

**MENTAL HEALTH EXECUTIVE COMMITTEE
MONTHLY MEETING MINUTES
August 28, 2018 – Final**

Agenda Item / Discussion	Action /Follow-Up
<p>I. Call to Order / Introductions Vice Chair, Cmsr. Duane Chapman, called the meeting to order @ 3:47pm</p> <p><u>Members Present:</u> Chair- Cmsr. Barbara Serwin, District II Vice Chair- Cmsr. Duane Chapman, District I Cmsr. Diana MaKieve, District II</p> <p><u>Other Attendees:</u> Cmsr. Sam Yoshioka, District IV Warren Hayes, Mental Health Services Act (MHSA) Program Manager Jennifer Quallick, Field Representative for Supervisor C. Andersen, District II Sarah Kennard, Executive Assistant to the Mental Health Commission</p>	<p>Complete Audio Recording available from Executive Assistant</p>
<p>II. PUBLIC COMMENTS: none</p>	
<p>III. COMMISSIONERS COMMENTS: none</p>	
<p>IV. COMMITTEE CHAIR ANNOUNCEMENTS/COMMENTS: none</p>	
<p>V. Approval of July 25, 2018 minutes.</p> <ul style="list-style-type: none"> • D. MaKieve moved to approve the minutes, seconded by D. Chapman. • Vote: 2-0-0 <p>Ayes: D. Chapman, D. MaKieve Abstain: none Absent: B. Serwin, Chair (Delayed Arrival)</p>	<p>*Post approved final minutes to MHC website: http://cchealth.org/mentalhealth/mhc/agendas-minutes.php</p>
<p>VI. UPDATE on Commission Retreat Planning- Barbara Serwin, Chair of the MHC.</p> <ul style="list-style-type: none"> • Site walkthrough will be conducted 9/4/18 at 2pm at Vicente Martinez/Briones High School, 925 Susana Street, Martinez with Principal Lori O'Connor • Key parties involved in development of retreat material: Beverley Johnson for the Institute for Patient- and Family-Centered Care, Miriam Rosa and Duffy Newman for the Office of the Health Services Director, B. Serwin, Chair of the MHC. Theme of event is storytelling, which will include activities that will involve sharing personal accounts with mental healthcare. • Intent of upcoming event is to strengthen relationship between the HSD, BHS, MHC and mental health system community and to express the collaborative foci of transparency and accuracy of information • W. Hayes suggested the Office of Consumer Empowerment (OCE)/SPIRIT/WREACH for outreach for presenters at the retreat, if needed. 	<p>*MHC Retreat will be on Wednesday September 26, from 3pm to 6:30pm, at: Vicente Martinez/Briones High School 925 Susana Street, Martinez</p> <p>Follow-up planning call: 9/6/18 at 1pm, call in # (888)278-0254, access code 7716947</p> <p>B. Serwin (Chair) will coordinate with EA and HSD POCs for invitations and food provisions</p>
<p>VII. UPDATE on the next update to the Board of Supervisor's Family and Human Services Committee by Behavioral Health Services and the Mental Health Commission- W. Hayes, & B. Serwin, Chair</p> <ul style="list-style-type: none"> • With new HSD Director, A. Roth and new acting BHS Director M. White in place since last Family and Human Services Committee Meeting in Oct. 2017, the new approach presented to the MHC and EC will be to develop a joint response to the report and thoroughly address each item individually. First draft of this document, which will identify items that will require ongoing attention, is currently in progress with W. 	<p>MHC-BHS Chair Meeting: 9/7/18 at 1pm</p>

<p>Hayes with anticipated completion and distribution prior to COB Thursday, 8/30/18.</p>	
<p>VIII. DISCUSS Site Protocol Next Steps- D. Chapman, Vice Chair of the MHC</p> <ul style="list-style-type: none"> • D. Chapman noted that the proposed draft of the Policies and Procedures for Site Visits did not meet his intent and they will need to be revisited to reflect the needs of the MHC more appropriately. • D. MaKieve inquired on the intent of the MHC Site Visits and D. Chapman suggested areas of Accessibility of Care, Stakeholder Evaluation of Care, Wellbeing and Services Offered be observed. • J. Quallick confirmed that the intent was to develop an independent, new document to replace the document in the meeting packet. D. Chapman emphasized that a Policy and Procedure Document needed to be created to accurately capture a site visit from the standpoint of the consumer. • S. Yoshioka introduced a point of discussion on the selection process for determining a facility to visit. D. MaKieve proposed categorically grouping facilities based on services offered, clinical or non-clinical setting, etc. and quarterly selecting a category to choose randomly within. 	<p>D. Chapman will work with EA for new Policy and Procedure Document</p> <p>Follow-up: Review progress on document at next convening</p>
<p>IX. UPDATE on process for developing a final draft of the Behavioral Health Services “Dashboard”-W. Hayes</p> <ul style="list-style-type: none"> • W. Hayes- Conducted meetings with Finance, Personnel, BHS Director within the last week to source relevant areas of information that align with the seven key areas on draft outline in packet. Noted that the next Data Committee Meeting, when scheduled, would be the ideal forum to develop and present a more finalized product, with all other MHC subcommittees invited to comment and provide input. • S. Yoshioka inquired if there were any existing, ongoing reports that could be integrated or consolidated into this dashboard product. B. Serwin (Chair) and W. Hayes expressed that there were no available relevant reports that consistently captured MHC –relevant information. Additionally, there are no similar report structures currently being utilized in neighboring counties. 	<p>Data Committee Meeting date/time to be determined</p>
<p>X. UPDATE on Commission and Committee Membership</p>	<p>Agenda Item to be addressed at October convening</p>
<p>XI: DISCUSS potential October 3, November 7, December 5 Committee topics/presentations</p> <ul style="list-style-type: none"> • D. Chapman proposed re-engagement on W. County encampment discussion at October meeting • Adult/Children’s Mobile Crisis Response Team proposed for October meeting discussion 	<p>Agenda Items to be addressed at October convening</p>
<p>XII: B. Serwin (Chair) presented closing remarks in memoriam of Sen. J. McCain as an example of commitment to service and advocacy for betterment of the well-being of others.</p> <p>Adjourned meeting at 5:09pm</p>	