

**MENTAL HEALTH EXECUTIVE COMMITTEE
MONTHLY MEETING MINUTES
June 22, 2021 - FINAL**

Agenda Item / Discussion	Action /Follow-Up
<p>I. Call to Order / Introductions Chair, Cmsr. G. Wiseman, called the meeting to order @ 3:32 pm</p> <p><u>Members Present:</u> Chair, Graham Wiseman, District II Vice-Chair, Cmsr. B. Serwin, District II Cmsr. Laura Griffin, District V Cmsr. John Kincaid, District II Cmsr. Leslie May, District V</p> <p><u>Other Attendees:</u> Cmsr. Douglas Dunn, District III Cmsr. Kathy Maibaum, District IV Cmsr. Alana Russaw, District IV Victoria Alexander Colleen Awad Angela Beck Jennifer Bruggeman Jeff Clair, SPIRIT Willie Green, SPIRIT Enid Mendoza Dom Pruett (Supv. Andersen’s Office) Kelly, SPIRIT Matt G., SPIRIT Sandi, SPIRIT</p>	<p>Meeting was held via Zoom platform</p>
<p>II. PUBLIC COMMENTS: None</p>	
<p>III. COMMISSIONERS COMMENTS:</p> <ul style="list-style-type: none"> • (B. Serwin) Comment to our SPIRIT team visitors. This is just a quick FYI regarding this meeting is about a lot of the administration of the commission as opposed to specific areas, like Justice issues or Quality-of-Care issues. It is how we run the commission. • (D. Dunn) Our Executive Assistant (EA), Angela, sent out to all the commission, and is of interest to the larger community, as well. The Measure X advisory committee will be considering mental health and behavioral health issues. The hottest issue on the table regarding mental health is the rapid improvement crisis response event. That will be discussed at length tomorrow. If you have that or other items you want funded through Measure X, tomorrow at 5:00pm to 8:00pm is your chance. This has been sent to the MHC. 	
<p>IV. COMMITTEE CHAIR ANNOUNCEMENTS/COMMENTS:</p> <p>There had been some discussion among the commission regarding an incident where one of the supervisors contacted a commissioner regarding their status on the MHC and followed up with what they thought they</p>	

<p>would vote on a specific agenda item we had on the calendar. I spoke with the commissioner that was involved and spoke with a few others commissioners on this, just to get a feel for it and had a conversation with the Mental Health Board and Commissions Executive Director today. The good thing is, what this did was to help clarify for me and I would like to clarify to the other commissioners that communication with a supervisor is imperative. The communication should be of an advisory role, perhaps from the supervisor to the commissioner and from the commissioner to the supervisor. If there is an incident where a supervisor contacts the commissioner regarding a specific item, that is well within the bounds of the expectations of the role and it is not a criticism, or out of bounds. It is a standard procedure and there should be communication back and forth between the supervisor and the commissioners representing their district. I am happy to speak directly to the commissioner involved and perhaps clarify regarding this specific incident, but wanted to state, in general, it is a great idea to encourage this communication between the supervisor and others within our district and represent that our commission meetings.</p> <p>Commissioner Comment:</p> <ul style="list-style-type: none"> • (Cmsr. L. May) Having open discussions was not my concern bringing this issue forward. My concern is a motive of manipulating a vote. The motivation behind the conversation, where it is manipulative, and coercive. It sends it into a different realm. I will say that as a commissioner, I also have a right to check in with the state and I will follow up myself with what would be considered coercion versus an general conversation between supervisor/commissioner. I feel this is more of a ‘sweep under the rug’ and I feel I need further clarification. • (Cmsr. B. Serwin) I would just like to echo Commissioner May’s concern. My understanding of this situation was that there was more to it than just a ‘check in’ and that I felt uncomfortable hearing about and I disagree that in all situations that a supervisor checks in with a commissioner that all circumstances are fine, because they should encouraged to check in. I am hoping we can have further discussion of this issue and I am just realizing it is not on the agenda, so we shouldn’t be pursuing anymore conversation. I propose we do take this a step forward since Commissioner May and I, neither of us are really comfortable with this. 	
<p>V. APPROVE minutes from May 25, 2021 meeting:</p> <ul style="list-style-type: none"> • J. Kincaid motioned to approve the minutes as written. • Seconded by L. May <p>Vote: 5-0-0 Ayes: G. Wiseman (Chair), B. Serwin (Vice-Chair), L. Griffin, J. Kincaid, L. May Abstain: none</p>	<p>http://cchealth.org/mentalhealth/mhc/agendas-minutes.php</p>
<p>VI. DISCUSS potential 2021 Commission Retreat:</p> <ul style="list-style-type: none"> • Proposed Retreat Title/Theme, including Accountability: (What has Contra Costa County Behavioral Health Services (CCCBHS) accomplished during pandemic?) or Recovery. 	

- **Location Request:** Work with Behavioral Health Services to secure location for retreat in August.
- **Funding Request:** Determine budget and work with Behavioral Health Services/MHSA to obtain funding.

(Cmsr. G. Wiseman) Open for discussion and input from Commissioners

Commissioner Comments:

- (Cmsr. L. May) I would like to see something addressing COVID-19 and our recovery “Moving forward from COVID-19; How do we recover?” I feel it is imperative to include that. There was a lot that has occurred in terms of mental healthcare, providers, services --services provided, services that weren’t provided. It encompasses a wide realm of what happened surrounding mental health, not just recovery in terms of the county, but in patients. There was a discussion on Ch 7 just before the meeting and having a big Facebook conference regarding long-haul effect and how people are being affected (including someone very famous just committed suicide). The person had been suffering from 13 months of mental health crisis and just during COVID and decided to kill herself, she couldn’t take it. WE NEED to focus on issue like that and how do we recover from this? What is our role? Where do we fit in during this recovery process? And how long will it last/do we expect it to last?
- (Cmsr. B. Serwin) I think of it in terms as, partially internal reflection and also looking out to see where the connections are. It is an opportunity for growth, reconnection with each other. I am hoping we can take this theme; one suggestion was accountability. I hope we can look at accountability, not so much in a way of the topic being behavioral health services (BHS) accountability but everyone’s accountability. If we want to look at the issue of how BHS has performed, we can do that as a commission topic anytime, but is rare to have the opportunity to look internally.
- (Cmsr. Dunn) I think it is fair to ask the county how many persons that they know of with COVID-19 that did not have psychiatric symptoms prior, are exhibiting psychiatric symptoms now. It is known that one in five (1 in 5) persons have been coming down with serious psychiatric symptoms as a result of COVID-19. We need to get a handle on that here in Contra Costa County. BHS, Dr. Tavano or whoever she designates, we need to get that information.
- (Cmsr. J. Kincaid) What is on the agenda ‘What has BHS accomplished during the pandemic’ or recovery. Commissioner May was looking beyond it and maybe we can incorporate both those ideas “Through and Beyond COVID-19 /the Pandemic”. I think it is interesting to process what the surprises have been, as there have been quite a few. Attendance at clinics have gone up with remote sessions, in some ways accessibility has been improved. There have been some good things, some challenges, and how this (maybe) alters the approach going forward, which is what Commissioner May was speaking to.
- (Cmsr. G. Wiseman) Thank you Commissioner Kincaid. I think when we talk about ‘accountability’ it can come off as a ‘Hey what have you done’ but also ‘What did you expect/think was going to happen and what actually did happen’? What did we do? I know there was a tremendous amount of scrambling around. BHS provided housing at a level they

have not been able to do prior. There are some great successes. I hope we can reflect on it.

- (Cmsr. B. Serwin) Something we can define, specifically, what the goal is of our retreat. Is it going to be outward focused? Is it going to be focused on BHS taking stock of what happened? And how to best move forward? There needs to be a really positive message. You know, when you think of a retreat, it is usually something very positive about it and moving an issue from it. I am just trying to distinguish between a retreat (which we do once a year) and any other commission meeting we have where we address “what do we do about covid this year”? It needs to be a different angle or outcome.
- (Cmsr. L. Griffin) I hear what Barbara is saying and agree with that. We need to decide whether we are looking inward or, I’m thinking toward working on what Commissioner May has said and Commissioner Dunn and Kincaid. Are we better off now after COVID-19? I would like to know, I think it would be beneficial (and help me personally) to know, are we better off after COVID-19 in Contra Costa County with mental health services? How has COVID-19 affected us in Contra Costa County? The good and the bad? What has come out of this? Are we better off? What work do we have to do? That is what we are here for, right? We really REALLY want to make a difference and COVID-19 has done so much damage to people with mental health issues, but also like Commissioner Kincaid said...it has done a lot of positive things like access to online help. I think those are all important things to look at, if we stepped back because of COVID-19? And what we can do to improve that. I think we need to look at that.
- (Cmsr. G. Wiseman) Thank you, Commissioner Griffin. There are two comments in the chat: (Cmsr. May) Pre- vs Post-COVID-19, Where do we go from here? And (Cmsr. Dunn) make sure the retreat has at least one forward look and addressing the challenges we have overcome. As we are finishing up the discussion on this retreat, I would like to ask Jennifer Bruggeman/Angela Beck – have we requested a location from BHS for a location for August. (J. Bruggeman) not to my knowledge, no. (Cmsr. Serwin) Normally, the MHC has done its own research to find a place and BHS has helped with ideas, we have always done the legwork and funding and to secure a location. (J. Bruggeman) We are happy to help in anyway, just let us know.
<CHAT REQUEST> Rather than focusing on the 680/Hwy 4 interchange area, perhaps we can have a different location a little further out in Antioch, South County...unsure what resources are available to us.
- (Cmsr. J. Kincaid) In the past we have had events at the San Ramon Regional Hospital that has a pretty good size meeting room that can be expanded. We have also met at the union hall in Martinez and there are facilities in East/West County and then the meeting room in Pleasant Hill on the EHSD Ellinwood campus. (Cmsr. B. Serwin) That room and the Union hall has a kitchen facility and it needs to have that.
- (Angela Beck/Jennifer Bruggeman) I believe Vicente High School in Martinez was an option. That is a really nice facility.
- (Cmsr. G. Wiseman) Before moving off this topic, we had a suggestion from Cmsr. Russaw, “How about repair and regrowth” as a title for the retreat?

<ul style="list-style-type: none"> • (Cmsr. A. Russaw) That doesn't have to be the exact title but what we are trying to encompass – we are planting the seeds and growing from here. We know some mistakes have been made in the past, but how to we move forward/grow from here? • (Cmsr. B. Serwin) We have enough ideas and a lot to work with here and we can wordsmith something out with a couple bullet points underneath to support the title. Time of the retreat is later in the afternoon / early evening so more members of the public can join us. Time: 3:00pm – 6:30pm. 	
<p>VII. DISCUSS needs, format, and process for MHC Subcommittee Reports</p> <p>Commission Chair, Graham Wiseman opened the floor for discussion and commissioner comments:</p> <p>(Cmsr. B. Serwin) The minutes stand as the report of the meeting. There you have a written report and if someone wants to know what happened, our Executive Assistant gets those minutes drafted pretty quickly. Secondly, personally I am not up for another written report. I think it is very time consuming and just another responsibility. I am completely fine with providing a report, but I feel a report presented verbally at a commission meeting in two minutes or so, is a lot easier to do as a chair and it has a benefit of everyone in the meeting who hears it. Whereas, if it is a written report, the chances of that being read are much lower. I feel the highlights in a couple minutes or less at a commission meeting gets the most attention, it will reach more individuals and the least amount of work on the chair.</p> <p>(Cmsr. D. Dunn) I was thinking toward the MHSA-Finance committee, my style is more submitting a report and go through the highlights of the report so that does put more work on my shoulders. It is whatever format the commission would like. I realize I am jumping to another agenda item, but the looking toward the beginning of the July MHC meeting, before the public hearing on the MHSA Plan update, we will need to be aware, continuously, of threats to mental healthcare from wherever it comes from. I don't know if we want that to be part of the talk at the retreat, but that is something we need to be aware of. Often these threats usually come with governor's May revision. We are facing a particular issue right now so it is just something to always be aware of the threats. I suggest the retreat be more in September/October.</p> <p>(Cmsr. L. May) I would just like to add, it is very tedious and it makes meetings very long. One of the main things I am a stickler about is not covering everything on our agenda, because we are packing the agenda so full. So, in response, I would say a written one-page report with a summary of the meeting. The main points and it doesn't even have to be a whole page, the main points can be bullet points. Any more than three bullet points, it should not get three pages, just bullet points. If someone on the committee wants to write a one-page report as an addition that can be given to the EA and she can put add as an addendum to the meeting, this is for peoples personal reading, that is fine. But to take the time to go through the report in the meeting is just too much. We need to focus on not packing our agenda and approaching the things that people have been bringing to us for the past nine-twelve months, solving those and current items.</p>	

(Cmsr. G. Wiseman) As chair, what I would like to see from the subcommittees, is that simple: who was there, what the topic was, and what (if any) action you want from the mental health commission. So, when Commissioner Dunn shares the item of 'patient dumping' by the state, that is something, as the chair, I would like to have more time at a full commission meeting to discuss and have the [REDACTED], that's what I'd like to see.

(Cmsr. B. Serwin) I don't get it; we have minutes that state tells us who is there and what was said exactly. Why does a chair have to repeat that information? If I need something from the full commission, we send an email specifically regarding that to this committee that we have this topic coming up or we need a motion regarding this, but I would wait until our EA gave me the minutes and cut it down until there was just what you asked for. It is all in the minutes. I don't understand what is the point and who needs this information in that format and why?

(RESPONSE: Cmsr. Wiseman) The members of the public that aren't attending those meetings and aren't going through the minutes, so to have a summary of what our subcommittees are doing. It is to make the public aware of what we are actually doing as a mental health commission.

(Cmsr. B. Serwin) I just feel that is really catering. All that information is in the minutes and are posted the MHC website. I don't see members of the public coming forward and saying, 'I need it spoon-fed to me' It is extra work and I ask myself, if I have this task or that task to do, do I really want to repeat work that has already been done. I absolutely don't feel it is necessary and feel very strongly about this.

(Cmsr. L. May) I agree with Commissioner Serwin and I trying to emphasize minimize because all this information is in the minutes and that was the discussion in the selection of new commission. Those wanting to become commissioners. They should be reading these minutes, not just the current minutes, but going back to know what we have been working on in order for them to know when they apply, they know what the work that we are undertaking and have had a chance to research. They should not be spoon-fed. We are not babysitting, we need people to read all the information we put out there, agendas and minutes from the various meetings.

VIII. DISCUSS open Commission seats and notification to Supervisors

This was put on the agenda, as I actually received a call from Supervisor Gioia's office as a member of the public had applied for a position on the MHC and the supervisor's office was unaware we had one of the commissioners step down. I would like hand this over the Angela because I know when commissioners do step down or finish out their term, there is some notifications they need to complete.

(Angela Beck) Yes, the Commissioner is to send an email the Chair and Vice-Chair, or to the Chair/Vice Chair through the EA. However, they are also supposed to notify their Supervisor who appointed them. There are some tasks that are necessary to complete in the NetFile system, a resignation letter or resignation email. There are steps they need to take. It is not just 'I'm not participating anymore.' They are supposed to notify their Supervisor for their District.

(Cmsr. G. Wiseman) Thank you, so is this something we need to remind the commissioners of? Or is it something, in the event someone does step down, we should then remind them. (RESPONSE: A. Beck) It would be a good reminder for everyone. This is also something they are supposed to go through they do their training. I know there are several pieces to the training, one of which is an annual review online.

(Cmsr. D. Dunn) I think this should be a standing understanding of commissions. If I were to resign, what do I need to do?

(Cmsr. J. Kincaid) So, Ms. Beck, you just mention something on the NetFile?

(A. Beck) the NetFile is the website with the Form 700, Conflict of Interest form that has to be updated yearly. (Cmsr. J. Kincaid) I just notified my supervisor that my appointment term ends and I will not continue beyond that. I'm not resigning mid-term, but I don't know anything about any online. (A. Beck) Your case is different because you are not being reappointed.

(Cmsr. L. May) That information is online when you apply, there are two videos we are supposed to watch when we apply online. You apply and there is paperwork to download and it states right on the paperwork and in the videos, the orientation and best practices, how you resign. I don't understand how this is not known or paying attention to the requirements and tasks.

(Cmsr. L. Griffin) I didn't receive that. I am still waiting. It has been quite a while since I have been on the commission for any type of training. I have just been adlibbing it. You mentioned some type of training, I know we had the training in place for COVID, but do we have any idea if and when it will be restarted? I think it would help me, and a lot of the new commissioners too that haven't gone through it.

(Cmsr. B. Serwin) Before COVID, I worked with a (long-time) prior BHS staff, Warren Hayes, he was previously the MHSa program director. We developed a curriculum and a format training and we had training for an hour prior to the main MHC meeting. It is modeled on the MHSa Program training. I can share the curriculum we developed for six topics and repeat them twice a year, the orientation. It required a lot of support from the EA, which we did not have over the pandemic and that is why it wasn't developed. It was partially developed but not fully developed and completed during COVID. Where we are at is we have put the stick in the sand with the site visit training. That is the first thing that is coming up that we really need hands on training and we have to it now. So, we have decided to do the site visit training the month we launch the actual site visit program. Right now, we are talking August or September. I think we landed on September because we are waiting on information from BHS.

If we do our first site visit training module in September, then in October, we can start at the beginning of the year. We start with the first module and then the next month we roll out the next topic. You should have part of this information already. I was hoping we could have some guest speakers and we will need to line those up. I think we are in good shape, now that we have our EA available to help with it.

(Cmsr. G. Wiseman) There is a program, it is not fully complete, but the framework is there and we just need to re-implement it as we re-emerge.

<p>At some point, for our next month’s agenda, we may want to talk about when we are going to go back to live, in-person meetings.</p> <p>Open seats and applications: We continue to receive applications and as a reminder, we on the commission do not appoint commissioners, they come through the supervisor’s office. The next item on the agenda is the advocacy regarding the by-law changes.</p> <p>We have five open seats:</p> <ul style="list-style-type: none"> • District I – Member-At-Large (VACANT) • District II – Family Member (Vacant as of 7/1/21) • District III – Consumer (VACANT) • District III – Member-At-Large (VACANT) • District IV – Consumer (VACANT) 	
<p>IX. DISCUSS potential advocacy regarding the proposed change in by-laws relating to the appointment of new Commissioners to be discussed at the July 14th meeting of the Board of Supervisors Internal Operations Committee</p> <p>This item has been added to give the opportunity for individual commissioners to attend this meeting and advocate for their positions on the proposed by law changes.</p> <ul style="list-style-type: none"> • (Cmsr. B. Serwin) I requested this agenda item. During public comment we discussed this at length and can’t quite say if we landed on a commission-wide perspective on the selection of new commissioners and how that happens or whether there were just a couple different individual thoughts about it. This is the time if anyone would like to speak up through public comment. Delivered live or send a letter to the committee to your point of view. Personally, I am not comfortable with the full proposal of the changed language that has been proposed by Supervisor Andersen and Supervisor Mitchoff. I will most likely, be presenting in person or will write a letter. I prefer commissioners have a particular role and that it be spelled out. • (Cmsr. G. Wiseman) Thank you Commissioner Serwin. Please be aware the full MHC did send a letter to the BoS Internal Operations committee stating our position that we do believe the candidates should meet with the chair and vice-chair before being appointed. • (Cmsr. L. May) We haven’t received a response to the letter that was sent? Secondly, once again, I feel this is another avenue for this discussion with your supervisor that can sway any vote or decision the commission that we put forth. If this discussion leads to people that want it a certain way but fear retaliation by losing their position on the commission, as they vote from the heart, rather than voting according to what their supervisor wants, which is collusion/coercion and that is illegal. I do have a concern about this. It is a large concern. If that is the way the commission is going to be run from this point forward, then that is a serious issue and that is why I made the suggestion that I am personally going to be speaking with the State of California to see how this can be a fair process without nepotism, favoritism, etc. just as everything else in the county should be handled. 	

- (Cmsr. D. Dunn) I remember the discussion at the previous MHC meeting in June at length where you and Cmsr. Serwin indicated the change you want to see is that the Chair/Vice-Chair meet with the prospective candidate so the candidate is aware what is expected of them. I do not think it is right they just be appointed and then find out what is really involved. When I was appointed, I was vetted by an ad hoc committee and based on my interview with that committee, even after the Supervisor nominated me in 2015, I was accepted formally on the commissioner in February 2016, even though I had been regularly attending commission meetings for seven to nine prior. Just background, it doesn't need to be that extensive, but I don't think just being appointed is acceptable or appropriate, they need to be aware of the expectations.
- (Cmsr. G. Wiseman) Thank you commissioners. Thank you Cmsr. Serwin for bringing this to our attention and putting it on the agenda because it is an important issue for us to advocate with our own voices how we feel as commissioners regarding how the commission is run and how appointees are held up by the BoS.
- (Cmsr. B. Serwin) I don't believe we ever had a conversation about how much time a supervisor has or guidelines how much time they have to fill a position. In general, we try to fill these roles within a two- or three-month time period? If there was something in place about that, maybe we would have less of this issue of it going into six months or longer that we are working with VACANT seats and districts without representation. (Cmsr. G. Wiseman) I am not familiar with a conversation regarding that but it that is something we can create a protocol and not so much a by law and advocate by reminding a supervisor's office every month that they still have an opening and hopefully they will be able to find candidates and put them forward. We have about 20 people who applied in the last few months. There doesn't seem to be a shortage of applicants. It may just the opportunity for supervisors to interview and get them to serve. As you know, I always encourage every applicant to attend as many of these meetings as they can't ensure they understand what the role entails.

<p>X. DETERMINE July 2021 Mental Health Commission Meeting Agenda</p> <ul style="list-style-type: none"> • “Get to know your Commissioner” (Commissioners Griffin and Russaw) • Announce Mental Health Commission 2021 Retreat date/time and other proposed or known particulars • Announce Site Visit Program sign-ups will be timed with August meeting • PRESENTATION: State Hospital plans to reduce patient population, Commissioner Douglas Dunn, Contra Costa Mental Health Commission. • Behavioral Health Services Director's Report • Adjournment of MHC Meeting • PRESENTATION: 2021-2022 Mental Health Services Act (MHSA) Plan Update by Jennifer Bruggeman, LMFT, Program Manager, Mental Health Services Act (MHSA), Contra Costa County Behavioral Health Services <p>Agenda items agreed/approved.</p> <p>Note: Commission Chair, Graham Wiseman is unable to attend the upcoming MHC meeting and Vice-Chair, Barbara Serwin will serve as chair.</p>	
<p>XI. Adjourned meeting at 4:50 pm</p>	