

**MENTAL HEALTH COMMISSION  
EXECUTIVE COMMITTEE MEETING MINUTES  
November 22<sup>nd</sup>, 2022 - FINAL**

Agenda Item / Discussion	Action /Follow-Up
<p><b>I. Call to Order / Introductions</b> Vice-Chair, Cmsr. Barbara Serwin called the meeting to order @ 3:32 pm</p> <p><u>Members Present:</u> Chair, Barbara Serwin, District II Vice-Chair, Cmsr. Laura Griffin, District V Cmsr. Douglas Dunn, District III Cmsr. Leslie May, District V</p> <p><u>Other Attendees:</u> Christian Aguirre Angela Beck Jen Quallick, Supv Candace Andersen's Ofc</p>	Meeting was held via Zoom platform
<b>II. PUBLIC COMMENTS: None.</b>	
<b>III. COMMISSIONERS COMMENTS: None.</b>	
<b>IV. COMMITTEE CHAIR ANNOUNCEMENTS/COMMENTS: None</b>	
<p><b>V. APPROVE minutes from October 25<sup>th</sup>, 2022, meeting:</b></p> <ul style="list-style-type: none"> <li>• Cmsr. D. Dunn motioned to approve the minutes as written.</li> <li>• Seconded by L. Griffin</li> </ul> <p><b>Vote:</b> 4-0-0 <b>Ayes:</b> B. Serwin (Chair), L. Griffin (Vice-Chair), D. Dunn, L. May <b>Abstain:</b> none</p>	<a href="http://cchealth.org/mentalhealth/mhc/agendas-minutes.php">http://cchealth.org/mentalhealth/mhc/agendas-minutes.php</a>
<p><b>VI. UPDATE on Behavioral Health Services (BHS) contracts discussion with BHS and County Counsel, Commissioner Barbara Serwin</b></p> <p>This agenda item should have been "DISCUSS the data request from Commissioner Stern and the Justice Systems Committee regarding mental health diagnoses of justice involved individuals receiving behavioral health services." I feel strongly that it is so different, we need to table this discussion until next month. There may be more individuals from the public or BHS who would like to attend for that particular item. What do you all think?</p> <p>(Cmsr. Leslie May) Yes, let's wait on this.</p> <p>(Cmsr. Douglas Dunn) Is that for the for the full commission meeting or are you looking to have this go back to the Justice Committee for further discussion? (RESPONSE: Cmsr. Serwin) I really want to get some Executive Committee input on this. Input on ideas and relationships. However, I am sure this will circle back around to the Justice Systems committee before coming to the full commission meeting again.</p>	

**VII. DISCUSS Mental Health Commission (MHC) December 2023 final slate and voting process, Commissioner Laura Griffin**

There was a brief discussion regarding the voting system and how to go about the voting process. The Executive Assistant will run the Zoom poll program. We are confirmed this will happen.

The slate is following:

**Chair**

- Laura Griffin
- Leslie May

**Vice-Chair**

- Douglas Dunn
- Laura Griffin
- Leslie May
- Pamela Perls

**Executive Committee**

- Douglas Dunn
- Laura Griffin
- Leslie May
- Pamela Perls
- Barbara Serwin
- Gina Swirsding

**Questions and Comments:**

- (Cmsr. May) I am wondering, do we have to have a set number of people on the Executive Committee? I was looking up some training information on CALBHB-C. On their site, it refers to 8 people (larger commissions) or 3 (smaller commissions). I know there is a minimum but wanted to know what that is.
- (Cmsr. Serwin) Our bylaws state a minimum of three and a maximum of five. Just a couple things regarding process. As per usual, we won't announce the tally, just simply the winners. It is all anonymous. The approach the commission has taken in the past is that we don't campaign in the meeting before the voting. Likewise, members of the public are not encouraged to come and campaign at the beginning of the meeting.

**VIII. DISCUSS Liaison role for Consolidated Planning Advisory Workgroup (CPAW) and Alcohol and Other Drugs (AOD) meetings, Commissioner Barbara Serwin**

In the past, we have had informal and formal liaisons to these other bodies. We have had a request from Commissioner Shires to act as the liaison for the AOD meetings. We asked Commissioner Dunn to be the CPAW liaison since he has in the past (informally) and attends the meetings.

**Liaisons discussed as follows:**

- Consolidated Planning Advisory Workgroup (CPAW): Cmsr. Douglas Dunn
- Alcohol and Other Drugs (AOD): Cmsr. Rhiannon Shires
- Behavioral Health Care Partnership: (BHCP): Cmsr. Laura Griffin

**Motion to accept Liaisons as per discussion:**

<ul style="list-style-type: none"> <li>• Cmsr. L. May motioned to accept Liaisons as discussed.</li> <li>• Seconded by Cmsr. L. Griffin</li> </ul> <p><b>Vote:</b> 4-0-0  <b>Ayes:</b> B. Serwin (Chair), L. Griffin (Vice-Chair), D. Dunn, L. May  <b>Abstain:</b> none</p>	
<p><b>IX. DISCUSS Mental Health Commission 2023/2024 BHS budget input process, Commissioner Barbara Serwin</b></p> <p>Let me open this by stating (if you observed this last year), I made valiant efforts to obtain input from BHS and the finance group on really specific priorities and where they believed they were going to apply the money before the budget was solidified. The goal of giving the commission the opportunity to review their priorities and have input and weigh in on their priorities versus the commission’s priorities and give general feedback.</p> <p>The commission’s (legal) responsibilities is meant to review the budget(s) and when we receive a budget that is going straight to the Board of Supervisors (BOS) to be voted on, we really have not had any role in that, in determining that budget. In the final budget, priorities are stated, what is going to happen with money and priorities are stated. It has all been determined in advance, and there is opportunity along the way for BHS to share that budget during the development and various draft stages.</p> <p>I can understand from BHS’s perspective and they don’t want anybody jumping in and trying to micromanage the budget. Our interest is at a much higher level, in terms of determining and setting basic priorities. I started the process in the summer and really pressing them in October/November for a meeting with our CFO (Chief Financial Officer) Pat Godley and with Dr. Tavano and I just couldn’t get those meetings set. I have the email trail of asking over and over again.</p> <p>Then, when BHCIP (Behavioral Health Continuum Infrastructure Program) came up during the winter, we spent a lot of time trying to understand what BHCIP was and what BHS priorities were in terms of what funding they wanted to go after with which projects. That was considerably early in the process. The needs assessment had just rolled out and much of our energy was tied up in getting a handle on BHCIP and what BHS wanted to apply / chase. Meanwhile, I kept asking for priorities and meetings. I don’t know if you recall, but November, December, and January, I did have budget discussion on the agenda, we reviewed a document from Dr. Tavano that she felt answered our needs and I didn’t feel it did. Ultimately, we had no written statement. So a day or two before the budget was to be voted on by the BOS, Commissioner Dunn had his Finance Committee meeting coming up and wanted to cover the budget in that meeting, we were sent a document that basically was public information; and, at that point, it was a done deal. Part of it was information about the upcoming budget and part was actuals from (approximately two years prior).</p> <p>I thought about having a debriefing with Pat Godley, Dr. Tavano, Cmsr. Dunn and our vice chair about what happened. What was it that I requested? What did they believe I was requesting? (Maybe there is a delta there). What did they believe they were providing and, why was it that the Commission felt what they did provide was ‘a dollar short and a day late’? I know that Dr. Tavano said she felt the big picture was provided</p>	

and what was it we were pressing for last year? In terms of what rose to the top was Incompetent to Stand Trial (IST). I feel that was what she felt was a priority; as well as the children's crisis stabilization unit.

That is very high level, doesn't involve a look at the many other priorities across the departments within BHS. It may be that we believe it is adequate input from the commission, but by legal responsibility, we have a great responsibility than that; and, if I was a total pushover I would just say 'okay, that's it'. I don't feel good about that.

**Questions and Comments:**

- (Cmsr. Dunn) We have another big item on our plate with the closure of the Orin Allen Youth Rehabilitation Facility (OAYRF) by early next year. The BOS has voted 3-2. Depending on the outcome of what the county plans to bid for in Round 5, i.e., the Mental Health Rehabilitation Center (MHRC) out in Richmond (next to the Homeless Shelter). If that doesn't go through, there is a major gap in services and I am in the process of working with Supervisor Burgis' office to see her feelings on the use of that property. Is it a done deal that the public works department just want to sell that out on the open market? We need to know if we make a case, and if Supervisor Burgis agrees. I have heard that some of her big concerns of that property is if it is used for MHRC purposes, will there be staff on hand to handles situations if there is a crisis that develops in the facility. It is a very legitimate concern and I need to pursue these issues with her further.
- (Cmsr. Serwin) I am speaking to process. The priority is also interesting because we have to pull up the commission's priorities and that is very apropos.
- (Cmsr. May) What I understand, there are a couple of large groups (CBOs, etc. ) that are planning a major lawsuit against the closure of this facility. I am waiting now to hear about that because they are planning a really large action. They were speaking with a 'big-shot' attorney and saying they will sue to prevent the closure because they want an injunction to prevent the county from selling it and want it to be used as a facility for children that have had issues where they can't stay at home and need extra supports in order to return back to home. There was mention of not having a facility for sexually trafficked children that are rescued and not being able to be reintegrated at home immediately, and needing treatment and reunification support, counseling and other support. I think they are gearing up for a very big fight and have a lot of foundation in their arguments. It is a wait and see.
- (Cmsr. Griffin) Do we know if the lawsuit has been filed yet?
- (Cmsr. May) I have not heard and there are a few contacts that I need to reach out to after Thanksgiving to find out more. There have been speaking to a few attorneys and one is a really big civil rights attorney. If that does happen, the county is going to need to be ready to answer and what they are proposing it will be used for. We do need a children's stabilization and intense support services for reunification. The comparison would be like FIST (felony incompetent to stand trial) level, but with the youth. If they are finding them incompetent and they have a severe mental illness (SMI) either inherent or caused by trauma, and they are IST, we don't have a facility for the youth at that

level. There has been talk about the lack of services for youth in this county for years and years. I remember the first meeting I attended out at San Ramon Regional Center, the lack of services and facilities for children. There was another facility that was closed down in central county (Oak Grove). It has been a long-time coming and this needs to be addressed immediately.

- (Cmsr. Serwin) What I am hearing a priorities and I am wondering if the next two commission meetings, we should have a budget discussion about priorities. It will take a couple meetings because we will start thinking about it in the first and articulate more in the second meeting.
- (Cmsr. Dunn) Would you like our Finance committee to start kicking this off at a committee level at the December 15<sup>th</sup> meeting?
- (Cmsr. Serwin) I think we need to get it started now. We have the December 7<sup>th</sup> commission meeting and pursue it further, more In depth and the December 15<sup>th</sup> Finance meeting would be a good opportunity. Then have another discussion January 4<sup>th</sup>. I can resume my request to get the DRAFT Budget for the Commission to review and just be really up front that we didn't get this on time this year and we really want it this year. If I need to elevate that discussion, perhaps Jen, you or one of the other district office Deputy Assistants can work with us in bringing that discussion up a level to ensure that happens; regardless of which direction it goes in. (RESPONSE: Jen Quallick) Sure, I am happy to help whatever you would like to get out there. (Cmsr. Serwin) So we can work on process now, at the same time we are working on developing our priorities.
- (Jen Quallick) What I don't know is who, right now they are going through committee assignments right now, with Karen retiring at the end of the year and Ken Carlson coming on board, so I don't know who the Supervisor is that will be stepping up to lead the charge with commission. Internally, the BOS has 20 different committees or so that they attend and I don't know who the MHC representative will be. Right now, it's me because it's a priority for me.
- (Cmsr. May) Why can't Jen be the assigned representative or liaison? The Representative Supervisor and alternate don't seem to be able to make it a priority, so why can't Jen be the liaison. She already is aware and attends. It just makes the most sense for her to be the stand in. Is that a conflict of interest? (RESPONSE: Jen Quallick) Let me post that question. It's a good point and I am happy to be here and fill that role if it please you all but I don't know how that works. I can be the liaison for the BOS as a whole if it can be established. I am here anyway. Let me post that question and I will bring it back to you all.
- (Cmsr. Serwin) Sure. I think the issue at hand is this budget issue and maybe I will get cooperation right away, but I'm not hopeful and that could be something you could help us with. (RESPONSE: Jen Quallick) I will check into that and we can go from there.
- (Cmsr. Serwin) There we go. We already have a process in place, we already have a couple of priorities in place and we can fill that out more and we will have the priorities that have arisen through the BHCIP process. We will still continue to have the programming for the children's crisis stabilization unit through whatever facility(ies) we gain through BHCIP (winning these grants) and will have programming for that to be established, budgets. The grants can be used for the

<p>facilities but the BHS division needs to provide the funds for the programming and that is part of the deal. We will want to know which programs are really getting funds. The December meeting, we talked about the crisis response team coming to give us an update and this can be addressed, as well.</p>	
<p><b>X. DISCUSS December 2022 Mental Health Commission meeting schedule, Angela Beck, Executive Assistant</b></p> <p>I have set up the schedule for 2023 with the correct dates as they fall monthly. I have highlighted the dates in question that may conflict with holidays; however, we do not have the holiday schedule with the county as yet, but they have added one extra holiday. I did find the 2023 holiday schedule for the hospital and I did a best guess. The schedule should be out so that we can confirm and approve at the December Meeting.</p> <p>If there are any conflicts the chairs should note for their meetings. Discussion regarding the holidays followed. (Cmsr. May) There did not appear to be any November conflicts around the Thanksgiving holiday but the committee meetings in that last two weeks of December, there may be conflicts.</p> <p><b>Questions and Comments:</b></p> <ul style="list-style-type: none"> <li>• (Cmsr. Dunn) I saw the schedule for 2023 and there may not be a Finance Committee meeting in December next year. I have not decided yet, but if it is causing conflicts with committee members (it will be on the 21<sup>st</sup> ).</li> <li>• (Cmsr. Serwin) as well as the Quality of Care Committee and I will follow suit to whatever Cmsr. Dunn does.</li> <li>• (Cmsr. Griffin) That is exactly what I was going to mention. The last two weeks of December, people are tuned out and it's best to just cancel the committee meetings altogether—I agree.</li> <li>• (Cmsr. May) Can we move them up a week? (RESPONSE: Cmsr. Griffin) Next year the 11<sup>th</sup> (Monday)/15<sup>th</sup> (Friday). We could move it all up a week. But that is a lot of meetings in one week. (Cmsr. Dunn) and there are other community meetings that go on during that week, too. Not really a possibility.</li> </ul>	
<p><b>XI. DISCUSS Committee Membership, Angela Beck, Executive Assistant</b></p> <p>The Membership roster is included with a second page is the committee roster. We have overlap with a couple commissioners doing double duty on committees (not including executive). We need to ensure there are no double membership so there is room for the other newer commissioners to serve. Discussion regarding attendance and enforcement of attendance policy. VACATION IS NOT AN EXCUSED ABSENCE.</p> <p>Cmsr. May and Serwin both have had COVID—Cmsr. May three times and most recently Cmsr. Serwin who is still recovering has been on the meetings continuously. (Cmsr. Griffin) It becomes unfair as those with excessive absenteeism being allowed to remain as it takes away from the work and forces that time and work on other commissioners that do show up. Not even calling or communicating; responding to emails for confirmation is rude and should not be tolerated (Cmsr. May) I agree.</p>	

<p>(Jen Quallick) The Supervisor who has the appointee makes the final decision and the discretion ties into the lack of applicants and keeping the commissioner appointed regardless. It doesn't have to do with favoritism. Supervisor Andersen has had some very tough conversations with some committee members on other boards and it has been 'no' but it does ultimately come down to that dialogue between them and the chair of the commission but it is a good dialogue to have. It has been solidified in your bylaws. Absences need to be called out and noted at the meeting(s), in the minutes and start that dialogue very early on.</p> <p>(Cmsr. May) and it doesn't help we were basically kicked off the recruitment and vetting process. It helps to ensure proper candidates and commitment.</p> <p>Cmsr. Yanelit Madriz Zarate: Resignation will have to send back to the Clerk of the Board if this is missing, as well as her Supervisor (Gioia)</p>	
<p><b>XII. DISCUSS strategy/process for delivering MHC Orientation Modules and determine remaining orientation needs, Commissioner Barbara Serwin</b></p> <p>(Cmsr. Serwin) What is the best timing on the modules? Is it on an as-needed basis when new commissioners are appointed? We give them a recording and the chair or vice-chair make themselves available for questions and/or the EA? Or as we have been holding them on a regular basis?</p> <p>(Cmsr. May) What about a retreat on a Saturday and we can have the whole orientation/training (all modules) in a PowerPoint, then if they don't come to that and/or as new commissioners come on, we can give them the PowerPoint. We have four (or five) commissioners that don't mind going over this material and are available to mentor to reach out. I think this more conducive and there is follow up/ensuring they do go through the training and understand the protocol, by laws and expectations of commitment and participation.</p> <p>(Cmsr. Griffin) That is a fantastic idea. We can look at it as a training and each commissioner (volunteers to participate) take a couple different modules and switch off, have breaks, hopefully a half a day (9am-noon) and power through it. Then record it and we can have it as a link on our website, possibly? Then it is a focused training/orientation, rather than breaking it up monthly per module. It is in-depth and focused.</p> <p>(Cmsr. May) Yes, have everyone in a four hour retreat and we can do this two or three times a year, have the binders/documentation and the new commissioners can have their mentors to speak to a standing commissioner. Then they can have the documentation, study it, ask questions and say to them "Next month we have our retreat and you are expected there" that way it is covered, spread it out.</p>	
<p><b>XIII.DETERMINE December 2022 Mental Health Commission Meeting Agenda</b></p> <ul style="list-style-type: none"> <li>• <b>CHAIR ANNOUNCEMENTS</b> <ul style="list-style-type: none"> <li>➤ <b>Review of Meeting Protocol:</b> <ul style="list-style-type: none"> <li>✓ <b>No Interruptions – raise hands</b></li> <li>✓ <b>Limit 2 min – timed</b></li> </ul> </li> </ul> </li> </ul>	

<ul style="list-style-type: none"> <li>✓ Stay on topic – stick to agenda item</li> <li>✓ Please refrain from commenting on voting process or candidates during public and Commissioner comment</li> <li>✓ Announce resignation of Yanelit Madriz Zarate</li> <li>• “Get to know your Commissioner” – Commissioner Pamela Perls</li> <li>• TBD presentation: Possibly A3/Crisis Intervention (Chad Pierce) or CALICO (Pamela Perls)</li> <li>• DISCUSS Behavioral Health Services (BHS) budget</li> <li>• DISCUSS Liaison Role for CPAW/AOD (spell out)d</li> <li>• DISCUSS Committee membership and attendance</li> <li>• Behavioral Health Services Director's report, Dr. Suzanne Tavano <ul style="list-style-type: none"> <li>➤ Insurance Parity</li> </ul> </li> <li>• VOTE on Mental Health Commission 2023 officers</li> </ul> <p>Agenda items agreed/approved.</p>	
<p><b>XIV. Adjourned meeting at 5:06 pm</b></p>	