

**MENTAL HEALTH EXECUTIVE COMMITTEE  
MONTHLY MEETING MINUTES  
November 26, 2019 – Final**

Agenda Item / Discussion	Action /Follow-Up
<p><b>I. Call to Order / Introductions</b> Chair, Cmsr. B. Serwin, called the meeting to order @ 3:48pm</p> <p><u>Members Present:</u> Chair, Cmsr. B. Serwin, District II Cmsr. John Kincaid, District II</p> <p><u>Members Absent:</u> Vice-Chair, Cmsr. L. May, District V</p> <p><u>Other Attendees:</u> Alexander Ayzenberg, EA for MHC</p>	<p>Complete Audio Recording available</p>
<p><b>II. PUBLIC COMMENTS: none</b></p>	
<p><b>III. COMMISSIONERS COMMENTS: none</b></p>	
<p><b>IV. COMMITTEE CHAIR ANNOUNCEMENTS/COMMENTS: none</b></p>	
<p><b>V. Approval of September 24, 2019 minutes:</b></p> <ul style="list-style-type: none"> <li>• J. Kincaid motioned to approve the minutes with one correction seconded by B. Serwin.</li> <li>• Vote: 2-0-0 Ayes: B. Serwin (Chair), J. Kincaid Abstain: none Absent: L. May</li> </ul>	<p><a href="http://cchealth.org/mentalhealth/mhc/agendas-minutes.php">http://cchealth.org/mentalhealth/mhc/agendas-minutes.php</a></p>
<p><b>VI. DISCUSS status of the nominating process and the 2020 slate with Warren Hayes or Alexander Ayzenberg</b></p> <ul style="list-style-type: none"> <li>• B. Serwin talked about the importance of the attendance of both the full commission’s meetings and committees’ meetings. She suggested putting this as an item for Commission meeting’s December agenda. J. Kincaid agreed that attendance was important topic to bring at full Commission meeting.</li> <li>• B. Serwin brought up the topic of the committees’ membership, which is currently is not required. She would like that to be changed – the item was put on Commission meeting’s December agenda. B. Serwin will strongly encourage Commissioners to join Committees.</li> <li>• J. Kincaid will act as the lead of Nominating Committee and will introduce the voting to elect new Chair, Vice-Chair, and members of Executive Committee. Votes will be tallied and results announced at December Commission meeting on Wednesday, December 4<sup>th</sup>.</li> <li>• Executive Assistant for MHC will send Nominating Committee the full slate of nominations on Tuesday, December 3<sup>rd</sup>.</li> <li>• B. Serwin introduced the idea of the vetting process even if it is simply asking nominated person “Can you attend these meetings?”</li> </ul>	
<p><b>VII. CREATE work plan for completing the 2019 CA Behavioral Health Planning Council Data Notebook presented by Barbara Serwin</b></p> <ul style="list-style-type: none"> <li>• All Mental Health Commissions/Boards are required to report to State body through California Behavioral Health Planning Council (CBHPC) on the state of behavioral health in the county. The current way to report is through Data Notebook, which a standardized template for each commission/board to follow. Data Notebook is created by either Commission or Behavioral Health staff or by collaborative effort of</li> </ul>	

<p>Commission and Behavioral Health staff.</p> <ul style="list-style-type: none"> <li>• Parts of Data Notebook are pre-populated by CBHPC such as County information and general questions/topics need to be populated by the Commission/BHS staff, especially 'deep dive' topic.</li> <li>• This year's 'deep dive' topic is trauma-informed principles of care across the lifespan. CBHPC has questions throughout the report specifically targeted to get the picture of how trauma-informed principles of care are implemented in each County.</li> <li>• Executive Committee is leaning toward doing the majority of work on the report by dividing the work among Commissioners, especially Executive Committee members. Commissioners will definitely need help of BHS staff, specifically the leadership and Chiefs of different programs, and possibly other Divisions within Health Services.</li> <li>• Executive Committee would like to meet with Dr. Tavano, Dr. White, and Chiefs to find out how trauma-informed principles of care are implemented inside BHS at the January Executive Committee meeting (separate meetings are possible if certain people cannot make it to Executive Committee meeting).</li> <li>• During the Data Notebook discussion, it was decided that there would be no December Executive Committee meeting.</li> <li>• Potentially put discussing Data Notebook as an agenda item for the next full commission meeting.</li> </ul>	
<p><b>VIII. CREATE work plan for completing the 2019 MHC Annual Report presented by Barbara Serwin</b></p> <ul style="list-style-type: none"> <li>• B. Serwin, as MHC Chair, composes the Annual Report. The report has several components, the main ones being Commission's accomplishments for the current year and goals for the next year. Both B. Serwin and J. Kincaid highlighted how easy it was to collaborate and work with BHS leadership this year.</li> <li>• Each committee needs to submit its own Annual Report; Chairs are responsible for compiling it and submitting to MHC Chair. B. Serwin incorporates committees' Annual Reports into the Commission's full Annual Report.</li> <li>• B. Serwin and Committees' Chairs should start working on the reports in December so that they can be discussed at January's committees meetings. The ideal goal is to have the full Annual Report to be presented for the discussion at February's full commission meeting; March meeting, though, is seeing as more realistic target.</li> <li>• Work plan for completing 2019 Annual Reports will be an agenda item for the full commission's December meeting.</li> </ul>	
<p><b>IX. REVIEW MHC Commissioner orientation and training curriculum with Warren Hayes or Alexander Ayzenberg</b></p> <ul style="list-style-type: none"> <li>• B. Serwin and Warren Hayes have worked on orientation and training curriculum table of contents or main categories/modules. MHSA staff will put the materials together based on the final table of contents/modules.</li> <li>• The goal is to start doing the orientations as early as January next year; February is more realistic target. The orientation, conducted by MHSA staff, will take place prior to the full commission's meetings.</li> <li>• Having this orientation curriculum presented to Commissioners will help them to have a fundamental knowledge of Mental Health Commission and to contribute more to Commission's business. It will greatly help with the on-boarding process of new Commissioners and keeping them on Commission.</li> <li>• Attendance of orientations is voluntary; however, new Commissioners will be strongly encouraged to attend.</li> </ul>	
<p><b>X. SHARE information on the newly resurrected Behavioral Health Care</b></p>	

<p><b>Partnership presented by Barbara Serwin</b></p> <ul style="list-style-type: none"><li>• The item was moved to the next meeting.</li></ul>	
<p><b>XI. Adjourned meeting at 5:30pm</b></p>	