

**MENTAL HEALTH EXECUTIVE COMMITTEE
MONTHLY MEETING MINUTES
May 23, 2017 – FINAL**

Agenda Item / Discussion	Action /Follow-Up
<p>I. Call to Order / Introductions Commission Chair Duane Chapman called the meeting to order at 3:21pm.</p> <p><u>Members Present:</u> Chair- Duane Chapman, District I Diana MaKieve, District II Sam Yoshioka, District IV Gina Swirsding, District I</p> <p><u>Commissioners Absent:</u> Vice Chair- Barbara Serwin, District II</p> <p><u>Other Attendees:</u> Jill Ray, Field Rep. District II Supv. Andersen’s office Margaret Netherby, NAMI member Liza A. Molina-Huntley, Executive Assistant for MHC</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"> • Gina- Informed that the SPIRIT Coordinator stated that September would be a better time for them, to do a presentation for the Commission meeting. Gina informed that she is a graduate of the program and feels that the experience is vital to consumers and to the community for peer to peer counseling and that SPIRIT graduates have better employment and advocacy opportunities. • Diana- Reminds and encourages everyone to attend the next NAMI meeting, the author of “Insane Consequences” will be present. 	<p>*EA- confirm SPIRIT presentation in September at the Mental Health Commission meeting on 9/6/17 and program brochures.</p>
<p>IV. Chair comments:</p> <ul style="list-style-type: none"> • Duane- Stated that everyone has opinions and personal interests in serving as Commission members, but everyone and all members need to work as a team and follow protocol. In viewing other county’s policies and procedures, he realizes that there is work that needs to be done to improve the Mental Health Commission’s policies and procedures and suggested to work on the project, together. Duane also stated that, it will help the 	<p>*EA- include the “Manual for Local Mental Health Boards and Commissions-revised version and approved 1/2016.” Gina and Sam do want hard copies of the Manual.</p> <p>*EA- inquire if MHC retreat can be videotaped</p>

<p>Commission to run smoothly and more efficiently. The retreat/training, will go over the roles and responsibilities of Commissioners and the “do’s and don’ts”. Proper training is vital to function properly. Would like the training to be recorded and/or videotaped. The Brown Act will be discussed during the MHC retreat/training, to learn how to use it correctly and follow protocol with BHS staff. As previously stated and agreed, at the Executive Committee, on February 21, 2017- all Commissioners inquiries, questions, concerns, requests for information, sharing of information will be sent directly to the Chair and Vice Chair. It is the responsibility of the Chair and Vice Chair to read and refer the Commissioner’s requests to the appropriate person. It is best to have one line of communication between the commission and the BHS (Behavioral Health Services) staff members, in order to eliminate duplicating efforts of staff and the staff becoming overwhelmed; therefore, it will assist with efficiency, help to obtain a better understanding, transparency, and partnership with BHS. As Commissioners, it is important to focus on the role of a Commissioner, not outside roles and be clear on how not to double use roles. The District Supervisor should be the first contact, for the community to obtain information. It is not correct to bypass the District Supervisor and contact staff first. The BHS staff is not controlled by the Commission that is the District Supervisor’s role. It is important to obtain clarity regarding Commissioner’s roles and responsibilities.</p> <ul style="list-style-type: none"> • Duane- Contra Costa County residents have a need for hospital beds for the growing amount of children undergoing mental health treatment. The responsibility lies with the State and advocacy needs to be addressed at the state level, towards congressman, representatives, assembly and senators. There is a need for accurate data and forwarding the information to the previously mentioned, proper, government authorities. Certain studies show that there are some causes in environment that can affect the population but genetics also plays an important role. Part of the Commissioner’s role is to 	<p>**The Chair will contact all of the Board of Supervisor’s offices to request recruitment and appointment of more commission members and suggest and invite their liaisons to attend the Commission and Committee meetings. Instead of only the District II office liaison attending.</p> <p>**All Commissioners call their District office and ask to recruit/appoint new members to the Commission</p>
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<p>educate the community.</p> <ul style="list-style-type: none"> • Gina- There is only 220 hospitals nationwide; to help children with mental health issues and a lot of hospitals are dropping the psychiatric services due to increased costs. • Duane- Will call each District Supervisor to appoint and recruit more Commission members. It would be appreciated if other liaisons, from the other District offices, would attend the Commission and/or Committee meetings. Only District II's office liaison attends all the Commission and committee meetings. It is important for commissioners to advocate for their District office to attend Commission and committee meetings and recruit/appoint more members to lighten the load on the few Commissioners currently on the Commission. 	
<p>V. MOTION to APPROVE the minutes from the April 25, 2017 meeting</p> <p>Gina moved to motion to accept the minutes, Diana seconded the motion</p> <p>VOTE: 4-0-0 AYES: Duane, Gina, Sam, Diana NAYS: none ABSTAIN: none Absent: Barbara</p>	<p>*Post approved final minutes to the website</p>
<p>VI. RECEIVE report regarding the integration of advisory bodies- by Commissioners Sam Yoshioka and Gina Swirsding</p> <ul style="list-style-type: none"> • A report was not submitted. • Although some counties in California have integrated their advisory bodies, it is still unclear if it is viable for a county the size of Contra Costa. • It was decided that further investigation is needed • The committee concluded to discuss the issue further with the Director of Behavioral Health Services. • Sam- Feels it is necessary to discuss and receive recommendations from the Director of Behavioral Health, and staff first, in regards to the integration of the advisory boards since there are three distinctively separate programs with separate advisory boards and Directors. Then if the idea is viable to proceed, then, have conversations with the other program's 	<p>*Chair will request meeting with BHS Director for recommendation on how to proceed regarding advisory board's integration and inform the MHC-Executive Committee regarding findings.</p>

<p>Directors and advisory boards. It is important to note that all comprehensive medical/mental health care, AOD (Alcohol and other drugs) and homelessness services is being integrated, offering the community more total wellness care. Should the Commission of Contra Costa County, as an advisory board, consider viewing the issues of the community in a more integrated way? Or continue operating status quo? It does not seem logical or cohesive to offer the community integrated services and not integrate the advisory boards.</p> <ul style="list-style-type: none">• Gina- There are many consumers that have dual diagnosis and need integrated services, it makes sense to do the same with the advisory boards? It could be better for the community to address the issues jointly and advocate together.• Jill- Although AOD is a component, with mental health; it is more than just dual diagnosis. AOD deals with tobacco products and underage use, advertising throughout the community, city ordinances regarding the sale of tobacco products, the marijuana ordinance, and an opioid epidemic. There may be issues that are linked with mental health but it is not the only issue that AOD attends to. There are many forms of mental health and it is more common. The Mental Health Commission covers a vast amount of services for children, TAY (Teens and Adult Youth), adults, older adults, and more and there are different funding streams that are for a wide variety of programs. The Commission advocates for mental health treatment throughout all the communities and it can be done in conjunction with AOD. It is not accurate to assume that AOD and MHC are doing the same things, therefore they should be integrated, is not accurate. A portion may be the same, but it is not all the same.• Gina- Expressed that there is not enough representation from the other programs. Maybe a mental health commission member can be a board member of the other programs and vice versa. There is a need for better representation of the other programs at the full commission meetings and committees. There is not enough representation and discussion between the programs.• Duane- Suggestion to commissioners to attend	
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<p>their city’s town hall meetings and find out what people need and what they don’t need. Also, document issues, in writing, and submit them to the Chair. It is important to gather information and ask questions, request that all the Directors or staff update monthly, to keep the Commission informed of their departments, new programing and legislation. If and when Director of BHS is informed of new information, inform the Mental Health Commission regarding findings for proper channeling of advocacy efforts. Invites other programs to present updates to the commission monthly meetings, including the System of Care,</p> <ul style="list-style-type: none"> • Gina- stated concern regarding community members that are “dual diagnosed” are denied services. • Jill- previously that was true, dual diagnosis was not accepted; now- with the new “Drug Medi-Cal Waiver,” dual diagnosis is incorporated for treatment. Adult Housing 101 is part of the calendar and the purpose of the calendar was to receive regular updates and information from all the programs. • Margaret- discussed personal family member experiences regarding the inability of the system to identify and give the appropriate treatment and medications, wasting a large amount of money and resources, for both health care and personal funds and creating more frustrations and aggravating the overall situation for the consumer. This member still has not received the proper medication and/or treatment and the person’s condition has worsened. As a family member, is unhappy with the lack of services and unfavorable results. Stated that people should be treated as a whole person, not as various dismembered parts, treat the person as a whole human being. Services are not integrated and they should be. Educate people on how to help themselves. Resides in District V and will be submitting application to the corresponding District Supervisor, to become a MHC member. • Duane- Is looking forward to presentations to inform and explain the new system of care and find out where the gaps are, in order to prioritize advocacy efforts. 	
<p>VII. DISCUSS needs and expectations for the Health, Housing and Homelessness program</p>	<p>*EA- will send request to H3 presenter to request</p>

<p>presentation for the full commission meeting on June 7, 2017.</p> <ul style="list-style-type: none"> • Jill- The program can give an overview on H3, “No Place like Home,” which will start in the fall and the PIT (Point-in-Time) count information has been completed. 	<p>additional information to be presented to the MHC regarding the new program, including the “PIT” count</p>
<p>VIII. DISCUSS the 2017 Commission retreat/training, July date and other topics</p> <ul style="list-style-type: none"> • Duane- The date has been set for July 22, on a Saturday, from 10 am to 3 pm and the same location has been requested, as last year, at 1875 Arnold Drive in Martinez. The facilitator will discuss the “do’s and don’ts,” as a Commissioner, along with creating an action plan for 2018. • Gina- Would like the topic of overall transparency to be included, communication amongst the Commissioners. Without transparency, trust issues arise and become intensified. • Duane- Informed that communication and transparency will be covered by the facilitator in the “do’s and don’ts,” part of the training. • Gina- Agrees and supports the Chair regarding communication amongst all commission members should follow the protocol of directing all communication to the Chair and Vice Chair first, then the Executive Committee, everything should follow the correct process. • Margaret- In my studies, I have learned that family secrets are unhealthy in terms of functioning properly. There is a book, written by Dr. Eric Berne, “Games People Play” highly recommends. • Duane- Has an idea, regarding who can/will, provide lunch for the all the attendees the day of the training. He will personally call all the Board of Supervisors and ask them to each to donate towards the luncheon. He would also like to reach out to the community for donations. The commission would need a nonprofit to be a physical agent to handle any funds received. The Chair will also contact food companies to ask for their support and will ask BHS, if they can give the company a tax deduction receipt. • Jill- there are several organizations that handle funds for nonprofits or another idea can be to get organizations to donate food, but all ideas should first be proposed to County Counsel. In 	<p>*Retreat facilitator will discuss Commissioner’s roles and the “do’s and don’ts”.</p> <p>*EA- will inquire regarding videotaping the training and confirming the venue</p>

<p>the meantime, if each District Supervisor contributed to the luncheon, the costs will be minimal. Last year Supervisor Andersen paid for the entire luncheon.</p> <ul style="list-style-type: none"> • Diana- If the commission is not legal to receive the funds directly; there is a possibility that the commission may not be able to make use of the funds either. • Duane- Each commissioner volunteers their time to the community and to advocate for the community, more than 15 hours per month. • Diana- To do the minimum work, showing up to the meetings and nothing else, is more than 15 hours of volunteer time per month. Just reading the minutes of each meeting takes several hours. • Duane- the minutes will no longer be a transcription, they need to be summarized. The Executive Committee has agreed to summarize the minutes. (Sam, Gina, Diana and Duane). • Duane- Would also like the committee to consider expunging the full commission meeting, to be replaced by the retreat/training. The full commission meeting on July 5 will be difficult for all to attend due to the holiday. • Gina- Reminded that Tuesday August 1, is “National Night Out,” the day before the full commission meeting. Gina assist West County, in preparing for the celebration, of this event and ask to reconsider the full commission meeting to be held on August 2. Proposes to change the date. • Diana- Proposes to have the full commission meeting in July and the retreat and to not have a commission meeting in August. • Duane/Diana- stated that they may not be able to attend the full commission meeting on July 5. • Liza- During her investigation of viewing other county’s Mental Health Commissions website noted that other counties do not hold meetings during one month in the summer and year end, due to the holidays. • Jill- viewed the calendar and noted that July’s topic was presented in May and in August; the commission is the appointment for the “Nominating Committee.” 	
<p>IX. REVIEW comments from the May 3, 2017 – Mental Health Commission/MHSA Program and Expenditure Plan Public Hearing draft meeting</p>	<p>*The MHSA Program and Expenditure Three Year Plan can be found on the website:</p>

<p>minutes, to discuss adding additional comments/recommendations to the Plan for the Board of Supervisor’s presentation</p> <ul style="list-style-type: none"> • Duane- Would like each commissioner to follow up on the process, including the comments and presentation at the Board of Supervisor’s meeting. • Jill- All the comments made at the previous meeting will be incorporated into the final plan as an attachment. Review the comments to check for gaps. • Liza- The final date for comments concluded on May 3, as stated by the Program Chief, Warren Hayes. Although, it was stated at the hearing that if anyone desires to make any “additional” comments, it would have to be at the presentation to the Board of Supervisors. The date of the presentation to the Board is yet to be announced. 	<p>http://cchealth.org/mentalhealth/</p>
<p>X. DISCUSS responsibility and protocol for appointing new Commissioners</p> <ul style="list-style-type: none"> • Duane- In researching other commission’s process and Napa does it differently. Will present the process to the Board of Supervisors (BOS) and District staff members, for review and editing. • Sam- The Supervisor interviews and appoints but the Commission should be able to make a recommendation. • Jill- the Commission’s brochure was created in accordance to the Bylaws, which was passed by the Board of Supervisors. The Bylaws will now need to be amended due to a Supervisor’s concerns regarding the process and the wording can be misconstrued. The amendment will be pending, since the Chair of the Commission has decided to contact the Board of Supervisors regarding this matter. Communication can be improved to inform others what services are available in each district. Commissioners can aid in providing correct information in their communities. • Duane- Informed that he and the Behavioral Health Director, Cynthia Belon, will restart and co-chair the AOT workgroup on June 12, from 10am to noon, at 50 Douglas Drive, 2nd floor conference room, in Martinez. Encourages others to advertise and attend the Juneteenth festival in the City of Richmond in June. • Follow up is needed with County Counsel, 	<ul style="list-style-type: none"> * Duane will forward Napa’s process for appointing new commissioners to the BOS and District staff, for review and editing. *AOT Workgroup meeting: Monday, June 12, from 10am to noon at- 50 Douglas Drive, second floor conference room in Martinez. *Juneteenth Parade & Festival will be on Saturday, June 17 in the City of Richmond. BHS will be present during the event. *Jill- volunteered to follow up with County Counsel regarding the pending amendment

<p>regarding the amendment to the MHC Bylaws sent in, for approval, at the beginning of the year. The amendment was to allow the Chair or the Vice Chair, to count as a substitute member of a committee, when a quorum is not met.</p>	
<p>XI. DISCUSS plan to appoint a nominating committee to appoint the Chair and Vice Chair for 2018</p> <ul style="list-style-type: none"> • Duane- Has concluded, after discussion with the Vice Chair, the Vice Chair would like to be the Chair for next year and the current Chair would like to serve as the Vice Chair, if nominated, they both do work well as a team. Feels that it is important to maintain the continuity of what is currently in process and what has been accomplished, thus far. Another year together, will aid in the success of the commission. Together, partnerships are being formed. • Diana- Inquired regarding the process of nominating that is fair to the commission, that everyone can vote. • Duane- Explained that the Executive Committee will forward to the commission the appointment of the Nominating Committee. In accordance to the Bylaws, the "Nominating Committee," will recommend a Chair, Vice Chair and the members for the Executive Committee and be open for other possible nominations. • Diana- Agrees and supports the Chair for the incoming year as Vice Chair and the current Vice Chair as the new Chair. Stated that another year would be beneficial for the commission, to set the procedures and processes and assure that they remain in place. • Sam- The commission should be involved and the decision made openly at the full commission meeting. • Duane- Assures and agrees, stating that the Executive Committee forwards the motion to the full commission as part of the process. If the commission does not meet in July, or August, then would like the nominating committee to be selected at the next full commission meeting. • Jill- According to the Bylaws, in October the nominations will be announced for the Chair, 	<p>*Discussion and appointment of the Nominating Committee will be at the next full commission meeting</p>

<p>Vice Chair and the Executive Committee and that is the same time the Data Notebook is assigned.</p> <ul style="list-style-type: none"> • Duane- Therefore, the Executive Committee is putting forth Barbara, as the Chair and Duane as the Vice Chair, to be referred to the Nominating Committee, that will be appointed by the next full commission meeting. Three people will form an ad hoc Nominating Committee, appointed by the Commission, at the next meeting. • Diana- to summarize: the Nominating Committee will receive other nominations and make recommendations, then a voting process will take place and then the new Chair, Vice Chair and Executive Committee for 2018 will be elected. • Duane- the Executive Assistant will add the creation of the Nominating Committee to the June Commission meeting agenda. 	
<p>XII. DISCUSS options for full Commission meeting in East County and West County for 2017</p> <ul style="list-style-type: none"> • Duane- the Commission had a meeting in West County, suggests choosing another district of the county, district II- South County and districting V- n Pittsburg. East County in October, September for South County. • Sam- Best to discuss the issue at the next full Commission meeting and event schedule should be checked before considering the location. • Diana- Has attended meetings at the Discovery Center in South County. She will contact the Center to inquire if it is available to host a commission meeting. • Gina- Has had difficulties in the past traveling to East County, request to have a meeting in late fall due to the high temperatures. 	<p>* Item for discussion moved to the full commission meeting.</p>
<p>XIII. Adjourned meeting at 5:02 pm</p>	

Respectfully submitted,
Liza Molina-Huntley
 Executive Assistant to the Mental Health Commission
 CCC- Behavioral Health Services Administration
 **Final minutes approved on 6/27/17