

BEHAVIORAL HEALTH ADVISORY BOARD
EXECUTIVE COMMITTEE
MINUTES ■ Monday, July 10, 2017

<p><u>BHAB Officer Present</u> Jerry Harris, Chair Karyn Bates, 1st Vice Chair Ratan Bhavnani, 2nd Vice Chair Nancy Borchard, Secretary Gane Brooking, Member-At-Large Janis Gardner, Member Emeritus</p> <p><u>Others Present</u> Patricia Mowlavi, BHAB Denise Nielsen, BHAB Sonna Gray, NAMI</p>	<p><u>VCBH Staff Present</u> Dr. John Schipper, Adult Division Chief Edith Pham, BHAB Assistant</p> <p>NEXT MEETING: Monday, August 14, 2017, 1:00 – 3:00 p.m.</p> <p>Ventura County Behavioral Health 1911 Williams Drive, Training Room (first 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 Chair Harris called the meeting to order at 1:05 p.m.		
II.	Approval of the Agenda Mr. Harris asked the Committee to review and approve today's agenda. Janis Gardner moved to approve, Karyn Bates seconded. The motion passed unanimously.	The agenda was approved as written. M/S/C	
III.	Approval of the Minutes Mr. Harris asked the committee to review and approve the minutes of the June 12, 2017 meeting. Janis Gardner moved to approve, Gane Brooking seconded. The motion passed unanimously.	The minutes were approved as written. M/S/C	
IV.	Welcome and Introductions Mr. Harris welcomed everyone. Introductions were not done as everyone knew each other.		
V.	Public Comments Sonna Gray raised her concerns regarding changes that have been made at the VCMC Inpatient Unit. Because of the changes, it is now very difficult for NAMI Friends in the Lobby volunteers to meet with families in crisis. Ms. Gray noted that this is an MHSA-funded program, and she requested that the BHAB look into this.	Discuss this matter with Elaine Crandall	J. Harris
VI.	Chair Announcements Mr. Harris thanked Elaine Crandall, VCBH Director, for enabling the committees to meet again in the Administration suite. Mr. Harris noted that he plans to keep his announcements brief. He asked Janis Gardner if, during the General Meetings, she would be willing to continue making announcements about upcoming events; she agreed. Mr. Harris noted that Ms. Crandall invited Ms. Gardner and him to a meeting with Supervisor Kelly Long on July 6 th . The BHAB and its membership were briefly discussed. Ms. Crandall provided Supervisor Long with a comprehensive overview of VCBH, its accomplishments, and what may happen in the future. Supervisor Long was knowledgeable about VCBH and BHAB and appreciated the overview. Mr. Harris noted that Ms. Crandall and he have agreed to meet jointly with new BHAB members and provide them with an initial orientation and training as they come onboard.	During General Meetings, announce upcoming events	J. Gardner

<p>VII. Director's Update</p>	<p>Ms. Crandall was out of town, and Dr. John Schipper represented her.</p> <p>Dr. Schipper was asked about Laura's Law/Assist and gave the following update: 6 people have signed a treatment plan, and about 30 people are on the outreach and engagement list. The target enrollment in Assist is 40. Gaining people's voluntary cooperation is challenging. This program is time-intensive for the court, so staff there prefer to have no more than two people per week.</p> <p>Dr. Schipper noted that some staff will receive training in Assertive Community Treatment (ACT), Wellness, Recovery and Action Plan (WRAP), and trauma-informed care.</p>	<p>Information</p>	
<p>VIII. Role and Responsibilities of Executive Committee Members</p>	<p>Mr. Harris would like to involve all officers as much as they feel comfortable. All agreed they are willing to chair the meetings if needed, and attend meetings with the VCBH Director and members of the Board of Supervisors.</p> <p>Nancy Borchard noted that in the past two officers attended meetings with Supervisors or others. Mr. Harris agreed and invited Karyn Bates, 1st Vice Chair, or Ratan Bhavnani, 2nd Vice Chair, to join him based on their availability when he meets with Ms. Crandall and members of the Board of Supervisors.</p>		
<p>IX. Review Structure of the General Meeting Agendas and Meeting Content</p>	<p>Mr. Harris noted the following planned changes to the meetings:</p> <p>A. The Director's Report will no longer be duplicated at both the Executive Committee and the BHAB General meetings. The Director's Report will continue to be on the Executive Committee Agenda but will only include additional and/or new information that Ms. Crandall wishes to share with the Executive Committee members.</p> <p>B. Presentations at the General Meetings should be tied to board objectives and areas of concern to the BHAB members. The presentations should be more interactive and members are urged to ask questions. The officers agreed to have presentations every other month.</p> <p>C. A discussion took place regarding public involvement in the meetings. It was noted that the public should not only be able to address the board during the Public Comments period, but also on every item of discussion and especially on action items.</p> <p>Ms. Bates noted that at one of the meetings she attends, public comments are solicited at the beginning and end of the meetings and after presentations. All agreed this was a good way to get stakeholders' involvement.</p>	<p>Presentations every other month at General Meetings</p> <p>Public Comments at beginning and end of General Meetings</p>	
<p>X. Role of the Committees Within the BHAB</p>	<p>Mr. Harris would like to see more emphasis on and involvement of the committees as they relate to the board, and have the BHAB members be more aware of the committees' work. He proposed to have every Committee give a five-minute report at each General Meeting. Committee chairs present and Executive Committee members agreed to this.</p> <p>It was noted that the Bylaws require that members attend committee meetings. However, this can be difficult, especially for the members who work during the day.</p> <p>Denise Nielsen noted that, despite her requests for help, only Ms. Bates has occasionally attended the Youth & Family Committee meetings, which she chairs. Ms. Brooking volunteered to attend future meetings. Mr. Harris agreed to address this at the upcoming General Meeting.</p> <p>It was decided that each General Meeting agenda would include a Secretary's Report. This report will focus on board member attendance issues, resignations and appointments, and membership on board committees.</p>	<p>Include brief reports from each Committee Chair at each General Meeting</p> <p>Request help with Youth & Family Committee</p> <p>Secretary's Report</p>	<p>Committee Chairs</p> <p>D. Nielsen, J. Harris</p> <p>N. Borchard</p>

	Ms. Bates suggested assigning new BHAB members a mentor who will help all new members familiarize themselves with the Board and VCBH. She and Ms. Gardner volunteered to serve in this capacity.	Mentor new members	K. Bates, J. Gardner
XI.	Board Members Requests for Items to be Placed on the Agendas Mr. Harris requested that any Member who would like to have an item included on a General Meeting or Executive Committee agenda contact the BHAB Assistant one week prior to the Executive meeting.	Request items be placed on agenda	All BHAB Members
XII.	Annual Report Discussion and Assignments Mr. Harris requested that the committees be asked to assess the BHAB Objectives in order to note any progress the committees can add to appropriate objectives that apply to the work they are doing. This will enable committee participation in the process of evaluating whether the board is achieving its objectives. Their input will be included in the BHAB Annual Report. Ms. Gardner proposed to have the objectives reviewed occasionally during the year. Mr. Harris asked the officers to review the minutes and pull the information regarding the presentations and recognition awards that were made in 2016-17. Edith Pham volunteered to do this. Mr. Harris proposed to include the site visit reports as an attachment to the Annual Report. All agreed.	Assess progress made on the BHAB Objectives Prepare list of 2016-17 presentations, recognitions	Committees E. Pham
XIII.	Board Members Comments and Announcements A. Ms. Bates quoted from an article published on the front page of the Ventura Star on July 9. It addresses the housing crisis in the county. B. Ms. Brooking has been attending meetings of the Continuum of Care (CoC), which focuses on homelessness. Some on that committee are preparing a resolution to declare a housing crisis in Ventura County. C. Ms. Borchard suggested asking NAMI to let a BHAB member present on the BHAB during the NAMI Family to Family classes. She volunteered to present and encourage class participants to attend BHAB meetings and committees. All agreed to doing this. D. Ms. Bates suggested giving presentations to VCBH staff on the role of the BHAB. Dr. Schipper suggested doing this at staff town hall meetings. All agreed to this if acceptable to the Department.		
XIV.	Develop Agenda for the July 17, 2017 General Meeting a. Recognition: Supervisor Zaragoza. b. Structure of Future General Board Meetings – Discussion c. New Business 1. MHSA Fiscal Year 2016-17 Update and Three-Year Plan FY 2017-18 Through FY 2019-20 – Kiran Sahota, MHSA Manager d. Old Business 1. BHAB Annual Report FY 2016-17 The Executive Committee agreed to add a presentation from the Youth & Family Committee Chair, Denise Nielsen. In the future, all committees will report at every meeting. The Committee also agreed to list Public Comments at the beginning and at the end of the General Meetings.		
XV.	Events and Announcements A brief discussion took place regarding leaving this item on the agenda or removing it as it can be part of the Board Members Comments and Announcements. It was agreed to make this change.		
XVI.	Adjourn The meeting adjourned at 3:05.		

Behavioral Health Advisory Board EXECUTIVE Meeting Attendance 2017-2018

Members	July	Aug	Sept	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	June
Jerry Harris Chair	X											
Karyn Bates 1 st Vice-Chair	X											
Ratan Bhavnani 2 nd Vice Chair	X											
Nancy Borchard Secretary	X											
Gane Brooking Member At Large as of 2/27/17	X											
Janis Gardner Member Emeritus	X											

Present = x

District 1	Supervisor Bennett
District 2	Supervisor Parks
District 3	Supervisor Long
District 4	Supervisor Foy
District 5	Supervisor Zaragoza