

**BEHAVIORAL HEALTH ADVISORY BOARD**  
**EXECUTIVE COMMITTEE (VIRTUAL MEETING VIA ZOOM)**  
**MINUTES ■ Monday, May 10, 2021**

<p><u>BHAB Officers Present</u>          Jerry Harris, Chair          Ratan Bhavnani, 1<sup>st</sup> Vice Chair          Joe S. Ramirez, 2<sup>nd</sup> Vice Chair          Michael Rodriguez, Member-At-Large          Janis Gardner, Chair Emeritus</p> <p><u>Others Present</u>          Nancy Borchard, BHAB          Gane Brooking, BHAB          Vanessa Cortez, Pacific Clinics          Roberta Griego, NAMI Ventura County          Chris Ridge          Ezequiel A. Sanchez          Carole Shelton          Mark Stadler, Crisis Intervention Team          Lorena Suarez, Homeland Language Services          Scott Walker, Crisis Intervention Team          Liz Warren, Client Network</p>	<p><u>Ventura County Behavioral Health (VCBH) Staff Present</u>          Dr. Sevet Johnson, Director          Dr. John Schipper, Adult Services Division Chief          Vickie Poliquin, Temporary BHAB Assistant</p> <p>NEXT MEETING:          Monday, June 14, 2021, 1:00 – 2:30 p.m.</p> <p>Virtual Meeting Via Zoom</p>
<p><i>Note: The committee has not yet approved these minutes. There may be additions/deletions or corrections before the minutes are accepted in final form.</i></p>	

	DISCUSSION/CONCLUSIONS	RECOMMENDATIONS/ ACTIONS	RESPONSIBLE
I.	<p><b>Call to Order</b>            Chair Harris called the meeting to order at 1:00 PM.</p> <p>Dr. Johnson explained that added agenda information provides members of the public with alternative ways of making public comments. The following email address has been created to allow members of the public to send their public comments to the BHAB:  <a href="mailto:bhabadmin@ventura.org">bhabadmin@ventura.org</a>.</p>		
II.	<p><b>Roll Call – Board Executive Committee Attendees</b>            Chair Harris confirmed that a quorum exists through roll call.</p>		
III.	<p><b>Approval of the Agenda</b>            Mr. Harris asked for a motion to approve the agenda. Ms. Gardner moved to approve the agenda as written; Ms. Bhavnani seconded. The motion carried unanimously through roll call.</p>	The agenda was approved as written. <b>M/S/C</b>	
IV.	<p><b>Approval of the Minutes</b>            Mr. Harris asked for a motion to approve the April 12, 2021 minutes. Mr. Bhavnani moved to approve the minutes; Mr. Ramirez seconded noting a correction to the spelling of his name within the attendees list. Mr. Bhavnani revised his motion to approve the minutes with one correction. Mr. Ramirez seconded. The motion carried unanimously through roll call.</p>	The minutes were approved as amended. <b>M/S/C</b>	
V.	<p><b>Welcome and Introductions</b>            Mr. Harris welcomed everyone from the community, VCBH staff and members of the Executive Committee.</p>		
VI.	<p><b>Public Comments</b>            There were no public comments.</p>		
VII.	<p><b>Chair Comments and Announcements</b></p> <ul style="list-style-type: none"> <li>Mr. Harris indicated that the LPS Reform Workgroup Report and the Annual Report are scheduled on the June 15 Board of Supervisors agenda.</li> <li>Advised that the term of Elizabeth R. Stone has been completed. Mr. Bhavnani read her email and it is attached to the minutes. This has resulted in two chair vacancies—one on the Transitional Age Youth (TAY) Committee and one on the Peer Specialist Workgroup. The need to fill these vacancies will be placed on the General meeting agenda as action items.</li> </ul>		

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VIII.	<p><b>Director's Updates</b></p> <p>Dr. Johnson provided the following updates:</p> <ul style="list-style-type: none"> <li>• Joined Public Health for a socially distanced NAMIWalk on Tuesday, May 4.</li> <li>• Continuing to engage in the CalAIM initiative.</li> <li>• Preparing for fiscal year 2021-22 budget presentations to the Board of Supervisors.</li> <li>• Peer position classifications are being finalized with the passing of SB 803.</li> <li>• The STAR evaluation that serves to analyze wait times, populations served and stakeholder feedback, is in the final stages of completion. A final report will be completed within the next 1-2 months.</li> <li>• Hiring is taking place to replace many staff who have either retired, moved out of state or resigned during the pandemic.</li> </ul>		
IX.	<p><b>Executive Committee Member Comments and Announcements</b></p> <ul style="list-style-type: none"> <li>• Mr. Bhavnani referenced BHAB Bylaws membership category requirements. He encouraged a review of the make-up of the BHAB and asked that Supervisors nominate people who fit into the required categories.</li> <li>• Mr. Harris stated that this item will be placed on the General meeting agenda for discussion and action.</li> <li>• Mr. Rodriguez requested an agenda item for the May General meeting to provide information about the upcoming transition of the Disparities Reduction Workgroup to a BHAB Disparities Reduction Committee which will include the requirement to amend the BHAB Bylaws to add the Committee and define its roles and responsibilities.</li> <li>• Mr. Rodriguez suggested a Doodle Poll to determine BHAB membership self-identification categories. Dr. Johnson advised that Zoom may be able to be used to provide an anonymous poll. Mr. Harris suggested the Zoom poll be conducted in July with VCBH's assistance.</li> </ul>		
X.	<p><b>Secretary's Report</b></p> <p>Mr. Harris noted that this agenda item has been deferred until after the June election.</p>		
XI.	<p><b>Old Business</b></p> <p>A. VCBH Response to the Identified Gaps in Services – Update/Discussion</p> <p>Dr. Johnson noted that an update will be provided at the May General meeting noting that the data points that were received in March and were sent out to all involved partners and available information is being received.</p>		
XII.	<p><b>New Business</b></p> <p>A. Evaluate April General Board Meeting to Identify Need for Improvement</p> <ul style="list-style-type: none"> <li>• Ms. Gardner commented that the topic of translation services is slated for later in the agenda and will be discussed at that time.</li> <li>• Mr. Bhavnani expressed that the presentation from District Attorney, Erik Nasarenko, was excellent and suggested inviting him to the BHAB's General meetings on a regular basis.</li> </ul> <p>B. Translation Services Contract Discussion</p> <p>Mr. Bhavnani asked whether the simultaneous interpreter performs interpreter services even if there are no mono-lingual attendees present at the meeting and whether the Zoom recordings are available in Spanish. Dr. Johnson advised that Zoom recordings are not currently available in Spanish and that further research will be needed to determine if Zoom has the capabilities.</p> <p>C. Language Interpretation Best Practices - Discussion</p> <p>Mr. Harris discussed the guidelines presented in the Language Interpretations Best Practices document. Ms. Gardner mentioned that the document references using two interpreters at long meetings and clarified that one interpreter is fine with the caveat that one break be provided during long meetings. Dr. Johnson interjected that she verified with the Equity Services Manager that a pause is allowable if services are not needed and will be restarted if someone enters a meeting and needs services.</p>		

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	<p>D. Contract Review Process Improvements - Discussion Mr. Harris suggested changing the current process that is used for the BHAB to review contracts. Mr. Harris will suggest that the BHAB choose one contract to review each month and that Attachment A of the contract would be provided in advance to BHAB members. Contract staff would provide information on contractor compliance and a summary of workload data. If the contract review process is changed, the matrix and narrative would no longer be needed with the agendas.</p> <p>E. Peer Specialist Workgroup Meeting Schedule Mr. Harris advised that the Peer Specialist Workgroup has not held any meetings since its inception and that there were several people interested in participating on the Workgroup.</p> <p>F. BHAB Committee Agenda Consistency - Discussion Mr. Harris indicated that the format of the Committee agendas must be consistent. He noted that one Committee Chair had made several additions to an agenda that were not considered to be appropriate.</p> <p>Liz Warren made a public comment that it might be helpful if consideration is made to cut back on some of the agenda items to allow more time for discussion and collaboration, noting that agendas are very full.</p> <p>G. Presentation Requests Ms. Gardner noted that Dan Hicks, SUS Prevention Services Manager will present on Fentanyl at the next General meeting.</p> <p>H. Recognition Award Recommendations Mr. Harris noted that three recognition awards are planned for the May General meeting and one in June at its General meetings in recognition of people who are no longer on the BHAB and asked for BHAB members to let him know of any additional suggestions.</p>		
XIII.	<p><b>Develop Agenda for Virtual General Meeting Scheduled for May 17, 2021 at 1:00 PM</b> Changes were agreed upon as follows:</p> <p><u>REMOVE:</u> OLD BUSINESS</p> <ol style="list-style-type: none"> <li>1. LPS Reform Workgroup Cover Letter and Report Update – Dr. Sevet Johnson (5 min.)</li> <li>2. BHAB Annual Report Update – Dr. Sevet Johnson (5 min.)</li> </ol> <p>NEW BUSINESS</p> <ol style="list-style-type: none"> <li>3.c Transitional Age Youth (TAY) Committee Report – Elizabeth R. Stone</li> <li>4.a Peer Specialist Workgroup Update – Elizabeth R. Stone</li> <li>5. Translation Services Contract Discussion – Jerry Harris (15 min.)</li> </ol> <p><u>ADD:</u> NEW BUSINESS</p> <ol style="list-style-type: none"> <li>4.a Disparities Reduction Workgroup Update – Gane Brooking and Marlen Torres (10 min.)</li> </ol>		
XIV.	<p><b>Public Comments</b> No public comments were heard.</p>		
XV.	<p><b>Adjourn</b> The meeting was adjourned at 2:08 PM.</p>		

**Behavioral Health Advisory Board EXECUTIVE Meeting Attendance  
2020-2021**

Members 2020-2021	July	Aug	Sept	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	June
Jerry Harris Chair	X	X	X	X	X	X	X	X	X	X	X	
Ratan Bhavnani 1 <sup>st</sup> Vice Chair	X	X	X	X	X	X	X	X	X	X	X	
Joe S. Ramirez 2 <sup>nd</sup> Vice Chair	X	X		e		X	X	X		X	X	
Mary Haffner Secretary	X	X	X	e	X	X	X	X	X			
Janis Gardner Chair Emeritus	X	X	X	X	X	X	X	X	X	X	X	
Michael Rodriguez Member-At-Large								X	X	X	X	

Present = X

District 1: Supervisor LaVere

District 2: Supervisor Parks

District 3: Supervisor Long

District 4: Supervisor Huber

District 5: Supervisor Ramirez

Good Afternoon:

Please note that since I was an interim appointment, replacing someone whose term was almost completed, my term as a BHAB member ended on May 7, 2021 - last Friday.

Matt has chosen to appoint another individual who resides in his district to the seat.

Therefore, please realize that I will no longer have any of the responsibilities listed on the agenda.

I am thankful for the opportunity I had to serve our communities, and the good start in shepherding accountability and maybe some reforms.

I sincerely hope that any BHAB chairs begin to welcome new members and allow time for each to introduce him/her/themselves moving forward.

I plan to remain active, though not to the same extent, as I prioritize my own well-being.

Elizabeth R. Stone, MA

## Working with Interpreters *Best Practices*

*Interpreters orally or visually relay a message, between 2 or more people that do not have a common language without adding, deleting, or changing the content or intent of the message.*

### **Interpreter**

- Interpreter explains basic rules and process
- Interpretations will be made in 1<sup>st</sup> person
  - *If the interpreter speaks for him/herself it will be in 3rd person*
- Impartiality
- Confidentiality
- All communication will be interpreted
  - *Including negative comments, obscenities, objectionable declarations, any comments by anyone that are heard*

### **Participant/Conversational Etiquette**

- One person speaks at a time
- Speak loudly and clearly
- Speak at a moderate pace
  - *Please be careful not to speak too fast so interpreter can keep up*
- Speak directly to one another, not to the interpreter
- Observe interpreter signals, to stop, slow down...
- Jokes/idioms/inside jokes are often not interpretable; avoid when possible
- Avoid side conversations
  - *They are distracting, disrespectful, and lead to missed information*

### **Considerations**

- Avoid dual roles for interpreters
  - *The rapid mental processing, attention, and focus required of interpreters does not allow them to effectively conduct a secondary role.*
- Any event longer than an hour requires 2 interpreters
- Provide pertinent information and documents to interpreter in advance