

**MENTAL HEALTH COMMISSION
EXECUTIVE COMMITTEE MEETING MINUTES
January 25, 2021 - FINAL**

Agenda Item / Discussion	Action /Follow-Up
<p>I. Call to Order / Introductions Chair, Cmsr. Barbara Serwin, called the meeting to order @ 3:35 pm</p> <p><u>Members Present:</u> Chair, Cmsr. B. Serwin, District II Vice-Chair, Cmsr. Laura Griffin, District V Cmsr. Douglas Dunn, District III Cmsr. Leslie May, District V Cmsr. Alana Russaw, District IV</p> <p><u>Other Attendees:</u> Angela Beck Jennifer Bruggeman Jen Quallick (Supv. Candace Andersen’s ofc)</p>	<p>Meeting was held via Zoom platform</p>
<p>II. PUBLIC COMMENTS: None</p>	
<p>III. COMMISSIONERS COMMENTS:</p> <ul style="list-style-type: none"> (L. May) Sent emails concerning somethings (I know I was late and should have notified by last week), I would like these items on the MHC agenda in March. Three items I shared: (1) Equity document; (2) 46985 Bylaws amended; and (3) California Association of Local Behavioral Health Boards & Commissions (CALBHB/C) 2022 updates. I don’t feel I am beating a dead horse, I am just looking that the CALBHB/C has just instituted their California updated laws and enforcing that it is the Mental Health Commissions right and responsibility to screen all applicants for commissioner seats, make our own selections and then present those selections to the supervisors. I don’t see where there should be any harm in following the process the way it should be the way it is laid out in the CalBHB/C regulations. The second item is the bylaw changes we had last year, because it was added at the end of the letter but it was not in bylaw form, that is dealing with the racial equity, President Joe Biden’s ruling. I would like to see that put into the bylaws. (Angela Beck) I can’t screenshare, but if you pull them up, you should be able to screenshare. And I did send them to everyone in the meeting. <p>(L.May) The Equity Doc is the only one I wanted to share. That is the part at the end of the letter, I wanted to propose that we actually write this up in a bylaw so that it can be included. I feel it is important. I don’t been to beating a dead horse, but it is important to ensure it is included in the bylaws. I had an opportunity to meet with a family and it was sad to hear this father say how much he wanted to be part of these different organizations in the community but it feels as if no one wants me to actively participate. Our Afghani population wants to be involved. He felt as if he could be integrated and more different organizations, he could work with people to stop the stigma and work</p>	

with people to get the help they need. My heart goes out to all those no matter their race, creed, color, religion, etc. At one point in my life, I was homeless, I can empathize. I have been there. We need everyone to make our community and county a better, stronger county and we need all constituents so that we can take advantage of the grants and endowments and various funding that is out there that we keep missing that we need in order to make these projects and support come to fruition. The final document I did not get to send out, but wanted to make you all aware, is there is a body of land available right now. It is on the Pittsburg/Antioch Border on 'old highway 4' or West 10th. It is the old steam mill. They are closing it down and there are already existing buildings. There are warehouses and buildings that, if we could get the county to obtain that property, we could work on that property and could be slated for the IST population, but also for replacement for Nierika and Nevin house that we lost. We could have our own treatment facilities right here. It is so much land and property, it's ridiculous. It has a lot of potential. I sent it to Supervisor Glover letting him know we need to check into it. I want to inform the commission so that we can all push this to our various supervisors and get our hands on the property before a developer does.

IV. COMMITTEE CHAIR ANNOUNCEMENTS/COMMENTS:

The only chair notes I have is that this morning at the Board of Supervisor's (BoS) annual retreat, was the two presentations. One on the economic forecast for the county for this coming year and, also, the initial take on the budget. Jen, it's my understanding those were recorded and will be available on the BoS website, is that correct? (Jen Quallick) Yes, it usually takes a few days, but yes those minutes and typically a video will be up soon thereafter. We can always ask if one is not available. Sometimes I do have to ask for some commission hearings because, right now with state law, you have to get closed captioning running at the bottom. There are certain components that IT has to adhere to before they post. I will check on that and let you know, Cmsr. Serwin. I will send the link to Angela to get over to you.

Questions and Comments:

- (Cmsr. Dunn) I did attend the virtual BoS hearing this morning. I don't have the feeling that Anna Roth (Health Services Director) knows about all this Behavioral Health funding that the state has available to disburse to build facilities for BHS and the 60 different departments in the county. Just letting you know, somebody needs to send the warning and inform her. (Cmsr. Serwin) I'm noting that but could you please email me that point? I will email that in an inquiry.
- (Jennifer Bruggeman) Anyone who wasn't able to attend that retreat today, I believe the PowerPoints shared are available right now. You can download from the website.
- (Cmsr. May) Regarding Cmsr. Dunn's point that he doesn't think Anna Roth is aware. Do we have access to know when these grants are due? That is my main concern, missing the deadlines. We need to reach out to her to ensure she knows about them, what they are and what the deadlines are. We don't want them to slip by. Also, I think we need to check the State of California / Governor's website as there is a lot of

<p>money out there available to us, but they are shrinking due to mismanagement. The federal funding, there is mismanagement for a lot of this funding, for example the COVID Rent Relief funding has been sorely mismanaged and are claiming they need \$3bil more. The state told them will are only going to send the \$300mil. We want to get a hold of the funding before they shut down these programs.</p> <ul style="list-style-type: none"> • (Cmsr. Dunn) You can get a lot of information from the Dept of Healthcare Services (DHCS) and there are others as they are distributing through different agencies. It is hard to keep track of it as best I can. I'm pretty sure Dr. Tavano is aware, but Anna Roth needs to be made aware, as well. • (Cmsr. Serwin) Does the DHCS website list opportunities out there for Mental Health? (RESPONSE: Cmsr. Dunn) They do, but you have to hunt and peck for some of it. • (Cmsr. Serwin) So there is no central clearing house? Did you say that Adam Down is in charge of these applications for all or just one in particular? (RESPONSE: Jennifer Bruggeman) No, he has been the (sort of) point person on the grant applications. They decided to write them internally, as opposed to hiring an outside consultant, so it has been headed up within Admin and Adam is the point person. • (Cmsr. Serwin) So, he would be a good person to come give us a status. 	
<p>V. APPROVE minutes from November 23rd, 2021, meeting:</p> <ul style="list-style-type: none"> • L. May motioned to approve the minutes as written. • Seconded by D. Dunn <p>Vote: 5-0-0 Ayes: B. Serwin (Chair), L. Griffin (Vice-Chair), D. Dunn, L. May, A. Russaw Abstain: none</p>	<p>http://cchealth.org/mentalhealth/mhc/agendas-minutes.php</p>
<p>VI. UPDATE on Mental Health Commission (MHC) Committee Chair meeting</p> <p>Just a brief update on this meeting. The goal of this meeting was to restate our scope, coordinate our scopes because we know there are some overlapping topics from a different lens and we don't want to overlap one-to one. Then as a part of coordinating our scope looking in and ensuring we are doing all the main things necessary to fulfill the core essence of our scope. We spoke on contract reviews, and the MHSA program reviews, Quality of Care (QoC) and making sure the core, while the site visits continue; as well as looked at questions such as Nevin and Hope House. Justice Systems committee has the various issues it is looking at that are all squarely within Justice Systems.</p> <p>We were getting feedback from Dr. Tavano that our scope was overlapping and the same individuals being called for the same topics. We needed to solve this internally if that is the case. I don't really believe that is the case, but the main thing is, we had a comment and had to address. The second item we spoke to, the new 2022 goals. How were we going to attack these goals? Which committee is going take on goal one, goal two, and goal three? So, we know it is cover? Some work could be possibly do at the commission level, but a great majority will be accomplished at the committee level and then the committees bring forth to the full commission their findings and recommendations. We sorted that out. We</p>	

spoke a bit on conducting our meetings. Cmsr. May, in that one document from the CAL BHB/C, there was a piece on conducting meetings, so I was thinking we could review that. I want to ensure we have a standard of how we conduct our meetings. We are nearly there. We did a bit of troubleshooting. We all agreed it was a very helpful meeting, particularly that coordinating part and having the opportunity to bounce our various issues off each other. We will do this on a monthly basis for the next few months until we feel we can move this to a quarterly basis. Angela, would you mind scheduling this out, perhaps the week after the commission meeting.

(Cmsr. May) When I was looking at each committee, does each committee have a clear mission statement? That is one of things I noticed, there was some that did not. Each committee needs to decide on what their mission statement is and it should be above the agenda.

(RESPONSE: Cmsr. Serwin) It's funny, some are lost in the ether, I can't put my finger on one for QoC and I am not sure if it is Finance or Justice has one. I think it would be a good thing for us to put on our committee agendas to review, if we can find it. Does it still hold true presently? And then the other committees to create one.

(Angela Beck) Cmsr. Serwin, at the beginning of the year, I happened to come across this. The Justice Systems has a mission statement; however, I scoured the network files and on my end and there is a folder for the mission statement. I will forward you what I have on file, but it's slim pickings. And quite old. I also made screenshots of the MHC website and made note of information we should update and expand upon. Links to each committee, the mission statement, the members and goals and accomplishments, etc.

(Cmsr. Serwin) maybe we can agendize that and present to us what you think the key things are and maybe look into what we can update/revamp. Several years ago, we attempted update our website and we were given a contact in IT and had our first meeting and it was really productive sounding and then we were 'ghosted' and I think, if we are going to do this, we should figure out if we have a resource to it first, so we don't go through the effort of all this work and then we can't update it.

VII. DISCUSS Budget Activities

- Upcoming January 25th Board of Supervisors Retreat on the Contra Costa County economic forecast
- MHC Finance/MHSA review of MHSA 2022-2023 budget update
- Attempting to obtain BHS 2022-2023 budget priorities
- Clarifying specific time-line of release of first draft 2022-2023 budget and window for MHC input

We have already discussed the retreat, and we know that we have this big picture budget process that was just kicked off today. The Directors of the various departments/programs are convening to look at what their needs are and look at the general increase in budgeted amount they are given to figure out how to spend it. Part of this is defining their priorities, which is the first step. On the county side, we need to hear from Behavioral Health Services (BHS) what their priorities are so we can respond to that. Where we are, as we are in a difficult spot because Dr. Tavano has been out ill and

wasn't able to present those priorities at our last commission meeting and we have no way of knowing whether she will be able to present them at the next commission meeting on February 2nd. I have asked Matthew Luu, the Deputy Director, to present last month and he stated he wasn't familiar with the priorities. For this month, I will reach out to the head of children and adolescent services, Jan Cobaleda-Kegler and to Gerold Leonicker, the head of adult and older adult services, to ask them to come to the meeting to present their priorities (Cmsr. Dunn) I think you have them switched around, Cmsr. Serwin. Gerold Leonicker, Children and Adolescent Services and Jan Cobaleda-Kegler, Adult and Older Adult Services.

(Cmsr. Barbara Serwin) You are right. I apologize. I will reach out tonight to invite Jan and Gerold to our meeting to present their priorities and should consider others. Jennifer Bruggeman with MHSA and anyone else to invite to come speak to BHS priorities if Dr. Tavano is not available. Anyone have any suggestions? Even if she is available, it would be great to hear from the Division Chiefs directly, we don't have that opportunity enough.

(Jennifer Bruggeman) I think, in the absence of Suzanne, if she's not available to go the chiefs next. In the past year, new chiefs have been hired, so I would recommend, in addition to Jan and Gerold, you have Kennisha Johnson, Housing Chief and Chad Pierce is the new Chief of Crisis Services. There is also Steve Hahn-Smith who is overseeing Data but that might not be as pertinent to the conversation at hand. I check in with those four.

(Cmsr. Serwin) I think Steve would be great since we are so wanting to be in the business of collecting more data and data analysis would be great.

(Jennifer Bruggeman) Would you be asking them about their priorities for the upcoming year of specifically budget priorities for the year. They might more comfortable talking about overall priorities. If you are just asking them to share on their programs or work priorities for the upcoming year, I feel like that seems like it would be useful information to the commission and something that would totally be within their wheelhouse.

(Cmsr. Serwin) We would ask them for overall priorities and then ask the question, 'Can you tie these into your budget?' Because presumably, they have lined but some things may be less expensive than others to implement. In addition to these divisions, we have MHSA and the MHSA budget update is running on a different cycle. Right now, Jennifer is working on finalizing with Dr. Tavano. We would have a separate agenda item on hearing an update on that. Jennifer, you would be providing the overview and perhaps Cmsr. Dunn stepping in, as well, into talking about the priorities she has been discussing at the last finance meeting.

(Cmsr. Dunn) As I recall, I had asked Jennifer several questions ahead of time via email and you responded as best you could, but you said there was some info you don't have that you should have by the end of this month, early next month and could answer those questions that I had raised in a more comprehensive fashion. If I recall correctly.

(RESPONSE: Jennifer Bruggeman) As I recall, when we met at the finance meeting last week, we just looked at the three year budget as is it is currently outlined with 22/23 being not solidified yet. In the three year plan, it is basically listed as being flat from 21/22. Since we know now

there is more available funding and new priorities, we want to recommend an increase in the budget. I can share what those items would be specifically. By the time the commission meets on the 2nd we should hopefully be able to share a draft of what we are recommending. It might not yet be approved by Pat Godley, etc. as it has to work through a whole process. But I think it would be fine to share as a draft.

(Cmsr. Serwin) That would be great because this meeting will be an opportunity for the full commission to hear this and ask questions and indicate interest or support for the recommendations are that you are making.

The specific timeline of the release of the first draft budget and window for our input, right now my understanding is that it has just been kicked off. February 2nd, we'll hear priorities, we will have some time to chew on those before the finance committee meeting. We can dive deeper at that point and have more of a commission discussion. If we need more information, we can use the month of February to email or meet further with county staff. For the March Commission meeting, we should be in a position where we are clearly articulating our interests. That's at the end of the window, so we wouldn't want to do it any later than then.

(Cmsr. May) You said we would do this at our March meeting? February 2nd, we will hear the priorities and then we want to put it on the Agenda for March? (RESPONSE: Cmsr. Serwin) For the commission to be presenting back, the Commissions priorities and here is where we meet up and here is where we diverge.

(Cmsr. May) We need to keep Quality of Care in that, so when we have that meeting, that is one thing. At Finance, we need to focus strictly on the finance, not on anything else. This is important and we have a short period of time to hammer that out. That's all I want to emphasize.

(Cmsr. Dunn) Just want to add that at the BoS retreat this morning, the presentation, they spoke to the final budget hearing on April 12th and either at that meeting or the next meeting after, the budget will be voted on the finalized budget.

(Cmsr. Serwin) We just need to stay in sync and if there is any additional information we need from BHS, between February 2nd and the March 2nd meeting we need to be really responsive if we need to meet with them. The things we have been talking about all year reflect the kinds of priorities we have, so part is taking stock of what are the issues we have been really focused on? Bringing forth the committee motions we have worked on: the Finance IST population; the Quality of Care Needs Assessment; and the Justice Committee motion(s). So, looking what we have done this last year and then hearing from BHS and what their priorities are, of their priorities, which do we really strongly back? Being able to get feedback on that.

VIII. UPDATE on draft MHC Code of Conduct

The January MHC meeting, it was mentioned that we are working on merging the models of the Codes of Conduct and will have something in place for the commission meeting as a draft to share. Laura and I were in a meeting with Supervisor Candace Andersen, our alternate commission representative from the BoS and with Supervisor Diane Burgis, our main BoS representative. We were meeting for a variety of things but one that

came up was this Code of Conduct as Supervisor Burgis has been looking at the Code of Conduct for the Women League of Voters. It sounded very robust and what she liked as a model and wanted to mention we will incorporate that, as well. When I say incorporate, There are different models but they overlap 80%. Cmsr. Griffin, I think you were going to look at some Zoom etiquette or behavior models. It would be great to get those together. (Cmsr. Griffin) I already have them and will send to you.

Questions and Comments:

- (Cmsr. May) That sounds good, I'd like to look at that one from the Women League of Voters. Also, on our own CALBHB/C documents it's all in their too as a model. There is also something we haven't been doing is letting the public speak on every agenda item. I didn't know we were supposed to be doing that. (RESPONSE: Cmsr. Serwin) Let them speak on every agenda item? (Cmsr. May) Yes, look at the document again. We do public comments but on each agenda item, we are supposed to allow the public to speak on it. It states right there on the CALBHB/C document. It means we need to shrink our agenda. If we are allowing the public to comment, we will really need to budget the time into our agenda to allow the time for each comment.
- (Cmsr. Serwin) These are their best practices, we don't need to follow this to the letter. I notice other county meetings don't do that. They provide for public comment at the beginning or end and can talk about anything they want. We do take comments on each agenda item. We allow the public to raise their hand and take questions from the public. So, we do actually do this. I was just thinking that formal public comment period that we are required to do at the beginning or end of the meeting.
- (Jen Quallick) Leslie is correct overall. The public comment portion at the start of the meeting is typically for any item not already noted on your agenda to be discussed that day. It should not be for anything that will be discussed during the meeting. There should be a window after an item on your agenda is presented, and I think Cmsr. May, if I am understanding you correctly, you would open it up for commissioner comments, close out discussion and then open up for any public comments if you have public at this meeting. In this case, it would be Cmsr. Russaw if she had a comment if she had her hand raised. If not, you bring it back to the next agenda item. It could be pretty quick moving through. Right now, I am not speaking any public member. (RESPONSE: Cmsr. Serwin) Just talking through that, we do that. We typically answer to try to call on commissioners first and then once the commissioners have had the opportunity to make their comments, questions, etc. Then we start calling on the public.
- (Cmsr. May) We need to limit the time and ensure they know there is a limited amount of time. Otherwise, you never know with these meetings, we may have one agenda item that 20 people from the public want to speak on and we will need to limit the time for commissioners and public.
- (Angela Beck) I was just going to point out, on the agenda, when I do the minutes, I have a space with 'Questions and Comments' on each agenda item in the template. And the commissioners then public are called on usually. I recall Cmsr. Wiseman doing one minute on the

<p>public comments for the agenda items. The main public comment period at the beginning is two to three minutes, but the comments after each agenda item on that specific item is only one minute per person, correct? (RESPONSE: Cmsr. Serwin) Yes, and it works out. We have rarely just cut things off from any member of the public. I do think we do a really good job of hearing from everyone, but point well taken and we will make sure the public is aware that they can speak up and ensure we build our agendas to leave enough time for comments from everyone.</p>	
<p>IX. DETERMINE February 2022 Mental Health Commission Meeting Agenda</p> <ul style="list-style-type: none"> • CHAIR ANNOUNCEMENTS <ul style="list-style-type: none"> • Second module of Commissioner Orientation will be presented BEFORE THE FEBRUARY Commission meeting at 3:30 to 4:20 PM • UPDATE proposed MHC Code of Conduct • UPDATE on recent site visit interviews with Crestwood Our House and TBD February site visit to Hope House • DISCUSS 2022-2023 BHS budget priorities: <ul style="list-style-type: none"> • Update on Board of Supervisors Retreat on the Contra Costa County economic forecast and draft budget • BHS budget priorities, hopefully Suzanne will be back in the office, but will also invite Jan, Gerold who can fill in • MHSA budget priorities and update, Jennifer • Budget process next steps • DISCUSS BHS strategies and steps to address the needs of the MIST population who have transferred / are transferring to Contra Costa County before Finance motion • CONSIDER Finance/MHSA Committee motion • CONSIDER Quality of Care Committee motion • RECEIVE Behavioral Health Services Director's Report <p>The module we are going to present before the February 2nd meeting, we don't have our second module developed yet. It is highly dependent on the Director of BHS and the Chiefs, and with Dr. Tavano being out sick, we need her to present at the beginning of this and quite a bit of this module. We haven't been able to do that, so what I suggested we do is to re-present the Site Visit Training Module as it is still a new thing for everyone and people who are lined up might be paying a little closer attention or might have more detailed questions. Or we might try to focus the presentation on some of the finer details or just leave more time on Q&A.</p> <p>The other thing that may come up is if Suzanne is still out, maybe it will be a combination of Jennifer (and I) presenting that part and have the chief's present their part still. It is also a bit of a coordination issue as well.</p> <p>The only other Chair item I was going to announce is the BoS retreat recordings that we discussed earlier.</p> <p>(Jennifer Bruggeman) Module Two is the overview of BHS with the org chart and the service maps?</p> <p>Comments regarding the Site Visit initial contact letter from Jennifer Bruggeman is that the letter really lays everything out and is really helpful but it doesn't seem BJ Jones received the letter.</p>	

<p>Cmsr. May suggested not wasting too much time and moving on to the next site to visit. Suggested speaking to the SVP Team about moving forward to the next site and double back next month.</p> <p>Cmsr. Dunn suggested that if Pat Godley is not available for the February MHC meeting, Cmsr. Dunn was intending to invite him to the February Finance committee meeting.</p> <p>Cmsr. May wanted clarification regarding inviting Pat Godley to the February Finance and which commission meeting. Cmsr. Serwin stated we have to be very precise what we are looking for from him and be strategic regarding which meeting we invite him to.</p> <p>Cmsr. May wanted to address the needs of the MIST population and the properties available to acquire a location. If there is anyone from the county, including possibly a Supervisor, research and speak and be assured they are actively looking for places and funding to purchase a building or property to break ground. Cmsr. Serwin suggested using the February meeting to discuss and present at the March meeting.</p> <p>Cmsr Serwin ran through the rest of the list of the other agenda items needed to be covered. Agenda items agreed/approved.</p>	
<p>X. Adjourned meeting at 4:56 pm</p>	