

**CA Association of Local Behavioral Health Boards & Commissions (CALBHB/C)**  
**Minutes of Governing Board Meeting July 27, 2018, 11:30am**  
**(Zoom Tele-Conference Call)**

The meeting was called to order at 11:30am by President, Theresa Comstock.

Those in attendance were: Theresa Comstock (Napa Co), Mae Sherman (Lassen Co.), Benny Benevidez (Imperial Co.), Jerry Jeffe (Sacramento Co.), John Fenley (Trinity Co.), Jerry Harris (Ventura Co.), Alisa Chatprapachai (Orange Co.), Yvonne Bond (Placer Co.)

Absent: Matt Gallagher (Sac. Co.), Merilla Scott (L.A. Co.), Larry Lue (L.A. Co.), James Glica-Hernandez (Yolo Co.), Stacy Delgleish (L.A. Co.), Harriette Stevens (S.F. Co.),

**Open Comment for Governing Board Members:** Yvonne Bond shared that Placer Co. questioned the increase in County membership dues.

John Fenley reported that Noel O'Neill would be retiring as Behavioral Health Director of Trinity Co. in November.

**Minutes:** The minutes of June 22, 2018 meeting and training in Los Angeles were presented for approval: The minutes were sent electronically to Governing Board members prior to the meeting. A motion to approve the minutes was made by Yvonne Bond with a second from John Fenley. The motion carried unanimously

**Finances:** Financial Report was presented for approval: The Finance Report was sent electronically to Governing Board members prior to the meeting. Total assets as of July 20, 2018 were \$142,502.83. Total expenditures through July 20, 2018 were \$6,622.76.

**Internal Audit Report:** CALBHB/C Ad Hoc Committee, Alisa Chatprapachai and Jerry Harris, (Governing Board Members), performed an internal audit June 23, 2018. A report was sent electronically to all Governing Board members. The audit committee reviewed the Bylaws' Mission Statement and Objectives and determined that the Association is functioning in a consistent manner. Sufficient controls are in place to ensure continued compliance and will be monitored monthly. The committee recommended a document be developed that specifies the 501(c)(3) requirements to maintain exempt status. The committee was thanked by President Theresa Comstock for all the hard work.

**President's Report:** President Theresa Comstock, discussed the potential new CALBHB/C Office. Executive Director Jerry Jeffe and President Comstock both met with Toby Ewing, Matt Lieberman, and Tom Orrick of the MHSOAC. The proposal for \$100,000.00 per year for 3 years was reviewed.

President Theresa Comstock encouraged Governing Board members to reach out to local boards in each of their regions by phone, email, or visiting.

**Staggered Terms:** We will “draw straws” at our October 2018 meeting to facilitate the beginning of staggered 2-year terms (per the bylaw changes made at June’s annual meeting.)

**Executive Director’s Report:** CALBHB/C’s new Executive Director, Jerry Jeffe, reported that he and President Theresa Comstock found an office in downtown Sacramento. Work is being done to establish a telephone and Internet service. Access to office furniture was given to Jerry to be used for his purpose. Jerry’s signature was added to the checking and passwords to Quick Books were given. Jerry will also be working on getting guest speakers and assuming a larger role for Facebook and Website. He will send out County Membership dues invoices soon. Jerry stated that he will focus on getting to know each member of the Governing Board. A copy of the Executive Director’s Report was sent electronically to all Governing Board members prior to the meeting.

**Lease For Office Space:** Executive Director Jerry Jeffe, presented the Office Building Lease to the Governing Board, (which had been sent electronically to all members). After discussion, a motion was made by John Fenley to accept the lease contract for the office space with a second from Jerry Harris. Motion carried unanimously.

**Behavioral Health Action:** Executive Director Jerry Jeffe, introduced information about a Coalition called, “Behavioral Health Action”, a statewide organization that is partnering with several other entities to raise awareness that “behavioral health matters”. Jerry encouraged the Governing Board to join the Coalition. After discussing the information, a motion was made by Jerry Harris to join the Behavioral Health Action Coalition with a second from Yvonne Bond. Alisa Chatprapachai abstained. Motion carried.

#### **Upcoming Meetings/Trainings:**

**REGISTRATION at:** <https://www.calbhbc.com/meetings-and-training.html>

1. Small County Training (CIBHS) August 25, 2018 in Redding
2. Quarterly Meeting & Central Regional Meeting/Training, October 19-20, 2018 in Folsom
3. Quarterly Meeting & Southern Regional Meeting/Training January 18-19, 2018 in San Diego

To register for the meetings/trainings, go to the CALBHB/C website: [www.calbhbc.com/meetings-and-training.html](http://www.calbhbc.com/meetings-and-training.html)

**Announcements:** A new “FAQ” page has been added to CALBHB/C website: [www.calbhbc.com/faqs.html](http://www.calbhbc.com/faqs.html), and the 2016 Data Notebook overview on “Children and Youth” was just released and is also posted on CALBHB/C website: [www.calbhbc.com/data-notebooks.html](http://www.calbhbc.com/data-notebooks.html)

Meeting was adjourned at 12:30pm