

**DATA COMMITTEE
MONTHLY MEETING MINUTES
September 13, 2018 – Final**

Agenda Item / Discussion	Action /Follow-Up
<p>I. Call to Order / Introductions MHC Chair, Cmsr. Barbara Serwin called the meeting to order @10:05am</p> <p><u>All Present:</u> Cmsr. Barbara Serwin, Mental Health Commission Chair Cmsr. Joe Metro Cmsr. Duane Chapman Cmsr. Douglas Dunn Cmsr. Sam Yoshioka Warren Hayes, Mental Health Services Act (MHSA) Program Manager Kenneth Gallagher, Behavioral Health Services Research and Evaluation Manager Sarah Kennard, Executive Assistant to the Mental Health Commission</p>	<p>Complete Audio Recording available from Executive Assistant</p>
<p>II. PUBLIC COMMENTS- none COMMISSIONERS COMMENTS – none COMMITTEE CHAIR ANNOUNCEMENTS/COMMENTS- none</p>	
<p>III. Committee Members-VOTE on Chair and Vice Chair of the Committee</p> <ul style="list-style-type: none"> • Five Members of Committee volunteered for standing membership (S. Yoshioka, D. Chapman, B. Serwin, J. Metro, and D. Dunn). B. Serwin as Chair of MHC nominated J. Metro as Chair; J. Metro accepted nomination and vote conducted resulted in 5-0-0 (Ayes: B. Serwin, D. Dunn, S. Yoshioka, J. Metro, D. Chapman). • S. Yoshioka nominated D. Dunn for Vice Chair; D. Dunn declined nomination. B. Serwin nominated D. Chapman for Vice Chair; D. Chapman accepted nomination and vote conducted resulted in 5-0-0 (Ayes: B. Serwin, D. Dunn, S. Yoshioka, J. Metro, D. Chapman). S. Yoshioka confirmed Ad Hoc appointment information in by-laws, no specific guidance of MHC approval of Ad Hoc membership appointment. All members agreed to conduct follow-on meetings from 3:00-4:30pm the first Wednesday of the month immediately preceding MHC meetings. 	<p>Agendas and minutes can be found at: https://cchealth.org/mentalhealth/mhc/agendas-minutes.php</p> <p>Next Data Committee Meeting: Wednesday October 3rd, 2018 3-4:30pm San Pablo Community Center 2450 Road 2, San Pablo, CA</p>
<p>IV. REVIEW progress to-date, including receiving input from MHC Committees and Commissioners, and BHS Updates to the data dashboard model- with W. Hayes, MHSA Program Manager</p> <ul style="list-style-type: none"> • W. Hayes provided an overview of a working product which is a compilation of several areas of interest that will keep both CCBHS and the MHC informed of current areas of concern or progress. • This dashboard product will be updated quarterly and will present data in a format not currently available that will allow members of the MHC and the public stakeholder community to understand the resources utilized and available for Contra Costa Behavioral Health care. • J. Metro, Chair, emphasized the importance of developing both a relevant and durable product that will allow for ongoing comparative analysis. He noted that there will need to be objectives or milestones to ensure that the data being collected is meaningful. B. Serwin, MHC Chair, added that it would be helpful in the development of the final dashboard product to look at the big picture and then slowly look into the small areas and noted that this 	

<p>dashboard may need to include both quantitative and qualitative data to depict what is happening.</p>	
<p>V: DISCUSS Current Draft of Data Dashboard Model</p> <ul style="list-style-type: none"> • Committee reviewed the initial area of interest, Access to Care and discussed the difficulty in gathering initial data because of a complicated tracking model currently being used by limited personnel. W. Hayes and K. Gallagher reiterated that there was not a streamlined process in place, and that all data circulated through CCBHS was collected in individual areas and compiled on an ad-hoc basis. W. Hayes noted that through this data dashboard, that reliable metrics could be tracked and time-stamp documented, and would allow CCBHS and the MHC to begin to compare itself to other like-size county entities. K. Gallagher also brought to the attention of the Committee the most recent CCBHS Rapid Improvement Event which addressed appointment wait times and initial services and could be helpful in guiding this data process. 	
<p>V. DISCUSS the agenda for the next meeting and set a date to reconvene</p> <ul style="list-style-type: none"> • Six other areas of interest will be addressed at October Meeting • Future meetings will be held immediately preceding the MHC Meeting from 3-4:30pm 	
<p>VII. Adjourned Meeting at 11:51am</p>	