



*The Contra Costa County Mental Health Commission has a dual mission: 1) To influence the County's Mental Health System to ensure the delivery of quality services which are effective, efficient, culturally relevant and responsive to the needs and desires of the clients it serves with dignity and respect; and 2) to be the advocate with the Board of Supervisors, the Mental Health Division, and the community on behalf of all Contra Costa County residents who are in need of mental health services.*

**EXECUTIVE COMMITTEE MEETING AGENDA**  
**Tuesday, February 23, 2016 ♦ 3:15-4:30**  
**1340 Arnold Drive, Ste. 200 (Large Conference Room), Martinez**

*The Commission will provide reasonable accommodations for persons with disabilities planning to participate in Commission meetings who contact the Executive Assistant at least 48 hrs. prior to the meeting at 925-957-5140.*

**AGENDA**

- I. 3:15 Call to Order / Introductions**
- II. Public Comment**  
*The public may comment on any item of public interest within the jurisdiction of the Mental Health Commission. In accordance with the Brown Act, if a member of the public addresses an item not on the posted agenda, only a brief response for clarification may occur. Time will be provided for Public Comment on items on the posted Agenda as they occur during the meeting.*
- III. Commissioner Comment**  
*Commissioners may comment on any item of public interest within the jurisdiction of the Mental Health Commission. In accordance with the Brown Act, if a member of the Commission addresses an item not on the posted agenda, only a brief response for clarification may occur. Time will be provided for Comment on items on the posted Agenda as they occur during the meeting.*
- IV. Announcements**
- v. Approval of the December 1, 2015 Minutes** *Action Item*
- VI. Discussion regarding improving the MHC website** *Action Item*
- Update on information received from Communications Officer Victoria Balladeras  
Better placement of the website, e.g, more accessible
  - Discuss ideas to improve the website  
Develop ideas of what to place on the website
- VII. Committee Membership for 2016**
- Request that Commissioners choose one Committee for Membership. (They may attend other Committee for input/information without having a vote at the non-membership Committees.) *Action Item*
- VIII. Distributing FYI's (For Your Information)** *Possible Action Item*
- Discuss changing protocol of sending out FYI's via e-mail to:  
1) Including copies in envelopes when Packets are mailed;

- 2) Providing Commissioners with links so they can subscribe themselves to receive reports they want;
- 3) Choose which FYI's/announcements are to be e-mailed to Commissioners (CPAW, REI, Dr. Walker's Director's Report), NAMI, FYI's from Sam, etc.)

- IX. Commissioner attendance**
- Some Commissioners, through no fault of their own, are still missing meetings beyond the Bylaws limit. Discuss position on exceptions. *Possible Action Item*
- X. Protocol for requesting information from BHS and CCRMC staff per request of Cynthia Belon** *Possible Action Item*
- Request for information is to be made at Committee meeting
  - Committee Chair, Executive Assistant, or designee will make information request
  - Intention is to clarify, provide context and streamline requests to staff
- XI. Amendment of Quorum Motion language** *Action Item*
- As per County legal, the language of the Quorum Motion will not be approved by as it does not define key language
  - Current proposal for alternative language would specify that an Executive Committee member may stand in at a Committee meeting to create a quorum
- XII. Prepare Annual Report for Commission Approval** *Action Item*
- XIII. MHC and CCRMC Information Needs Survey** *Action Item*
- A draft survey has been reviewed by the Quality of Care Committee
  - Decide on when and how to distribute the survey to the MHC
  - Post-survey steps: Collate and prioritize topics, develop pilot report(s).
- XIV. Proposed March MHC Agenda** *Action Item*
- Welcome Douglas Dunn  
 Chair Announcements
- Announce that Duane will serve as CDPAW Representative with Lauren until someone else is chosen.
- Public Comment  
 Commissioner Comment  
 Approve Minutes  
 BHS Director Cynthia Belon's Report
- Update on position vacancies
- Report from Anna Roth
- Number of admissions (adults and children)
  - Report on what region of the County people are coming from (East, West, Central)
  - Report on how patients are brought to PES (ambulance, law enforcement, automobile, bus, etc.)
- Finalize Annual Report  
 Invite Lavonna to give an update on the homeless count  
 Informational report from Family Justice Court Executive Director Susun Kim about what the Family Justice Court is.  
 Response to discharge clothing concerns (Gina)  
 Update on injectables issue (Cynthia Belon, et al) *Possible Action Item*  
 Update on Riverhouse *Possible Action Item*  
 Update on Local 1 issue *Possible Action Item*

Update on deaths at Family Courtyard and Brookside Shelter *Possible Action Item*

- Consider requesting Coroner's Report re: Brookside incident

Committee Reports

Commissioner Representative Reports

Discuss Public Hearing Process

**XV. Items to forward to the April (and future) MHC Monthly Meeting.**

Invite Hearing Officer John Dowdy to speak to the Commission to discuss the Gallinot Hearing process and the need for discharge Planning (May?)

**XVI. 4:30 Adjourn Meeting**

*Any disclosable public records related to an open session item on a regular meeting agenda and distributed by the staff to a majority of the members of the Mental Health Commission less than 96 hours prior to that meeting are available for public inspection at 1340 Arnold Drive, Ste. 200, Martinez during normal business hours.*