

BEHAVIORAL HEALTH ADVISORY BOARD
ADULT SERVICES COMMITTEE
MINUTES ■ Thursday, August 1st, 2019

<p>Members Present Nancy Borchard, Committee Co-Chair Gane Brooking, Committee Co-Chair Jerry Harris, BHAB Chair Ratan Bhavnani, BHAB David Deutsch, Client Network Gray Wilking, Area Agency on Aging Elizabeth R. Stone, MHSOAC-CFLC Cindy Doutt, Telecare</p> <p>Others Present Stuart Fiedler, Client Network Vannessa Cortez, TAY Tunnel Teri Helton, R.N., VC Coalition for Compassionate Care Griselda Gaytan, Adult Protective Services Kevin Janeway, Client Network Lynn Gibbs, NAMI Victoria Deguzman, Probation</p>	<p>Ventura County Behavioral Health (VCBH) Managers/Staff Present Dr. John Schipper, Adult Division Chief Anna Flores, Alcohol and Drug Programs Manager Susan White Wood, Housing Manager Edith Pham, BHAB Assistant</p> <p>NEXT MEETING: Thursday, September 5, 2019, 10:00 a.m. – 12:00 pm</p> <p>Ventura County Behavioral Health (VCBH) 1911 Williams Drive, second floor, Oxnard</p>
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Note: The committee has not yet approved these minutes. There may be additions/deletions or corrections before the minutes are accepted in final form.

	DISCUSSION/CONCLUSIONS	RECOMMENDATIONS/ ACTIONS	RESPONSIBLE
I.	Call to Order Co-Chair Gane Brooking called the meeting to order at 10:07 a.m.		
II.	Approval of the Agenda Ms. Brooking asked the committee to review and approve today’s agenda. Jerry Harris moved to approve, Gray Wilking seconded. The motion carried unanimously.	The agenda was approved as written. M/S/C	
III.	Approval of the Minutes Ms. Brooking asked the committee to review and approve the minutes of the June 6, 2019 meeting. David Deutsch moved to approve, Jerry Harris seconded. The motion carried unanimously.	The minutes were approved as written. M/S/C	
IV.	Welcome and Introductions Ms. Brooking welcomed everyone and asked for introductions.		
V.	Public Comments David Deutsch announced that the BHAB General meeting of August 19 will include a recognition of Bill Shilley, who founded the Addictive Disorders Studies program at Oxnard College. Mr. Deutsch invited all who knew him to attend the brief ceremony at 1:00 p.m. Stuart Fiedler spoke about Taxation Code 19280 regarding restitution to people who are victims of crimes. He also requested to be appointed as a member of this committee.		
VI.	Chair Announcements Ms. Brooking noted that the renovations on the Knoll Drive shelter in Ventura have started. Social services will be provided. Susan White Wood, VCBH Housing Manager, provided information regarding the housing for veterans in Oxnard and East Ventura.		
VII.	Old Business A. Annual Report – Draft List of Achievements for Fiscal Year 2018-19 The committee identified the following achievements: 1. The opening of the Crisis Stabilization Unit (CSU), for which the committee had advocated. 2. Dialogued with local community hospital regarding the opening of a private CSU. 3. Advocated for the development of a Request for Proposal (RFP) for services for the older adult population. Recommendation was made to Mental Health Services Act (MHSA) staff to follow up on an RFP for older adults. 4. Advocated for increased housing for clients. 5. Expanded the representation of stakeholders on this committee.		

	<p>6. Identified high priority needs and followed up by gathering information.</p> <p>B. Progress on the Inpatient/Crisis Stabilization Unit (IPU/CSU) Action Plan Mr. Harris noted that Health Care Agency Director Bill Foley has stated that the capacity of the CSU will increase as the needs are identified. A request was made to get quarterly reports regarding the IPU, including various demographics. Dr. Schipper noted that VCBH and IPU Chiefs and managers meet regularly and have identified a need for meaningful data, including a list of specific clients who have had multiple encounters at the CSU since its opening in late April. A discussion took place regarding the need to increase the capacity of the CSU, particularly when considering the shortage of IPU beds, and the need for timely follow-up at the outpatient clinics upon clients' non-admission at the CSU.</p> <p>C. Progress on the Services to Older Adult Population Action Plan The committee agreed to keep two actions plans regarding the older adult population, one for outpatient services and one for inpatient services. Ms. Borchard noted that the action plan titled "Advocate for increased services to the older adult population (60+)", with objectives focusing on CSUs, is actually for adults. Mr. Harris voiced his concerns about the simplified Action Plan format, which has not been approved by the full board. He urged the committee to avoid over-thinking the action plans, and he provided an example of what an action plan can look like ("Annual Report presentation"). Ms. Wilking volunteered to help with the older adult action plan, along with Ms. Brooking.</p>	Help draft action plans	G. Wilking, G. Brooking
VIII.	<p>Members and Participants Comments</p> <p>Elizabeth R. Stone noted that she sits on the Client and Family Leadership Committee of the Mental Health Services Oversight and Accountability Commission (MHSOAC). The committee's main task for the next two years is to ensure client and stakeholder input in the creation and revision of the MHSA Plan. Kiran Sahota, VCBH MHSA Manager, is supportive of the process.</p> <p>Mr. Harris noted that a statewide teleconference on Mental Health and the criminal justice system will take place right after this meeting.</p> <p>Ratan Bhavnani noted that a NAMI Regional Advocacy Meeting will take place on August 16 in Camarillo. The focus will be on the national initiative called Stepping Up, whose goal is to reduce the number of people with mental illness who are in jail.</p>		
IX.	<p>Ventura County Behavioral Health (VCBH) Updates</p> <p>A. Adult Division – Dr. John Schipper, Adult Division Chief Efforts are being made to design a user-friendly recovery report with input from clients, staff and information contained in the clients' charts.</p> <p>B. Substance Use Disorders – Anna Flores, Manager</p> <ul style="list-style-type: none"> • Less than 3% of admissions to the Alcohol & Drug Programs (ADP) involve people age 60 and over. • Recovery Services went live in June. Relapse rate is difficult to gauge. ADP is looking at re-admission rate for clients who have participated in five or more after-care services compared with that for clients who declined to attend after-care. • Bed availability is an issue. Khepera House is not currently Drug Medi-Cal certified, so it cannot contract with VCBH. Prototypes is dealing with staffing issues. • Sober living homes are self-governing, with no government oversight, and should not have counselors or provide services. <p>C. Mental Health Services Act (MHSA) – Clara Barron, Manager Ms. Barron was not in attendance.</p>		
X.	<p>Item for Next Meeting Agenda Not discussed.</p>		
XI.	<p>Adjourn The meeting adjourned at 12:05 p.m.</p>		

JUNTA ASESORA DE SALUD DEL COMPORTAMIENTO

COMITÉ DE SERVICIOS PARA ADULTOS

MINUTOS ■ Jueves, 1 de agosto de st, 2019

<p><u>Miembros presentes</u> Nancy Borchard, copresidenta del comité Gane Brooking, copresidente del comité Jerry Harris, presidente de BHAB Ratan Bhavnani, BHAB David Deutsch, red de clientes Gray Wilking, Agencia de Área sobre Envejecimiento Elizabeth R. Stone, MHSOAC-CFLC Cindy Doutt, Teleasistencia</p> <p><u>Otros presentes</u> Stuart Fiedler, red de clientes Vannessa Cortez, Túnel TAY Teri Helton, RN, VC Coalition for Compassionate Care Griselda Gaytan, Servicios de Protección de Adultos Kevin Janeway, red de clientes Lynn Gibbs, NAMI Victoria Deguzman, libertad condicional</p>	<p><u>Gerentes / personal presente de Ventura County Behavioral Health (VCBH)</u> Dr. John Schipper, Jefe de División de Adultos Anna Flores, Gerente de Programas de Alcohol y Drogas Susan White Wood, Gerente de Vivienda Edith Pham, Asistente BHAB</p> <p>SIGUIENTE JUNTA: Cerrado jueves, 5 de septiembre de, 2019, 10:00 a.m. - 12:00 pm</p> <p>Salud conductual del condado de Ventura (VCBH) 1911 Williams Drive, segundo piso, Oxnard</p>
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Nota: El comité aún no ha aprobado estas actas. Puede haber adiciones / eliminaciones o correcciones antes de que las actas se acepten en forma final.

	DISCUSIÓN / CONCLUSIONES	RECOMENDACIONES / COMPORTAMIENTO	RESPONSABLE
YO.	Llama para ordenar El Copresidente Gane Brooking convocó la reunión a las 10:07 a.m.		
II	Aprobación de la agenda La Sra. Brooking le pidió al comité que revisara y aprobara la agenda de hoy. Jerry Harris se movió para aprobar, Gray Wilking lo secundó. La moción fue aprobada por unanimidad.	La agenda fue aprobada como está escrita. M / S / C	
III.	Aprobación del acta La Sra. Brooking le pidió al comité que revise y apruebe las actas de la reunión del 6 de junio de 2019. David Deutsch hizo la moción para aprobar, Jerry Harris lo secundó. La moción fue aprobada por unanimidad.	Las actas fueron aprobadas tal como están escritas. M / S / C	
IV.	Bienvenida y Presentaciones La Sra. Brooking dio la bienvenida a todos y pidió presentaciones.		
V.	Comentarios públicos David Deutsch anunció que la reunión general de BHAB del 19 de agosto incluirá un reconocimiento de Bill Shilley, quien fundó el programa de Estudios de Trastornos Adictivos en Oxnard College. El Sr. Deutsch invitó a todos los que lo conocieron a asistir a la breve ceremonia a la 1:00 p.m. Stuart Fiedler habló sobre el Código Fiscal 19280 con respecto a la restitución a las personas que son víctimas de delitos. También solicitó ser nombrado miembro de este comité.		
VI.	Anuncios de la presidencia La Sra. Brooking señaló que las renovaciones en el refugio Knoll Drive en Ventura han comenzado. Se proporcionarán servicios sociales. Susan White Wood, Gerente de Vivienda de VCBH, proporcionó información sobre la vivienda para veteranos en Oxnard y East Ventura.		
VII.	Viejo negocio A. Informe anual - Borrador de la lista de logros para el año fiscal 2018-19 El comité identificó los siguientes logros:		

	<ol style="list-style-type: none"> 1. La apertura de la Unidad de Estabilización de Crisis (CSU), por la cual el comité había abogado. 2. Diálogo con el hospital comunitario local sobre la apertura de una CSU privada. 3. Abogó por el desarrollo de una Solicitud de Propuesta (RFP) para servicios para la población de adultos mayores. Se hizo una recomendación al personal de la Ley de Servicios de Salud Mental (MHSA) para dar seguimiento a una solicitud de propuesta para adultos mayores. 4. Abogado por el aumento de la vivienda para los clientes. 5. Se amplió la representación de las partes interesadas en este comité. 6. Se identificaron necesidades de alta prioridad y se realizó un seguimiento mediante la recopilación de información. <p>B. Avances en el Plan de Acción de la Unidad de Estabilización de Crisis / Pacientes Hospitalizados / UCI / CSU El Sr. Harris señaló que el Director de la Agencia de Atención Médica, Bill Foley, ha declarado que la capacidad de la CSU aumentará a medida que se identifiquen las necesidades. Se realizó una solicitud para obtener informes trimestrales sobre la UIP, incluidos diversos datos demográficos. El Dr. Schipper señaló que VCBH y la UIP jefes y gerentes se reúnen regularmente y tienen identificadas una necesidad de datos significativos, incluyendo una lista de clientes específicos que han tenido múltiples encuentros en la CSU desde su apertura a finales de abril. Se debatió sobre la necesidad de aumentar la capacidad de la CSU, particularmente cuando se considera la escasez de camas de la UIP, y la necesidad de un seguimiento oportuno en las clínicas ambulatorias en caso de que los clientes no ingresen en la CSU.</p> <p>C. Progreso en los servicios para el plan de acción de población de adultos mayores El comité acordó mantener dos planes de acción con respecto a la población adulta mayor, uno para servicios ambulatorios y otro para servicios hospitalarios. La Sra. Borchard señaló que el plan de acción titulado "Abogar por mayores servicios para la población adulta mayor (60+)", con objetivos centrados en las CSU, es en realidad para adultos. El Sr. Harris expresó su preocupación sobre el formato del Plan de Acción simplificado, que no ha sido aprobado por la junta completa. Instó al comité a evitar pensar demasiado en los planes de acción, y proporcionó un ejemplo de cómo puede ser un plan de acción (" Presentación del Informe Anual "). La Sra. Wilking se ofreció para ayudar con el plan de acción para adultos mayores, junto con la Sra. Brooking.</p>	<p style="text-align: right;">G . Wilking, G . Brooking</p> <p style="text-align: center;">Ayuda para redactar planes de acción</p>	
<p>VIII</p>	<p>Comentarios de miembros y participantes Elizabeth R. Stone señaló que es miembro del Comité de Liderazgo de Clientes y Familias de la Comisión de Supervisión y Responsabilidad de los Servicios de Salud Mental (MHSAOC). La tarea principal del comité durante los próximos dos años es garantizar la contribución de los clientes y las partes interesadas en la creación y revisión del Plan MHSA. Kiran Sahota, Gerente de VCBH MHSA, apoya el proceso.</p> <p>El señor Harris señaló que en todo el estado de tele conferencia sobre Salud Mental y el sistema de justicia penal se llevará a cabo inmediatamente después de esta reunión .</p> <p>Ratan Bhavnani señaló que una reunión regional de defensa de NAMI tendrá lugar el 16 de agosto en Camarillo . La atención se centrará en la iniciativa nacional llamada Intensificación , cuyo objetivo es de reducir el número de personas con enfermedades mentales que están en la cárcel.</p>		
<p>IX.</p>	<p>Actualizaciones de Ventura County Behavioral Health (VCBH)</p> <p>A. División de Adultos - Dr. John Schipper, Jefe de División de Adultos Se están realizando esfuerzos para diseñar un informe de recuperación fácil de usar con los aportes de los clientes, el personal y la información contenida en los cuadros de los clientes.</p> <p>B. Trastornos por uso de sustancias - Anna Flores, Gerente</p>		

	<ul style="list-style-type: none"> • Menos del 3% de las admisiones a los Programas de Alcohol y Drogas (ADP) involucran a personas de 60 años o más. • Los servicios de recuperación comenzaron a funcionar en junio. La tasa de recaída es difícil de medir. ADP está mirando tasa de readmisión para los clientes que han participado en cinco o más después del horario de atención de los servicios en comparación con la de los clientes que se negaron a participar en el cuidado después de. • La disponibilidad de camas es un problema. Actualmente , Khepera House no cuenta con la certificación de Drug Medi-Cal, por lo que no puede contratar con VCBH. Prototypes se ocupa de cuestiones de personal. • Los hogares que viven sobrios son autónomos, sin supervisión excesiva del gobierno , y no deben tener consejeros ni prestar servicios. <p>C. Ley de Servicios de Salud Mental (MHSA) - Clara Barron , Gerente La Sra. Barron no estuvo presente.</p>		
X.	Artículo para la agenda de la próxima reunión No discutido		
XI	Aplazar Se levanta la sesión a las 12:05 p.m.		

BHAB Adult Services Committee
Questions/Thoughts for Discussion Regarding Action Plan Updates on 8/1/19

Scope/purview of the committee

1. Does the committee have the power/purview to do what is included in the action plans (design and implementation)? Or is the role of the committee more about educating and supporting certain kinds of programs?
2. Does the committee want to focus support efforts on one specific program (like peer support) or several? If several, do we want to identify certain types of programming we feel is needed? Another route could be supporting and advocating for programs that come out of the impending VCBH Request for Proposal (RFP) to keep things consistent, and so we know there is money for new programming so it is more likely to happen.

Peer Advocacy

The committee should advocate for peer programming. However, it should not necessarily be identifying peers, reaching out to peers, exploring funding for peer programs, or exploring entities to facilitate peer programming. It seems that these tasks are outside of the scope of the committee. The challenge is to advocate for peer programming when this was cut out of the VCBH budget recently. Maybe those BHAB Adult Services Committee members that are passionate about peer services can make some sort of appeal to VCBH to look into new peer programming.

Older Adult Population

1. Since there is, or will be soon be, an RFP for outreach to older adults, one action step could be to stay abreast of the developments of the RFP and request a presentation from the grantee/contractor when there is one.
2. Another action item for the "older adults outpatient services" plan could be to create a workgroup that contacts various entities in the county (nonprofits, other government agencies, etc.) to discuss and advocate for increased services for older adults.
3. Create a service matrix that is specific to older adults. The committee chairs could assign a workgroup to work on that/encourage VCBH staff to create it.
4. Consider combining the two plans as we discussed at one point.

COUNTY OF VENTURA – BEHAVIORAL HEALTH ADVISORY BOARD

ACTION PLAN

Adult Services Committee

a/o 6/4/2019

OBJECTIVE TITLE: Advocate for increased services to the older adult population (60+ y/o)

SPECIFIC OBJECTIVE: Advocate for expansion of the CSU @ VCMC

Advocate for additional hospitals to open a CSU

KEY INDICATORS: 1. _____

2. _____

3. _____

ACCOUNTABILITY: _____

TARGET COMPLETION DATE: June 30, 2020

	ACTION STEPS	START DATE	COMPLETION DATE	ACCOUNTABILITY	ACTION STEP: ON TARGET	DELAYED*	STATUS
1.	Quarterly reports from Dan Powell on data from CSU/IPU (see requested data sheet)						
2.	Invite Audra Strickland (Assn of Hosp) to discuss how things are going in VC as well as learning how things work other places						
3.	Engage in conversation with Kim Milstien to communicate need for expansion of CPU						

*Explain project delays in status column, revise target dates as required, and state actions required to overcome/remove obstacle(s).

	ACTION STEPS	START DATE	COMPLETION DATE	ACCOUNTABILITY	ACTION STEP: ON TARGET DELAYED*		STATUS
4.	Continued updates from Dr. Streeter/Dignity Health rep re: plans to open CSU						
5.	Encourage outreach and engagement to constituents and consumers in Simi & TO to advocate for CSU						
6.							
7.							
8.							

*Explain project delays in status column, revise target dates as required, and state actions required to overcome/remove obstacle(s).

Data About CSU & IPU Requested

Basic Data:

1. Numbers served
2. Disposition
3. Was hospitalization prevented?

Admittance:

1. How many clients need medical care prior to admission to CSU?
2. For what types of issues?
3. Where are patients who are not deemed suitable for the CSU referred?
4. How effective are those referrals?

Impact on ER's:

1. Is CSU making a difference in the local ED's ?
2. How many ED patients get sent out of County?

Re-Admittance:

1. How many people released from CSU return?
2. Within what time periods?

Funding:

1. Cost of running CSU?
2. Possible funding sources to fund additional staff to handle more patients?
3. Can grants be used to fund staffing?
4. How about in the VCHCA budget?

Data collection issues:

1. How to get accurate numbers, as some may have private insurance
2. How to determine if CSU making a difference in the local ED's

COUNTY OF VENTURA – BEHAVIORAL HEALTH ADVISORY BOARD

ACTION PLAN :

Adult Services Committee

a/o 6/4/2019

OBJECTIVE TITLE: Advocate for increased services to the older adult population (60+)

SPECIFIC OBJECTIVE: Advocate for enhanced Outpatient Service Options for Older Adults

- KEY INDICATORS:
1. Support development of pilot (8-week?) site-based support groups for older adults
 2. Advocate for peer specialists/peer support services for older adults
 3. _____

ACCOUNTABILITY: _____ TARGET COMPLETION DATE: **June 30, 2020**

ACTION STEPS	START DATE	COMPLETION DATE	ACCOUNTABILITY	ACTION STEP: ON TARGET DELAYED*	STATUS
1. Determine locations of high-density housing complexes where large proportion of 'eligible' seniors reside	1/10/2019	2/7/2019	Denise/Gray		Completed For HASCB City Of Ventura (01/17/2019) Completed For All Sites Throughout Ventura County by Gray & Denise (2/5/2019)
2. Learn what/which support services (to all residents) are currently offered – include by whom and in which language(s) - in housing sites determined above				<i>continued</i>	awaiting assignment of person responsible
Plan outreach to existing service providers at sites determined in step 1 to explore cooperative arrangements			tba	<i>continued</i>	awaiting assignment of person responsible

*Explain project delays in status column, revise target dates as required, and state actions required to overcome/remove obstacle(s).

ACTION STEPS	START DATE	COMPLETION DATE	ACCOUNTABILITY	ACTION STEP: ON TARGET DELAYED*	STATUS
Compile listing of all services for elder adults in county for design into a graphic service matrix	1/4/2019	4/4/2019	Gray		received some information from Area Agency on Aging (AAA), 1/24/2019
Encourage VCBH to draft and publish service matrix of older adult services			tba	<i>continued</i>	awaiting assignment of person responsible
Identify current peer specialists who might be considered older adults and who might have an interest in facilitating support groups to elder adults			tba	<i>continued</i>	awaiting assignment of person responsible
Outreach to peers who might be interested in being trained to run support groups (including Spanish speakers)			tba	<i>continued</i>	awaiting assignment of person responsible
Explore funding for training of additional peers for skills running site-based elder adult support groups and/or areas/programs identified with VCBH			tba	<i>continued</i>	awaiting assignment of person responsible
Explore entities to provide training/support for facilitating site-based support groups for elder adults and/or areas/programs identified with VCBH			tba	<i>continued</i>	awaiting assignment of person responsible

*Explain project delays in status column, revise target dates as required, and state actions required to overcome/remove obstacle(s).

COUNTY OF VENTURA – BEHAVIORAL HEALTH ADVISORY BOARD

ACTION PLAN

Adult Services Committee

a/o 6/4/2019

OBJECTIVE TITLE: Advocate for increased services to the older adult population (60+ y/o)

SPECIFIC OBJECTIVE: Advocate for the establishment of a Geriatric Inpatient services (IPU)

Ascertain updated and detailed data re: factors that contribute to need for IPU

KEY INDICATORS: 1. Advocate for inpatient services for adults 60+ years old

2. Encourage creation of graphic service matrix of elder adult services for future publication and distribution

3. _____

ACCOUNTABILITY: _____ TARGET COMPLETION DATE: June 30, 2020

ACTION STEPS	START DATE	COMPLETION DATE	ACCOUNTABILITY	ACTION STEP: ON TARGET	DELAYED*	STATUS
1. Gather information to understand rationale for exclusion of adults 64+ y/o from HPC/IPU including contacting County counsel	1/4/2019	2/7/2019	Gane		<i>continued</i>	Gane has been unable to get assistance in contacting counsel - additional direction/assistance needed
2. Research inpatient options available to adults 60+ y/o in other counties/states	1/4/2019	2/7/2019	Gane			Received list of LPS facilities throughout California from Peter 1/24/2019 Gane will contact CMH
3. Identify and invite speaker(s) from entity(ies) with potential for operating a geriatric IPU to present to adult services committee	1/4/2019	3/7/2019	Gane/ tba		<i>continued</i>	a/o 2/22/2019 , Gane has been unable to contact potential speaker(s) - additional direction/assistance needed

*Explain project delays in status column, revise target dates as required, and state actions required to overcome/remove obstacle(s).

	ACTION STEPS	START DATE	COMPLETION DATE	ACCOUNTABILITY	ACTION STEP: ON TARGET	DELAYED*	STATUS
	Invite presentation on established indicators and factors that contribute to older adults needing admission to a geriatric IPU	1/4/2019	4/4/2019			<i>continued</i>	
5.	Gather county-wide data (prevalence) on identified indicators and factors from #4	4/1/2019	5/2/2019			<i>continued</i>	received some demographic data from Denise/AAA, 2/15/2019

*Explain project delays in status column, revise target dates as required, and state actions required to overcome/remove obstacle(s).

COUNTY OF VENTURA – BEHAVIORAL HEALTH ADVISORY BOARD

ACTION PLAN

Adult Services Committee

a/o 6/4/2019

OBJECTIVE TITLE: Advocate for increased peer services

SPECIFIC OBJECTIVE: _____

KEY INDICATORS: 1. _____

2. _____

3. _____

ACCOUNTABILITY: _____

TARGET COMPLETION DATE: **June 30, 2020**

	ACTION STEPS	START DATE	COMPLETION DATE	ACCOUNTABILITY	ACTION STEP: ON TARGET	DELAYED*	STATUS
1.	Invite VCBH to present on other areas/programs in which additional peers could be employed						
2.							
3.							

*Explain project delays in status column, revise target dates as required, and state actions required to overcome/remove obstacle(s).

ACTION STEPS	START DATE	COMPLETION DATE	ACCOUNTABILITY	ACTION STEP: ON TARGET	DELAYED*	STATUS
4. Provide draft PowerPoint presentation to the members of the VCBH Executive Team for review for review and comment.	1-8-2018	1-8-2018	JH	X		Completed 1-8-2018.
5. Incorporate suggested changes and recommendations received from BHAB Executive Committee members and VCBH Executive Team members into the PowerPoint presentation.	1/11/2018	1-16-2018	JH	X		Completed 1-16-2018
6. Provide PowerPoint presentation to the BOS Clerk of the Board.	1-16-19	1-19-2016	Edith Pham (EP)	X		Completed 1-17-2018.
7. Make final preparations for the presentation to the BOS.	1-22-2018	2-12-2018	JH	X		Completed 2-12-2018
8. Make "Annual Report Overview and Operational Activity Update" presentation to the BOS.	2-13-2018	2-13-2018	JH	X		Completed 2-13-2018.

*Explain project delays in status column, revise target dates as required, and state actions required to overcome/remove obstacle(s).