

**MENTAL HEALTH EXECUTIVE COMMITTEE
MONTHLY MEETING MINUTES
July 27, 2021 - FINAL**

Agenda Item / Discussion	Action /Follow-Up
<p>I. Call to Order / Introductions Chair, Cmsr. G. Wiseman, called the meeting to order @ 3:36 pm</p> <p><u>Members Present:</u> Chair, Graham Wiseman, District II Vice-Chair, Cmsr. B. Serwin, District II Cmsr. Laura Griffin, District V Cmsr. Leslie May, District V</p> <p><u>Other Attendees:</u> Cmsr. Michael Hudson, District IV Cmsr. Kathy Maibaum, District IV Cmsr. Alana Russaw, District IV Angela Beck Cathy Botello Pamela Perls Dom Pruett (Supv. Andersen’s Office)</p>	<p>Meeting was held via Zoom platform</p>
<p>II. PUBLIC COMMENTS: None</p>	
<p>III. COMMISSIONERS COMMENTS: None</p>	
<p>IV. COMMITTEE CHAIR ANNOUNCEMENTS/COMMENTS: None</p>	
<p>V. APPROVE minutes from July 27, 2021 meeting:</p> <ul style="list-style-type: none"> • L. May motioned to approve the minutes as written. • Seconded by L. Griffin <p>Vote: 4-0-0 Ayes: G. Wiseman (Chair), B. Serwin (Vice-Chair), L. Griffin, L. May Abstain: none</p>	<p>http://cchealth.org/mentalhealth/mhc/agendas-minutes.php</p>
<p>VI. DISCUSS potential 2021 Commission Retreat:</p> <ul style="list-style-type: none"> • Retreat Title/Theme: Reflection, Recovery and Re-Imagining: Behavioral Health Services in Light of COVID-19. • Update on Location Request • Update on Budget • Participants • (Cmsr. B. Serwin) I don’t have too much to add. After reviewing the meeting minutes, and taking everyone’s input, especially Commissioner May had a pretty full vision. I tried to package it into a theme. • Updates on the location (Angela Beck), there are concerns surrounding availability. Having just received the information for past retreats and meeting rooms, calls have been placed and we are waiting for return calls to confirm space, size, rental fees and any forms and timing on how long it will take to approve. Two of the four meeting rooms are not allowing in 	

<p>person meetings until 2022. We need an alternate plan in case we do remain in lockdown and cannot meet in person. We will need a head count (discussion on past head counts) and who we intend to invite.</p> <ul style="list-style-type: none"> • (Cmsr. G. Wiseman) I understand Jennifer Bruggeman is out this week, so we will need to get an update on the budget when she is back. One thing we did not have written down was an alternative plan in case we do return to lockdown and are unable to meet in person. The meeting is open to the public and did have members of the public for the one's I've attended in the past. However, there haven't been that many (10 or less). • (Cmsr. B. Serwin) The average has been just a handful. The retreat we had about three years ago, there may have been up to 35 people(?). We need to discuss who we should invite; in the past we have invited the administration key people we interact with and invite to meetings. Our last retreat, we opened it up to our CBOs. It was greatly appreciated and we received good feedback. Do we want to invite those parties again and anyone outside that would we like to invite? If we come back to a sequestered situation, the breakout rooms work really well for activities where we would have small groups. • (Cmsr. G. Wiseman) Even if we are pushed back to Zoom, we could and should still have the meeting? (Cmsr. L. May) Yes. On Zoom with the same participants. Do you think it will be more of the county administrators and Board of Supervisors (BoS)? Do you think there will be more? There are quite a few new people that have started with the county and they may be interested in attending. I think we need to plan for having more this time, especially because of the theme. • (Cmsr. B. Serwin) Just to clarify, what we did in the past, build an invite list and send out invites with RSVPs. We didn't invite everyone in the county administration, it was key partners. • (Cmsr. L. May) I am just wondering, with more people, even the key partners, there is a new Medical Director. • (Cmsr. L. Griffin) Do we every consider guest speakers at these retreats? (Cmsr. B. Serwin) We have before. When Anna Roth was still at the hospital, she worked with me to engage some consultants she had coming in at the same time who had similar interests and they spoke. The activities were interactive, so it involved a non-commissioner speaking representing their team. (Cmsr. L. May) I had heard someone who is very good and I had recommended him, if we were to have a speaker, I will look up his information and send that on to you. • (Cmsr. B. Serwin) We need to flush out our agenda another level down and then identify these key areas we would like to have an expert come in and speak. If we take that approach, it breaks up speakers and keeps the interest. *Cmsr. B. Serwin mentioned task lists and other planning information to solicit from Audrey Montana. Angela Beck has already obtained all information that she had for past retreats and reviewed. There are many forms and letters to complete dependent on if the facility is county or outside county, forms to approve budget for catering, speakers, etc. 	
<p>VII. FINALIZE the process for Mental Health Commission (MHC) Subcommittee Reports</p>	

<p>This was a topic that was brought up by Cmsr. Graham Wiseman. Cmsr. Barbara Serwin stated this is all in the minutes and why do the subcommittee chairs need to create another report when it is all in the minutes. We discussed this and what we are doing now is working and acceptable. There was no feedback or comments. All in agreement to dismiss this.</p>	
<p>VIII. UPDATE Site Visit sign-ups</p> <ul style="list-style-type: none"> • (Cmsr. L. Griffin) The Site Visit Program is ready to roll and September through December we are set to visit four sites (one per month) and we will be sending out an email to all commissioners after this meeting. • (Angela Beck) Yes. The email is finalized and we need to fill in the sites with the rest of the information on the site stats. We need to narrow it down to six sites for the commissioners to input their top three choices. They will have a certain number of days to review and get those choices back to me. We will then narrow it down and prioritize according to interest and assign commissioners to the sites as they make sense. Some sites will have multiple commissioners interviewing, but at the minimum of two and a mentor. The mentors will be Cmsr. Serwin, Griffin and May. • (Cmsr. L. Griffin) Another important point, each commissioner has to make a commitment to evaluate two sites per year. So, this year will be one site and next year, they will need to commit to at least two sites. We were hoping we can do these in person, but with the impending shut down. It is not looking like we will be able to do that. • (Cmsr. L. May) One of the sites is rather large and we have four commissioners to interview. • (Angela Beck) Site Visit Team, do you have any availability, tomorrow morning perhaps, to have a Zoom conference about the wording on that. My concern is that we should identify those sites and how many commissioners just to wrap up a few of the questions I have regarding this. <p>Site Visit Team Meeting set for Weds 7/28 at 9:30 a.m.</p> <p>Site Visit Training to be held in September, during the standard training time, which is one hour before the MHC meeting (Wednesday, September 1, 2022 at 3:30 pm.). We will announce that training at the MHC meeting.</p>	
<p>IX. DISCUSS Open Commission Seats and notification to Supervisors</p> <p>We have been having an issue with a couple supervisors being unaware when commissioners had stepped down. I know Lauren Hull, Clerk of the Board (COB) is working hard on getting that connected, especially with Supervisor Gioia's office. Do we have a process now that seems to be working okay, as far as notifying?</p> <ul style="list-style-type: none"> • (Angela Beck) Did we decide? When the commissioners go through the training, part of that training talks about the process and they are supposed to send an email to the chair and vice-chair of the commission and copy the clerk (me) and then contact their Supervisor to let them know. So, should I just err on the side that (maybe) they didn't and send an email to the staff for that specific Supervisor and forward it on stating we were unaware if you received this notification? (Cmsr. B. Serwin) It seems like it's in our best interest to theoretically get the ball rolling faster. (Cmsr. G. Wiseman) I agree that is a good idea, just as a courtesy 	

to the supervisor because they probably get a lot of emails and they get lost. However, if it comes from you (MHC EA) they might pay more attention, as it has happened a couple times where people have stepped down and the Supervisor was unaware.

- (Angela Beck) The next question, when I do send an email, it might be helpful to nudge the particular Supervisor, and send the last handful of applications I have received from the COB, to include those, “these are the latest applicants we have received in the last month” or something along those lines.
- (Cmsr. L. May) I have notifications that applicants have literally gone into the Supervisor’s offices (especially Gioia’s office) and took their hand delivered hard copy of their letter of interest, resume and application. Even though they submitted documents online, you can’t print a hard copy so they went into the office to speak with Supervisor Gioia and spoke with his staff. One of his staff in the front office stated, ‘you couldn’t have applied for this online because there is no place to apply’ and the applicant stated ‘yes, there is’ and the clerk kept arguing and the applicant showed her on the computer. The clerk was surprised and stated now they would have to go back over 20 applications on this computer so we are going to pull all these applications off first and then yours will be underneath that one. I just don’t see that there is an actual process in place in terms of vacancies.

I just found an article on this, dated October 12, 2017, it was an ad hoc bylaws committee and it lays out all of the same thing we are speaking on notifications, openings on the commission and this was actually was carried forth from a July 28, 2017 meeting, submitted by Duane Chapman. What happened to all that? I did email a copy of the agenda from that meeting and all the attachments to Angela.

- (Angela Beck) Just to speak on that, it seems all five Supervisors have their own protocol for that and they are not consistent. Everyone is supposed to be able to apply online. That, as I understand it, is the preferred way. Not actually physically going into the office, but they can. That should be, I don’t know how to address that, it is not our place, as we have been told. There should be some way to address all the supervisors that this is an issue because not everyone is getting a fair assessment. There should be the ability for both online and in person application. There is the requirement to apply online, but there are certain supervisors and their staff that are not acknowledging that and are saying it is necessary to apply in person. I am wonder if that is why we are getting a lot of applicants for certain districts and none for the others. It is not consistent.
- (Cmsr. G. Wiseman) You have brought up a good point, like Commissioner May, I have also heard people who have applied and met with inconsistencies with supervisors’ offices on the process. It is our responsibility to advise supervisors, so perhaps we can put in place a methodology where we will send an email to all county supervisors when there is an opening, notifying there is an opening in District II, as we learned last month, you could live in District II but be appointed as a District III representative or another district. You don’t necessarily need to live in the district that you are representing. (Angela Beck) Yes, that was if they don’t get enough qualified applicants, they can seek outside

and the commission can recommend those in their districts they know have a strong desire to serve on the commission.

- (Cmsr. G. Wiseman) What I will do is draft a letter of notification that we can use as a template. Any time there is a vacancy on the commission it would go out to all supervisors (not to single anyone out) to let them know we have an opening in this district for this seat to remind them. Hopefully, do our best to maintain a full count of commissioners at all times.
- (Cmsr. L. May) I do still to bring attention to this document so we do not have to keep revisiting. I sent this entire huge packet last night. One is the Contra Costa County Mental Health Commission by Laws approved by the Board of Supervisors on September 16, 2014. We reviewed in 2017 and have some changes, or discussion. It states the process and also states we should be, as commissioners, very active in going to the public, which is what used to do ... go to different meetings and speak to people and letting the be aware of openings and actively recruiting. The BoS is busy with other tasks and duties and cannot spend the time to 'pound the pavement' as much. I would ask this document to be reviewed and it can be included, along with the letter to support. It give support to some of the other issues, such as the interviewers commissioners interviewing. These bylaws and protocol has slipped through the cracks and I think that is causing a lot of dissention and confusion. I would like the documents to be reviewed.
- (Cmsr. G. Wiseman) That is very useful Commissioner May. I am really glad you have that information and I look forward to seeing it as it really helps build our discussion from a historical perspective. I know there was a vote at the county internal office that Supervisor Andersen and Supervisor Burgis were at and I believe they approved the wording for there not to be a requirement for an ad hoc committee, there were some questions on the language so it is being reviewed but we should have it before our next MHC meeting to look at.
- (Cmsr. L. May) I need clarification on this. The BoS voted for us not to have an Ad hoc. This is why I am saying there needs to be some discussion because we had ad hoc by laws committee and who voted to end it, when did it end, all these questions need to be answered. The BoS can't just be continuing and doing what they want to do when they want to do it. No that is not professional and that is not serving the people we are here to serve, the public. They just decide to get rid of this or that and vote on it? There needs to be further discussion and hoping we can put this on the next agenda for the MHC. (Cmsr. G. Wiseman) please bring that up when we get to Item XI today.
- (Angela Beck) Just two items to that, I do have documentation in my records of the ad hoc committee, I have tables from various months and years saved that have several different iterations of commissioners and the committees they were on, I have several spreadsheets going back years. Secondly, I was asked to research, and went through all the minutes back through 2016 BoS minutes (on their website) regarding the addition of that language that says "at the discretion of..." that whole point. That was never brought up or voted on as additional language in the MHC by law language. It was not noted in any of the minutes.

- (Cmsr. B. Serwin) Can you clarify: It was never voted on by the Commission or never voted on by the BoS. (Angela Beck) I did not look at the MHC minutes, as I understood, it was one supervisor that wanted that wording in the bylaws and was told that, if that is the case, the BoS had to have it on their agenda and vote on that. I looked back through 2016 and it was not in any of the minutes, that wording and the vote on it was never brought up as an agenda item or voted on for the BoS.
- (Cmsr. B. Serwin) That is consistent with what I had been told over the years regarding that. (Angela Beck) I just wanted to clarify for the record, I was asked to research and there was no voting on that particular wording.
- (Cmsr. K. Maibaum) I am just clarifying what my responsibilities are. I remember my interview with the Supervisor and remember being offered the seat and Angela reached out to me and gave me my calendar of the meetings and share minutes from the previous meeting. As far as anything further, what my responsibilities are, what is expected of me. I know attendance and my input and representing my district. More than that, I really don't have any knowledge of what my responsibilities are. Is there any videos or any training to help me be more valuable, I would like to know?
- (Cmsr. G. Wiseman) I really appreciate you bringing this up. Because of COVID, a lot of what we had in place fell by the wayside as we adjusted to this new online meeting. The training we are speaking of, will go over the requirements. It will all be covered. Also, during the training, it goes over the infrastructure for the county and how things are organized, the terms for different agencies and what they provide. So, I know it seems a bit overwhelming when you step in, attending the meetings and participating, you're halfway there. Figuring out some of the other nuances you can learn as you go. As I said, they are every month and go for six months, by the end you should have a really good understanding of the responsibilities.
- (Cmsr. B. Serwin) Just to clarify the timing, we are conducting the first one in September before the regular MHC meeting. We are starting with Site Visits and in November, we will start at the beginning. I am not suggesting training before the retreat since we are starting the retreat earlier than the regular meeting so we can start it in November. (Cmsr. L. May) I can send her the links from the state so you can start there. There are a few documents and a couple videos.
- (Cathy Botello) Listening to your discussion it has answered a lot of my questions. I was looking at the website to find out if there was an opening for District IV, but I heard there could be substitutions and I will still apply and go that route.
- (Angela Beck) I put in the chat, and Commissioner Russaw asked about sending the training link. I will do that. I received a list from Ms. Enid Mendoza at the County Administration Office so that I could the training (it is not required I do so but it to support the commission better) I will forward all that information on to all commissioners. So, for the new commissioners to know this is where they need to go and these are the required trainings and for the standing commissioners that have already gone through it to review. I believe there are one or two trainings that are to be reviewed annually and I will send it out to the full commission.

<p>This is something the Supervisors or their staff is supposed to send this information to the new commissioner they have appointed. That is their responsibility. However, on the BoS website, when someone applies, there is also another link stating “I’ve been appointed commissioner, what now?” and it has all the information.</p> <ul style="list-style-type: none"> • (Cmsr. B. Serwin) Just to clarify, there are two trainings. One is what Angela has been speaking to and those are very broad trainings that come from the county and state and are on the Brown Act and other how Boards and Commissions operate in the county. The Training offered by the commission is specifically focused on the mandate that created the commission and what our specific responsibilities are and how we operate, and who are key counterparts are in the county administration, those sorts of things. Two different types of training. Both important. • (Cmsr. A. Russaw). When I first came on, this was pre-COVID, there was an orientation that had started and wondering if things continue online, will there be a way of implementing the orientation. I believe I only got to go to one before we started having everything remote. I would like to start from scratch with the newer commissioners. (Cmsr. B. Serwin) The goal has been to be able to either present the training in person or online, via zoom. As I stated previously, we will start up again starting with the first training in November, depending on where we are out with restrictions it can be done in person on Zoom. Not being in person shouldn’t slow us down whatsoever. 	
<p>X. DISCUSS strategies for increasing the “action” orientation of the Commission</p> <p>What strategies would we like to use for increasing the action of the Commission? This has been brought up a few times by numerous commissioners at the Commission meetings, expressing frustration that even though we have learned a lot but we need to be more action oriented. .</p> <p>Commissioner Comment:</p> <ul style="list-style-type: none"> • (Cmsr. L. May) We want to see commissioners active. When I say active, I know people work. I work. What I do is to ensure I have gaps between clients for meetings and the committees work together (for example the meeting tomorrow for the Site Visit Team). What I would like to see, as commissioners, to take a more active role and attend a committee meeting here and there so other commissioners can get to know you. When we send out the site visit sign ups... SIGN UP don’t be shy. That is what we came to do. Yes, it gets taxing but we were appointed to do that. I want to see all commissioners participating as a whole and really doing the work we came here to do, not just to put it on our resume or curriculum vitae. Actually, do the work we came here to do. • (Cmsr. B. Serwin) Just some perspective as I was thinking through this. Right now, the way we are action oriented, is when we are motion driven. We have a discussion, decide on some sort of action to take, we have a motion about it, it is voted on and if it is voted yes, then someone is committed to taking action. In the past has been primarily the chair or vice-chair, but for other commissioners to get involved, this is where they can volunteer to take that action and motions are a keyway to drive that. I was not very motion directed over the past three years and it is something I wish I had done more of. The other way we have been action oriented is by these projects like the site visit where we decided we were 	

<p>missing the program and really being just work, the action came through the committee actually doing ‘work’ work. It was productive work where we actually had a product (a plan and a report) in the end. That is one thing we can ask when we are in a discussion. What is the product? What would the outcome of this discussion be? Who is willing to put the time in to make that happen?</p> <ul style="list-style-type: none"> • (Cmsr. G. Wiseman) Thank you Commissioner Serwin, I think those are excellent points. I know for myself, I went back and looked at the original law that created the Mental Health Commission for our state and in descending order of importance, it started with providing and supporting the mental health for children, then adults, then the homeless, and the veterans. That is how it was worded. I attended a meeting at the Pleasant Hill Community Center and we were talking about PES and a woman behind me tapped me on the shoulder and said, “I used to be on this commission 20 years ago and this is the same thing we were talking about then, nothing has changed.” That has stuck with me and every meeting I have it turns in my head. Are we doing something to change for the better? That is the action I want to see and I am hoping as we go through our retreat, as a commission we come together and say these are the actionable items we want to have, not to discuss but see a change. I know one of our requirements is to check the county contracts. When we brought that up with Behavioral Health Services (BHS), we were told there is 400 contracts. Let’s start with the biggest. Let’s pick one, or perhaps we marry it with our site visits. Review the contracts of the sites we are going to visit this year. But to have some kind of actionable strategy is something I hope we can come out of our retreat with as we go forward. <p>I think it is important that when we say the MHC is looking into this that people pay attention to that and we don’t just hear things, comment and the next month have a different series of topics. I know Commissioner Serwin has guided as really well on getting these topics in front of Supervisors and holding their feet to the fire on it. That is a big part of our responsibility too. I am looking forward to us coming together, finding out what we want to do and push for as we go forward.</p> <ul style="list-style-type: none"> • (Cmsr. M. Hudson) I have a question and perhaps this is in our training. Who are our strategic partners that we have aligned with to support our efforts? (RESPONSE: Cmsr. L. May) In the past, we had a list given to us twice a year that had all our strategic partners. I believe when we lost Sarah and the transition over to Alexander—somewhere that list got lost and we need to get that list reinstated. In that regard, commissioners can attend when they have time or make time to attend. (Cmsr. B. Serwin) I can add that our counterparts in the county BHS and Detention Mental Health services, there are key departments we interact with on a regular basis. That will come out in the training, as well. 	
<p>XI. DETERMINE August 2021 Mental Health Commission Meeting Agenda</p> <ul style="list-style-type: none"> • “Get to know your Commissioner” (Commissioner Laura Griffin and Commissioner Alana Russaw) • INTRODUCE the new Commissioner Michael Hudson • INTRODUCE the new Behavioral Health Medical Director, Dr. Stephen Field 	

- **UPDATE on sign-ups for Site Visits/Training**
- **DISCUSS MHC 2021 Retreat**
- **DISCUSS / VOTE: By Law change ‘Excused Absence’**
- **UPDATE on Crisis Intervention design phase and implementation plan**
- **DISCUSS strategies for increasing the action orientation of the Commission**
- **Behavioral Health Services Director's Report**
- **By Law – 2018 Quorum, approved by the BoS 4/17/2018 – redlined but inserted into the incorrect place – we just need to ensure it is updated and put in the correct place.**

Agenda items agreed/approved.

Commissioner Comment:

(Cmsr. L. May) When did the BOS decide to abandon the:

- Ad Hoc Bylaws committee?
- Change language of the Bylaws without the BOS voting on proposed language change?
- Decide to abandon the Bronzan-McCorquodale Act (AB14)?

(RESPONSE: Cmsr. B. Serwin) A little history, that is something our chair Chapman was very interested in and formed the ad hoc committee and wanted to do a full review of the by laws but it had already been done in late 2014 and there wasn't a lot of energy because it is terribly time consuming and he was ill, so anything discussed was not carried through as a proposed by law changes voted on by the commission and moved on to county counsel for review and on to the BoS for a vote. I think its important to understand because we can't turn to that these are by laws the commission approved.

(Cmsr. L. May) I meant these were discussed but we did have an ad hoc bylaw committee. What happened to it?

(Cmsr. G. Wiseman) That is what opened the hornets nest. As the new chair, I looked at that bylaw and contacted the supervisor regarding the desire to have an ad hoc committee, get to meet these people because we had people assigned to the commission that had clear conflict of interest and were removed. My belief is that if we had gone through the way the by laws were written that wouldn't have happened. We still have commissioners that really don't understand their role. It hasn't been explained to them and they haven't attended multiple MHC meetings to understand what we do. That irritated one of the supervisors which led to a 'we will get rid of that ad hoc committee provision, with or without the MHC's input' and that is where we are now. As we go back and look at this historical information, it may be moot because the supervisors have decided to eliminate that which is within their rights.

(Cmsr. L. May) But with no discussion? I just don't understand how you have a committee that we have been meeting all along, everything is flowing and all of a sudden someone just removes it. That is where there is so much dissention and that is where the problem lies and it makes it look like there is favoritism and segregation (not racist) but 'we have power' and it looks like an abuse of power and that is not fair. It is not fair for the people living in the community we serve. Especially when the commission had this formed committee and it is going to be removed without any discussion so commissioners can have some input whether it should be disbanded or not. This is where I have been really upset.

(Cmsr. G. Wiseman) I hear you Commissioner May, and my perception was that this is the by law as written and we need to adhere and I got chastised for that and took quite a bit of criticism for pushing back and saying this is the process, let's adhere to it and so the result has been that the process was changed. I know there is a lot of emotion on this. I am hoping the full MHC doesn't spend a lot more time on it if we cannot affect the change. If there is a way for us to affect the change then I support continuing the discussion and bringing it up. However, if we are just a voice in the wind and it isn't going to land anywhere, I hope we can move forward on other business and make our energy felt in a different way. I know this isn't popular, both sides are telling me they aren't happy with this and so, there we are.

(Cmsr. B. Serwin) The question of the language that Angela pointed out, that is a totally separate issue and I think it is important to discuss that but I think it is really important to research that carefully to ensure that language wasn't voted on.

(Cmsr. A. Russaw) I think this goes back to our point about having a thorough orientation so if we can't do anything to handle the bylaw issues then it just needs to be the commissioners are fully trained upon arrival.

(Cmsr. L. May) Well yes, but we need to know what to be trained on, because at this point, what are we responsible for doing? Are we just responsible as a commission to do the grunge work for the BoS, is that who we work for now? Or are we an entity to be reckoned with? Because right now we are not an entity to be reckoned with, we are just grunges. I know each one of us bring an immense amount of talent, knowledge, care, compassion into this commission and are like a well-oiled machine. We have a lot to offer, but it feels as if we are being disrespected in terms of what we really bring and the work that we do for this commission Unpaid. It just feels they are tying our hands and stopping us from doing the work we were originally supposed to be doing and changing language, disbanding this committee, and making it to what they want it to be and that is not fair political practices. That is disrespecting each and every one of us.

XII. Adjourned meeting at 5:01 pm