

**MENTAL HEALTH COMMISSION
MONTHLY MEETING MINUTES
Wednesday February 7, 2018 – FINAL**

At: Richmond Memorial Auditorium, 403 Civic Center Plaza, Richmond, CA- Bermuda Room

Agenda Item / Discussion	Action / Follow-Up
<p>I. Call to Order / Introductions Commission Chair Barbara Serwin called the meeting to order at 4:37pm</p> <p><u>Members Present:</u> Chair- Barbara Serwin, District II (arrived @4:37pm) Supervisor Diane Burgis, District III Diana MaKieve, District II Douglas Dunn, District III (arrived @4:44pm) Gina Swirsding, District I Lauren Rettagliata, District II Sam Yoshioka, District IV</p> <p><u>Commissioners Absent:</u> Vice Chair- Duane Chapman, District I Geri Stern, District I Meghan Cullen, District V Mike Ward, District III Patrick Field, District III</p> <p><u>Other Attendees:</u> Anna M. Roth, Health Services Director for Contra Costa County Jaspreet Benepal, Interim Chief Executive Officer for CCRMC and Detention Mental Health Mark Goodwin, Chief of Staff, Supervisor District III Office Jill Ray, Field Representative for District II, Supervisor District II Office Captain Tom Chalk Dr. Jan Cobaleda-Kegler, Adult/Older Adult Program Chief for BHS Division (arrived @5:20pm) Adam Down, MH Project Manager Leslie May, MHC District V Erika Raulston, Christy Pierce, Public Defender’s Office Shelby Wichner- RI International Don Sevenm- RI International Vernessa Jones- ANKA Behavioral Health Tanya Brown- GRIP Liza A. Molina-Huntley, EA for MHC</p>	
<p>II. Public Comments:</p> <ul style="list-style-type: none"> • None 	
<p>III. Commissioner Comments:</p> <ul style="list-style-type: none"> • Lauren updated regarding the State Mental Health budget and funding deferment being done by the State Governor’s office. Lauren and Barbara attended an audit session, as part of the EQRO agenda and she also mentioned that she would like for the Behavioral Health Services Division and Quality Improvement Program Manager, to consider the Mental Health Commissioners, as part of the “Executive Team” for External Quality Review Organization (EQRO) • Doug reported regarding potential gaps in services concerning recent events mentioned in a NAMI newsletter • Sam stated that in other counties, the director of the division is on the Commission’s agenda and provides a monthly written report pertaining to updates throughout the division • Sam will forward examples of agendas and information from other Commissions/Boards 	

<p>IV. Chair Announcements-</p> <ul style="list-style-type: none"> • Chair introduced and congratulated Anna Roth for her appointment as the new Health Services Director for Contra Costa County • Anna Roth introduced and asked to welcome the Interim Chief Executive Officer for Contra Costa Regional Medical Center (CCRMC) and Mental Health Detention, Jaspreet Benepal, RN. • Jaspreet’s resume is extensive, her passion is psychiatric nursing, accepts and welcomes her new role 	
<p>V. MOTION to APPROVE minutes from January 10, 2018 meeting Sam Yoshioka moved to motion, Diana MaKieve seconded the motion *no corrections needed</p> <ul style="list-style-type: none"> • VOTE: 7-0-0 • YAYS: Supervisor Diane Burgis, Barbara Serwin, Doug Dunn, Diana MaKieve, Sam Yoshioka, Gina Swirsding, Douglas Dunn and Lauren Rettagliata • NAYS: none ABSTAIN: none • ABSENT: Duane Chapman, Geri Stern, Mike Ward, Patrick Field and Meghan Cullen 	<p>*Post final minutes to MH website at: http://cchealth.org/mentalhealth/mhc/agendas-minutes.php</p>
<p>VI. RECEIVE updates from Captain Tom Chalk pertaining to the West County Mental Health Detention Expansion</p> <ul style="list-style-type: none"> • Reported that the design for the project has been completed • Project will go out for bidding to potential construction companies who may be interested • It may be two years, or more, before construction starts • Several facilities were toured to obtain insight regarding design and operations • Natural lighting was noted as the most important for both, psychological and energy efficiency, reasons 	<p>Captain T. Chalk will update, in the future, depending on progress of the project</p>
<p>VII. RECEIVE updates on Behavioral Health Services efforts relating to housing for the seriously mentally ill- Dr. Jan Cobaleda-Kegler, Program Chief for Adults and Aging Adults</p> <ul style="list-style-type: none"> • Two new hires are assisting with coordinating housing and placement of individuals that are in need of services, Jane Yoon and Constance Bravo • Ideally, the goal for some individuals would be to assist in obtaining, permanent supportive housing • Additional goals are to be able to “step down” treatment services for individuals who are able to live independently and learn life skills, while continuing outpatient treatment • Some patients can start in an Institution for Mental Disease (IMD); step down into living in a Super Board and Care and hopefully within a year or longer, into independent living. Independent living is not adequate for all patients, only for those who have demonstrated the ability to be independent by caring for themselves • Unfortunately, there are not enough beds or space available to meet the demand. Contra Costa is competing with other counties for available space for patients • The County relies on providers to supply space and services for patients • Some of the available providers of various services are: Recovery Innovations, Rainbow Center, Putnam Clubhouse, ANKA, Crestwood Healing Center, RYKA, Hope House • The programs and staff are working towards reviewing services, finding gaps and finding options for improving services • MHC pending appointment applicant has found difficulty in finding placement for a family member currently in 4C, being released 2/8/18 • Anna Roth, Contra Costa County Health Services Director, assured that she will be able to assist in finding placement for her family member • A public comment was “at what point do you determine the need for more capacity, how long is the waiting list?” • Jan- Needs of services are variable and is dependent on a case by case basis • Veteran Commissioners encourage new Commissioners, or Commissioners that have 	<p>*Adult Program Chief will provide or research information upon request</p>

<p>never visited programs, to do so. It is mandated that all Commissioners participate in at least one site visit per year and complete a report.</p>	
<p>VIII. RECEIVE a “special report” from MHSA/Finance Committee regarding Behavioral Health Services budget information received on 11/16/17- Chair of the Committee, Lauren Rettagliata and Vice Chair, Douglas Dunn</p> <ul style="list-style-type: none"> • Lauren reported regarding the November 16, MHSA/Finance meeting, informing the cooperation received by the County’s Chief Operating/Financial Officer, by responding to the Committee’s questions (see attachment) • Noted appreciation for compiling the list of questions, to Adam Down from Behavioral Health Services, and the EA • Discussed transfer of funds, taken from the County’s Realignment funds, by the State Governor • Funding for services, for children, teens, TAY’s, adults and older adults, are provided by MHSA funds, County General funds, Medicare, private insurance (see attachment provided by CO/FO for details) • The largest portion of the budget is allotted for children’s, teens and TAY programs • Doug noted that State Hospital services are funded by Realignment funds and Institution for Mental Diseases (IMD’s) • Sam Yoshioka noted that the new budget is available and should be reviewed and discussed • The public, in attendance, was invited to participate in the discussion, no comments were made 	<p>*See attachments -MHSA/Finance Committee questions -Presentation/responses from County’s Finance Office</p> <p>*New budget documents will be provided and discussed at the next MHSA/Finance meeting on February 15, 1pm, at 1340 Arnold Drive, suite 200, in Martinez Large Conference room</p>
<p>IX. REVIEW the Contra Costa County Mental Health Commission Response to Behavioral Health Services update to the Grand Jury Report No. 1703 and Referrals 115 and 116 reports presented at the Board of Supervisors’ Family and Human Services Committee meeting on 10/20/17. DISCUSS Behavioral Health Services six month updates- Barbara Serwin, Chair of the Mental Health Commission and Lauren Rettagliata, Chair of the MHSA/Finance Committee-</p>	<p>*Forwarded to the March 7, 2018 meeting agenda</p>

<p>X. REVIEW the Mental Health Commission Bylaws regarding attendance and quorum, including the impact on the Behavioral Health Services staff and carrying out the timeliness of the Commission’s order of business- Liza M. Huntley, Executive Assistant to the Commission and Barbara Serwin, Chair of the Commission</p> <ul style="list-style-type: none"> • Chair asked EA to address Commissioners regarding absences, quorum and cancelled meetings • EA provided binders with contents pertaining to the mandated responsibilities for Commissioners that included the following: <ol style="list-style-type: none"> 1) Contra Costa County Mental Health Commission Mandated Responsibilities 2) Contra Costa County Advisory Handbook 3) Mental Health Commission Bylaws, approved and amended by the Board of Supervisors on 9/16/14 4) Open & Public V- “a Guide to the Ralph M. Brown Act Regulations 5) Manual for Local Mental Health Boards and Commissions 6) Due dates for agendas for Commission and Committees 7) 2017 Attendance tracker for all meetings • EA informed that according to the Bylaws, a quorum is one more than half of its members. If there is not a quorum, the meeting will not take place and will be cancelled. This waste the time of Behavioral Health Services staff, other County staff, scheduled presenters, the public that has interest in the agenda items and were planning to attend, the Chair that created the agenda, the other Commission/Committee members, other resources, and the cost of printing the meeting packets • a total of four absences are allowed per year, from the time of appointment • EA/Chair asks that notifications of absences be sent via email, at least 24 to 48 hours prior to the meeting date so that the public can be informed in advance if a meeting needs to be cancelled • Absences are tracked and forwarded to the Chair of the Commission. The Chair may choose to forward frequent absences to the Supervisor that appointed the member and request that the seat be vacated due to absences, to allow others who have applied, to be appointed • The key is open communication as a team • Further discussion or questions can be sent to their District Supervisor, the MHC Chair, or the EA, for response 	<p>*EA gave each Commissioner binders</p> <p>*Absent Commissioners will receive a binder at the next meeting</p> <p>*Commissioners communicate to EA/Chair via email, prior to being absent</p> <p>*Total absences should be no more than four per year</p>
<p>XI. RECEIVE Commission liaison reports:</p> <ol style="list-style-type: none"> 1) Detention Rapid Improvement Report Out- Barbara Serwin (pending posting of final report) 2) AOD Advisory Board- Sam Yoshioka –informed that the Director of AOD is present at meetings, has completed and submitted an annual report, provides a monthly written report and is working on a triannual report 3) CPAW General meeting-Douglas Dunn- CPAW has changed their meeting to only two hours, instead of three, effective March 1, CPAW will start at 3pm and end at 5pm. 4) Children’s Committee- Gina Swirsding will start attending next month 5) Council on Homelessness- Jill Ray attended and provided flyers (see attachment) 	<p>* 1)Detention Rapid Improvement Report Out- Barbara Serwin (pending posting of final report)</p> <p>*CPAW as of 3/1/18 3pm to 5pm</p>
<p>XII. Adjourn Meeting @6:27pm</p>	

FINAL MINUTES APPROVED MARCH 7, 2018