

**MENTAL HEALTH EXECUTIVE COMMITTEE
MONTHLY MEETING MINUTES
May 22, 2018
FINAL minutes approved July 25, 2018**

Agenda Item / Discussion	Action /Follow-Up
<p>I. Call to Order / Introductions Chair Barbara Serwin meeting called to order at 3:36pm</p> <p><u>Members Present:</u> Chair- Barbara Serwin, District II Vice Chair- Duane Chapman, District I Diana MaKieve, District II Mike Ward, District V (arrived @3:53pm)</p> <p><u>Commissioners Absent:</u> none</p> <p><u>Other Attendees:</u> Sam Yoshioka, District IV Margaret Netherby, family member Henrissa Bassey, (Bay Area Legal Aid) (arrived @4:33pm) Jill Ray, Field Representative for District II Liza A. Molina-Huntley, EA for MHC</p>	<p>*EA-transfer recording to computer</p>
<p>II. Public Comments:</p> <ul style="list-style-type: none"> • Jill- confirmed the appointment of Joe Metro, District V seat 	
<p>III. Commissioners Comments:</p> <ul style="list-style-type: none"> • Sam- wanted to inform that some information was received at the prior MHSA/Finance meeting, pertaining to Adult Mental Health Services. Still interested in receiving the regional cross of providing adult mental health care. Was informed by the MHSA Program Manager, Warren Hayes that it will take some time to gather and provide the data • Referenced the Bylaws Committee, would like to know when the Commission will decide to move forward, regarding the updating of the MHC Bylaws. Requests that the Chair place it on the next MHC agenda, for discussion. 	<p>*Chair- place on next MHC agenda, for discussion to inquire when will Bylaws Task Force reconvene?</p>
<p>IV. Chair comments:</p> <ul style="list-style-type: none"> • none 	
<p>V. MOTION to APPROVE the minutes from the April 24, 2018 meeting Duane Chapman moved to motion to accept the minutes, Diana MaKieve seconded the motion VOTE: 3-0-0 AYES: Barbara Serwin, Diana MaKieve and Duane Chapman NAYS: none ABSTAIN: none Absent: Mike Ward</p>	<p>*Post approved final minutes to MHC website: http://cchealth.org/mentalhealth/mhc/agendas-minutes.php</p>
<p>VI. DISCUSS options and logistics for the next full Commission meeting to be held at a different location</p> <ul style="list-style-type: none"> • Chair- the Commission has been discussing holding a meeting in East County. Someone had suggested attending a site visit at the East Clinic and host a Commission meeting, in East County, would follow • Diana- under the impression that there would be a place to meet, at the East County clinic, to host the MHC meeting? Possibly at the Pittsburg Health Center, where the Value Stream Mapping will take place, in the Cypress room. • Chair requests that the EA inquire if the room is available and when • EA- informed that Commissioner Gina Swirsding had requested if the meeting could be held in the fall in East County, due to the heat and if the meeting can be earlier, due to the traffic • Diana- maybe in October? 	<p>*MHC wants to host Commission meeting, in East County, on August 1, 2018.</p> <p>*MHC would like EA to set up site visit to the East County mental health clinic and meeting at the same clinic</p> <p>*EA will follow up with requests</p>

<ul style="list-style-type: none"> • Duane- buildings have air conditioning and it should be planned as soon as possible. Maybe the library in Pittsburg (Community room?). Requests advertising be done, extensively • EA- will check various locations in East County, for the MHC to host a meeting, as soon as possible. MHC would like for the August 1 meeting to be held in East County • Chair- would like EA to follow up regarding site visit at the Antioch mental health clinic • Diana- it would mean an arrival time, for the EC, of around 2pm • Chair- it depends if we attend the site visit at the same site, as where the meeting will be held. Preferably in Antioch, not Pittsburg, maybe start meeting early? 	
<p>VII. DISCUSS a change in date for the July full Commission meeting (tentatively reserved for July 11)</p> <ul style="list-style-type: none"> • Chair- informed that the previous Chair and EA noticed that the Commission meeting would be on July 4, in 2018. The Commission meeting was rescheduled, last year, for July 11, 2018. The location has been reserved, in advance 	<p>* MHC July meeting will be on Wednesday, July 11, 4:30pm to 6:30pm at: 550 Ellinwood Way in Pleasant Hill</p>
<p>VIII. DISCUSS MHC retreat options for 2018 (previous MHC retreat 9/16/17)</p> <ul style="list-style-type: none"> • Chair- initial thoughts were to have the retreat on a Saturday training, (as in the past), with training from CALBHBC (California Association of Local Behavioral Health Boards and Commissions), including trainings and seminars; for example, financing and public mental health. Received feedback and has restructured ideas. In her experience, usually business retreats are about something that truly promotes growth, involving getting to know one another better, team building and learning something new. • From a theme standpoint, Behavioral Health Services is undergoing a significant transition, with change in leadership and the Rapid Improvement Events that will transpire this summer. There will be some concomitant evolution, of the MHC, as long as the Commission stays in sync. • Thoughts are to choose an afternoon time so that key county employees may attend the retreat, mid-afternoon into early evening. Possibly in September. Dr. White would like to attend, but will be on vacation during the month of August. Instead of the Commission meeting, have the retreat at the same Commission meeting time, the first Wednesday in September, the meeting can start earlier than the scheduled time and end the meeting at the regular time. • Additional thoughts would be to do a quick recap, of Commissioners and the Commission's mandated responsibilities. Behavioral Health Services can present their mission and core responsibilities. One topic can be the structure and process of how we work together. It might be fun to add a team building exercise to do some activities together, maybe problem solving or breakouts. Perhaps the county staff can go home earlier and a seminar idea can be done, maybe finance education with Pat Godley, Chief Operations and Financial Officer for Contra Costa County Health Services and Warren Hayes, MHSA Program Manager; or a view from higher up. Warren would present the organizational charts and the network from our services and programs and the physical locations. It would be good for established Commissioners and new Commissioners alike. This idea would hit a lot of pieces that are important and bring us together with Mental Health Services at a time that is important. • Diana- Likes the idea of doing something that creates more of a team theme and the idea of trying to take the Mental Health Commission meeting time slot and expand it, to start earlier, rather than adding another day to the schedule. The test would be to come up with an agenda and a theme that is more fun and light. There might be someone employed by the County that can facilitate the meeting and be fun and light and professional • Duane- the most important thing would be who would be facilitating the retreat that would be the challenge. The retreat should be discussed with the appointed Board of Supervisor, Diane Burgis, from District III; she may have some suggestions or know of a facilitator that could facilitate the retreat • Chair- will look into her professional network, if someone can facilitate, pro 	<p>**Chair will be responsible for:</p> <ol style="list-style-type: none"> 1) searching for a facilitator for the retreat 2) inviting the Finance Department to attend the retreat and to provide training - (Finance 101) 3) will check on availability of Supervisor Burgis to attend MHC retreat 4) will check availability of Dr. White, so that he may attend the MHC retreat 5) will check on availability of Anna Roth, Director of Contra Costa Health Services 6) will purchase drinks <p>**Vice Chair- will check and follow up with CALBHBC regarding obtaining funding for snacks, along with inviting them and other members to the event</p>

<p>bono. The Chair will take on the two items: start the search for a facilitator and if she cannot find one, then the MHC will move on to the next possibilities and will be meeting soon with the Finance Department and will include the topic on the agenda</p> <ul style="list-style-type: none"> • Chair- will check with Dr. White, regarding his availability, so that he can attend the retreat. Would like for the scheduling to be loose, to work out the program of the retreat and see how much time is needed, maybe start at 2pm or 3pm and finish at the regular time • Diana- maybe a project can be done in teams, mixing up the attendees (MHC/BHS), to work together on the project (game), competing against one another to solve the problem and the team designates the tasks • EA- suggested a past experience project named: "building bridges". Each team (3-5 people) builds a suspension bridge, with tape and newspaper, whichever team builds the longest bridge wins. The team picks a captain and names their bridge, explaining why they decided to give the name. Every suspension bridge must be able to hold a bottle of water in the middle of the bridge, without breaking the paper • Chair- we need to explore the locations, maybe the union hall, where we had the retreat last year, or the regular Pleasant Hill location on Ellinwood. It was mentioned that the Ellinwood location would be difficult to find parking during the day, during regular office hours. Prefers the union hall location, on Arnold Drive in Martinez. • As far as food, lunch would not be necessary, since the time frame would be in the afternoon (2 or 3pm to 6:30pm?), maybe a snack and waters. The Supervisors have donated, in prior years, towards the lunches for the MHC retreat • Chair- maybe platters of appetizers can be provided for the retreat. If monies are donated from Supervisors, it would be great. Can do a COSTCO run and purchase drinks. • Vice Chair- will check and follow up with CALBHBC, to see if they will donate towards the snacks 	<p>**EA- will check the availability of the location (union hall on Arnold Drive), for MHC retreat for September 5. Tentative time frame, 2pm to 6:30pm</p>
<p>IX. DISCUSS guidelines for selecting information to forward to Commissioners and consider potential ways to make this information easy to pick out from other types of emails and scan</p> <ul style="list-style-type: none"> • Chair- Commissioners are receiving a lot of information (emails); all of it is valuable in some way, to all or one Commissioner. At the same time, people are saying that they are drowning. How do we go about finding ways to make this information, easy to pick out from other kinds of emails and to scan them? We need to help Commissioners to quickly identify what's important to them. At what point does the volume become unmanageable? What information is of most interest to them? What are we being sent? The EA sends a whole bunch of stuff and it seems like we need some way to differentiate between essential information and "FYI" (for your information). • Mike- scheduling is should be at the top of the priority, especially if there are changes. There is a lot of relevant information, but there are a lot of things that are not, for me personally. It is hard to differentiate when everyone has different areas that they are more interested in, it's a personal preference. I find maybe one out of five, useful, for me. At the same time, I don't want to miss out on anything because you never know. • Chair- If there is FYI information, the EA can start the subject line and enter "FYI:" and the title will follow. So people can immediately see and identify that it is a "FYI". Another thing that can be done is that the forwarding email from the EA, summarized in a sentence or so, at the top of the email, what the topic is all about, so that the person doesn't have to read the entire email. • EA- that would not be feasible, there are too many emails and it would take up too much time. The time is limited and there are too many time constraints, there is no extra time available. Priorities are finding, reserving and paying for venues, agendas, minutes, posting, and copies for five to six meetings and responding to other emails. Willing and able to enter the suggested "FYI" into the subject line. • Vice Chair- the problem that I have is that everything that is sent to me, I 	<p>*</p>

<p>already receive. I requested to be notified on a lot of different lists.</p> <ul style="list-style-type: none"> • EA- Is willing to send a notification, stating it would be the last email that will be receiving, and if the person is interested, provide the link or contact to request to be added to the sending parties email contact list. • Vice Chair- agreed. Each Commissioner should decide what notifications or email lists that they want, and follow up by themselves. Emails received by the Chair or the Vice Chair should be forwarded to the EA, to distribute. Instead of the EA forwarding the emails to everybody. Chair and Vice Chair can decide what everybody needs. • Chair- asked the EA how she filters the emails • EA- the MHC requested the previous year, to enlist for notifications: BOS agenda and CALBHBC among others. There are certain things that some Commissioners are interested in, for example State Legislation and/or State Reform pertaining to mental health. Each Committee, Chair, individual Commissioners, has their own self-interests; it depends on what the Committee or individual, is currently focused on. NAMI is another organization that was requested and that Commissioners can request to be added to their mailing list, directly. Most of the Commissioners are on the NAMI mailing list. • Chair will send a notification to the President of CALBHBC, to be added to their mailing list. The Vice Chair is already on their mailing list. The EA will remove the contact. NAMI is important and wants the EA to continue to send out the NAMI newsletter. Also wants anything that has to do with services, announcing open houses to be forwarded to the MHC and provider's notifications. NAMI is very core and important to keep. There are personal interests, prefers emails not to be random • Diana- at meetings, when a person signs in, sometimes they are automatically placed on the mailing list. Looks at the subject line for duplicated emails and discards the duplicate. It would be good to free up some of the EA' s time, to no longer be the middle person, receiving, reviewing and sending the emails. • Add disclaimer to the email: “you will be receiving this one time only, signing up to be on the mailing list if you are interested in continuing to receive the emails from this organization” There are links, within the email/newsletter, to be added to the mailing list. • Chair/EA- agreed, that starting in June, the EA will add disclaimer to emails and “FYI”. It will be the responsibility of the Commissioner to request to be added to be on the mailing list. EA will unsubscribe from email lists, or delete. Chair will announce the previous statements, at the next MHC meeting on June 6 • Vice Chair agrees and added to inform Commissioners that it is their responsibility to sign-up • Chair- for new Commissioners, Chair/Vice Chair will discuss which organizations are the most important for them to sign-up. Chair/Vice Chair will incorporate that in their training process for new Commissioners 	
<p>X. REVIEW updated Executive Committee motions report</p> <ul style="list-style-type: none"> • Chair- items number 10 and 11 will be forwarded to the next meeting, or until it is sorted out with the EA 	
<p>XI. RECEIVE full Commission motions report</p>	
<p>XI. Adjourned meeting at 4:40pm</p>	