

## **EXECUTIVE COMMITTEE**

**Tuesday May 22, 2018**

**AT: 3:30pm-5pm**

**1340 Arnold Drive, Martinez, CA  
First floor conference room**

### **AGENDA**

- I. Call to order/Introductions**
- II. Public comments**
- III. Commissioner comment**
- IV. Chair announcements**
- V. APPROVE minutes from April 24, 2018 meeting**
- VI. DISCUSS options and logistics for the next full Commission meeting to be held at a different location**
- VII. DISCUSS a change in date for the July full Commission meeting (tentatively reserved for July 11)**
- VIII. DISCUSS MHC retreat options for 2018 (previous MHC retreat 9/16/17)**
- IX. DISCUSS guidelines for selecting information to forward to Commissioners and consider potential ways make this information easy to pick out from other types of emails and scan**
- X. REVIEW updated Executive Committee motions report**
- XI. RECEIVE full Commission motions report**
- XII. Adjourn**



**MENTAL HEALTH EXECUTIVE COMMITTEE  
MONTHLY MEETING MINUTES  
April 24, 2018 – First Draft**

Agenda Item / Discussion	Action /Follow-Up
<p><b>I. Call to Order / Introductions</b> Chair Barbara Serwin meeting called to order at 3:32pm. <b>Members Present:</b> Chair- Barbara Serwin, District II Vice Chair- Duane Chapman, District I Diana MaKieve, District II Mike Ward, District V</p> <p><b>Commissioners Absent:</b> Meghan Cullen</p> <p><b>Other Attendees:</b> Sam Yoshioka, District IV Gina Swirsding, District I Jill Ray, Field Representative for District II Adam Down, Mental Health Services Program Manager Liza A. Molina-Huntley, EA for MHC</p>	<p>*EA-transfer recording to computer</p>
<p><b>II. Public Comments:</b></p> <ul style="list-style-type: none"> <li>• none</li> </ul>	
<p><b>III. Commissioners Comments:</b></p> <ul style="list-style-type: none"> <li>• Gina- brought to the attention of the Committee, an article, pertaining to courts in other counties are attempting to ban, therapy dogs for witness that have suffered from a violent crimes. Hopes that comfort/therapy dogs are not banned in the court rooms of Contra Costa County. Contacted Supervisor from District I regarding this issue. Informed that Alameda and San Francisco counties have banned therapy animals from the courts</li> <li>• Sam- would like there to be an item, on the next Commission meeting on 5/2/18, regarding attendance. Chair agreed and has set the item for the next MHC meeting.</li> </ul>	<p>*Gina will forward the article to the EA to include in minutes</p>
<p><b>IV. Chair comments:</b></p> <ul style="list-style-type: none"> <li>• Congratulated Mike Ward on his new job and announced her birthday is today</li> </ul>	
<p><b>V. MOTION to APPROVE the minutes from the February 27, 2018 meeting</b> <b>Mike Ward moved to motion to accept the minutes, Diana MaKieve seconded the motion</b> <b>VOTE: 4-0-0</b> <b>AYES: Barbara Serwin, Diana MaKieve, Mike Ward and Duane Chapman</b> <b>NAYS: none ABSTAIN: none Absent: Meghan Cullen</b></p>	<p>*Post approved final minutes to MHC website: <a href="http://cchealth.org/mentalhealth/mhc/agendas-minutes.php">http://cchealth.org/mentalhealth/mhc/agendas-minutes.php</a></p>
<p><b>VI. DISCUSS Bylaws Ad Hoc Committee status including current objectives, membership, progress- Adam Down, BHS Admin</b></p> <ul style="list-style-type: none"> <li>• Chair, Barbara Serwin, noted the departure of Commissioners and has been a factor for the lack of quorums and would like to discuss on how to best move forward</li> <li>• Adam- The Board of Supervisors approved the addendum to the Bylaws, for the Executive Committee members to serve as “pro tem” members of any standing Committee to retain quorum and continue Committee business (see attachment). All and any previous editing done by the Bylaws ad hoc Committee has not been submitted to the BOS for approval and is still a work in progress. The Bylaws ad hoc Committee will no longer be known as such. This action was approved by the Commission at the March 7 meeting. It will now be known as the Bylaws Task Force. The Bylaws Task Force members consists of Sam Yoshioka, Gina Swirsding, Leslie May and Duane Chapman. The Chair, Barbara Serwin will serve as a “pro tem” member. The</li> </ul>	<p>*attached updated MHC Bylaws, approved by BOS on 4/17/18, to allow Executive Committee members to fill in as “pro tem” members to obtain quorum and continue Committee business</p> <p>*Task force members will discuss potential dates to</p>

Task Force will be a closed meeting; it will no longer be a public meeting. This will allow more flexibility in regards to scheduling and will not need to adhere to the Brown Act Regulations.

- Duane- the MHC Bylaws editing started due to the recognition for reviews and updating needed. Regarding the **Article IV, section 4: "VACANCIES AND RECRUITMENT"**, as informed by the Board of Supervisors, this section needs to be modified and approved by the Board of Supervisors (BOS), before finalizing. Recommends that the MHC should forward that particular item to all Supervisors for revision and editing, being that only Supervisors appoint Commission members to their district seats and the section should be reflective of the Supervisors actions and decisions. Each Supervisor has the responsibility of appointing individuals to the vacancies in their district.
- Most Supervisors will meet with the applicant, before rendering their decision. Supervisors make the final decisions regarding selection and appointing to any seat on the Commission.
- It was recommended to send the final draft of the MHC Bylaws, to each Supervisor, before agendizing for review and editing.
- Chair- would like clarification regarding the purpose for reconstructing the MHC Bylaws and would like to assure that all of the Commission is clear on the objectives. If only a couple of items need to be changed, then they can be done discreetly, versus going through all of the bylaws. Would like to know what the original charge was for the change. Understands that the previous Chair started the project and wants to be clear if the project needs to continue and why. If the group is committed to doing an entire overhaul of the entire bylaws, concerned that there be systematic review of each law and that there is a basis of comparison and be prepared to address why changes are being recommended. Not sure if that criteria is in place, or not?
- Duane- made relative suggestions, after comparing the current CCCMHC Bylaws to other counties throughout the state. Previously prepared, a proposed MHC bylaws version, a consolidated effort, incorporating language from the other counties. CCCMHC Bylaws are in need of updating and article IV needs to be changed, according to the district Supervisor request in addition to the new state law that Gina pointed out; which states that county employees, who are consumers, can be MHC members. The purpose of the task force was to review and update the bylaws, to current statues.
- Sam- the MHC bylaws needs to be built upon on the Welfare and Institutions (W&I) Codes, it is the basic foundation and states that the MHC is involved in the selection of the Behavioral Health Director. Would like everyone to be made aware of the MHC's involvement in the selection process. All changes made, to the MHC bylaws, needs to be based on the W&I codes.
- Adam- informed that the changes are incremental and each item is being reviewed by the task force members, which was approved by the Commission in 2017. The changes, made by the members have been primarily technical, for example: changing "mental health" to "behavioral health". The main modification to the bylaws is the new law, identified by Gina, stating that Consumers, employed by the County, may apply to become members of the Commission. There are some procedures pertaining to electing members to certain roles and the Committee assignments that may want to be reviewed, updated and clarify some of the procedures.
- A date will be agreed, to reconvene the review process. Once the process has been completed. Consideration to forward the final draft to the Board of Supervisors will be discussed at the Executive Committee, before submitting the revisions to County Council, or to the BOS for final approval.
- Chair- agrees with the review process of the bylaws, by the Task Force and for the members to continue to meet to revise, update and clarify procedures. The members can agree, at a different time, when to meet and continue to update the Chair. Agrees that the task force do a comparison of the bylaws from different counties. Adam will submit the areas that need to be revised or clarified; any changes will be brought back to the Executive Committee, before forwarding to the full Commission. Request that EA

**meet and inform EA  
to reserve  
conference room**

<p>forward the bylaws of the different counties that are to be reviewed to her and to the members.</p> <ul style="list-style-type: none"> <li>• Task Force members are: Duane Chapman, Gina Swirsding, Sam Yoshioka and Leslie May. It will no longer be a public meeting, since the task force will be meeting only to complete one task. Commission members are welcomed to attend. The task force does not need to abide by the Brown Act Regulations.</li> <li>• It is not unusual for advisory bodies to review and update their bylaws or amend them as state laws change. The ad hoc Bylaws Committee last convened on October 26, 2017.</li> </ul>	
<p><b>VII. DISCUSS process for updating and incorporating the motion tracking report in Commission work flow- Barbara Serwin, Chair</b></p> <ul style="list-style-type: none"> <li>• Chair –the motion tracker is a good tool and wants it to be incorporated in the Commission’s workflow. The objectives are to keep the Commission and Committees updated on their commitment, keeping everyone more accountable for executing the motions and use as a quick reference tool, without digging through minutes and help out with work management, assigning the work and prioritizing</li> <li>• The information that will be tracked will be to identify the motions and the EA will put them into the motion tracker, after the meetings and generate a report to the Chair of each Committee and to the Commission</li> <li>• EA clarified that in a prior meeting, it was stated in the minutes, that the Chair of each Committee would enter the motions in the motion tracker, after their Committee meeting and keep track of their Committee motions</li> <li>• The Chair disagreed and stated that there needs to be one person in charge of keeping it updated and one copy of the motion tracker. The person doing the minutes has the capability to take the motions out immediately and cut and paste them into the motion tracker. Generating a report means printing the pdf and forwarding to the Chairs. There cannot be four copies of the tracker, one for each Committee, it doesn’t make sense</li> <li>• EA requested clarification regarding what is the expectation, pertaining to the report, from the Chair</li> <li>• Chair stated that the motion tracker is the report, transformed into a pdf, forwarded and printed to each Committee Chair</li> <li>• Diana- requested clarification if there will be one motion tracker for all Committees and the Commission, one document?</li> <li>• Chair- yes, it will be all on one document.</li> <li>• Adam- the motion tracker that the EA was working on took a lot of data entry by the EA. The motion trackers that the EA completed for 2017 were several trackers, one for each Committee, the Commission and the consolidated tracker for a total of six motion trackers. Will that be the continued format; all motion trackers, because there is more than one.</li> <li>• EA- the Chair has revised the format of the motion tracker, to include additional entries, but it is still a lot of data entry to complete all the motion trackers</li> <li>• Adam- we can meet to discuss this further. If the motion tracker is to be used, it should be included in every meeting packet, after the process has been defined more clearly. Also suggests that the final agenda item of each meeting should be an agenda item, to include a Committee discussion to define what the agenda items will be for the next meeting. EA agrees with suggestion.</li> <li>• Chair- disagrees because there it is not related</li> <li>• Adam- clarifies that the Committee would be involved in the agenda setting, at the meeting, versus only the Chair setting the agenda items</li> <li>• Chair- the Committee can review open motions, and review the items at the meeting, it should drive the incomplete work. Disagrees and does not understand viewing the motion tracker and setting agenda items at the Committing meeting. Once the Committee completes the work, it is up to the Committee to inform the EA that the task has been completed, for the EA to update the Committee’s motion tracker. The EA needs to track what’s been done and not done by the Committee</li> <li>• EA- agrees that the matter can be discussed further at a later date on how</li> </ul>	<p><b>*June 6, MHC meeting the following items are scheduled:</b></p> <ol style="list-style-type: none"> <li><b>1) H3 presentation</b></li> <li><b>2) Public hearing for MHSA plan</b></li> <li><b>3) Updates for mental health services in Juvenile detention</b></li> </ol> <p><b>*Chair, Vice Chair, Adam and EA will meet to discuss how to process the motion tracker</b></p>

best to move forward

- Vice Chair- is there a motion tracker that is completed? Then it should be completed for the next meeting. All members should view it and agree or disagree. It's a good idea, to refer back to, we just have to figure out how it will be done
- Chair- it is basic, the EA adds the motion, keeps it updated, distributes it and keeps it updated. Typically, it will happen in the meeting. Commits to have the motion tracker updated, by April 25 or 26, into the new format she revised. Asked what meeting should the new tracker be presented at?
- All agreed that the tracker should be presented at the next Commission meeting.
- EA- reminded that the meeting packet for the next MHC meeting will need to be posted by April 25, or the 26, at the latest. Would appreciate having the tracker updated and sent by April 25, to assure the meeting packet is posted according to the Brown Act Regulations and MHC Bylaws
- Chair- when will the motion go live, at which meeting?
- All suggested the next Executive Committee meeting, on May 22
- Diana- it would be beneficial for the Committee Chairs to use the tool to help them get more organized, for the meetings and in terms of what work needs to get done. Misses the calendar and felt that the calendar really helped to keep the MHC focused on all the different aspects that encompass mental health. A lot of work went into the calendar and each area was put in place for a reason. After all the work that was put into the calendar, it was not used as it should have been. It would be beneficial, that the priorities of the Commission are reviewed the month before, at the meeting. Maybe something more like the calendar but incorporate the Commission's priorities in the calendar.
- Chair- some of the priorities of the Commission are driven by external factors and actions and are easy to have in place. What are more challenging are things that come and go.
- Diana- We have some choice about what is priority. Previously, there would be more discussion regarding different areas of interest. Certain things are set, for example the MHSA plans or program reviews, and those are things that can be preset in the calendar, and discussed at the Executive Committee for updates and information, so that it is available and we can see what is coming up and what we are supposed to be doing.
- Chair- stated that it is best to stick to the tracker and be able to add to it, when things come up. What we haven't done at the Commission level is to decide what we will be focusing on this year. The Committees have developed their goals, but we haven't developed our goals and objectives at the Commission level. We do know somethings we need to focus on, like the Data Notebook and the annual report and when they are due; we can choose a couple of month to peg some topics. We haven't done anything like that, it's really arbitrary. We can agree to define two to three months, out of the year, as a team decides what areas we're are going to focus on. In June we can focus on multiple areas of criminal justice and choose a couple of other topics.
- EA- reminded that there are items set for the June 6, MHC meeting: Health, Housing and Homelessness (H3) will be providing a presentation to the Commission and the public hearing of the MHSA three year plan, will be presented by Warren Hayes and Dan Batichok has agreed to update the Commission in June, regarding mental health services in juvenile detention.
- Chair- the retreat is another focus of the Commission and will be placed on the MHC agenda. Will consider looking at the calendar at the next month's meeting. Has several items in mind and understands that the group would prefer that the items are shared. Will discuss further on how to incorporate suggestions, with EA and Adam, at a later meeting.
- Diana- would like to see the calendar incorporated and used again
- Adam will assist in updating the calendar. The items that need to be incorporated are: an overview from the Forensics program, pertaining to the implementation of Prop 47 in East County, an overview of the Adult/Older Adult Program, an overview of the Children's Program, a deep dive into the EQRO report (an entire meeting can be spent on this topic). If these items

<p>were addressed annually, the Commission would be informed and updated on almost everything.</p> <ul style="list-style-type: none"> <li>• Chair- those are larger picture areas and it is difficult to focus on everything. When updates are requested, the program Chiefs want to know what areas or items does the Commission want information on. The items need to be broken down.</li> <li>• Diana- I believe if the goals are defined, it can help to define what areas that the Commission would like updates on. The Commission should be evaluating and evolving towards a specific goal, a global topic or area and it will focus our energy on one specific area.</li> <li>• Chair- we have an idea, on what to do for the calendar. We can discuss it further at the next Executive meeting. The bigger issue, regarding planning, possibly put it on the retreat agenda. It will be a bigger picture on how we function as an entire group</li> <li>• Adam suggests another retreat item can be a trauma informed systems training (3.5 hours of training) and county staff is currently attending trainings. The whole system can experience trauma and loss too, not just the individuals we're serving or the people serving, but the entire system. It can be beneficial for the Commission members to attend the training</li> <li>• Chair- we have completed item VII and more</li> </ul>	
<p><b>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</b></p> <ul style="list-style-type: none"> <li>• Chair- I want the Commission to be the best operating, most productive, happiest Commission that it can be. The MHC is operating at a deficit, in regards to the number of members. The MHC members suffer from a lack of training and information. It is incredibly hard to come on board as a member and it takes a long time to catch up.</li> <li>• Would like to take a look at the beginning, the recruiting process, selection process, the onboarding, is there a mentor in place for each new Commissioner, what kind of training does there need to be when a member first starts. Are there continuous training opportunities, like MHSA does? How do we de-commission? This is something that takes a considerable amount of energy and I want to hear what other members have to say, if this is important, or not?</li> <li>• Diana- after being on the Commission for three years, I do believe that we need to do something to train and retain members. I am not sure that I want to sit in a classroom. It is important to select people that have a passion to serve the community. We need to find a balance, within the members, and find a way to get the members effective, so that the work that needs to get done, done.</li> <li>• Chair- had previous conversations with Warren Hayes, MHSA Program Manager and Vern Wallace (currently retired). Warren stated that he has a 45 minute discussion (Steering Committee), before each CPAW monthly meeting, and they decide the topics for the monthly meeting. That maybe a model that we can look at. Warren is willing to help us in that regard. Vic Montoya, from Psych Emergency Services, (not Vern), is very interested in supporting our learning/education needs and helping the Commission. There is an idea of mentoring, partnering with someone who has a very different experience, to work with. Learned a lot from past MHC Chairs.</li> <li>• The site visits are another great opportunity, where members can visit the site, take notes (complete observation form), discuss and learn from. If we look at training in a multifaceted way, not only sitting down in a classroom setting</li> <li>• Diana- it was discussed with Anna Roth, Director of Health Services, to visit the Antioch clinics and possibly have a meeting in East County.</li> <li>• Vice Chair- we have two new Directors, the new acting Behavioral Health Director/Medical Director and the new Health Services Director. We should have a meeting with them, first. Obtain an understanding on how they feel and give them an understanding on how we feel. I appreciate the updates that we have received from the new Acting Director of Behavioral Health Services, Dr. White; he gave us some information and asked for our input.</li> </ul>	<p>*</p>

What is past is over with, we have new people that are working with us and we should work with them.

- Members noted that the new Health Services Director, Anna Roth, is interested in helping and has been attending the Mental Health Commission meetings, since December of 2017
- The Chair and Vice Chair will be meeting with the new Acting Director of Behavioral Health Services (BHS), Dr. Matthew White, next week, after the MHC meeting. More meetings are needed to help start things. Hopes that by working together, the MHC will develop a partnership with BHS.
- It is important that the Behavioral Health Director to provide a monthly report to the Commission, and should provide the report in writing ahead of time, so members have time to review and ask questions, at the meeting. Rather than have the report read at the meeting. This can be discussed with the new Acting BHS Director, before the meeting, it would be a good way to facilitate communication. Versus getting a lot of information, at the meeting, it is too much and can be overwhelming
- Chair- Going back to Commissioners training, if we had a presentation by the Program Chiefs, so that everyone that comes on board, has some knowledge, so when updates are provided, they have more substance to the information
- Adam- On a quarterly basis, new employees are invited to attend an orientation; maybe we can think of something similar, and provide an overview of the systems of care of BHS, or attend the orientation with our new employees
- Chair- I would like to first see what the content is. What I would like to do is to discuss as a team, what are the important details that a new Commissioner needs to be made aware of, we first have to define that. Maybe we can sit down with Warren and Adam and discuss this further.
- The EA provided a notebook for Commissioners. Maybe as a team, you can go through the notebook and decide what is important, what is not important and what is missing?
- Chair- No, we've been through that and done that, no. I am moving on from the basics to topics like finance, how many of us really understand how financing happens of the mental health system. If a person does not have a clear understanding of the important things, or they miss out on a lot of the conversations.
- Diana- In November, we had Pat Godley present to the MHSA/Finance Committee and answer all the Committee's questions and explain the finance documents. Up until that meeting, I did not have a clear understanding of the budget.
- Chair- One way of having a general training on a particular topic is at our MHC retreat. This will help everyone to have clarity, so not only one Committee receives the information, focused on what we need to know so we can do our job well
- Diana- we all come from different backgrounds and have different backgrounds and ways of learning. I found the most powerful way that I learned was by completing the data notebook, learning by doing. It is important to do more than just show up to the meetings. It would be ideal to get more people involved and responsible, work, and show up to other meetings. Personal participation is critical and helps members gain a better understanding and be an effective Commissioner. It is hard for people that are members, and are working, to attend Committee meetings even if there once a month. We need to figure out a way to get people more involved
- Chair- if the Commission had a full membership, and only 60% participation, we will be in a much better place than we are now. My goal is to train people better, assign a mentor, have them attend site visits, move our meetings around, then people are more prepared to take on work independently
- Commissioners are able to contact their District Supervisor to gain information regarding the resignation or appointment process or to address issues, within their district.
- Diana- As Commissioners, we should be doing site visits
- Chair- Yes. This is a lot of work. I am committed to do the job and I am not

<p>sure how we can get this done, it may take a task force to get the job done.</p> <ul style="list-style-type: none"> <li>• Adam- Suggested to suggests at the next full commission meeting, how best to move forward and strategize. The problem is that there is so much information that it can be overwhelming</li> <li>• Chair – I have been working on this topic for a long time and I have what are the important pieces of information that I think are really critical.</li> <li>• Adam- Yes and they are all critical</li> <li>• EA- maybe more strategic planning</li> <li>• Chair- Is a motion needed to set up a task force to start this project?</li> <li>• Adam- It should be brought to the full Commission, others present agreed</li> <li>• Diana- it seems that certain motions do not go over very well, maybe designate someone for stating motions and the actions to be taken, clearly</li> <li>• Chair- we will put it on the next agenda and I will think about how best to present the idea. Also needs to be considered, the de-commissioning process. Many times seats have become vacant and the Commission is left in the dark, with another vacancy. We need to find a way to better communicate, so we as a Commission knows what is going on and we can plan better</li> </ul>	
<p><b>IX. RECEIVE Mental Health Commission administrative updates- Barbara Serwin, Chair</b></p> <ol style="list-style-type: none"> <li>1) <b>Committee memberships and leadership</b></li> <li>2) <b>Liaison appointments</b></li> <li>3) <b>Annual Report</b></li> <li>4) <b>Data Notebook</b></li> </ol> <ul style="list-style-type: none"> <li>• Chair- there seems to be some confusion regarding who is on what Committee. Is everyone clear on what Committee their on?</li> <li>• EA- there was only confusion with one member, because they stated that they would attend or become members, if they were needed for quorum. I discussed it with the member and she stated that only if it would help quorum, she will become a member.</li> <li>• Chair- the quorum situation should be better now, since the added addendum. Is there any Committee that is unclear regarding membership and leadership?</li> <li>• EA- the Justice Systems Committee has defined their new Chair, Diana MaKieve and Vice Chair, Gina Swirsding and the members are Duane Chapman (<i>pro tem</i>), Mike Ward, and Geri Stern. Lauren Rettagliata will continue to be the Chair for the MHSA/Finance Committee and Doug Dunn will be the Vice Chair and you (Barbara Serwin) will continue to be the Chair for the Quality of Care, the Executive Committee and the MHC</li> <li>• Chair- asked Duane what Committees he is assigned to?</li> <li>• Vice Chair- will continue to serve as the Vice Chair of the Commission and Executive Committee and will also serve as a <i>pro tem</i> Committee member, as needed for quorum, provided that does not have any prior commitments</li> <li>• Chair- requests that Lauren Rettagliata is added to the Quality of Care Committee membership</li> <li>• Adam- Can the Executive Committee approves the data notebook and the Chair signs it, so we can submit it to the state? It is several months late.</li> <li>• Vice Chair requests that EA make a request to obtain the lapel pins for May Mental Health Awareness Month and to inform the MHC when the proclamation has been agendized by the Board of Supervisors</li> <li>• Chair, Vice Chair, Adam and EA –will meet to discuss the motion tracker along with other business matters</li> </ul>	
<p><b>XI. Adjourned meeting at 5:06pm</b></p>	