

**CA Association of Local Behavioral Health Boards & Commissions (CALBHB/C)**  
**Minutes of Governing Board Meeting September 12, 2017, 7pm**  
**(Zoom Conference Call)**

The meeting was called to order at 7:10pm by President, Theresa Comstock.

Those in attendance were: Theresa Comstock, Alisa Chatrapachai, Mae Sherman, Caroline Kelly, Tom Campbell, Leslie Wilson, Supervisor John Fenley, Matt Gallagher, Fasi Siddiqui, Maria Correia, Keng Cha, Larry Lue, Carole Marasovic

Absent: May Farr, Susan Friedman. All regions were represented.

An "Open Comment for Governing Board Members" was provided. Caroline Kelly thanked board members for helping her with the hiring of an Executive Director.

The August 8, 2017 minutes from the Governing Board Meeting (Zoom Tele-Conference Call) were presented for approval. John Fenley made a motion to approve the minutes with a second from Caroline Kelly. With one abstention from Maria Correia, the motion carried.

The Fiscal Year-To-Date Financial Report was presented. The Board received an electronic copy of the report prior to the meeting. Our total current assets as of September 6, 2017 was \$137,611.28, (this includes accounts receivable of \$6,463.96). A motion was made by Alisa Chatrapachai to accept the Finance Report as presented. There was a second from Fasi Siddiqui. Motion carried unanimously.

Proposed Policies: A proposal for a Financial Policy (Board and Staff Roles), was presented for action. After much discussion, it was decided to further study this proposal and it will be on the agenda next month. A Travel Expense Reimbursement Policy was presented. A change was made eliminating the last sentence of page one under meal reimbursements. There was a **motion made to accept the corrected Travel Expense Reimbursement Policy** by John Fenley with a second from Caroline Kelly. With one abstention from Matt Gallagher, the motion carried.

Proposal Resolution: "Motion to authorize the CALBHBC Executive Director to enter into contracts on behalf of CALBHBC in the course of Facilitating CALBHBC's mission, not to exceed \$5,000.00 for an individual contract." After much discussion of the pro's and cons of this proposal, it was decided to table it until the Governing Board defined a "quorum". There was a motion by John Fenley to table the Proposed Resolution with a second from Tom Campbell. With one abstention from Keng Cha, the motion carried.

A **motion** was made by John Fenley to define a “**quorum**” as a **simple majority of the Governing Board**. A second was made by Carole Marasovic. The motion carried unanimously.

A **motion** was made “**To authorize the CALBHBC Executive Director to enter into contracts on behalf of CALBHBC in the course of facilitating CALBHBC’s mission, not to exceed \$2,000.00 for an individual contract.**” Supervisor John Fenley made the motion with a second from Mae Sherman. There were eleven ayes and two nays. Nays were made by Carole Marasovic and Tom Campbell.

Report from Superior Region: The Superior Regional Meeting and Training was held in Chico September 9, 2017. Eleven of the sixteen Counties were represented. Susan Wilson taught the Responsibility and Reality of Mental Health Boards in the morning and the Data Notebook in the afternoon. Terry Bohrer taught “Best Practices” and MHSOAC Deputy Director Brian Sala presented on the Fiscal Transparency Tool found on the MHSOAC website.

Regional conversation on issues of counties in the Superior Region: top concerns included lack of psychiatrists as well as homelessness and housing.

Conversation about the way to say the Association’s name ended with a **motion** from Caroline Kelly **to refer to the Association as, “Cal-BHBC”** with a second from Leslie Wilson. Motion carried unanimously.

Announcements:

1. The “Best Practices” document is available at [www.calbhbc.com/association-docs.htm](http://www.calbhbc.com/association-docs.htm)
2. Data Notebook 2017 has been released and is due on November 30, 2017
3. Ad Hoc Committees will be facilitated by CALBHBC’s Executive Director, Trina Isidro
4. Upcoming Meetings/Trainings:
  - a. September 9, Chico – MHB Training / Superior Regional Meeting
  - b. October 20-21, Central Regional Meeting / Training (10/21) (Sacramento)
  - c. January 19-20, Southern Regional Meeting / Training (1/20) (San Diego)
  - d. April 20-21, Bay Area Regional Meeting / Training (4/21) (Redwood City)
5. <http://calbhbc.weebly.com/regional-team-reporting.html> to be used for monthly reporting of local MHB/BHB needs, issues and successes.

The meeting was adjourned at 8:30pm with a motion from Maria Correia and a second from Carole Marasovic.