

**MENTAL HEALTH EXECUTIVE COMMITTEE
MONTHLY MEETING MINUTES
August 22, 2017 – FINAL**

Agenda Item / Discussion	Action /Follow-Up
<p>I. Call to Order / Introductions Chair Duane Chapman meeting called to order at 3:18pm.</p> <p><u>Members Present:</u> Chair- Duane Chapman, District I Barbara Serwin, District II Sam Yoshioka, District IV Gina Swirsding, District I</p> <p><u>Commissioners Absent:</u> Diana MaKieve, District II</p> <p><u>Other Attendees:</u> Margaret Netherby, NAMI member Joe Partansky, advocate Jill Ray, Board of Supervisor field rep, District II Adam Down-MH Project Manager</p>	<p>EA-Transfer recording to computer</p>
<p>II. Public Comments:</p> <ul style="list-style-type: none"> • A public member reported on attended a meeting of the National Criminal Justice Association. Shared handout, see attached. 	<p>*See attachment</p>
<p>III. Commissioners Comments:</p> <ul style="list-style-type: none"> • All Board of Supervisors and there staff were invited to attend the Mental Health Commission retreat. District II Supervisor Andersen and her Chief of Staff have confirmed their attendance. 	
<p>Chair comments:</p> <ul style="list-style-type: none"> • Three District Supervisors donated funds towards the Mental Health Commission’s retreat luncheon. The California Association of Local Behavioral Health Boards and Commissions (CALBHBC) have also donated funds towards refreshments. • A board and care facilities has filed for bankruptcy, which provides services for older adults. An update will be provided at the next meeting 	<p>*MHC Retreat/training will be held at the IBEW Union Local 302 hall at: 1875 Arnold Drive in Martinez, from 9am to 3pm.</p>
<p>IV. MOTION to APPROVE the minutes from the July 25, 2017 meeting. Sam Yoshioka moved to motion, Gina Swirsding seconded the motion.</p> <p>*No corrections required. VOTE: 4-0-0 YAYS: Duane Chapman, Barbara Serwin, Gina Swirsding, Sam Yoshioka NAYS: none ABSTAIN: none Absent: Diana McKieve</p>	<p>*Post approved final minutes to the website</p>

<p>V. DISCUSSION regarding Commissioners appropriate conduct during meetings</p> <ul style="list-style-type: none"> Discussion regarding meeting ground rules for everyone to adhere to and forward to the full Mental Health Commission. All present were in agreement <p>MOTION to forward the attachment, to the full Mental Health Commission, for approval Barbara Serwin moved to motion, seconded by Sam Yoshioka VOTE: 4-0-0 YAYS: Duane Chapman, Barbara Serwin, Gina Swirsding, Sam Yoshioka NAYS: none ABSTAIN: none Absent: Diana McKieve</p>	<p>*See attachment Forward attachment to the full Mental Health Commission meeting on 10/4/17</p>
<p>VI. DISCUSS policies and procedures regarding site visits</p> <ul style="list-style-type: none"> Commissioners should start documenting site visits and a formal reporting process will begin in 2018 The Chair and Vice Chair will work in partnership, with the Behavioral Health Services Director, towards finalizing the new policies and procedures for site visits Commissioners are mandated to do, at least, one site visit per year <p>MOTION to forward all forms, to the next full Commission meeting in October, along with other examples from other counties. Gina Swirsding moved to motion, seconded by Sam Yoshioka VOTE: 4-0-0 YAYS: Gina Swirsding, Sam Yoshioka, Barbara Serwin and Duane Chapman NAYS: none Abstain: none Absent: Diana McKieve</p>	<p>*Site visit forms will be forwarded to the full Mental Health Commission for approval at the next meeting on 10/4/17</p>
<p>VII. DISCUSS the integration of advisory boards report by Commission members Sam Yoshioka and Gina Swirsding</p> <ul style="list-style-type: none"> Discussion regarding dual diagnosis and the implementation of the Drug Medical Waiver, that recently was approved and in process of implementation. Offering additional funding to provide appropriate treatment It is important to include the Alcohol and Other Drugs (AOD) Program Chief in the discussion Behavioral Health Administrative staff will reach out to AOD and inquire when a presentation will be feasible AOD can provide pertinent information and an overview of the Drug MediCal waiver Further investigation is needed, on the subject matter, and will continue. Information to be considered and gathered in the investigation of the integration of boards. “Why integrate, what is the benefit to integrating advisory boards.” Some attendees wondered if integrating will affect the funding of different programs. 	<p>*BHS will contact the AOD program to inquire regarding scheduling presentation for a future meeting, possibly November</p>

<p>VIII. DISCUSSION to determine and request regular updates from the County's Financial Officer throughout the year</p> <ul style="list-style-type: none"> • Commission needs to understand the financial picture of the County's programs and services. Would like there to be more consistency, from the County's Financial Office, in providing updated financial information and obtain a greater understanding of the financial milestones in terms of formulating the budget. Would like to have a "high level" of input in terms of what the Commission sees as important for the community, like the "White Paper", being able to identify and express concerns. The Director of Behavioral Health suggested that the MHSA/Finance Committee be entrusted to understanding the full budget, identifying key questions and then, bringing that forward to the full Commission, providing updated information on an ongoing basis, from the MHSA/Finance Committee. There are more details happening within the Finance Committee but there are also broader concerns going on with the Commission. The Commission would like the request, to be made important and to be presented to the County's Finance Department. • The MHSA/Finance Committee, at the committee level, can do a deeper dive, into issues that the Commission deems as necessary. • The Vice Chair will work with the Committee Chair and discuss the objectives, timing and present the ideas to the full commission for the commission to respond to and then be able to define on how the commission would like to be part of the process with the county and acknowledges that there are internal process and departmental timing of the milestones, which are equally important. • The Commission agrees to partner with the Behavioral Health and Finance departments • The Vice Chair will do additional research regarding the Commission's request for information, make a list of the Commission's inquiries to initiate the process and submit it to the Behavioral Health Director to forward to the County's Finance Department 	
<p>IX. DISCUSS updates from the ad hoc Bylaws Committee meeting on July 28, 2017</p> <ul style="list-style-type: none"> • They ad hoc Bylaws Committee will meet on Thursday September 14 at 3:30 at the Behavioral Health Administrative offices at: 1340 Arnold Drive in Martinez. 	<p>*Updates will be provided at the next meeting in October</p>
<p>X. Adjourned at 5:07 pm</p>	

Minutes submitted by:
Liza Molina-Huntley
Executive Assistant to the Mental Health Commission
CCC- Behavioral Health Services Administration
FINAL MINUTES APPROVED 9/26/17