

**MENTAL HEALTH COMMISSION
MONTHLY MEETING MINUTES
October 5, 2016 – FINAL**

Agenda Item / Discussion	Action / Follow-Up
<p>I. Call to Order / Introductions Commission Chair Duane Chapman called the meeting to order at 4:36 pm.</p> <p><u>Commissioners Present:</u> Candace Andersen, BOS Representative Duane Chapman, District I Meghan Cullen, District V Douglas Dunn, District III Diana MaKieve, District II Lauren Rettagliata, District II Barbara Serwin, District II Connie Steers, District IV Michael Ward, District V Sam Yoshioka, District IV</p> <p><u>Commissioners Absent:</u> Greg Beckner, District IV Gina Swirsding, District I Jason Tanseco, District III</p> <p><u>Other Attendees:</u> Adam Down, Behavioral Health Admin Ralph Hoffman, Senior Advocate Adam Hudson, Anka Behavioral Health April Langro, RI International Tess Paoli, outgoing Mental Health Commissioner Jill Ray, Supv. Andersen’s office Will Taylor, NAMI Contra Costa Robert Thigpen, Adult Family Services Coordinator Susan Waters, East County MH Clinic Family Support Worker Shelly Whalon, CCRMC & HC Dave Lyons, Supervisor Gioia</p>	<p>Transfer recording to computer</p> <p>Update MHC Attendance Chart</p> <p>Update MHC Database</p>
<p>II. Chair Report, Announcements, and Comments – Duane Chapman</p> <ul style="list-style-type: none"> • Duane thanked Will for his help in putting on the training for the faith community in Richmond. • There are several open seats on the Council for Homelessness. 	

<ul style="list-style-type: none"> • Duane will be attending a meeting on October 20 for California Association of Local Behavioral Health Boards and Commissions. The State Mental Health Planning Commission also has open seats. • There is a MHS Community Program Planning Process meeting tomorrow in San Pablo. There will be other meetings for Central and East County. • Duane has asked that copies of the Commission mandates be in front of each Commissioner at every meeting to help everyone to stay focused on them. • Doug added that sometime early next year, the Emergency Medical Care Committee will have an all-day 5150 Summit. The date and full details will be available in January or February of next year. • Duane would like to set up a MHC newsletter. This will be discussed and decided on at the Executive Committee. 	
<p>III. Public Comments</p> <ul style="list-style-type: none"> • Ralph Hoffman voiced his opinion that the MHC should take a stand on a number of ballot measures for the November election. 	
<p>IV. Commissioner Comments</p> <ul style="list-style-type: none"> • Lauren made a statement on the presentation of the Mental Health System and Budget Crisis paper to the Board of Supervisors. A copy of her comment is attached. Candace added that the item had been forwarded to Family and Human Services Committee • Connie talked about helpful resources she discovered at an event she went to at Pleasant Hill Senior Center. • Connie also announced that she will be doing voter registration until the cutoff date and will be happy to come out to any facility to help residents get registered. • Sam requested that the meeting be held to the scheduled time slot, as he needs to leave on time. 	
<p>V. Approval of the September 7, 2016, Minutes. Before the motion, Lauren asked for some corrections to the minutes, which were agreed to.</p> <ul style="list-style-type: none"> ➤ Doug moved, seconded by Diana, to approve the September 7, 2016, minutes as amended. The motion passed by a vote of 10-0-0. <p>Vote: Ayes: Barbara, Supv. Andersen, Connie, Diana, Douglas, Duane, Lauren, Meghan, Michael, Sam Nays: None. Abstain: None. Absent: Greg, Gina, Jason</p>	
<p>VI. RECOGNIZE Tess Paoli for service to the Commission and Community Duane presented Tess with a certificate of appreciation for her service to</p>	

<p>the Commission. Adam read a statement of appreciation from Karen for all of Tess’s service to the community.</p>	
<p>VII. RECEIVE Director’s Report – Cynthia Belon Cynthia summarized her report orally to the Commission and provided a hard copy of her full report, which is attached.</p> <p><u>Summary of Discussion:</u></p> <ul style="list-style-type: none"> • The MHC has previously asked to be an integral part of the process of designing any new West County facility, and several Commissioners were very unhappy that the MHC was not involved with this process. Cynthia explained why it ended up not being possible in this instance, and described the difficulties they faced in designing a facility in a confining amount of space in an already-planned building and the integration features that were incorporated into this facility. She indicated she would take their comments into advisement for the future. Several Commissioners brought up things they see in current clinics they do not want to see in future facilities. Cynthia offered to request that a presentation on the facility to be made to the Commission with the caveat that architectural items cannot be altered. • Lauren requested that Behavioral Health Division include the MHC in the EQRO and Triennial audits without the Commission having to remind them to do so. • Sam asked that her reports be included in the meeting packet. Cynthia indicated that in order to do so, she needs the questions sent in far enough in advance so that answers can be prepared in time to include the report in the packet, which was not done this time. • Cynthia briefly described the various software programs we anticipate using to have a completely electronic health record. • In response to a question about unresolved grievances, Cynthia indicated that all grievances are required to be resolved within a certain period of time, so the amount of unresolved grievances should be negligible at any point in time. 	
<p>VIII. APPOINT non-assigned commissioners to committees Adam listed the current Committee openings and their meeting times. All new commissioners in attendance already have committee assignments except Meghan, who has a schedule conflict until December. Adam will check in with Jason on what committee he would be interested in.</p> <ul style="list-style-type: none"> ➤ Doug moved, seconded by Diana, to have Adam contact Jason to gauge interest in serving on Quality of Care Committee or Justice Systems. The motion passed by a vote of 10-0-0. <p>Vote:</p>	

<p>Ayes: Barbara, Supv. Andersen, Connie, Diana, Douglas, Duane, Lauren, Meghan, Michael, Sam Nays: None. Abstain: None.</p>	
<p>IX. ACCEPT nominations for MHC leadership positions to be voted on at the November 2, 2016 meeting of the full Commission Duane and Barbara offered to continue in their present offices next year.</p> <ul style="list-style-type: none"> ➤ Michael moved, seconded by Candace, to nominate Duane and Barbara to run for their present offices for a second term. The motion passed by a vote of 10-0-0. Vote: Ayes: Barbara, Supv. Andersen, Connie, Diana, Douglas, Duane, Lauren, Meghan, Michael, Sam Nays: None. Abstain: None. 	
<p>X. DEVELOP work plan for the completion of the 2016 Annual Report to the Board of Supervisors Adam pointed out that there was no Annual Report completed for 2015. He suggested having a work group of 2-3 people to produce the report. The report is supposed to go to the Board of Supervisors in December. This report could be compiled by taking each Committee’s action plan and their accomplishments. Lauren offered to work on the report, and Duane, Barbara, and Doug offered to help.</p> <ul style="list-style-type: none"> ➤ Lauren moved, seconded by Barbara, that each of our standing committees present to the Executive Committee their action plan and work plan for the November Executive Committee for her to take and work with the Chair and Co-Chair to produce the Annual Report. The motion passed by a vote of 10-0-0. Vote: Ayes: Barbara, Supv. Andersen, Connie, Diana, Douglas, Duane, Lauren, Meghan, Michael, Sam Nays: None. Abstain: None. 	
<p>XI. DEVELOP work plan for completion of 2016 Data Notebook The Data Notebook has not yet arrived, and we cannot do anything until we see the parameters stated in it. At this point, the only need is to identify the people who will work on the work plan as soon as the Data Notebook comes in. Duane offered to help. Last year a Triennial Report was produced for the Board of Supervisors instead of the 2015 report. Duane volunteered to do this.</p> <ul style="list-style-type: none"> ➤ Diana moved, seconded by Doug, that Duane takes the lead on developing the plan for completing the Data Notebook. The motion passed by a vote of 10-0-0. 	

<p>Vote: Ayes: Barbara, Supv. Andersen, Connie, Diana, Douglas, Duane, Lauren, Meghan, Michael, Sam Nays: None. Abstain: None.</p>	
<p>XII. APPOINT commission representatives to attend community meetings with business relating to the interests of the Mental Health Commission Duane asked the Commissioners review the list of meetings that Jill provided, and next month we can discuss who might want to serve as an official representative to the MHC on those meetings that don't already have a Commissioner representative. The Family and Children's Trust Committee has specifically asked for a MHC representative to serve on their committee. There are other groups, such as the CCC Police Association, that we might also benefit from sharing presentations with.</p>	
<p>XIII. RECEIVE Committee Reports</p> <ol style="list-style-type: none"> 1) Justice Systems Committee – Gina (No Quorum) Gina is out on medical leave, which has made it difficult for them to meet the quorum to hold the meeting. This problem is a recurring one throughout the MHC and will be referred to the Executive Committee to find a solution. 2) Quality of Care Committee – Barbara The Committee reviewed the EQRO report with staff and answered questions. At the next meeting, the committee will identify the strengths and challenges that the MHC might be most interested in hearing back on. 3) MHSA-Finance Committee– Lauren Pat Godley answered questions about State Realignment I and II funding. The MHSA reports are quite detailed, and we need to be aware of what money is being spent and in what categories to be able to give informed advice. There are things like No Place Like Home that are coming up in the next 12 months that we can collaborate with BH Division on. Also, we need to try to educate people on how SB 844, another bill to fund improvements to West County Detention, will benefit the community so it will be better accepted. The Sheriff could be asked to come give a presentation. This will be moved to the Executive Committee. 4) Executive Committee – Duane Nothing to report. The Committee may need to change their meeting date to meet just before the full Commission to make it easier to put the agenda together. 	
<p>XIV. RECEIVE Commissioner Representative Reports</p> <ol style="list-style-type: none"> 1) AOD Advisory Board – Sam Yoshioka 	

<p>The Board has not met for the last few months due to a lack of quorum.</p> <p>2) CPAW General Meeting – Lauren Rettagliata Doug reported in place of Lauren. They reviewed the MHSA budget and asked questions. Then they discussed the Community Program Planning Process.</p> <p>3) Children’s Committee – Gina Swirsding Gina was not present to report.</p> <p>4) Housing Committee – Lauren Rettagliata Lavonna presented all the information at the Commission previously. Supv. Andersen reported that the Board of Supervisors approved her recommendation for the CalHFA funds to be returned to the County. Lauren hoped that the MHC could advocate for the money to be spent on a residential farm project, although how to spend the funds will be tied into the stakeholder process because it is MHSA money.</p>	
<p>XV. Adjourn Meeting</p> <p>The meeting was adjourned at 6:10 pm.</p>	

Respectfully submitted,
Melinda Meahan, Clerk-Senior Level
CCHS Behavioral Health Administration
FINAL MINUTES APPROVED 11/2/16