

**MENTAL HEALTH EXECUTIVE COMMITTEE  
MONTHLY MEETING MINUTES  
November 27th, 2018 – FINAL**

| Agenda Item / Discussion   | Action /Follow-Up  |
|--|--|
| <p><b>I. Call to Order / Introductions</b><br/>Chair, Cmsr. Barbara Serwin, called the meeting to order @ 3:44pm</p> <p><u>Members Present:</u><br/>Chair- Cmsr. Barbara Serwin, District II<br/>Cmsr. Diana MaKieve, District II</p> <p><u>Other Attendees:</u><br/>Cmsr. John Kincaid, District II<br/>Cmsr. Leslie May, District V<br/>Cmsr. Gina Swirsding, District I<br/>Jennifer Quallick, Field Representative for Supervisor C. Andersen, District II<br/>Sarah Kennard, Executive Assistant to the Mental Health Commission</p>  | <p>Complete Audio Recording available from Executive Assistant</p>   |
| <p><b>II. PUBLIC COMMENTS: none</b></p>  |  |
| <p><b>III. COMMISSIONERS COMMENTS:</b></p> <ul style="list-style-type: none"> <li>• L. May discussed a program, Swords to Plowshares, which builds and manages homeless veteran housing programs. This organization is interested in presenting to the Mental Health Commission and is currently in the process of compiling an application for competition for Proposition 2 funding.</li> <li>• L. May mentioned that she attended the recent ANKA Homeless Memorial Service and stated that this was the last year that they were going to put on this event.</li> </ul>  |  |
| <p><b>IV. COMMITTEE CHAIR ANNOUNCEMENTS/COMMENTS:</b></p> <ul style="list-style-type: none"> <li>• B. Serwin (Chair) discussed an article that she had found that addressed the way that the military discharge process is changing for those with diagnosed mental health conditions. Previously, a characterization of ‘Dishonorable or Other than Honorable’ was applied to the discharge determination for individuals who presented with suicidal ideations or other severe behavioral activities or symptoms; currently, the Department of Defense and Defense Health Agency are revisiting the way that service members are treated, rehabilitated, or discharged with honorable characterization.</li> </ul> |  |
| <p><b>V. Approval of August 28<sup>th</sup>, 2018 minutes.</b></p> <ul style="list-style-type: none"> <li>• <b>D. MaKieve moved to approve the minutes, seconded by B. Serwin</b></li> <li>• <b>Vote: 2-0-0</b><br/><b>Ayes: B. Serwin (Chair), D. MaKieve</b><br/><b>Abstain: none Absent: none</b></li> </ul>  | <p><a href="http://cchealth.org/mentalhealth/mhc/agendas-minutes.php">http://cchealth.org/mentalhealth/mhc/agendas-minutes.php</a></p> |
| <p><b>VI. DISCUSS December meeting calendar to account for upcoming holidays- Committee</b></p> <ul style="list-style-type: none"> <li>• B. Serwin (Chair) discussed moving the December meeting date/time from the 25<sup>th</sup> to the 18<sup>th</sup> to account for the Christmas Holiday. All Commissioners present were in agreement to move the meeting to the 18<sup>th</sup> from 3:45-5:00pm, which is immediately following the Justice Systems Committee visit to Juvenile Hall.</li> </ul>  |  |
| <p><b>VII. REVIEW Committee meeting times- Committee</b></p> <ul style="list-style-type: none"> <li>• The MHSA-Finance and Quality of Care Committees have changed their meeting dates and times to the third Thursday of every month from</li> </ul>  |  |

|  |  |
|--|--|
| <p>1:30-3:00pm and 3:00-4:30pm, respectively.</p>  |  |
| <p><b>VIII. DISCUSS preparation of 2018 Annual Report- B. Serwin, MHC Chair</b></p> <ul style="list-style-type: none"> <li>• During the months of December and January all committees will be compiling their annual reports and developing their 2019 goals. These will be collected and combined in development of the Mental Health Commission Annual Report.</li> <li>• The Justice Systems Committee will not be holding a meeting during the month of December and will submit their report to the Commission following their January meeting.</li> </ul>  |  |
| <p><b>IX. DISCUSS preparation of the Triennial Report- B. Serwin, MHC Chair</b></p> <ul style="list-style-type: none"> <li>• The Executive Assistant and Mental Health Commission Chair recently completed the initial draft of the Advisory Body Triennial Review, which is a requirement to submit to the Board of Supervisors. It outlines the scope, objectives and administrative function of the Mental Health Commission and allows for detailed comments regarding the needs and achievements of the Commission over the last three years.</li> <li>• B. Serwin (Chair) would like to review the document one more time prior to submission on November 30<sup>th</sup>. Once the Clerk of the Board of Supervisors processes and publishes these Triennial Reviews, they are viewable by the public.</li> </ul> |  |
| <p><b>X. SHARE OBSERVATIONS on site visit forms and procedures used in other counties</b></p> <ul style="list-style-type: none"> <li>• B. Serwin (Chair) provided several examples of site visit forms in the meeting packet from Napa, Orange County and Ventura which all have different ways of analyzing a program.</li> <li>• The Mental Health Commission does not currently have a standardized process in place for site visits. In the development of a process, L. May would like to see a consumer feedback form to be distributed and completed on-site during visit. D. MaKieve noted that the intent of these site visits should not be duplication of effort against the MHSA Program and Fiscal Review process, but should look at client satisfaction and facility compliance.</li> </ul>               |  |
| <p><b>XII: Adjourned meeting at 5:01pm</b></p>   |  |