



California Association of Local Behavioral Health
Boards and Commissions

CALBHB/C Minutes

April 20-21, 2018, Pullman Hotel, 223 Twin Dolphin Dr. Redwood City

Friday, April 20th

8:30 am: Behavioral Health “Planning Council” General Session: CALBHB/C Governing Board Members and members from Bay Area Region local mental/behavioral boards and commissions attended the Planning Council meeting from 8:30am until noon.

8:40am: CALBHB/C Presentation to the Planning Council, CALBHB/C President Theresa Comstock

Presentation included comments regarding:

- 1) The role of California’s 59 mental/behavioral health boards & commissions
<http://www.calbhbc.com/newsissues.html> (reviewed page 2 of Spring 2018 Newsletter), (CA WIC 5604.2 and a summary of the Mental Health Services Act).
- 2) The role of the Planning Council – encouraging increased support to California’s 59 mental/behavioral health boards & commissions on mental health issues, referring to Planning Council duties provided in California Welfare and Institute Code:
 - 5772: (3) To report findings and recommendations on the performance of programs annually to the Legislature, the State Department of Health Care Services, and the local boards, and to post those findings and recommendations annually on its Internet Web site.
 - 5772: (4) To identify successful programs for recommendation and for consideration of replication in other areas. As data and technology are available, identify programs experiencing difficulties. Ms. Comstock specifically asked for a Compiled 2016 Data Notebook regarding Children & Youth.
 - 5772: (4e) To advise the Legislature, the State Department of Health Care Services, and county boards on mental health issues and the policies and priorities that this state should be pursuing in developing its mental health system.
 - 5772: (4i) In conjunction with other statewide and local mental health organizations, assist in the coordination of training and information to local mental health boards as needed to ensure that they can effectively carry out their duties.
- 3) Statewide mental/behavioral health issues that have been identified by CALBHB/C (through communication with California’s local boards & commissions) to include:
 - a. Housing for adults with mental illness continues to be the #1 issue.
CALBHB/C is specifically focused on the critical need for Adult Residential Facilities (ARFs) for adults with mental illness. Ms. Comstock thanked the Planning Council for releasing the ARF Paper, and identifying next steps for statewide

advocacy. Link to the Planning Council's Issue Paper, and CALBHB/C's one-page Issue brief: <http://www.calbhbc.com/homeless--housing.html>

- b. Disaster Readiness & Recovery: Both the initial surge of mental health needs following disaster, and the mid to long-term increase in mental health needs require increased attention, planning and coordinated resources. There have been many disasters this year, and in recent years in California (including fires, floods, shootings, earthquakes). Issues to be addressed include providing immediate mental health resources following disaster, and on-going connection to mental health resources to those affected by disaster. On CALBHB/C Website: <http://www.calbhbc.com/disaster-recoveryreadiness.html>

- c. Employment for Adults with Serious Mental Illness:

CALBHB/C is encouraging the implementation throughout California of a successful employment program for adults with mental illness, "Individual Placement and Support" (IPS). IPS helps 50% or more of people get jobs (in California, only 10% of people in the public mental health system work.) People are 2.5 times more likely to get a job with IPS vs. traditional rehab programs. On CALBHB/C Website: <http://www.calbhbc.com/employment.html>

Regarding Peer Provider Specialists, CALBHB/C's Governing Board supports CA SB906 (Peer Provider Certification) as currently written. On CALBHB/C Website: <http://www.calbhbc.com/peer-supports.html>

9:00 – noon: Governing Board attendees and guests stayed for the Planning Council's general session, which included:

- A presentation by "Voices of Recovery" (Melissa Greenfield, Certified WRAP Facilitator).
- Updates from the Steinberg Institute (Adrienne Shilton, Gov't Affairs Director and Adriana Ruelas, Legislative Director).
- The Planning Council Advocacy and Patient's Rights Committees gave reports.
- Updates were given by the CA Behavioral Health Director's Association. (Veronica Kelley, Director, San Bernardino County and Noel O'Neill, Director, Trinity County).

1:00pm: **CALBHB/C** Call to Order/Introductions: *Theresa Comstock, CALBHB/C President*

Attendance Sheet attached (Attachment A)

1:10 pm Updates/Comments from State Commissions/Allied Organizations

1. CA Behavioral Health Planning Council: *Jane Adcock & Susan Wilson*
2. MH Services Oversight & Accountability Commission: *Matthew Lieberman & Tom Orrock*
3. National Alliance on Mental Illness, San Mateo: *Helene Zimmerman, Executive Director*

1:30 pm Disaster Readiness & Recovery: MH/BH Issues/Gaps/Programs

1. CA AB2333 (Bill): Steinberg Institute: *Adrienne Shilton, Government Affairs Director*
2. Issues/Gaps: Lake County Mental Health Board: *Ken Young, Vice Chair*
3. Advanced Psychiatric Directives: *Marshall Gonzalo, Patients' Rights Advocate, San Mateo*

Materials: www.calbhbc.com/disaster-recoveryreadiness.html

2:30 pm Mental Health Services Act (MHSA)

1. Fiscal Reporting Tool – *MHSOAC Eval. & Program Operations, Brian Sala, Deputy Director. Links to information at: www.calbhbc.com/mhsa-plans--updates.html*
2. Community Planning Process – Discussion

MHSA Info:

- CALBHB/C Website: www.calbhbc.com/mhsa-plans--updates.html or
- CALBHB/C “Best Practices” Handbook, pages 19-22: www.calbhbc.com/training.html
- On-Line Training (15-Minutes): <http://www.calbhbc.com/training.html>

3:30 pm Mental/Behavioral Health Issues & Successes – Discussion

4:30pm – CALBHB/C Governing Board Meeting

Governing Board Attendance: Theresa Comstock (Napa), Alisa Chatprapachai (Orange), Mae Sherman (Lassen), John Fenley (Trinity), Leslie Wilson (Lake), Carole Marasovic (Berkeley), Maria Correia (Santa Cruz), Larry Lue (L.A.), May Farr (San Bernardino), Fasi Siddiqui (Orange) **Absent:** Tom Campbell, Keng Cha, Matt Gallagher, Caroline Kelly, Susan Friedman

1. **Call to Order:** The meeting was called to order by President Theresa Comstock at 4:30pm.
2. **Approval of Minutes:** The minutes from the March 16, 2018 Governing Board meeting (Zoom Teleconference) were presented for approval. A motion to approve the minutes was made by John Fenley with a second from Larry Lue. Motion carried unanimously.
3. **Financials:**
 - A. **Financial Report:** The [Financial Report](#), including Income and Expenses and current account balance was provided to attendees, and the report was distributed to Governing Board members in advance of the meeting, showing a current balance of \$144,735.51. A motion to approve the Financial Report was made by Carole Marasovic with a second from John Fenley. The motion carried unanimously
 - B. **Potential MHSOAC 3 Yr. Contract:** President Theresa Comstock, met with Mental Health Services Oversight and Accountability Commission (MHSOAC) staff, and discussed the role of CALBHB/C in supporting California’s 59 mental/behavioral health boards and commissions, along with organized advocacy around statewide mental/behavioral health issues. They discussed a potential contract, at approximately \$100,000 per year for 3 years. Ms. Comstock drafted a proposal that was reviewed by CALBHB/C’s officers, and submitted to the MHSOAC.
 - C. **Audit Ad Hoc Committee:** Creation of an ad hoc committee to provide an internal audit was postponed until after the regional elections.

4. **President's Report/Update:**

A. **Interim Executive Director** – President Theresa Comstock explained the need to increase the budgeted expense allocated for an [executive director](http://www.calbhbc.com/executive-director-posting.html) (www.calbhbc.com/executive-director-posting.html) and potential administrative support. *A list of administrative duties currently handled by CALBHB/C officers had been previously shared and are attached at the end of the minutes, Attachment B.* Ms. Comstock suggested an increase from \$50,000 to \$75,000. A motion was made to increase the salary to \$75,000 by Larry Lue with a second from Alisa Chatprapachai. The motion carried unanimously.

B. **Bylaws** - Changes were discussed for follow-up by the Executive Committee to propose recommendations. CALBHB/C Bylaws stipulate that changes to bylaws should take place at the CALBHB/C Annual Meeting (Article VI). Changes discussed included:

- i. Change to staggered 2-year terms for all Governing Board members
- ii. Change Officer (Pres., VP, Secty/Treas) terms to begin July 1 and end June 30
- iii. Ability for President to appoint regional directors to fill vacancies in regions, with the approval of the Governing Board
- iv. Criteria for removing members due to poor attendance

5. **Year End Review/Critique:** Governing Board members and attendees were asked to discuss/critique the following:

A. Meeting Management

- a. Regional Meetings
 - i. Topics
 - ii. Attendance
 - iii. Accommodations
 - iv. Location
- b. Conference Calls

B. Communications:

- a. Website: Many positive comments regarding the website: www.calbhbc.com.
- b. Newsletter: A suggestion was made to have content-rich articles in the newsletter. Currently the newsletter is set up to direct readers to www.calbhbc.com for resources supporting boards/commissions and mental/behavioral health related issues/news/programs, with access to issue-briefs through newsletter links.
- c. Conference Calls: Regional conference calls every other month have been well-received, and will continue.
- d. Email: Email correspondence is most effective when brief (lengthy messages not effective).

- C. Training/Support <http://www.calbhbc.com/training.html> :
- a. “Best Practices” Handbook
 - b. New 15 minute On-line training module re: MHSA Plans.
 - c. CIBHS Mental Health Board training to continue to include basics of being a board member and advocacy, and increased focus on cultural/linguistic competency. “How to Build a Board” and “Evaluating Programs/Sites” are in Susan Wilson’s (CIBHS Contracted Trainer) plan for future trainings.
- D. Issue Advocacy
- a. Employment
 - i. Individual Placement & Support: <http://www.calbhbc.com/employment.html>
 - ii. SB906 Peer Certification: <http://www.calbhbc.com/peer-supports.html>
 - b. Adult Residential Facilities (Board & Cares): <http://www.calbhbc.com/homeless--housing.html>

Meeting was adjourned at **6:00pm**

Next meeting will be June 22, 2018 in Los Angeles at the Sheraton Gateway, 1061 W. Century Blvd.

Saturday April 21st, 2018 – TRAINING

CA Institute for Behavioral Health Solutions (CIBHS) / Trainer Susan Wilson:

Mental/Behavioral Health Board Training, 9:30am – 3:00pm (Sign-In and Coffee at 9:00am)

In the morning, the training provided 2 hours of discussion about the roles and responsibilities of mental/behavioral health board members, ethics and the Brown Act. In the afternoon, the training provided 2 hours of discussion about advocacy for issues. Board members focused on how to encourage consumer, family member and community participation and how to focus on a particular issue of interest in the public arena.

Attendees:

Christine Boyle (Butte)	Lynda Leigh (Santa Cruz)
Jessica Bennett (Alpine)	L.D. Louis (Alameda)
Xaloc Cabanes (Santa Cruz)	Rebekah Mills (Santa Cruz)
Kathleen Chance (Napa)	Mario Ramirez (Monterey)
Theresa Comstock (CALBHBC Napa)	Mae Sherman (CALBHBC Lassen)
Maria Correia (CALBHBC Santa Cruz)	Patricia Way (San Mateo)
Lee Davis (Alameda)	Rosa Gonzalez-Rivas (Monterey)
Christine Elder (Tuolumne)	Maria L. Leon (Monterey)
May Farr (CALBHBC San Bernardino)	Carletta Jackson (San Francisco)
John Fenley (CALBHBC Trinity)	Carole Marasovic (CALBHBC Berkeley)
Deb Goerlich (Alpine)	Matt Lieberman (MHSOAC)
Jules Hatchett (Solano)	Tom Orrock (MHSOAC)
Chris Holbrook (Marin)	Shoshana Zatz (CIBHS).
Sarah Lambie (Tuolumne)	
Gregory Ledbetter (San Francisco)	

Next mental/behavioral health board/commission training will be at the Sheraton Gateway Hotel, Los Angeles on June 23, 2018.

Minutes – Attachment A Friday, April 20th Attendance for CALBHBC/C 1pm Meeting

1	Jane	Adcock	CA BH Planning Council
2	Jessica	Bennett	Alpine
3	Christine	Boyle	Butte
4	Xaloc	Cabanes	Santa Cruz
5	Alisa	Chatprapachai	Orange / CALBHBC VP
6	Theresa	Comstock	Napa / CALBHBC President
7	Maria	Correia	Santa Cruz
8	Christine	Elder	Tuolumne
9	May	Farr	San Bernardino
10	John	Fenley (Supervisor)	Trinity
11	Linda	Fosler	Monterey
12	Deb	Goerlich	Alpine
13	Marshall	Gonzalo	San Mateo - Patients Rights Advocate
14	J.D.	Hatchett	Solano
15	Chris	Holbrook	Marin
16	Carletta	Jackson	San Francisco
17	Gregory	Ledbetter	San Francisco
18	Matt	Lieberman	MHSOAC
19	Larry	Lue	L. A.
20	Carole	Marasovic	Berkeley
21	Rebekah	Mills	Santa Cruz
22	Tom	Orrock	MHSOAC
23	Loy	Profitt	San Francisco
24	Linda	Ramus	Alameda
25	Barbara	Serwin	Contra Costa
26	Mae	Sherman	Lassen / CALBHBC Secty-Treas.
27	Brian	Sala	MHSOAC
28	Fasi	Siddiqui	Orange
29	Sherry	Weyers	Sonoma
30	Leslie	Wilson	Lake
31	Susan	Wilson	CA BH Planning Council
32	Ken	Young	Lake
33	Helene	Zimmerman	NAMI San Mateo
34	Cary	Chung	San Mateo - Patients Rights Advocate
35	Cherry	Leung	San Mateo
36	Shoshana	Zatz	CIBHS

Minutes - Attachment B

CALBHB/C Admin Tasks

1. Meetings & Conference Calls (Governing Board, Regional+)
 - a. Governing Board Agenda formatting/attachments/links
 - b. Regional Meeting flyer/agenda
 - c. Reminder Emails/Calls/Texts
 - d. Minutes
 - e. Attendance Sheets (Regional Meetings)
 - f. Name Tags (Regional Meetings)
2. Newsletter
 - a. Formatting
 - b. Updating events/dates
 - c. Dissemination (MailChimp)
3. Website & Social Media
 - a. Website updates (weekly+)
 - i. Additions
 - ii. Updates
 - iii. Formatting
 - b. Facebook updates (weekly+)
4. Contact Spreadsheet - 249 Contacts, including Chair, Admin, BH Director for 59 boards.
 - a. Updates
 - b. Additions
5. Scheduling/rescheduling meetings (emails, calls, etc.)
 - a. Governing Board
 - b. Committees
 - c. Local MHB/BHBs
 - d. Statewide Allies
6. Event Planning for 5 Regional Meetings (Mae currently handles most of this)
 - a. Conference Rooms
 - b. Lodging - advance room blocks, reservations & monitoring
 - c. Ordering coffee, box lunches
 - d. Travel Coordination for individuals requiring assistance (airplane reservations, shuttle, train, etc.)
 - e. Communication with attendees (emails, calls, etc.)
 - f. Attendance roster
7. Event Planning for Advocacy Meetings (recent meetings in Rialto & Woodland)
 - a. Ordering lunches
 - b. Reserving rooms
 - c. Coordinating Audio/Visual
 - d. Organizing turn-out (calls, emails)
8. Dues
 - a. Invoices
 - b. Mailing 59
 - c. Monitoring payments