

**MHSA/FINANCE COMMITTEE  
MONTHLY MEETING MINUTES  
December 20th, 2018 – FINAL**

<b>Agenda Item / Discussion</b>	<b>Action /Follow-Up</b>
<p><b>I. Call to Order / Introductions</b> Chair, Douglas Dunn, called the meeting to order at 1:40pm.</p> <p><b><u>Members Present:</u></b> Cmsr. Douglas Dunn, District III, Chair Cmsr. Sam Yoshioka, District IV</p> <p><b><u>Members Absent</u></b> Leslie May, District V</p> <p><b><u>Other Attendees:</u></b> Jennifer Quallick- Field Representative for Supervisor C. Andersen, District II Warren Hayes- Mental Health Services Act (MHSA) Program Manager Sarah Kennard- Executive Assistant to the Mental Health Commission</p>	<p>Complete Audio Recording available from Executive Assistant</p>
<p><b>II. Public comments-none</b></p>	
<p><b>III. Commissioners comments:</b></p> <ul style="list-style-type: none"> <li>D. Dunn (Chair) wished everyone a wonderful holiday season and a great start to 2019.</li> </ul>	
<p><b>IV. Approve minutes from November 15th, 2018 meeting- MOTION to approve minutes made by S. Yoshioka, seconded by D. Dunn (Chair)</b> <b>VOTE: 2-0-0</b> <b>YAYS: D. Dunn (Chair, S. Yoshioka</b> <b>NAYS: none ABSTAIN: none ABSENT: L. May</b></p>	<p><b>*Executive Assistant will post finalized minutes on website at:</b> <a href="http://cchealth.org/mentalhealth/mhc/agendasminutes.php">http://cchealth.org/mentalhealth/mhc/agendasminutes.php</a></p>
<p><b>V. DISCUSS Finance Area of Interest for Draft Data Dashboard Product- with Warren Hayes, MHSA Program Manager</b></p> <ul style="list-style-type: none"> <li>W. Hayes is developing a quarterly report that will hopefully be able to provide timely, relevant updates to the MHSA-Finance Committee as well as to all of Behavioral Health Services and the client community. The challenge for Health Services Finances in providing the desire datat for this report is that they utilize their own quarterly report that does not utilize the same metrics. The manner in which HSD Finance establishes their reports does not directly align with the metrics requested regarding the population served by levels of care. The existing reports that HSD Finance segregates the Mental Health Services Act (MHSA) Funding and its cost center from all other revenue/expenditure cost centers(e.g. Currently, administrative services is listed under MHSA Programming). This complicates the way that program budgets can be understood by those outside of the finance area. There is an ongoing discussion between MHSA and HSD Finance to identify how to best group cost centers and services in a standardized, reportable format so that it is meaningful in projecting per-program and per-client expenditures.</li> <li>W. Hayes stated that contracted services are generally much lower in indirect costs (~ 15% less) than County-provided services. D. Dunn (Chair) inquired if the data report will show a breakdown of cost centers (realignment, MHSA, Federal Financial Participation (FFP) revenue, etc.) for programming supported by the County. W. Hayes explained that there is currently way to show an overall cost center report, but that each contract may have a mix of multiple cost centers, which can also change over time. For programs that are supported by FFP revenues through billable services,</li> </ul>	

<p>there are also County cost centers that match. When the FFP revenues are disbursed to the County, it is done so in one amount that accounts for all agencies' services and does not show a break-down by program. D. Dunn (Chair) inquired on the process for tracking the financial support needed for those incarcerated who utilize detention mental health services. W. Hayes stated that there is a Detention Mental Health staff that falls under Health Services Division and often also aligns with the programming provided by the Alcohol and Other Drug Services section.</p> <ul style="list-style-type: none"> <li>• There is a desire in the future to place all of these programs that address co-occurring disorders under a singular umbrella; currently, they are operating in two different areas which makes it very difficult for all parties to identify exact expenses per client for those that are detained. Regarding the desired format of the data dashboard product, W. Hayes explained that the first version of the document is being modified to display seven domains with multiple pertinent metrics. There will be accompanying appendices that expand on the meaning and relationships related to the metrics provided. D. Dunn (Chair) discussed the need for a management information system. W. Hayes stated that there are some remaining funds can be directed towards the development of a management information system once the key report items are constructed.</li> </ul>	
<p><b>VI. DISCUSS and APPROVE 2018 Committee Annual Report</b></p> <ul style="list-style-type: none"> <li>• D. Dunn (Chair) reviewed the 2018 goals (included in meeting packet materials) and noted that the only area that did not receive adequate attention was the portion of Adult and Older Adults Programs that addresses the Older Adult population. This will be a continued effort for 2019.</li> </ul>	
<p><b>VII. DISCUSS 2019 Committee Goals</b></p> <ul style="list-style-type: none"> <li>• The proposed 2018 goals discussed and approved: <ul style="list-style-type: none"> <li>- Coordinate with Justice Systems Committee and Detention Mental Health to better understand</li> <li>- Continue to monitor the progress in developing a management information system (client and provider/CBO portals)</li> <li>- Receive updates and make recommendations on ongoing efforts to obtain and utilize No Place like Home funding for affordable housing projects for persons with severe mental illness</li> <li>- Receive and discuss updates on the Oak Grove property and its' potential for transition-aged youth short term residential treatment</li> <li>- Obtain information on current Older Adult Programming and the development of an Older Adult Clinic</li> </ul> </li> </ul>	
<p><b>VIII. Adjourn</b> Meeting adjourned at 2:52pm</p>	<p>Next Meeting: Thursday, January 17th, 2018 1:30-3:00pm 1220 Morello Avenue, Suite 100 Conference Room, Martinez, CA</p>