



## Minutes

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**Present:** Micki Archuleta, Chair; Darrel Hall, Vice-Chair; Mary Ellis, Secretary; Supervisor Lee Lor; Keng Cha; Paula Mason; Audrey Spangler; Iris Mojica de Tatum; Bruce Metcalf; Sally Ragonut; Vicki Humble

**Absent:** Vince Ramos; Kim Carter; Norma Cardona

**Others Present:** Yvonnia Brown; Chris Kraushar; Liz Freitas; Carol Hulsizer, Recorder

### **Call to Order / Flag Salute / Roll Call**

Chair Micki Archuleta called the meeting to order at 3:05 p.m. Roll call was taken.

### **Mission Statement**

The Mission Statement was read by Micki Archuleta.

### **Approval of Minutes from August 7, 2018 (BOARD ACTION)**

**Recommendation/Action:** M/S/C (Metcalf / Ragonut) to approve the minutes from August 7, 2018 with one correction. Sally noted that the approval of the minutes showed a date of June 5, 2018; it should show the date of July 10, 2018. Carol stated she would correct the error.

### **Opportunity for public input. At this time any person may comment on any item which is not on the agenda.**

**Recommendation/Action:** There were no public comments.

### **Behavioral Health Board Strategic Planning Workgroup**

#### **Part I – Discussion on Six Strategic Planning Objectives**

- a. Objective 1 – Submit an Annual Report
- b. Objective 2 – Review and Comment on County's Outcome Data
- c. Objective 3 – Review and Revise Bylaws
- d. Objective 4 – Develop a Standing Committee to Address Substance Use Disorder
- e. Objective 5 – Assure the Board Receives Continuous Opportunities for Board Development
- f. Objective 6 – Design an Appropriate Process for Evaluation of Local Facilities

#### **Part II – Review and Discuss Board's Committee List**

#### **Part III – review and Discuss Draft Behavioral Health Board Executive Summary**

**Discussion/Conclusion:** Mary reported that the purpose of this meeting was to discuss the six Strategic Planning objectives. **Part I - a. Objective 1** - Yvonnia continued that part of the discussion is to be able to identify at least three members of this committee to be preparing for the Annual Report; historically there has only been one person. They are trying to identify Board members who may want to volunteer to be part of the Annual Report process. As they go through each of the objectives, the Executive Team needs to identify key members who may want to participate in each. Each of these objectives has activities that Board members will have to bring back to overall group as an Ad-Hoc Committee or as a Standing Committee. Mary continued by asking for volunteers to work on the Annual Report. Sally commented that in the past there has been a group of Board members who worked on the Annual Report. Sally

volunteered to be on this committee. Mary volunteered to be on this committee as well. As the Chair, Micki will also be on this committee. Iris asked that the committee come back to the Board with a recommendation on the format of the Annual Report before it is finalized. **b. Objective 2** – Iris stated that this objective is already being accomplished by the Department. The Board can have a committee to participate in the process or select that the staff come back and report to the Board. Micki questioned if they will give the Board a written document or would it be a PowerPoint. Yvonnia stated it will be an actual document that this Board should be approving prior to submission; once she finalizes the document and before it is submitted, it will be brought to this Board for review. Iris commented that she does not see a need for having a committee for this objective; the Chair, Micki, agreed with her. **c. Objective 3** – Iris did a draft in Legislative format of what a revision would look like. Iris continued discussing the changes she made. Iris will update the recruitment language and then forward to Carol. Yvonnia stated that once the Board approves the new format (showing Legislative format), she will run this by County Counsel for their review. After County Counsel it will go to the Board of Supervisors for final approval. **d. Objective 4** – Yvonnia continued that volunteers are needed for Substance Use Disorder (SUD) standing committee. Darrell, at this time, is the only member on this committee. New volunteers are Bruce and Vicki. Tabatha Haywood, SUD Division Director, will also be part of this committee. Yvonnia clarified the role of this standing committees; this will involve a lot of activities – scheduling regular meetings and having objectives. She will have Carol coordinate a meeting over the next few weeks with all parties in order to have a baseline on this. **e. & f. Objective 5 & 6** – Yvonnia commented that she will help facilitate any trainings the Board feels is necessary to make their job easier as Board members. She would like the Board members to talk about the frequency and what type of training; she will then set up the training and help facilitate it. Bruce thought there may be areas that the Board would not even be aware of needing training in; Yvonnia would have a better sense of this. Yvonnia commented that the entire Department will be required to take the Applied Suicide Intervention Skills Training (ASIST) and this could be a training for this Board as well; possibly Sharon Jones could come in and do a training on this for the Board or possibly Mental Health 101 training. Micki stated she would like to have a training that focuses on the difference between advocacy and their role on this Board. Bruce commented that he would like to have a clear picture of what Behavioral Health does in the County. Yvonnia stated she would work on getting the Board information on what services are provided in the Department. Supervisor Lor was not sure about eliminating the Oversight & Accountability Committee (or Ad-hoc); she felt the Accountability Committee could come up with the topics for training areas. She continued that when looking at Objective 6 this could be part of the Oversight and Accountability Committee because this has to do with evaluation and holding staff accountable. These new Accountability Ad-hoc Committee would take on Objective 5 and 6 for this coming year. Iris felt the two ad-hoc committees need to be separate because both objectives are very in-depth. Vicki commented that she would like to be included in the tour because she would like to know what is available in the area. She runs a foodbank in Hilmar and people come in all the time needing help and she would like to have something showing where people can get help. Yvonnia stated there is a provider directory and she will have Carol send out the link. Micki commented that she would like to be on whichever committee oversees the prison system; Yvonnia stated that BHRS has no oversight of the prisons. The jail system and prison system are two different entities. **Part II** – Iris stated there are two (2) standing committees: 1. Executive / By-Laws / Planning Committee, and 2. Substance Use Disorder. There will be five (5) ad-hoc committees: 1. Annual Report, 2. Membership Committee, 3. Nominating Committee, 4. Board Development Committee, and 5. Evaluation of Local Facilities Committee. Iris asked for volunteers.

- Executive / By-Laws / Planning Committee: Chair, Vice-Chair, Secretary, Director and Recorder
- Substance Use Disorder: Darrell Hall, Bruce Metcalf, Vicki Humble and Tabatha Haywood as Dept. Representative
- Annual Report Ad-hoc Committee: Mary Ellis, Sally Ragonut and Micki Archuleta
- New Membership/Orientation/On-Boarding Ad-hoc Committee: Kim Carter, Audrey Spangler and Norma Cardona
- Nominating Ad-hoc Committee: Paula Mason and Norma Cardona
- Board Development Ad-hoc Committee: Bruce Metcalf and Supervisor Lor
- Evaluation of Local Facilities / Oversight & Accountability Ad-hoc Committee: Micki Archuleta

Iris continued with the liaison committees – these are open meetings that anyone can attend except for the CALMHB/C with Keng Cha. The other committees: Cultural Competency, Interagency – Primary Care/Behavioral Health/Community Partners, MHSa On-going Planning Council, NAMI, and Quality Improvement. Iris questioned if there were volunteers or just leave them open and whoever wants to go can go. Micki stated she would like to go to the On-going Planning Council.



**BEHAVIORAL HEALTH AND RECOVERY SERVICES**  
**Behavioral Health Board Meeting and MHSA Public Hearing**  
**301 E. 13<sup>th</sup> Street**  
**Merced, CA 95341**  
**September 4, 2018**

**Part III** – Yvonnia commented that there was a recent comment on formalizing a process for summary reports on the different committees. A copy of this Executive Summary sheet was passed out.

**Recommendation/Action:** As noted above. Yvonnia asked Carol to send an email to Board members soliciting additional members for the Nominating Committee, Board Development, and Evaluation of Local Facilities & Oversight/Accountability. Part III – M/S/C (Metcalf / Mojica de Tatum) to accept this template.

**Announcements**

**Discussion/Conclusion:** Carol announced that the November 6<sup>th</sup> meeting will be a public hearing for the MHSA Plan Update. Yvonnia stated the document will be posted thirty days prior to BOS action. The Executive Committee can discuss what time to start the Public Hearing and for how long. Iris asked if the Board could be briefed prior to the November meeting on the changes and updates. Yvonnia stated that can be done.

Iris commented that the September ethics training is mandatory. Yvonnia asked Carol to resend the information to the Board. Mary reported that the dates are September 24, 1:30-3:30; September 25, 9:00-11:00; October 5, 9:00-11:00. Everyone needs to contact Corrina Brown and notify her which day they will attend.

Iris commented on the upcoming regional CSAC meeting on September 27<sup>th</sup> in Napa. There will be discussion related to Behavioral Health and how it is changing.

Micki read a letter from a consumer who has an autistic child. She is very happy with Caring Kids and wanted everyone to know it is a great program.

**Recommendation/Action:**

**Adjournment:** The meeting ended at 4:21pm.

Submitted by: \_\_\_\_\_  
Carol Hulsizer  
Recording Secretary

Approved by: \_\_\_\_\_  
Mary Ellis, Secretary  
Merced County Behavioral Health Board

Date: \_\_\_\_\_

Date: \_\_\_\_\_