



CONTRA COSTA
MENTAL HEALTH
COMMISSION

1340 Arnold Drive, Suite 200
Martinez, CA 94553

Ph (925) 313-9553

Fax (925) 957-5156

cchealth.org/mentalhealth/mhc

**Mental Health Commission
Executive Committee Meeting
Tuesday, July 25, 2023, from 3:30 – 5:00 pm**
This Meeting will be held in person and via Zoom 'Hybrid'

VIA: Zoom Teleconference: <https://zoom.us/j/5437776481>

Meeting number: 543 777 6481

Join by phone: 1 669 900 6833 US

Access code: 543 777 6481

In Person: 1340 Arnold Drive, Suite 126, Martinez, CA 94553

AGENDA

- I. Call to Order/Introductions**
- II. Chair Announcements**
- III. Public comments**

During this time, any member of the public may address the Mental Health Commission (MHC) regarding any subject over which the Commission has jurisdiction, but which is not on today's posted agenda. There is a two (2) minute max per person time limit, in order to provide all interested parties with the opportunity to speak.
No action or discussion on any item raised on public comments, unless it is for clarification.
Response to questions posed or action to agendize the topic will be responded to at next meeting.
- IV. Commissioner comments**

During this time, MHC members may share information and announcements. There is a two (2) minute max per person time limit, in order to provide all interested parties with the opportunity to speak.
- V. APPROVE minutes from the June 27th, 2023, Executive Committee Meeting**
- VI. DISCUSS/UPDATE on the new required training "Implicit Bias Training" that has been added to the county's required training Curriculum for advisory bodies**
- VII. DISCUSS/UPDATE on changes that need to be made to promote civil discourse and more productive commission meetings**
- VIII. DISCUSS plan to reinstate the Finance Committee**
- IX. UPDATE on informal visit to John Muir Behavioral Health PES**
- X. DISCUSS potential 2023 Commission Retreat:**
 - Retreat Title/Theme
 - Location, Budget and Participants

(Agenda Continued on Page Two)



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XI. UPDATE on MHC/MHSA Site Visit–Schedule, Commissioner assignments

XII. DETERMINE August 2, 2023 MHC meeting agenda:

- Meeting Conduct Agreement
- Meeting attendance rules: Please RSVP as soon as possible to guarantee a quorum;
If not attending in person:
Absence must be “just cause” notify the chair ASAP or “Emergency Circumstance”, which must be submitted in writing and voted on by the commission
- CHAIR COMMENTS / ANNOUNCEMENTS
- “Get to know your commissioner” – Commissioner Skyler Cribbs
- (Potential) RECEIVE Presentation on First Five- Early Childhood Mental Health Program by Ruth Fernandez, Executive Director, First Five Contra Costa
- DISCUSS/UPDATE on the new required training “Implicit Bias Training” required to be added to the county’s required training Curriculum for advisory bodies
- DISCUSS plan to reinstate the Finance Committee in August 2023
- DISCUSS/UPDATE on the Student Behavioral Health Incentive Program (SBHIP) implementation presentation by Robert Auman, Senior Program Manager, Contra Costa Health at the July 20, 2023 Quality of Care meeting
- RECEIVE Report out: AOD Liaison – Dr. Shires
- RECEIVE Committee Report Out: Justice Systems / Quality of Care Committees
- RECEIVE Behavioral Health Services Director's report, Dr. Suzanne Tavano
 - * IDENTIFY questions for the Behavioral Health Director to focus on at the August 2, 2023, Mental Health Commission Meeting
 1. What happened to BHCIP Round 5 allocation for Contra Costa County?

XIII. Adjourn

ATTACHMENTS:

- A. Implicit Bias Training Memo 7/14/2023, Clerk of the Board
- B. Rules of Conduct

CONDUCT AGREEMENT

The input of all participants in the meeting is highly valued. In order for all voices to be expressed in a productive, safe and respectful environment, the following set of self-governance guides are asked of all participants:

1. We are committed to honoring people’s time. Please help us by being on time, asking questions, speaking to the topic at hand, and allowing for others to speak.
2. Please keep yourself on mute unless you are speaking.
3. Wait to be recognized, before commenting and keep your comments direct and brief.
4. It is okay to disagree, as different perspectives are welcomed and encouraged. Please be polite and respectful and allow others to voice their views as well.
5. Please refrain from criticizing a specific person or viewpoint in a negative manner during the meeting. Outside of the meeting, you may connect with MHC Commissioners and staff for assistance in having your concerns heard and addressed through the appropriate channels.
6. Avoid providing any distractions, such as side bar conversations.
7. An individual may be asked to leave should they behave in a manner that threatens the safety of any participant or does not honor the terms of these guidelines.

[EXTERNAL] Required Implicit Bias Training for County Advisory Bodies

Lauren Hull <Lauren.Hull@cob.cccounty.us>

Fri 7/14/2023 9:53 AM

Cc: Jami Morritt <Jami.Morritt@cob.cccounty.us>

📎 4 attachments (485 KB)

Implicit Bias Training Memo.pdf; Attachment A - Board Order Adopting Implicit Bias Training Requirement.pdf; Attachment B - Updated Training Certification Form.pdf; Attachment C - Updated Training Requirements Handout.pdf;

This Message Is From an External Sender

This message came from outside your organization.

Report Suspicious

Good morning Advisory Body Staff,

Please see the attached memo regarding the recently adopted implicit bias training requirement for county advisory bodies. If you have any questions, please let me know!

Best,

Lauren

Lauren Hull

Senior Management Analyst
Contra Costa County | Office of the Clerk of the Board

🏠 1025 Escobar St., 1st Floor | Martinez, CA 94553

☎ (925) 655-2007 – Direct | (925) 655-2000 – Office

✉ Lauren.Hull@cob.cccounty.us



Contra Costa County
Clerk of the Board



DATE: July 14, 2023

TO: County Advisory Bodies & Staff

FROM: Jami Morritt, Chief Assistant Clerk of the Board & Senior Deputy County Administrator
Lauren Hull, Senior Management Analyst

SUBJECT: **REQUIRED IMPLICIT BIAS TRAINING FOR COUNTY ADVISORY BODIES**

On July 11, 2023, the Board of Supervisors added an implicit bias training requirement to the county's required training curriculum for advisory body members. This training will be in addition to the Brown Act & Better Government Ordinance and AB 1234 Ethics trainings that were already in place, for a total of three required trainings. The board order adopting this requirement is included as Attachment A.

The implicit bias training is offered as a [3-module online course](#) developed by the National Institutes of Health (NIH). It will take approximately one hour to complete and will require that advisory body members take a screenshot of the course completion screen as well as complete a training certification form to evidence completion. The updated training certification form is included in this memo as Attachment B, and a handout summarizing all required trainings and how to access them is included as Attachment C.

Advisory body members will be required to complete this training within three (3) months of appointment or within three (3) months of the adoption of this requirement for current appointees. Advisory body members will be required to renew the training every two (2) years thereafter.

If an advisory body member has already received a training certificate by taking an implicit bias training course through their employer or another civic organization, such a certificate will be accepted in lieu of completing the NIH training modules.

If you have any questions, please contact Lauren Hull in the Clerk of the Board's Office at (925) 655-2007 or Lauren.Hull@cob.cccounty.us.

Thank you.

Attachment A – Board Order Adopting Implicit Bias Training Requirement

Attachment B – Updated Training Certification Form

Attachment C – Updated Training Requirements Handout



Contra
Costa
County

To: Board of Supervisors
From: INTERNAL OPERATIONS COMMITTEE
Date: July 11, 2023

Subject: AUGMENTING THE TRAINING CURRICULUM FOR BOARD ADVISORY BODY APPOINTEES WITH IMPLICIT BIAS TRAINING

RECOMMENDATION(S):

AUGMENT the County's required training curriculum for County advisory body members with Implicit Bias training offered free of charge online by the National Institutes of Health or as evidenced by a certificate of training through their employer or another civic organization, that would accepted in lieu.

FISCAL IMPACT:

The recommendation would result in no fiscal impact to the County. The recommended training is offered free of charge online.

BACKGROUND:

At its regular meeting on June 12, the Internal Operations Committee (IOC) considered whether the County should add Implicit Bias training to the required training curriculum for County advisory body appointees. Currently, advisory body members are required to take training on the Brown Act, Better Government Ordinance, and Ethics for Local Government Officials.

While most people believe decision-making is a rational process, research has proven that implicit bias can lead one to certain conclusions without one's conscious awareness. An implicit bias can make us susceptible to unintentionally acting in ways that are inconsistent with our values. For learning leaders, this can affect people throughout an organization. Implicit bias training can make people aware that unconscious bias exists and help them take steps to reduce the likelihood that bias will impact their decisions.

The IOC considered the following four free online Implicit Bias training offerings, including the [National Institutes](#)

-
- APPROVE OTHER
 - RECOMMENDATION OF CNTY ADMINISTRATOR RECOMMENDATION OF BOARD COMMITTEE
-

Action of Board On: **07/11/2023** APPROVED AS RECOMMENDED OTHER

Clerks Notes:

VOTE OF SUPERVISORS

I hereby certify that this is a true and correct copy of an action taken and entered on the minutes of the Board of Supervisors on the date shown.

ATTESTED: July 11, 2023

Contact: Julie Enea (925)
655-2056

Monica Nino, County Administrator and Clerk of the Board of Supervisors

By: , Deputy

cc:

[of Health](#), [Nonprofitready.org](#), [Kirwan Institute for the Study of Race and Ethnicity](#), and the [UCLA Office of Equity, Diversity and Inclusion](#), and recommends the training offered by the National Institutes of Health, a three-module course designed to help users learn what bias is, how to recognize it, and how to minimize its impact. It promises to provide users with knowledge and strategies to create psychological safety and enhance team engagement to foster an inclusive culture. NIH is recommended because:

- NIH is a part of the U.S. Department of Health and Human Services
- It does not require establishment of a user account
- It Includes practice sessions with questions and interactive scenarios

BACKGROUND: (CONT'D)

The NIH training will require approximately one hour to complete and will require that users take a screen shot of the course completion screen to evidence completion. This is a link to the PDF version of the complete course:

https://diversity.nih.gov/sites/coswd/files/images/NIH_Implicit_Bias_Full_Course.pdf.

While all of the online trainings courses screened were very good, the IOC recommends specifying one training that will satisfy the County, to ensure a consistent knowledge base among Board advisory body appointees.

As an alternative, if a commissioner has received a certificate of training through their employer or another civic organization, that would accepted in lieu.

Training Certification for Members of County Advisory Bodies



Members of Contra Costa County's independent and advisory bodies are required to take three trainings.

Instructions:

- Brown Act & Better Government Ordinance Training:** Brown Act and Better Government Ordinance Training must be completed within three months of appointment. This training is available as a [video](#) and [materials packet](#), or as an in-person training. Contact the Clerk of the Board at ClerkoftheBoard@cob.cccounty.us or (925) 655-2000 to find out about opportunities for in-person training.
- Ethics Training:** Ethics training, also referred to as AB 1234 Local Government Official Training, is provided by the Fair Political Practices Commission (FPPC). To complete this training, please [create an account](#) and retain the certificate generated from the FPPC at the end of the training. Advisory body members who receive compensation, salary, stipend, or expense reimbursement must complete AB 1234 ethics training every two years. All other advisory body members should complete this training once within the first three months of appointment.
- Implicit Bias Training:** Implicit Bias Training is provided by the National Institutes of Health through an [online 3-module course](#) or a [materials packet](#). Alternatively, if you have received a certificate for completing an implicit bias training course through your employer or other civic organization, that can be accepted in lieu. This training is required to be completed within the first three months of appointment and every two years thereafter.

Certification

By signing below, I certify that on _____ (date), I have watched or attended the entire training: **"The Brown Act and Better Government Ordinance."**

By signing below, I certify that on _____ (date), I completed the Fair Political Practices Commission (FPPC) training: **"Ethics for Local Government Officials."** I have received the certificate of completion from the FPPC.

By signing below, I certify that on _____ (date), I completed the National Institutes of Health **"Implicit Bias Training"** OR have completed an alternative implicit bias training program through my employer or other civic organization.

(Name of Advisory Body)

(Name of Member)

(Date)

Return this Certification to staff of your advisory body. Your training completion status will be included in your advisory body's annual report to the Contra Costa County Board of Supervisors. The chair or staff of your advisory body must keep all certifications on file.

Contra Costa County Clerk of the Board



1025 Escobar Street, 1st Floor
Martinez, California 94553-4068
(925) 655-2000

Training Requirements for Boards, Commissions, & Committees

Appointed members of county advisory and independent bodies serve at the pleasure of the Board of Supervisors and must comply with county policies.

County policies require members to complete three trainings and certify completion. Members are required to complete these mandatory trainings within three months of appointment.

The three required trainings cover open meeting laws, ethics for local government officials, and implicit bias.

<u>Training</u>	<u>Format</u>	<u>Offered by</u>
Brown Act & Better Government Ordinance	Video	Contra Costa County Counsel & Clerk of the Board
Ethics for Local Government Officials	Online training module	California Fair Political Practices Commission
Implicit Bias Training Course	Online training module	National Institutes of Health

Steps to complete the trainings:

1. Watch the [Open Meetings Training](#) and follow along using the [Materials Packet](#).
2. [Create an account](#) with the Fair Political Practices Commission and complete the [Ethics Training](#).
3. Complete the [Implicit Bias Training](#) from the National Institutes of Health, or provide a certificate from an implicit bias training course you completed through your employer or other civic organization.
4. Complete the [Training Certification Form](#) and return it to your advisory body staff person.

For more information or any questions, please visit the [Training Resources webpage](#) or contact the Clerk of the Board at (925) 655-2000 or ClerkoftheBoard@cob.cccounty.us.



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Current (2023) Members of the Contra Costa County Mental Health Commission

Laura Griffin, District V (Chair); Leslie May, District V (Vice Chair); Ken Carlson, BOS Representative, District IV;
Skyelar Cribbs, District III; Gerthy Loveday Cohen, District III; Tavane Payne, District IV, Pamela Perls; District II,
Barbara Serwin, District II, Rhiannon Shires Psy.D., District II; Geri Stern, District I; Gina Swirsding, District I;
(VACANT) Alternate BOS Representative

Mental Health Commission (MHC) Public Meeting Protocol Information For in person and Zoom 'Hybrid' Meetings

VIA: Zoom Teleconference: <https://zoom.us/j/5437776481>

- **Call to Order/Intro:** Anyone entering meeting AFTER public comments will receive a message before being let into the meeting (while still in waiting room) that the public comments portion of the meeting is over. They joined the meeting late and they will have to email the chair and EA of their public comment to be added to the minutes
- **Agreement for Participation:** Prior to Chair comments, Executive Assistant will read "CONDUCT AGREEMENT" and instructions for Public and Commissioner comments (Chair will repeat before Public and Commissioner comments).
- **Chair Comments/Announcements**
- **Public Comments:** During this time, any member of the public may address the Mental Health Commission (MHC) regarding any subject over which the Commission has jurisdiction, but which is not on today's posted agenda. There is a two (2) minute max per person time limit, in order to provide all interested parties with the opportunity to speak.
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- **Commissioner Comments:** During this time, MHC members may share information and announcements. There is a two (2) minute max per person time limit, in order to provide all interested parties with the opportunity to speak.

CONDUCT AGREEMENT (will be added as a separate document for all meetings)

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**Mental Health Commission (MHC)
Public Meeting Protocol Information**

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