

**MENTAL HEALTH COMMISSION
EXECUTIVE COMMITTEE MEETING MINUTES
September 26th, 2023 - FINAL**

Agenda Item / Discussion	Action /Follow-Up
<p>I. Call to Order / Introductions Chair, Cmsr. Laura Griffin called the meeting to order @ 3:31 pm <u>Members Present:</u> Chair, Cmsr. Laura Griffin, District V Vice-Chair, Cmsr. Leslie May, District V* Cmsr. Tavane Payne, District IV Cmsr. Pamela Perls, District II Cmsr. Barbara Serwin, District II *Virtual (Emergency Circumstance) <u>Other Attendees:</u> Angela Beck Jen Quallick, Supv Candace Andersen’s Ofc</p> <p>Motion to APPROVE Emergency Circumstance for Cmsr. Leslie May to participate remotely based on “emergency Circumstances for the Executive Committee meeting on September 26, 2023</p> <ul style="list-style-type: none"> • Cmsr. L. Griffin motioned to approve Emergency Circumstances for Cmsr. Leslie May to participate remotely • Seconded by Cmsr. T. Payne <p>Vote: 4-0-0 Ayes: L. Griffin (Chair), T. Payne, P. Perls, and B. Serwin Abstain:</p>	<p>Meeting was held as a hybrid meeting, via Zoom platform and in person at 1340 Arnold Drive, Suite 126, Martinez, CA</p>
<p>II. CHAIR ANNOUNCEMENTS: None.</p>	
<p>III. PUBLIC COMMENTS: None.</p>	
<p>IV. COMMISSIONERS COMMENTS:</p> <ul style="list-style-type: none"> • (Cmsr. May) Care Court plan launch. Has anyone received word and when will it start? (Cmsr. Griffin) We have not received word. (Cmsr. May) We should find out as I spoke with Roberta Chambers (Indigo Consulting) because someone I know needed a grant writer. She was telling me she wasn’t picking up projects because she is all booked up right now, but would refer someone to me. She said we are about to launch care court planning in Contra Costa County (CCC). She said we will all be seeing each other in the near future. My concerns are the same as they have always been. This would fall under Dr. Tavano, why is she not sharing this information with the Mental Health Commission (MHC) when she receives so we can be prepared and be part of this. I am unsure when it starts, but it is about to launch. One more comment: Felony Incompetent to Stand Trial (FIST) and Misdemeanor IST (MIST) that are supposed to be coming out, did Cmsr. Dunn ever submit any paperwork to us to let us know what the facilities are supposed to look like? <p>Conditions? What would be the steps to go through to open a</p>	

<p>facility? What does it look like (house this many people, etc.)? There are several organizations asking where they get information?</p> <ul style="list-style-type: none"> • (Cmsr. Serwin) I recall Cmsr. Dunn really focused on the financing, the numbers of people and the programs vs the facilities. • (Cmsr. Perls) We could ask him, he's attended a number of meetings. That is a good question to ask him. One comment regarding Care Court. The Mental Health Services Act (MHSA) advisory committee has never said a word about it. 	
<p>V. APPROVE minutes from August 22, 2023, Executive Committee Meeting:</p> <ul style="list-style-type: none"> • Cmsr. T. Payne motioned to approve the minutes for May 23rd as written. • Seconded by Cmsr. L. May <p>Vote: 5-0-0 Ayes: L. Griffin (Chair), L. May, T. Payne, P. Perls, and B. Serwin Abstain:</p>	<p>Agendas and minutes can be found at: https://cchealth.org/mentalhealth/mhc/agendas-minutes.php</p>
<p>VI. UPDATE and clarification on Emergency Circumstance Allowance under SB249 – Cmsr. Griffin</p> <p>Thank all of you for your patience and helping us get through this crazy new law. We are still waiting for it to be lifted, but for now we have to abide by it.</p> <p>At the last commission meeting, I want to clarify, Supervisor Carlson brought up the point that we can't vote on Cmsr. May's emergency circumstance, because she was not in the meeting (on Zoom). Stating we don't want to charge her a day of emergency circumstance when she isn't in the meeting. We needed to check with the clerk of the board. We checked and it opened up a big flurry of change as I didn't realize the interpretation was not correct. So, to clarify, we have been handling the emergency circumstance incorrectly. Both 'just cause' and 'emergency circumstances' are on a per meeting basis. Emergency Circumstance (EC) does not involve a 30-day allowance. It is on a per meeting basis with a vote needed for each time the commissioner appears virtually due to EC. Example: if a commissioner had a family emergency, they could request to use EC for August 2 meeting and the rest of the commissioners would vote so they could attend remotely for that meeting. That is the only time they can appear remotely unless they make another request and there is another vote. Each meeting is a new request/new vote.</p> <p>The difference between a just cause and an EC is that a just cause only allows one to attend twice in a consecutive year and no vote is required. EC allows a 30-day allowance provided if they request and a vote is taken at each individual meeting. This has been confirmed.</p> <p><i><several clarification examples were discussed></i></p>	

VII. UPDATE on K-12 Program Ad hoc committee - Next Steps, Cmsr. Serwin

Recruiting and scheduling of first meeting at the next Quality of Care meeting. If there are any administrative steps we will set up as we go.

Questions and Comments:

- (Cmsr. Griffin) The K-12, we should probably schedule our ad hoc meeting. (Cmsr. Serwin) we don't have the committee created
- (Cmsr. Griffin) We need to create it today. (Cmsr. Serwin) Ideally, I email everyone on our committee to ask if they would like to participate. Then we would do any final voting , when we meet. Just wrapping that up and then schedule our first meeting.
- (Angela Beck) Point of order--in the meeting minutes from last month, under the K-12 project update: Request for volunteers listed as Cmsrs. Swirsding, Perls, Payne had volunteered. At the commission meeting you stated you would announce.
- (Cmsr. Griffin) we already created the ad hoc committees for both K-12 and the Site Visit to Vicente. It was at the last commission meeting

<Note: Discussion for both Agenda VII and VIII became combined with no clear delineation>

Documentation on this agenda item were shared to the Mental Health Commission and included as handouts in the meeting packet and is available on the MHC website under meeting agenda and minutes:

<https://cchealth.org/mentalhealth/mhc/agendas-minutes.php>

VIII. UPDATE on Site Visit to Vicente High School, Martinez – Collaboration with Mental Health Services Act (MHSA), Cmsr. Serwin

The purpose of the meeting is to discuss the process, including the integration of the teams. Secondly, to ensure that the recruitment of students and staff has happened and meet our general criteria. There are people we are actually going to learn what we want to learn from and that we have adequate consent if that is an issue at all. We don't want any surprises.

As a separate meeting, as soon as possible after that, the two major things to discuss are the questionnaires. I was going to look through them first and have the team review individually and make recommendations. What is really important at this point is that we cannot tear those questionnaires apart. We don't have time. We need to establish the criteria by which we going to review them.

Fourthly, we need to ensure in this meeting we talk about report writing, from two perspectives: 1) how it will be integrated or be totally separate from the research the MHSA does. Typically, they do a family and student one. I don't know if they will do a staff one, as well since there is not a lot of staff involved. We need to be clear that we are doing one on one interviews; we may come out with different findings. How do we deal with that? 2) The actual writing of the report, if we want to make any changes, it is a good time to talk about it so we can back it out and ensure we capture the information the way it is easiest to report on.

(Cmsr. Griffin) We have a lot of work to do in a short amount of time. I wanted to mention, at the last meeting before your trip, you asked us to get the ball rolling with a meeting scheduled. That is

what we did. (Angela Beck) The first Site Visit meeting, is this Thursday, Audrey and I both need to be there? The question or comment about there being a typo? The actual site visit is on Friday, October 27th.

Questions and Comments:

- (Cmsr. Griffin) And then we do have a meeting on Friday 9/28 from 10am-11am, that will be the collaboration meeting with MHSA. We did the steps and who is going to be on that committee (Site Visit). Audrey and Angela to attend.
- (Cmsr. Griffin) The one thing I need to mention is that when I spoke to Jennifer Bruggeman, is they recommend only two people go on the site visit. (Cmsr. Serwin) I don't think that is enough for us. (Cmsr. Griffin) That is something we can discuss on Thursday. We need a team to work on the questions and everything.
- (Cmsr. Perls) Does this report go directly to the Board of Supervisors (BOS)? (Cmsr. Serwin int) All of the above, to the Director of BHS, the MHC, the BOS, and I think it should go to the head of health services (CCHS), Anna Roth. Why not?
- (Cmsr. Perls) One more question about the site visit. Is it possible, even though they want two people to do the interviews, that those of us who are not interviewing, could we just shadow and keep quiet? (Cmsr. Serwin) I'm not sure the reasons are for why they only want two, but from our perspective, the workload is too heavy for two people. We are at a place where they should have quite a few available candidates and the more we interview the better. We found that four is the maximum anyone can interview because they are typically between 30 to 60 minutes. When it comes to writing the report, those writing the report were those that interviewed.
- (Cmsr. Griffin) That's really our call. The reason Jennifer gave me for the two, preferably; not more than three is because she said it is pretty intimidating to show up, to the kids it's overwhelming.
- (Cmsr. Serwin) I'm not sure how they would be seeing everyone. One thought is that we could have more interviewers than those who do the actual site visit. Who actually walk around.
- (Cmsr. Griffin) We will work that out.
- Question: Did you want to include the Site Director on that report? (Cmsr. Serwin) Yes, they are the key person, besides the Director of BHS. What we have done in the past, after we draft the report, we share it with the Site Director and get their feedback to ensure we have collected what is really important and to correct anything that was incorrect. Give them the opportunity see it before it goes on to the BHS Director.

IX. DISCUSS upcoming meeting on October 17 with Lavonna Martin, Detention Health Improvements implemented pursuant to the Contra Costa Care Settlement – Cmsr. Perls

I am having difficulty with the response Cmsr. Griffin read to us from Cmsr. Stern that characterized this as a review of the Prison Law Office (PLO) lawsuit and it is not. That is an incorrect characterization and is exactly what Lavonna is going to point out. This is under seal and we can't discuss it. That is not the point, that is the whole crux of pushback and why it is nice to have collaboration. The whole point is that we are following up on the care. Period. We are not asking them to divulge something. That is my concern about this.

- (Cmsr. Payne) We, as a committee, want to know (since that lawsuit) what has changed to improve the program since then. We don't care about the lawsuit, but what the result is.
- (Cmsr. Perls) Exactly. What I was going to ask Angela to bring up our goals and the request we put together. We have all the questions fixed. The only other thing I was thinking about adding and it may have to wait, is the not asking about medical or chemical restraints and medication administration. That is why I was so concerned. I don't know if you saw the email (and I am still confused about the Brown Act [BA]), Cmsr. Stern, as co-chair, took an email from Lavonna saying she wanted Manju Mathews who is the Juvenile Mental Health Director (David Seidner's replacement) <interruption/cross talk> said she was going to bring her with me to the meeting, and then you don't need her in November. We want Manju to meet with us separately for different questions and discussion. <interruption/cross talk> I objected greatly because I feel that is manipulating our agenda and telling us who to invite. She is interfering with what our goal is and also characterized what we were going to discuss as the psychological, therapeutic work being conducted, but mischaracterized what we were going to ask about. We want to know how the staff is going to be trained how to interact with the <interrupt/cross talk> Lavonna has had the questions for a month or so. I objected greatly to that and I don't know how we handle that.
- (Cmsr. Serwin) Someone respond and say please refer back to the list of questions. (Cmsr. Griffin) Cmsr. Stern responded and (Cmsr. Perls) Inaccurately! She basically accepted, even though I wrote a little memo.
- (Cmsr. Perls) Basically what I said that there were to two issues: (1) she is influencing (trying to) change our agenda which she has no right to do so. I objected to that as well because it is too narrow and if you concede that, you are basically conceding control of your committee/commission and won't be able to go past that because she is going to say, I wrote them to you.
- (Cmsr. Griffin) <Reads Cmsr. Stern's Response>
"Hi Lavonna,
I have conferred with Laura Griffin and our Co-Chair, Pamela Perls. They both concur that we stand by our original request that you are our sole speaker at the Oct 17th meeting, and

that Manju is our speaker for the November meeting. We have specific goals that our Committee has identified, and we feel that a separate meeting for her department is warranted.

Manju can accompany you or be present by zoom, as well at the October meeting, but we prefer to have a separate meeting with her as director of the clinical program the following month.

The questions we sent to you are on the Administrative side and specific questions regarding the PLO Settlement. We will have many people at the meeting and there will be follow up questions. We do not want to give short shrift to Manju, as we want to give her ample time to present and then address follow up questions.

Manju's presentation will be for the Clinical work at the Detention Centers and address the more hand-on therapeutic interventions at those facilities.

If you cannot accommodate us with this request, please let us know. We do not wish to stress the system by asking for more time than you can spare.

Just FYI, in the past, David Seidner was always anxious to be present at our sub-committee meetings to answer questions and to present. If that policy has changed, we'd like to know."

- (Cmsr. Serwin) I am wondering if Cmsr. Stern meant (by saying the PLO settlement), I wonder if she meant the medical care outcomes of the settlement. (Cmsr. Perls) But she didn't say that and that is the problem. She did not collaborate. I think you are probably right.... <Cmsr. Serwin interrupt> So someone could send a follow up email just to say that. "by PLO settlement, we mean specifically these requirements coming from the settlement" and refer back to the questions, which she will see in our questions. And just stick on the requirements and the requests that were made for who to attend when. I see it over and over again, the attempt to limit the information that goes out and to control the information that goes out.
- (Cmsr. Payne) is there a way, or a procedure, when we ask a specific question, when the recipient of said question tends to veer off into another avenue we are not addressing at the time, to redirect them, in a politically correct way? (Cmsr. Griffin) Yes. <interrupt/cross talk> You would just repeat the question.
- (Cmsr. Perls) We could also not just say update, but ask very specifically... (Interrupt Cmsr. Payne) No update! We would like you to ADDRESS the following and then itemize the question directly. As we ask the question "The question was..."
- (Cmsr. Perls) For instance, we are concerned about the roll out of the Care Court in Contra Costa County (CCC)... (Interrupt: Cmsr. Payne) You still need to be specific with the questions. We have to be careful about how we state our questions.
- (Cmsr. May) Exactly, that is what I have been saying. They will dance around that answer and you have to make specific, and if they start dancing 'No, I specifically asked this question...' and repeat the question again, so they are basically forced to answer that questions.

- (Cmsr. Payne) and you can state ‘Your point you are moving towards is valid, but that is not the question’ and you justify but continue to press the question to be answered.
- (Cmsr. Perls) I am wondering if you could also address that with Dr. Tavano when you meet with her. (Cmsr. Griffin) We can use the same strategy with Dr. Tavano.
- (Cmsr. Griffin) Question for the Justice Committee: Coming up, it is going to be a pretty heavy duty meeting, right? Do you have it organized as to who is going to ask questions? (Cmsr. Payne) We will and it is a very good point. We can email that include everybody with the questions? Emails to the committee (not individual) are those legal to do formulate specific questions?
- (Cmsr. Griffin) Everyone has the specific questions.
- (Cmsr. Payne) But who is going to ask them and in what order?
- (Cmsr. Griffin) That’s operational. You can communicate with your committee to say ‘Tavane is going take questions 1, 2, 3. I’m going to take questions 4 through... ‘ as long as it is operational and it doesn’t include any <interrupt/crosstalk> or what the public should know about. Also, we really want to be on time to this meeting to start right away.
- (Cmsr. May) Everyone should arrive ahead of time. Not walk in as it is starting but get to the meeting 30 minutes ahead of time. That way, you’re already set up and settled. My concern is will they show up late. Take turns asking the questions.
- (Cmsr. Griffin) Hold the comments to the end. As the questions in order, let them answer. After they are all addressed, then go through and ask the follow up questions. Then open to follow up Q&A.
- (Cmsr. Serwin) The person asking the question needs to know the question. They should be assigned before hand and say you need to come prepared to direct the question(s).
- (Cmsr. Perls) What Cmsr. May stated is good, we all participate and each one of us will attempt to reign in so we do not go off track and we can get all questions and follow up questions.

X. DISCUSS forming the election nominating committee / next steps

The process is December we vote, November we announce the slate. September/October you form the committee. The meeting is next week. At the October we will ask for volunteers for this committee and I can also approach people before then and ask if they would be interested? We will need to recruit and publish the slate at the November meeting.

We have the job listings and I will updated and send out via email and split up who we talk to, make calls. We only have a month and will have to be a little aggressive with it.

November we will have the slate and people can nominate others, but it needs to be done between October and November. They need to clear it and not surprise the person and ensure they actually want to run.

(Cmsr. May) I notice we have had some applications, did we ever hear? Has anyone been appointed yet?

(Cmsr. Griffin) We had another great candidate. Contessa Tate from District V. Cmsr. May / Cmsr. Serwin... do we, as a commission, would I email Supv. Glover on behalf of the commission and say, we like this candidate?

(Cmsr. Serwin) There is no harm in doing so – We have seen this candidates application, have you had an opportunity to review it? This person seems like they have a lot of great qualities (name them).

(Cmsr. May) The other was in District III? Y’Anad has not been addressed by Supervisor Gioia. We should send an email and ask what is going on? Gioia said in that meeting, which just enraged me, that he wasn’t going to accept/appoint anyone unless they were LatinX. We need Commissioners, we need a full house. This is not fair. It would be great if he had options but since he doesn’t, he needs to move forward with the pool that he has.

(Cmsr. Griffin) I would be happy to send an email of support recommending they take a look at Ms. Tate, Y’anad and the other person. Ask them where they are in the process and try to get these appointments moved along.

XI. DISCUSS year end reports that are due

(Cmsr. Serwin) It is important to complete these. It used to be that the commission report out on the status of mental health services in the county. Then it was flipped around to what the commission has done on behalf of the county and the BOS. Frankly, the former is what we could do. If we want to flip it back around and do it that way. We could pull out certain topics we have spent time evaluating and saying this is what we learned/accomplished. We pull it out of our minutes. If we want to stick with what has been happening for quite a while, in the past I have compiled all the minutes and agendas for the past year and taken the major agenda items (my section heads) and I pull out any major bullets from the minutes about questions and decisions, or action items and next steps.

It is a considerable piece of work unless you keep it skeletal to those things (items) in the agenda. At the same time, there are often times ongoing issues and I have made a point where we have difficulties working together or achieving certain goals. I have used the report as a platform for that and it is supposed to be something that the BOS wants to hear about. I spoke at length about the shortage of commissioners and how we were less subscribed than we should be, what the impact on the work was and really went at length to speak to the harm it does to the commission. Supposedly the BOS are supposed to evaluate that and take steps to support the commission. What I have been told is that they are just rubberstamping and depends on who the staff are that support the different supervisors. They are all different and they do read them. It is just random of what comes of it. I’ve written four so far. I felt I was doing so much work and never heard any thing back.

<Jen Q. will send the template to the Chair/EA>

<p>XII. DISCUSS possible retreat in December</p> <p>(Cmsr. Griffin) I would like to table this and do something during Mental Health Awareness month (May)</p> <p>Cmsr. Serwin explained previous retreats and how the MHC works as a team together to resolve problems. Towards the end of that, Anna Roth asked if we would be willing to come together in a retreat and have a ‘Kumbaya’ and sit and work with each other. It was very helpful. The next year, I broadened it out to community based organizations and providers as well as behavioral health heads. We did break out rooms and came up with goals and narrowed it down to the top three for the next years. It helped break down the goals for each committee.</p> <p>Spoke to the various types of retreats in the past and how they have been run. Simple is better.</p> <p>(Cmsr. May) I have attended Cmsr. Serwin’s retreats and loved it. The one at Vicente. This is a retreat just for the commissioners. Not for their family.</p> <p>(Cmsr. Serwin) The public is invited.</p> <p>(Cmsr. May) I just want to make sure you know we will have to be masked (as of November 1)</p> <p>(Cmsr. Griffin) in person, no zoom? (Cmsr. Serwin) it could be hybrid, same standards.</p> <p>(Cmsr. Griffin) Let’s take the time between this meeting and next to come up with some ideas and come back to discuss next month.</p>	
<p>XIII.DETERMINE October 4th, 2023 MHC Meeting Agenda</p> <ul style="list-style-type: none"> ➤ 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 ➤ Request volunteers for the Nomination committee ➤ RECEIVE Presentation from QI/QA on the EQRO Report ➤ RECEIVE Presentation from First Five Contra Costa on Early Childhood Mental Health ➤ RECEIVE Report out: MHSA Advisory Committee Liaison, Cmsr. Perls ➤ RECEIVE Committee Report Out: Justice Systems / Quality of Care Committees ➤ RECEIVE Behavioral Health Services Director's report, Dr. Suzanne Tavano <ul style="list-style-type: none"> * IDENTIFY two questions for the Behavioral Health Director to focus on at the October 4, 2023, Mental Health Commission Meeting <p>Agenda agreed.</p>	
<p>XIV. Adjourned meeting at 5:20pm</p>	