

**MENTAL HEALTH EXECUTIVE COMMITTEE
MONTHLY MEETING MINUTES
April 25, 2017 – Final**

Agenda Item / Discussion	Action / Follow-Up
<p>I. Call to Order / Introductions Commission Chair Duane Chapman called the meeting to order at 3:27pm. Happy birthday to Barbara, Vice Chair, of the commission.</p> <p><u>Members Present:</u> Chair- Duane Chapman, District I Vice Chair- Barbara Serwin, District II Diana MaKieve, District II</p> <p style="text-align: center;"><u>Commissioners Absent:</u> Sam Yoshioka, District IV Gina Swirsding, District I</p> <p><u>Other Attendees:</u> Patti Dillard, Full Service Partner for East County Jill Ray, Field Rep. District II Supv. Andersen’s office Lauren Rettagliata, District II (arrived @3:27pm) Adam Down, Behavioral Health Administration (arrived @3:20pm) Liza A. Molina-Huntley, Executive Assistant for MHC</p>	<p>EA-Transfer recording to computer</p>
<p>II. Public Comments: None</p>	
<p>III. Commissioners Comments:</p> <ul style="list-style-type: none"> • Lauren- I pulled off the three year plan and it has draft, “do not distribute,” is that the latest copy? • EA/Liza- Warren is finishing up the updated copy for the full commission meeting and it will be posted tomorrow with the agenda. • Lauren- ok, I was trying to prepare my comments • EA/Liza- Yes, I believe the comments received during the 30 day period have been collected and reviewed but you probably can forward your comments to Warren if you have them? • Lauren- Yes, I know, I wanted to forward them to him beforehand, so is there going to be a huge discrepancy or is this pretty much going to be • EA/Liza- To the best of my knowledge, that is close to what it is going to be. Warren is preparing a summary and then the comments from the public, at the hearing on May 3, will be added to the Plan, along with Commissioner’s comments. • Lauren- That’s what I needed to know because I just have today and tomorrow and then I’m gone until right before our meeting. 	

<p>IV. Chair comments:</p> <ul style="list-style-type: none"> • Duane- I have a few items, as I was saying, I was at a training this weekend. The training was very good and done by the California Local Behavioral Health and Commission. They oversee all the Commissioners throughout the counties. The training was excellent. The main thing that they were training us on was our roles and our responsibilities and our do's and don'ts. After the four day training I came back and thought we need to have Susan come back to us, for training, or we need to start going to the trainings. I think it's very informational, it gives us what we need and stops us from fighting because we will realize what our commitments are. It was just wonderful. This evening I am going to pick up the proclamation for May Mental Health Awareness Month, from the City of Richmond. 	
<p>V. APPROVE minutes from March 21, 2017 meeting Diana moved to motion to accept the minutes, Barbara seconded the motion VOTE: 3-0-0 AYES: Duane, Barbara, Diana NAYS: none ABSTAIN: none Absent: Gina and Sam</p> <p>Duane- We follow the Brown Act, is that correct? EA/Liza- and the Better Government Local Ordinances Duane- according to the training that I got this weekend, all votes must be registered, by member. Mark absentees, include their names. Jill- yes, they just changed that last year EA/Liza- I note the names of the Commissioner's, how they vote and who is absent.</p>	
<p>VI. DISCUSS goals and protocol for residential and treatment facilities and potential for Mental Health Commissioner's participation-</p> <ul style="list-style-type: none"> • Barbara- Adam, do we have a presenter for this? • Adam- no, I think that we were trying to get someone here • EA/Liza- time constraints regarding the late submission for the request • Lauren- I had a discussion with Teresa Pasquini, a past commissioner, who has been on many and did a lot of the facility visits and she says that she actually has the documentation and forms that were used. The commission at that time did go to the Institute of Mental Diseases and they did go to the Super Augmented Board and Cares and wasn't all that long ago, maybe six years ago. She does have the documentation so we don't have to recreate the wheel. They went to Napa State, Crestwood and other facilities. I thought that the fact that they went to Napa State was very interesting and eye opening. • Duane- No we don't because the local board also has updated the suggestions for all of our commissions to use Statewide. As Susan pointed out at the training, this is a responsibility of our local boards to do site facility checking 	<p>*Postponed to May meeting *Chair will send out the updated copies to the Commissioners and to the EA *Adam- set up meeting for Chair/Vice Chair -with Jan, Adult's MH Program Chief, * Adam will follow up with the Commission regarding Coroner's report for woman (Courtyard resident) found dead in SF bay</p>

<p>and report back problems, if you see them or whatever is going on needs to be reported back to people and that's what the forms are for, for documentation. We can use them for the Data Notebook for next year, because next year is older adults. People are going to be asking from the Cal Planning Commission. I do have the forms and I will forward those to you.</p> <ul style="list-style-type: none"> • Adam- My proposal on this it would be easier if we can put together a group, one or two of you- the Chair and Vice Chair, to have a meeting with Jan, the Program Chief for Adults Mental Health Programs, to talk about this. She is in charge of that and I would like to arrange a meeting, this is my suggestion to move forward on this. We can bring the materials that Teresa was talking about; I just want to coordinate it with the right people that can make it happen. It would be easier to do, not in this environment. • Barbara- Why is that Adam? Personally, I would have liked to have the information. I was hoping that we'd have Jan or Joseph Ortega. • Adam- Part of it is that they can generally answer, ok, we agree with you that there will be • Barbara- We can start with the informational piece of it, and then we can all get on the same page? Then we can, as a group, move forward as to what we feel we should be doing. • Adam- So you would like to have a presentation for the Commission on this? We have been talking about that for months now, it's never really happened. • Duane- I think would be good but we have to understand that that is part of our responsibility, ok? I want to make that real clear that it is part of the Commissioners responsibility to report back. • Adam- I understand, I am just trying to find the most practical way to get it done. It is a just a logistical process to schedule. • EA/Liza- Don't the Commissioners need to decide how many visits they want to do and where? • Duane- I did point out, I love going site seeing and I go unannounced. You see better unannounced at some of the places. Some places it's nice to let people know that you're coming. If you go to a major clinic, just go sit in the lobby, you can see everything that is going on. We need to coordinate it, we need to do something but it also needs to be understood that there are times that we are going to go unannounced, two or three together. • Jill- Are you going to be introducing yourselves as Mental Health Commissioners when you arrive on site? • Duane- Yes, we can but we don't have to, I like being up front • Jill- If you're going as an official, you don't have to announce that you're going ahead of time if it's an open facility, but if you're going as Mental Health Commissioners, I would think you would need to introduce yourselves as Commissioners. 	
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Otherwise you're playing an "I got you!" If there is something going on they're not going to be able to hide it from you that quickly, right?

- **Patti** – Are there site criteria that you're looking for in particular, is there something specific you want to observe?
- **Barbara**- I think that is where we're at, we are really in the initial stages of trying to identify what our goals and objectives are and our process. Adam, I can see a couple of people meeting with Jan so that she is able to get our questions and we can let her know what we are trying to do. Allow her sometime to research and schedule. I feel that the next step would be to present it, back to the EC because it would be good to go the Commission with a report and presentation but also with some options.
- **EA/Liza**- That is a great idea Barbara
- **Adam**- That is what I'm trying to arrange. It's just some business process that we can get to make this happen. Taking it back to EC after, that's fine
- **Duane**- Lauren and I went with Cynthia to the Concord clinic and there were people playing cards and they didn't bother to change the card game while we, I was sitting there and watch what goes on. I couldn't believe that they wouldn't stop
- **Lauren**- I am going to send you something that I had sent to me. This is just one reason that we do these and I know that Warren's team does a very good job but it's on a three year cycle. I sent it to Jan, because I sent it to Jan because there were very serious allegations and Candace and Matthew and Steve Blum. That was a parent was concerned and wanted to stay anonymous, sent me the CCL (Community Care Licensing) on the Courtyard where they have some very serious violations. Scalding water coming out of the showers at 116 degrees, cigarette smoking going on in all the rooms, not only cigarettes- when I went there once, unannounced, it was marijuana smoking everywhere. I don't know which one is more harmful? There were huge medication violations and these are listed on the CCL's and they were not on the CCL's that we received when they went through the Courtyard. Someone had just been back within the last month and a half and they are now being fined. It was the nature of the things that were happening there and we've never really got an answer to the lady that was found floating in the Bay. Did they report her missing, or did they not report her missing? I have grave concerns about some of these facilities and yet I see some people being, it's not terrible, but it's far from good.
- **Duane**- I know and I have the same concern when it comes to the fire that was in El Cerrito, nobody has yet, reported back to us. Jill has graciously started to get somebody to give us what happen but nobody has reported back yet. One of our responsibilities is to make sure that our clients are safe and in that, look around, see if smoke alarms are around.

<ul style="list-style-type: none"> • Jill- I got follow up information on that and I shared it with you. He was not a Behavioral Health client, that gentleman wasn't. They do have Behavioral Health clients that live there (at apartment building in El Cerrito), he in particular was not. The fire report is not finalized yet. That was the last piece of information that we didn't have. There was immediate outreach to our clients, actually the whole building; they had immediate outreach of mental health workers on site to help them process the information and what had happened there. • Lauren- I have you heard anything on the Courtyard and the Coroner's report. Because we were told many times that we were waiting for the Coroner's report and that's been about nine months, so there should be, just about a year and nine months since we've asked about the Coroner's report. • Jill- I don't think that I was involved in the asking in any of that. It didn't come to me. It can take quite a bit of time. Especially if there is a criminal investigation, it will take even longer. • Adam- I will follow back up on that • EA/Liza- I have experienced Coroner's reports taking longer than two years, it just depends on each circumstance. • Lauren- the question that I just want asked is did they report that she was missing? I mean, have we looked into that? Did anyone from the Courtyard report that the lady was missing? • Duane- that is Richmond and I checked it and there is no report on that • Jill- ok, nobody asked me to follow up on that • Lauren- I mean that's serious! • Duane- This is why we have to do site visits. It's something we should have been doing and need to keep doing and we need to start doing them as quick as possible. I think that if people know that you're coming, and people know that you're gonna go and do the visits, then they're gonna get there acts together. Here's a lady that just started full service partnership and she's asking the questions. • Patti- Are you talking about Family Courtyard? I have worked at East County; I was with Concord Health Center as well. I have been to Family Courtyard with a client that was there. • Duane- So, anymore conversation needed? • Adam- Let's formalize the next steps on this, so we don't keep spinning around. I will try to arrange a meeting with Jan and? • Barbara- Lauren would you be able to go? • Lauren- It depends on when it is? It just depends on what the date and time is? • Barbara- I can participate • Duane- and I want to participate, so let's get it set up • Lauren- if you have both of them, I can always file my questions through them, if I'm available, I'll come. • Adam- If that's the case, if you're comfortable with that Lauren then maybe we can work on that issue with the Chair 	
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meeting with Cynthia and Jan?

- **Duane-** Good place
- **Adam-** Then we can get the next steps forward and report back to either to EC next month and make a point to actually get a real educational style presentation on H3 and housing options in the next month or two. We keep wanting to do that and everything gets in the way
- **Barbara-** I feel like until we have something circumscribed
- **Adam-** I think we can start the logistic process
- **Jill-** I think the idea was an –Adult Housing 101
- **Adam-** Adult Housing 101 for a future commission meeting but in the meantime that doesn't mean that we can't arrange some of this other stuff to make it all one big package.
- **Barbara-** I feel like it's such a wild and wooly beast to go to a commission without some clearly defined goals and options
- **Adam-** It's confusing too because there's so many levels and layers and in's and out's and regulations
- **Diana-** Right and the goal is to have all of the Commissioners participate in the visits so yes, you have to get the answers of what we want first.
- **Adam-** so, if that's ok, I will try to schedule the meeting, we'll try to schedule Jan for a section of that at the Chairs meeting. Hopefully we can come to some agreements to some agreements, strategies as on how to move forward and we can take that back to the rest of the commissioners.
- **Duane-** well let's put this down to bring up at the Chair's meeting
- **Adam-** we're all noted
- **Diana-** Just one, Barbara, point of view: the goals, are you looking at for what we are going to see, do or accomplish at the site visits, generally?
- **Barbara-** I think the bigger picture, first, is why we're doing this and what are we're trying to get out of it? Then, get more into the process of it.
- **Lauren-** I just think that it's really important that if you are a Mental Health Commissioner, I think I might be one of the only ones that's around that has been in Napa State, that has been in an institute of mental diseases, that has been at these facilities, knows what they look like and knows what happens there. And, I find it very very hard, especially; I mean our new people aren't participating at all. But maybe this would draw them into participation? I don't know and for people like you, who haven't been to the shelters, who haven't been to the shelters and seen the options. Liza hasn't been, it would be, it's a real education because then you understand- oh ok, locked facility, super board and care, different, what happens at each of the different facilities and how they differ and how the clients differ.
- **Duane-** I'm gonna step back one- it's our fault for not being trained correctly. It's our fault for not looking and reading what our responsibilities are and not asking the questions. I think about the training we had, even though I was ready to

<p>fall asleep there. I am glad that the local board, that we are now regions, so we are part of the Bay Area Region. The Bay Area Region has some very good advocates. It is something that we have to make sure that everybody attends. If you want to stay on this commission, you need to have and know what your responsibilities are.</p> <ul style="list-style-type: none"> • Adam- We can bring Susan back too. • Duane- We can? Okey dokey. • Diana- Was Susan the one at our... ok, she was good. • Lauren- I guess I got really lucky because I was one of the only Commissioners coming on- but when I came on, there was a Mental Health Director that was only here for a short time, his name was Steven McClerk. He came in and met with me for one hour, which is unbelievable to get any time, when you're a brand new commissioner. He set me up with the Adult Chief, who at that time was Victor Montoya and he said- I want you to go meet with Victor and Cynthia- because it's actually all a blur to what is happening out there. Victor sat down with me and he started to tell me what I needed to go see and told me when he was going to be where and at what time and told me to meet him there. So then I got the picture, of what the clinics look like, he pointed where forensics was and I didn't even know what that was at the time. It all takes shape and so few Commissioners have that. • Duane- That was part of the things that we were going to talk about with Barbara that we need to start doing with these new Commissioners that are coming on board. This will lead us to our next assignment. Now we have a plan, so we are moving on. 	
<p>VII. DISCUSS according to article IV, section 4, of the Bylaws of the Mental Health Commission regarding the recruitment of applicants-</p> <ul style="list-style-type: none"> • Diana- What was the goal on that? • Barbara- Well, in my perspective we do have three applicants that aren't attending. So the question is what to do with that? How many positions are opened, besides those? • Adam- I'm not sure of the top of my head, four or five? • EA/Liza- There are four current vacancies in districts one, three, four and five, one seat in each. • Diana- on top of the three that are not attending? • Barbara- So that's why we are working below capacity because of this and it's the responsibility in part of the Supervisor's to be recruiting and obviously we can do outreach too but this is a big task and our workload will only get lighter and the quality of our work will only get better if we have all hands on deck. So the question is: how can we approach recruiting more successfully? • Diana- There's no question that the "Family Members" have been the most passionate advocates for the commission. What about NAMI? Lauren, aren't you in a great position to be a recruiter? • Lauren- I am in a great position to be a recruiter but you 	<p>*BOS will approve and appoint members</p> <p>*EA/Liza will complete brochure to present at full commission meeting</p> <p>*Duane will contact Jason and Michael regarding their absences.</p>

know I have kind of gotten my hand slapped because I have been, like I did with you and called you and recruited you and found out about Barbara too. I have gone out, there was a past Commissioner, in East County, we can do NAMI but the problem is they are Central County. Almost every single person resides in Central County and our section of the County is covered and that's where the majority of the people live. West county, there is another NAMI, I don't know them that well, we maybe can contact? There's going to be an event on May 25th and that's a "Faith Net" event that is being outreached through Gigi Crowder, who is stepping in and covering for Will Taylor. That event is expected to draw about 120 people, it will draw heavily from the East and West County, and Black Ministers always turn out for that. I went out to Pittsburg where I was just amazed at the involvement of the Black Ministers have

- **Duane-** I have. I can tell you that the Black Ministers in Richmond, we held a training, we did one at Hill Top Church, which is predominately a White church and not one of the African American Ministers showed up, no- two showed up and they showed up late.
- **Lauren-** The ones out in Pittsburg showed up and filled up the church. The event is going to be in Pleasant Hill Community Center. Where are our open positions? Are they mostly Supervisor Federal Glover's?
- **Duane-** Federal Glover's, district five
- **Jill-** and District three- Supervisor Burgis and district four, Supervisor Mitchoff and Supervisor Gioia, district one.
- **Lauren-** He has not appointed anyone since Teresa stepped down.
- **Jill-** and I can tell you that this is not the only advisory body that has had very long vacancies in district one.
- **Duane-** I've been going out and trying to recruit at meetings and different places and it's up to us. When we joined this they said to us, ten hours a month and if anybody here can say they have put in less than ten hours I'll say how did you do it?
- **Lauren-** What about the woman that we sent to, that has approached you and I more than once and seems to be quite articulate.
- **Duane-** We can't get her to get an application in, Betty Davis
- **Lauren-** There's another one
- **EA/Liza-** Please tell anyone to contact me and I will be glad to send them an application.
- **Lauren-** ok if I run into her again I will because she has been at the Community Planning sessions and that where I did bend some ears.
- **Duane-** You have to realize when you know a community, for instance as well as I know Richmond, there are some folks that you don't want. Let's be realistic about it. Some people have their own reasons for coming on and we want the right people that are going to contribute and work together. We

all need to continue and go out and try to get more folks on board.

- **Adam-** You'll be speaking at the Richmond City Council tonight?
- **Duane-** I already have it on my agenda and in my head
- **Jill-** Supervisor Gioia did send out an e blast in the last month saying that there is a variety of boards and advisory bodies that are looking, including the Commission. It's not that he isn't trying to do outreach.
- **Barbara-** Jill, can you give us an idea of what are typical things that you've seen that Supervisor's office have tried for recruitment?
- **Jill-** I can't speak to any other Supervisor's office, I can only speak to our own- every month in our e news blast we have a list of advisory bodies openings and it's separated out, we do district two and then other district advisory bodies openings. We have in the days gone past, I use to do press releases to all the media, but they don't get published anymore. I haven't had one published in probably two years and I would send them out.
- **EA/Liza-** Maybe that's why district two seats are full?
- **Jill-** We did have a rush of vacancies at the end of last year but other than that we have been pretty good at being full in all of our advisory bodies
- **Duane-** I understand district two provides candy and coffee
- **EA/Liza-** I provided you with water and brownies
- **Jill-** I can only speak about all the outreach we do, we have been very successful. We are also district two, it's different. If a person is out in the far East county, it's quite a trek if you're gonna volunteer time into something like this.
- **Duane-** That's why we have to start moving around.
- **Adam-** I was just gonna say, I'm getting notices through my union and the labor from the City of Concord they are rallying this idea of creating candidates and doing things like that so that sitting on commissions and boards like this is a way to do that, perhaps? I'm just throwing out an idea.
- **Jill-** Some are more political than others. There are some very political advisory bodies in our county that the unions really do like to be a part of.
Its outreach, it's talking about it. You've seen me come to meetings and handout flyers from different boards.
- **Adam-** Some are more political
- **Barbara-** When I first started, I think I was sitting in for another district, temporarily, I forgot what the term was called?
- **Jill-** Out of district appointment, it's not very popular really. You really need representation from each district because you want the voice from that district. It is possible, we have done it.
- **Lauren-** I have been out to the new health facility in East County that is the Behavioral Health Children's and then there's the adults on the other side and primary health on

the other. But, many of these people that go to primary health- this is a great audience. Could we have some brochures? A brochure at the clinics? The Children's Behavioral Health, Adults and primary care?

- **Duane- (to EA/Liza)** our brochures that we are working on?
- **EA/Liza-** I actually have viewed Mental Health Commission brochures, from other counties throughout the State and I am in the process of creating a MHC brochure. It's almost done.
- **Lauren-** yes, can we have them soon? I was also wondering if we can have an application on it or a cheat sheet, this is how you apply- call Liza, you know at this number to get it started.
- **Jill-** You can call Liza but we do have a whole process that we go through the Clerk of the Board for all applicants.
- **EA/Liza-** the instructions are on the application
- **Duane-** ok, let's do this
- **Barbara-** Hold on, excuse me but I just have one more question- I'm wondering if it would be worthwhile to contact the Supervisors: Mitchoff, Glover, etcetera to let them know what situation we're in and really request their support.
- **Duane-** I will do that and contact Gioia
- **Jill-** it is their responsibility to do the outreach to fill their seats. If there were "at-large" seats at say go at it, but when they are district Supervisor seats, you really need to communicate that to the Supervisor. It's not really popular for me to reach out to other Supervisors.
- **Lauren-** I think Supervisor Burgis would be very interested.
- **Duane-** So let's table this and right now, let it be known that I will go and contact each of the Supervisors and let them know we need their help. I will also contact their Chiefs of Staff and their liaisons and let them know that we need people. I would like to have the brochure, when can you get it done?
- **EA/Liza-** I do have one application, another called me today and said she will be out of the county all summer and will return in August, and the other one is for district one and she said she submitted her application. I will get the brochure done for the next full commission meeting.
- **Duane-** ok, so we got that done and we need to put that as-
- **Adam-** Do we need to address at the board meeting next time- the formation of an ad hoc applicant interview committee if we do have people in the hopper already? I know we've done one in the past but I don't know if those go on forever?
- **Lauren-** it's gone. I think it's an annual or as needed.
- **Diana-** it seems like there is only five of us on the commission right now.
- **Jill-** I just thought about that based on something you said earlier. It's a great opportunity as May Mental Health Awareness Month to announce at your cities and everywhere else that we're always looking for Commissioners. Even though we already have district two, but there's no harm,

because actually that area is also district three because we split Tassajara Valley.

- **Lauren-** if they live on the other side of Diablo Road out there in Black Hawk they're in district three.
- **Jill-** So it's a great opportunity at the Board of Supervisors, we have some vacancies.
- **Adam-** so can we wait another month to form that, what I'm trying to suggest is that either you be ready to interview or we're not ready yet to do that?
- **Duane-** we are ready to start interviewing, because over the next two weeks and with May Mental Health Awareness Month coming up, there are certain places that we're gonna go and get proclamations. We need to check with Glover's office, to see who in East County, if they got any cities there that want to do a proclamation?
- **Adam-** So my recommendation is before we do a public hearing, we take brief item to appoint an ad hoc committee interview committee at our next full commission meeting. So we are prepared when and if we get applicants we can start the interview process and we don't delay it another month while we wait to form an ad hoc interviewing committee.
- **Diana-** Are we going ahead and using the four absent rules and dropping them. Are we going to drop those that haven't been showing up?
- **Lauren-** it's three absences
- **Duane-** Jason and Michael. I am going to call them both again and
- **Adam-** Meghan has been trying; I think she's made most of the full commission meetings.
- **Lauren-** but you have to be part of a committee too, to be on the commission and attend.
- **EA/Liza-** I did explain that to her and she is interested in participating in the Quality of Care Committee starting in June. She is finishing up her final exams in May.
- **Duane-** ok so the plan is to
- **Adam-** we can hopefully do this fairly quickly. Right before we'll do a quick meeting of the Mental Health Commission before we open the public hearing and appoint that ad hoc committee, that way we're set up to do it, when and if.
- **Diana-** the people that show up at the public hearing might also
- **Adam-** they may also have some interest in this also
- **EA/Liza-** My goal is to have that brochure at the next full commission meeting.
- **Duane-** yes, on the table and some caps too
- **EA/Liza-** no caps Duane, nice try. Did I not get you your badges? Are you all going to be present at the Board of Supervisor's presentation of the proclamation on May 2nd? I would like to take a picture of all of you with the Board of Supervisors.
- **Duane-** I'll be there
- **Lauren-** I won't be there because I am on the Benioff

<p>Children’s Hospital Committee. I don’t know if many of you know that the Oakland Children’s hospital became part of the UCSF Benioff consortium and their big huge fundraiser is part of putting that on May 2nd.</p>	
<p>VIII. COMMITTEE DISCUSSION- regarding the Contra Costa County 2016 Data Notebook and consider next steps of action to be addressed</p> <ul style="list-style-type: none"> • Duane- We need to get this notebook in as quickly as possible • Adam- that’s another ad hoc committee you need to create, it is. • Duane- I hope not. • Lauren- we didn’t do it last year, in 2015? The one I did had to do with alcohol and other drugs. • Adam- that was 2015 • Lauren- that is the one that where we got together and then we made the assignments and asked the Commissioners, did the assignment and sent it back to the Executive Assistant, who was Karen Schuler at the time. We sent the agreed upon questions and sent it to the people accordingly within the administration and reviewed them as a committee and put them in the notebook. I put them in the notebook for Karen and then she sent it on. • Duane- so what I think we’ll do, if Barbara doesn’t kill me- I would like Barbara, Diana- do you have time? And I • Diana- This looks like a hugely labor intensive project • Adam- I have to be honest, I don’t think it is. I actually love this exercise the whole thing gets me going a little bit. They laid out some information and it’s a good set of exercise to understand the subject and look at what the States looking at, what the data is, I think it’s an insightful exercise for Commissioners and a worthwhile use of time. I just think it’s like a college assignment of some sort. I’ve already gone through it and picked out the people you need to talk to and given that to Liza • Jill- it’s very informative and you can go as deep as you want or as surface as you want, there’s no requirement. • Duane- the Cal Planning present this to the Legislators and really go forth to get funding. That’s how we get our funding. This year they think that it’s very important, that we do it. Unfortunately, we’re a little late but I twisted some arms and legs and we gotta get this in as soon as we can. • Diana- the focus on this one, as I understood it, is kids? • Barbara- the first step, is identifying people to request information from • Lauren- they’ll know and then what I did was on all the questions that required Commissioner output- I used email and sent it to every single Commissioner and got responses back, from more than half, but you know- Diana, Gina, Sam, gave me responses back. Your gonna have to do some editing because you don’t want repeat things and then there were two or three other people and I put mine in and we 	<p>*Ad hoc committee formed: Duane, Barbara and Diana will meet on 5/12/17 , at 11:30 am, to discuss and assign duties for the 2016 Data Notebook</p>

<p>edited everything then sent it back out to the people, because we had edited their response, got their approval. Everybody was so easy about it. Putting it together, the whole thing didn't probably take me more than 10 hours total. People responded, its three quarters of the way filled out. And Matthew Luu got right back to me too. Fatima Del Sol got right back to me.</p> <ul style="list-style-type: none"> • Diana- so what we got in the handout, it looks filled out. So this is what we have to work with, right? Other than the parts we have to add. So do you guys know who to call? • Duane- yes- that's what Adam just said he did. The report that they gave us at Family and Human Services yesterday. • Jill- I forwarded you the packet so you can pull that out. • Duane- that will do us a lot of good. • Adam- yes, I forwarded to Liza who talk to. I think it's a good exercise, gives you a chance to dialogue a little bit with the questions and data. I really think it's a good • Lauren- you learn a lot • Duane- I also think it's good to get the school districts involved. • Barbara- do we have a target deadline? • Duane- let's wait until the three of us get together. Liza will help us to set a date to meet. • EA/Liza- were you looking at the first week in May or the second week? The 8th or 9th? Morning or afternoon? I will have to check the availability on the conference rooms, we are having a bit of an issue but I will do our best. • Diana- the second week is better for me, the 8th or 10th works for me • Barbara- the 10th is better for me, morning is best for me? • Duane- ok, May 10 works for me- 10 am, send out an email to us to confirm 	
<p>IX. DISCUSS the May 3- MHC hosting the MHSA public hearing draft agenda and May Mental Health Awareness Month</p> <ul style="list-style-type: none"> • Duane- We are all aware that we're doing the hearing and our wonderful Liza put out a beautiful flyer and agenda and we all know that May is Mental Health Awareness month • Barbara- do we have any other items for the meeting because last year we were able to do a little bit of business • EA/Liza- we need to add the motion for the ad hoc committee and what about reading the proclamation for May Mental Health Awareness Month? Or announce it? • Duane- ok • Jill- I think it should be read. You're going to have an audience. • Duane- that's what we have Liza for • Jill- or Candace can read it; just have a copy of it available for her. • Barbara- I wish it was in straight forward English is the issue that I have with it • Adam- that's what makes it fancy and special 	<p>*EA- create proclamation and send to Chair of BOS for agendizing presentation and finish completing MHC brochure</p>

<ul style="list-style-type: none"> • Jill- it's a proclamation • Lauren- one year we had Roberto Roman come in and sing from the Office of Consumer Empowerment, an inspirational song- if you didn't want to read the proclamation. It gets the Office of Consumer Empowerment involved in the Mental Health Commission. • Duane- it might be too late now, but I'm sure that we'll see what we can do. Can you ask him? (to EA/Liza) • Barbara- Yes, can we invite him to sing? That would be really nice. • EA/Liza- Of course, I will send a request out today • Jill- So we will bring the proclamation to the meeting because it will have been done the day before at the Board of Supervisors presentation. • Adam- I think it would be kind of a fun little thing to do. We can do the ad hoc interview committee, read the proclamation and Roberto can sing a song and we can get into the public hearing. We can ask. He usually makes it to the meetings. • Lauren- and if he needs transportation, maybe Robert Thigpen or somebody can be there? I know it's a tremendous hardship on him. 	
<p>X. DISCUSS proposal for renovations at 1420 Willow Pass- by Adam Down</p> <ul style="list-style-type: none"> • Adam- So, Behavioral Health Administration has promised to consult with the Mental Health Commission regarding facility projects that we are working on. The project at 1420 Willow Pass, we got the cart ahead of the horse and (Lauren) you were able to define it at the Finance committee. There was a capital projects request. I would like to explain the process that we went through, where we were at and where we're at now. So about a year and a half ago, shortly after your visit to the Concord clinic (Lauren) we began exploring the options of what we can do there and what's going on at the Concord clinic. I don't know if you've been there, I don't know if vocational service was still located in there? • Lauren- no, they had exited the building • Adam- ok, so that space is still sitting vacant. As you know that clinic is extremely crowded and very busy, I think it's our busiest. There is a variety of things in there that are not great. We looked at a number of options. We looked at full scale gut redo, we looked at smaller renovation, make it better, more comfortable, more welcoming. We did engage real estate services, capital projects, public works, which is where I think that information ended up coming up to the Finance Committee. There has never been any approval from Pat Godley, never been any approval from any County Administrator or the Board up until, it still hasn't been. Pat Godley has now given us a green light to go ahead with a facelift for 1420 Willow Pass. • Lauren- It was \$977,000; it's almost a million dollars. The 	<p>*EA-Place on agenda for MHC meeting on 5/3/17 to create ad hoc committee</p> <p>*Motion to recognize the Behavioral Health has engaged the Mental Health Commission and agreed to continue consultation under an ad hoc committee formed by the full commission throughout the term of the project."</p> <p>Motion made by Diana and seconded by Barbara</p> <p>VOTE: 3-0-0</p>

questions that I, there's no problem with knowing that something needs to be done but we do not, the County does not own that building. So placing a million dollars into a building that the County does not own. The question I have is the Mental Health Commission was not consulted when they went ahead and put in that the health care unit downstairs. I don't know how much money and I think maybe that's something, we as the Mental Health Commission, should know. How much money has been expended already for the primary health area that was put in? Because there's a lot of questions from people when they go to the clinic not being actually able to interface with the help that's offered downstairs. They can't get blood draws because they're not open or not available, they can't get shots because they're not there or not available. It's just that this is a clinic that I see a lot and \$977,000 dollars is a lot of money! Also, the Finance committee report showed that 20% of it had already been allocated? Now was that true, or not?

- **Adam-** No, there's not been 20% of
- **Lauren-** Because there's been a lot in that report that was not exactly correct.
- **Adam-** yeah that caught everyone a little bit off guard when that document came.
- **Jill-** It comes out of Public Works
- **Adam-** We engage Public Works because that's who you gotta work with and then this report, our initial kind of thoughts on it all surface in the light of day like it was a full go project. That was never, we just weren't there yet.
- **Jill-** They didn't say that, they said it was in the feasibility stage but it had money eared marked, it was erroneously eared mark but it was eared marked by Public Works. Perhaps it was just a roll over from some other project.
- **Lauren-** Karen Mitchoff said that it had been approved on a "Consent item" and that it already been approved. So that is one thing and Duane was one thing and Duane was there with me that got us like- "well now wait a second, this seems really strange because we have already received the affirmation from the Behavioral Health Administration after the West County facility, that we would always be in the loop and boy, this is not in keeping us in the loop.
- **Jill-** She probably meant a different piece of that because there was different piece of that entire report that had been approved.
- **Adam-** They may have accepted that report or they may have accepted something else.
- **Jill-** One of those projects had been approved; it's a H3 IT work. So there was one project on that entire list that had been approved. I pulled that information and I shared with you (Lauren), that there were three things that had been approved by the Board agenda, but that was not one of them.
- **Lauren-** I really thank you for that because until you did

clarifications it was all pretty murky. But the other thing that I'm as a Commissioner I need a deeper understanding of it. This is realignment money, there was some MHSA?

- **Adam-** It's all going to be County General funds.
- **Lauren-** Cause it does have Realignment and MHSA down and so it's all going to be County General Funds, right?
- **Adam-** Yep
- **Jill-** But that was also clarified, in a subsequent email that was clarified by Pat Godley.
- **Adam-** It's clarified by Pat Godley and I am here today to tell you that it's here, its County General Funds and not Realignment dollars.
- **Jill-** and I shared that by email with you as well (Lauren) regarding Pat Godley's response.
- **Adam-** I tell ya why you hadn't been looped into the process- we were in real estate negotiations with private companies, doing different things, including- it was sensitive at that point and we were really just trying to understand the scope of the project and where we were working it with staff level work. It hadn't even really been raised up full decision making level yet. Now it's gotten there
- **Jill-** now it becomes part of the public process
- **Adam-** and now it become part of the public process. I am happy to talk to you about it and find a way to report out to you on this, as much as you'd like. I just wanted to present to you, I think that it's very important and a million dollars is a lot of money, in the world of construction it does not go as far as you might imagine in some ways. I think we can do a lot to improve the environment for our consumers there, the environment for our staff members there, we can add treatment rooms that will increase the billable output of that clinic. We can do a few different things that will really make it nicer. Your suggestions, in fact your recognition of that Sheriff's station in the front as just being incredibly stigmatizing and bad is a very driving force behind this. We worked with the staff to find ways to put that in a better spot, it meets their needs and improves consumer experience. That's really what we're gonna try to do, it may be that we come back, it may not be the end all solution for 1420 Willow Pass, in the longer term but this will make a big difference for a lot of people in the AA mid-term.
- **Lauren-** Do we get to know, can we find out -since the county does not own the building, what type of lease is on the building? There had been, since it's a privately owned building, I think it's a very unwise decision unless you have some type of very secure long term lease on the property. I mean if your sink in a million dollars, that maybe it's a seven to ten year lease. The reason I ask this, I do own commercial property and I do know that- I have a brewery at one of my centers and they put in all the repairs and renos, so this is normal but before they sunk in all the money for the brewery, we had to sign on the dotted line that they got a

lease for an option, for 15 years. That is something that I want to make sure that is in place, something like that. Is the County looking at that?

- **Adam-** I am confident we're looking at the lease
- **Jill-** We wouldn't sink money into it unless we have a commitment, we can find out the term of the lease.
- **Adam-** We can find out the terms
- **Lauren-** Because there were some kind of strange things done at Oak Grove. I mean I would trust but after I've gone in and seen the stuff that was done at Oak Grove, I'm beginning to think- wait a second, it seems like some real missed steps are sometimes made. When the design end of it comes up I think the Commission should definitely be part of the design of the building along with our Office of Consumer Empowerment, the people that use the clinic.
- **Duane-** Right, you know one thing that we have to remember is that, that I learned down at the training is the Commission doesn't sign a contract, we don't. But, we do have the right to give input.
- **Jill-** Absolutely and I think that's what Adam is doing in this point in time. He's saying it's time-
- **Duane-** Yes, you know, keeping us informed is a good thing. This is a partnership and here we go
- **Jill-** Right, now that it's part of the public process and all these negotiations are done, then that's the time that the Commission will become involved.
- **Adam-** It is, our consumers are there, it's also a work place – it will be 80 people, so they have a very strong interest in on how that works and feels. I think your right Lauren, all these things out there we have some preliminary ideas about
- **Duane-** like Lauren said it's a building the County doesn't own. I mean I'm sure there are buildings that maybe close around that the county wants to buy?
- **Jill-** that's not uncommon for us to lease space, long term leases, Duane you know that. In fact our main office has been the Supervisor's office for at least a decade and it's a lease that we renew every three years.
- **Adam-** I want to throw this out there too- there's a number of things going on in the Behavioral Health world regarding the AOD expansion, space needs are changing because our programs are changing. The mental health clinics aren't the most popular neighbor in the world, often, it's an issue. A lot of landlords won't even talk to you, really, once you tell them what you're doing. This has been a long; we have been there for a while. I know our general services guys like working with that particular landlord a lot.
- **Lauren-** yes, he must, although I don't know him, he must specialize in this because he's got that for the Central County Clinic. It's situated so there is forensics right behind and then the other building is STAND which is domestic violence. Then you cross the way and you have ANKA. It is in a location that people who actively uses that facility.

<ul style="list-style-type: none"> • Adam- and another point, just to what you were saying Duane, with all this movement around, there's not this giant stock commercial space in Central County that will work for our needs. There's stuff, I'm not saying this is the only building that we could have possibly chosen, that's not true. But we have engaged and needs to meet with all kinds of other competing interest. So this is a solution that we've come up with, a design that we think we can do that would make helpful. I would like to find a way to share it with you. I was really just here to introduce the project with you and engage with you about this right now, so how would you like to do that? • Barbara- I have a question, just in terms of defining a date, by which the Commission could have the opportunity to review is somewhat based on what the next steps are, where you're at? • Adam- I would like to start working on the project, I would like to get making, get capital projects really going on this thing. Start dialing in, inform the staff for one thing- you've heard about before the staff at 1420 Willow Pass • Barbara- Would the June meeting be adequate for the full commission? • Adam- I would like some sort of blessing to begin work on it before that. I would be happy to continue to update you, share some other information; I show you preliminary what we do. I think you're gonna be, hopefully you can see the value in it. • Barbara- It's just that that would be the first possible date for the full commission • Jill- do you have preliminary drawings or any kind of • Adam- I do have some preliminary drawings I can share • Jill- I'm wondering if you should just do it at the May meeting. • EA/Liza- Just like a quick overview, like this is coming kind of thing. Like an announcement? • Duane- hold on, let's not get ourselves overwhelmed. June I think is fine, but June you'll have a full scope of everything that's going on. • Adam- I think we have a pretty good idea of what we'd like to propose and like to get out there and we'd like to get your feedback on that. But I also want to move the project forward. We've been waiting for years for this, so I am willing to work with you- • Barbara- So what would be the next step? Just giving the green light to start? • Adam- Yes, it's the green light. We're gonna reach out to Public Works, I've got an email from Lisa Driscoll today saying, is there an approval, have you worked with the Mental Health Commission yet? You guys rattled some cages there so, like we got everyone's • Jill- so he can't move forward in the next steps until you guys says yes. If you wait 'til June, your putting this off for two 	
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months.

- **Barbara-** I'm curious, we have limited time, we have a couple of items on the agenda, how much time do you think it would require for an adequate presentation so that people really can understand. Do you have something that could be included in the packet?
- **Adam-** I can include our preliminary drawings, if you'd like?
- **Barbara-** in the packet would be great.
- **Adam-** In the packet, I think we can do that?
- **Barbara-** because some people need a little time to absorb that
- **Adam-** Yeah, I am a little concerned about the mechanics, this is sort of detailed questions about looking at walls and those discussions if you get them into too large of a group, everyone's got a little bit of an opinion about everything and it's just really difficult to have that conversation.
- **Barbara-** What could you see working then? Are you suggesting an ad hoc committee?
- **Adam-** I'm suggesting showing, I would like to introduce it to the Commission, so maybe I would be open to that and share it. Then maybe we can refer to a committee, of some sort, one of you can take a deeper dive into what we're proposing over there, just so you guys are aware and that can be reported out in June?
- **Barbara-** ok, yeah, it would take some volunteers to be part of it
- **Adam-** or you can take a little ad hoc committee to discuss it with me. I want to find a way to engage you without impeding the work of what is already complicated.
- **Duane-** I'm trying to think of a way, May 3 we already got a plan for, so let's do a special meeting for this project. And people who are really interested can come and we can set up a committee so we don't have to worry about.
- **Adam-** I think that the ad hoc committee might be a way, if you guys are comfortable with that? If we can do that in May?
- **Diana-** So then, at the commission we would just introduce that this project is, you can still announce it and give a five minute overview, right? And then we would set up the committee from there.
- **EA/Liza-** Yes, exactly
- **Adam-** we would set up an ad hoc committee for ongoing consultation throughout the process
- **EA/Liza-** So, can I include it in the agenda?
- **Barbara-** Yes and then anything you put in terms of an overview in the packet I just think that is really important.
- **Adam-** Yeah, I will. And just so you know, the way that this was designed is that I went and convened a meeting of the staff members there and we had your feedback, some of it from your site visit (Lauren) what we knew you guys were feeling about the place. We've all been there, so but we did was we convene a meeting with their staff. We got

representatives from their functional areas, we had from the clerks, to the nurses to the docs and we tried to work with what works for them now and what we had with the goal always of trying to make it more welcoming for consumers. That was our thought process.

- **Duane-** I think it would be nice if you invited the staff to our meeting. Because we are advocating for the client.
- **Lauren-** Maybe we can meet downstairs so they wouldn't have to travel?
- **Adam-** I actually love that idea and maybe that would be for the ad hoc group? That would be the easiest thing.
- **Duane-** I can just see that vacant room with all that junk sitting in there
- **Lauren-** A question that I have for you and you may probably know this but since it is not a county owned building and there is a landlord who owns this building. Who does the negotiations because when you do a remodel like this, usually the landlord will do specific items because they will stay with the building? For example, such as the flooring, the carpeting and the painting and these are big ticket items. When you're doing a building like this some of- what type of negotiations are going on with the landlord to decide what is his responsibility and what will be our responsibility as a county. Because we are vastly improving his property.
- **Adam-** I don't know if we've entered into that yet
- **Lauren-** ok so that's a question that is very very important
- **Adam-** this isn't an unknown landlord to us. This is someone that we've been working with for a long time. But who does the negotiating? Public Works real estate, general services
- **Lauren-** Public Works real estate do- can we ask them that question and tell them the Commission is asking that question?
- **Adam-** I can try to find some information on the lease and that type of thing, other than that I would be speaking out of terms. I can ask for some information and see what we can do. Again, I want to engage with you in a productive way on this but again this is complicated and going to be a lot of work too
- **Lauren-** do you want me to send you an email on that?
- **Jill-** I don't think we're gonna get into the lease details, quite frankly
- **Lauren-** No- but we should ask that question to the right party who would be negotiating
- **Jill-** the building we lease in Danville, the Supervisor's office paid for all the upgrades when we took it over. We did the carpeting and all the rest, that's what we paid for and it's not uncommon as a county since were gonna go in and completely redo a space. The carpeting was fine before, it just not to my previous boss's standard
- **Lauren-** I don't know if you've been there but this carpeting is awful! You could probably grow stuff on it and the walls are horrific and the elevator is- an elevator costs tens of

thousands of dollars.

- **Adam-** I'll tell you right now, the elevator is not in the scope of work. Elevators are outrageously expensive.
- **Lauren-** that's what I mean, so these are things that sometimes the landlord does have to pick up
- **Adam-** I'll look into that, again- what you've got Lauren in that report, when I am over in Behavioral Health here, little analyst guy, trying do a project, I have to engage the resources of the county and then there's lots of different people. So what you got was me engaging, me, after getting a little bit of approval from Cynthia and then Finance saying ok, go figure this out. So we then put in a request to Public Works, or General Services, so they're responsible for the overall project management and they're responsible for the lease negotiations, the real estate transactions that's their lane. I'm here trying to get a nice place for my staff and consumers, that's my role.
- **Duane-** So, I would say that the date of this meeting that we have, we invite all interested and concerns to cover ourselves. The Supervisor did say for Public Works and everybody to get in touch with us and they didn't.
- **Adam-** Right, I think that we can arrange that, we can find something that will satisfy a community process. I'm not saying that you will get all that you're asking for but I think we can give you a strong community process that we can at least everyone has heard? That's what I can promise you, so.
- **Jill-** you can offer feedback to the development of the center but whether or not you get to deep dive into the lease details is a whole different issue.
- **Lauren-** no we don't want to deep dive into the lease details, we want the county to do the deep dive and get the best deal.
- **Jill-** well that is what they're doing and they have a whole division that does that and they negotiate all of that.
- **Adam-** Sometimes they do public meetings but that's partly my job too that is to be out here and work with you all as our stakeholders
- **Duane-** I'm gonna demand one thing- I want to be the one who takes a hammer to that window downstairs so you can look through
- **Adam-** that costs a lot of money, like \$10,000
- **Duane-** they sat there playing cards and didn't move or paying any attention
- **Lauren-** when I found out I got upset about that and found out that the was a hospital and the hospital required that type of thing be there and that Behavioral Health Administration no more wanted it than anyone else but the was the requirement of the hospital
- **Duane-** How much is the hospital going to be a part of this
- **Adam-** nothing, this is all our area. We've accommodated them in our design, we found a different way to make them- that's another sensitive issue that's gotta be worked out

interdepartmentally because there's some people at the hospital that opinions on how things should be as well. We are moving along, I want to encourage the commission

- **Duane-** So we'll include it in the meeting and make sure we take notes to give to the full commission and try to get everyone on board, ok?
- **Adam-** Can I, I would like to say- are you ok with us moving forward with the workers involved? I want some kind of vote to say- you know, we'll engage with the process and so we can move forward with this.
- **Duane-** Lauren, what did you think?
- **Lauren-** I'm not a voter, so-
- **Diana-** I will make a motion
- **Barbara-** Just if we're gonna vote on it; just recognize that there's a caveat that it's not said later that's too late because we gave a green light.
- **Adam-** I don't think you're gonna get a too late; you'll get some answers about why or why not maybe.
- **Barbara-** I am just formalizing that as part of the vote
- **Adam-** ok
- **Diana-** Motion, that we approve, with the constraints of the ad hoc committee
- **Duane-** for the record- Liza, could you please read the motion off?
- **Adam-** Yes, we should formulate a good motion on this one- **"motion to recognize the Behavioral Health has engaged the Mental Health Commission and agreed to continue consultation under an ad hoc committee formed by the full commission throughout the term of the project."**
- **Diana-** I make the motion
- **Barbara-** I second the motion
- **Duane-** all in favor say "I"
VOTE: 3-0-0
YAYS: Duane, Barbara and Diana
NAYS: none
Abstain: none
Absent: Sam and Gina
- **Adam-** Thank you
- **Jill-** Under the new changes your supposed to state your first and last name when you vote
- **Duane-** The workforce summit on children's and youth and if anybody wants to attend it, Cynthia has graciously approved four slots. Gina and I are going, anybody else? It's on May 10th; I knew there was something on that date. We need to change the data notebook meeting.
- **EA/Liza-** the 11th or the 12th?
- **Diana-** I can't make the 11th, the 12th works for me
- **Duane/Barbara-** I'm fine, that works for me
- **Barbara-** at 11:30am?
- **EA/Liza-** ok so the meeting will be on Friday, May 12 at 11:30

<p>and I will book the room.</p> <ul style="list-style-type: none"> • Duane- ok – “Proposition 63”, I want to make sure each commissioner has a copy and a copy of “Promoting Student Mental Health” this is a guide by the University of California uses for their faculty and staff and I think it’s a wonderful guide and we should have copies of it for your reading pleasure. 	
<p>XI. DISCUSS and RECEIVE, report from Chair, regarding CALBHBC conference</p> <ul style="list-style-type: none"> • Duane- we discussed this at the beginning but I will get somethings and forward them to you. I’ll have the CBIS binder that gives us our responsibilities, I’ll have it copied and given it to everybody for our next full commission meeting. There’s a couple of our responsibilities that I’m gonna have her write them out in her own words, what our role is- Susan, have her come and give the training to our full commission • Diana- Maybe we can do it as our meeting • Barbara- In August? • Adam- as an August retreat again. I think last year we spent all day on the Power Point and maybe we can do that again? • Duane- the Roles and Responsibilities is about two hours • Adam- I think that was the design last year, to do that in the first part and then take the second part spends the rest of it doing strategic planning. • Lauren- you know you pass this out, if everyone, when they read it will look at page four, look at the last paragraph, was inserted because of the advocacy work of Rose King, Teresa Pasquini and myself who actually went to the Little Hoover Commission meeting- that starts “never the less...” • Diana- you gave us a lot of paper to take home • Duane- that’s Liza • EA/Liza- we killed a forest at Duane’s request • Diana- I have changed to having everything on my ipad it’s so easy to read and saves it there and I don’t have these huge file cabinets full of paper. • Adam- did we get a motion to adjourn? 	
<p>XII. Adjourned meeting at 4:59 pm</p>	

Respectfully submitted,
Liza Molina-Huntley
Executive Assistant to the Mental Health Commission
Behavioral Health Services Administration
Final minutes approved on 5/23/17