, would like the agenda item to be stated as “response to the Family and Human Services Committee”. The issue brought to the Grand Jury is over. Where we are now, properly responding to, is the Family and Human Services Committee. It does not limit the discussion; it phrases it properly, since the follow up is with the Family and Human Services Committee. In the eyes of the County, the Grand Jury Report has been responded to and done.
- Barbara stated that she is unsure if the White Paper covers all the issues and did state that there is a lot of overlap in both documents
- Barbara did agree with Adam’s suggestions of stating the agenda item as the Family and Human Services Committee follow up and hopes that the updates are consistent and ongoing, moving forward
- Sam requests and suggests that there be an ad hoc committee to address with the issues and work with BHS and report back to the Board of Supervisors? Who is responsible and accountable? Mentioned that dates are not provided in the document formulated by BHS and should be added to the document.
- Barbara responded that the current members that have been attending the meetings have and hold the knowledge regarding the paper, since they are the authors of the paper. The parties involved and responsible are the Chair, Vice Chair and the Lauren, as the authors of the paper. We are monitoring and responding. The Board of Supervisors requested an updated report, every six months, from Behavioral Health Services- starting the clock on November 1, 2017. BHS is responsible for their report
- Adam suggests a motion can be made to elect the same people: Barbara

<p>Serwin, Duane Chapman and Lauren Rettagliata to a Task Force, so that it is on “record” and allows flexibility</p> <ul style="list-style-type: none"> • Barbara agrees and reiterated that the authors of document will formulate the Task Force, if needed to be on record 	
<p>VII. DISCUSS use of the Commission motion tracker in the Mental Health Commission work flow</p> <ul style="list-style-type: none"> • The “motion tracker” would be a “tool” to keep track of the motions made during any given meeting • Minutes are time consuming to complete • The Chair modified the format of the motion tracker, so that the motions can be retrieved, instantaneously, after a meeting and entered into the “motion tracker” • The original format of the “motion tracker” lists the motions, from all meetings and segments the motions further, by Committee. • The 2017 Motion Tracker was compiled by the EA- Liza Molina-Huntley, for the entire year, for all meetings • The original motion tracker includes: the motion, who made the motion, who seconded, the vote, specific follow up and comments • After analyzing the motion tracker further, uncertain if items highlighted are necessary. The goal is to minimize the data entry • It was agreed that the person who makes the “motions” and the person that “seconds” can be eliminated from the format • It is important to derive from the minutes, how well supported the motion was, or wasn’t- (the Committee’s vote, which is available in the minutes of each meeting) • It is necessary to determine how much detail is helpful and purposeful. It is important to keep the tool as simple as possible. • Keeping first page, listing all the motions from all the meetings is useful for a full picture • Barbara is working on creating a document, that involves no, or minimal data entry. Maybe links to the different meetings, to access the motion information- (but the information would still need to be entered, items cannot be “copied and pasted”, they must be entered individually) • Who will be responsible to assure that the follow up is carried through? (Sam) • Chair would like to put the motion tracker into practice, moving forward-starting 2018 and as the Chair of the Commission, she bestows the responsibility on herself, to monitor and ensure that the Commission is actually doing the work that they committed to and would hope that the Chairs of each Committee would do the same • With some motions, assignments are made at the same time and it’s the responsibility of the Committee to figure out their work plan is, whether it needs to be forwarded to the Commission, involves research or a report- responsibility needs to be defined at each Committee • If each Chair, of the Committee is responsible, then it should be their duty to report the action, or if no follow up is being done, to notify the full Commission, along with the recommendation from the Committee. This would make the Committee/people to be more responsible and accountable towards obtaining outcomes (Sam) • Chair suggests forwarding the item to the next full Commission agenda, for the March 7 meeting. • Adam suggests to add “quarterly” motions to the Committee’s meeting packet and an agenda item to review the motions that need action and update. There would be a running tally for the Committee’s to keep track of. There should be a vote to clear or eliminate an item that has been voted on. Agrees that a designated person must be responsible, not the EA, someone from the Commission • In the “status” column- state: “in progress/pending” and include the due date for the next action to be taken, and/or “completed” and the action was and the date it was completed and/or outcome. There might be more than one status per motion- including the people that are working on the item and what the progress is. If there is an item that has not 	<p>*Forward item to MHC meeting agenda for 3/7/18</p>

<p>been started, or no longer valid, can the Committee decide to eliminate the item? How would the Committee know when to drop an item? The motion can be used for the annual report. This would make the motions tangible. The Chairs could be responsible and keep track of the work that is being done by the Committee, or not and report back to the Commission (Diana)</p> <ul style="list-style-type: none"> • The Chair stated the items should stay on the motion tracker for at least three months, regardless. A policy is needed to drop off items. Chair did modify, the original motion tracker, adding the columns “status” and “comments,” eliminated the columns “motion made by” and “seconded by,” and deleted all the motions referencing to approval of the meeting minutes that were highlighted and considered to be “non-important” motions, so that it becomes a high-level work plan. It is the responsibility of the Committee to make the work happen. Most of the motions are to approve the minutes and that is immaterial, only action oriented motions should be included. An archive will be kept. • All agreed that the “made by/seconded by” columns will be eliminated and replaced with the “status” and “comments” columns and that the Committee Chairs will be responsible 	
<p>VIII. RECEIVE Mental Health Commission administrative updates</p> <p>1) Committee memberships and status of elections</p> <ul style="list-style-type: none"> • The only standing, elected Committee members are the Executive Committee • The MHSA/Finance has four out of five possible members for nominees and Justice Systems has four members, out of five possible members for nominees as well, for 2018. The Standing Committee membership will need to be ratified by the full Commission on 3/7/18, designated as an agenda item • The Quality of Care Committee has limited current interest- Gina Swirsding, Barbara Serwin, three more, at least one more member is needed • There is one newly appointed Commissioner and one Commissioner that is pending appointment; as soon as the vacancy of the seat has been declared by the District V office • There is a minimum of three members, per Committee, maximum of five members • Adam will verify if absentee Commissioner, has officially resigned from district five, member-at-large seat. Absentee Commissioner was elected to the Executive Committee in November of 2017, is a member of the Quality of Care Committee and Chairs the ad hoc Bylaws Committee <p>2) Liaison appointments-</p> <ul style="list-style-type: none"> • Council on Homelessness does not have a designated representative. Lauren Rettagliata was originally assigned, uncertain if still attending. • It is important to define which meetings are important for the Commission to have representation • Executive Committee will inquire with Jill Ray, regarding County meeting listing. Maybe a handout is available? • There are other detention and reentry meetings that are important to attend and have representation from the Commission <p>3) Annual Report-</p> <ul style="list-style-type: none"> • The Quality of Care Committee did not have a quorum the previous month and was unable to review the annual report with the Committee. The Chair, Barbara, has completed the annual report and will forward to the Commission 	<p>*1) Committee membership ratification will be agendized for the full Commission meeting on 3/7/18 and appoint members who are interested, to standing Committees</p> <p>*2) Liaison representation will be reviewed and discussed at the next Executive Committee</p> <p>*3) The MHC Chair will compile all the annual reports and complete the full annual report to present to the MHC for approval</p> <p>*4) The 2017 Data Notebook will be compiled by AD</p>

- The MHSA/Finance Committee Chair completed and submitted the 2017 Annual Report
- The Justice Systems Committee Chair completed and submitted the 2017 Annual Report
- Once all reports have been submitted to the Commission, the Chair of the Commission will compile the full annual report for the Commission and present it to the full Commission for approval and to be forwarded to the Board of Supervisors for approval

4) Data Notebook-

- Lauren Rettagliata and Diana MaKieve were assigned the 2017 Data Notebook
- Diana completed the 2017 Data Notebook and submitted it to Lauren for review.
- Diana submitted the completed work to the EA
- EA was absent for a month due to injury
- Adam committed to reviewing and entering Diana's information into the PDF (2017 Data Notebook) Acrobat software is required to enter the information and format directly into the notebook
- The Mental Health Commission will need to review and approve the Data Notebook, before submitting it to the State

XI. Adjourned meeting at 4:42pm