



## Merced County Behavioral Health Board Meeting

October 4, 2016  
3:00 pm – 5:00 pm  
1137 B Street, Merced, CA

<b>Present:</b>	Iris Mojica de Tatum, Chair; Richard Hawthorne, Vice-Chair; Paula Mason, Secretary; Mary Ellis; Kim Carter; Mary Hofmann; Vince Ramos; Sally Ragonut; Keng Cha, Roger Moua
<b>Absent:</b>	Supervisor Hub Walsh
<b>Others Present:</b>	Yvonnia Brown; Sharon Mendonca; Sharon Jones; Liz Freitas; Micki Archuleta; Selee; Elisa; Maria Olvera; Carol Hulsizer, Recorder

## MINUTES

### I. Call to Order / Flag Salute / Roll Call

Chair Iris Mojica de Tatum called the meeting to order at 3:10 p.m. The flag salute was done. Roll call was taken. Introductions were done.

### II. Mission Statement

Iris read the Mission Statement.

### III. Approval of Minutes from September 6, 2016 (BOARD ACTION)

**Action/Recommendation:** M/S/C (Ragonut / Ellis) to approve the minutes for September 6, 2016.

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

**Discussion/Conclusion:** Sharon J. announced that the Annual MHSA Update and Innovative Plan for FY 16/17 has been posted to the official Merced website. There is also a comment form for everyone to use.

Liz stated that within the last couple of weeks she has received two calls from two different families both in Merced that have had a difficult time accessing services. Liz discussed each situation and had two concerns. First, primary care physicians and clinics need to know how to refer people to County mental health services as well as who can be seen. Second, once a client does get here, they are not getting help. Even to send the person somewhere else is help. Mary H. added that this is a continual story from family members attending NAMI meetings. Yvonnia commented that she will look into this matter. She meets with the Alliance on a regular basis and they are over the Managed Care/PCPs. It sounds like additional training could be needed regarding the referral process.

Richard informed everyone that on Friday, October 28<sup>th</sup> Mitchell Senior Elementary will host the 10<sup>th</sup> Annual Drug Store Project. They target all the sixth graders in the Atwater Elementary School District. It is a very worthwhile event to attend. It begins at 8:00 a.m. and ends at 2:30 p.m. Everyone is invited.

Yvonnia updated everyone that on September 20<sup>th</sup> the BOS approved the Department's name change to Behavioral Health and Recovery Services (BHRS). Several positions had their name changed – Coordinators are now called Division Directors; the Assistant Director of Fiscal/Planning is now called Assistant Director of Administrative Services; the QI Coordinator is now called the Quality and Performance Management Director. Maria Olvera will talk about different changes in her report.

Iris commented that the best way for Board members to address the complaints they get from the community is to bring it back to the staff stating date and time. The incident can then be isolated to determine where the problem is. Yvonnia commented that if there are issues within the Department, please bring this to her attention so she can follow-up.

Vince commented that there is a webinar with the Calif. Association of Mental Health Peer Run Organization on October 13<sup>th</sup> talking about the life cycle of a bill. He gave the information to Carol who can then pass on to everyone.

**Recommendation/Action:** As noted above

<b>V. New Board Application</b> <b>a. Archuleta, Micki</b>
<i>Discussion/Conclusion:</i> The Nominating Committee met with Ms. Archuleta and approved her application for joining this Board. Kim commented that Ms. Archuleta expressed an interest in attending the Cultural Competency Meetings and that she has some concerns with the mental health system that she would like to address. Kim feels she will be an excellent communicator and advocate.
<i>Recommendation/Action:</i> M/S/C (Hofmann / Ellis) to accept Ms. Archuleta's application for joining this Board.
<b>VI. Recruitment Status – All Hires – Sharon Jones &amp; Maria Olvera</b>
<i>Discussion/Conclusion:</i> Maria passed out information on vacant positions as of 10/4/16 and on new positions added since January 2016. She is the Staff Services Manager and one of her responsibilities is to serve as the HR Manager for the Department. That includes everything from recruitment, retention, and training for staff. Maria went over the positions added since January 2016 along with the cost and funding source of each position. There was discussion on positions having "Director" in their title and Yvonna explained that it is not uncommon to have Directors over certain divisions or departments. It is just getting people used to this new term. A question was asked regarding the Office Assistant positions and those usually being staff at the front desk, what training is done after hiring to ensure they can appropriately interact with clients. Maria commented that she has suggested that the questions being asked during the interview process incorporate proper qualifications. Also, just recently there was a meeting with the Managers to look at the on-boarding process and what trainings are needed for customer service. She has been tasked by the Director to put together an employee training and development plan; hopefully by the new calendar year there will be something put together. Liz stated that it sounds if there are more "Divisions" in the Department than there used to be and she asked if she could get a copy of the Department's organizational chart showing the divisions and what is under each; Maria stated she could get that for her. Vince questioned if there will be a position requiring Punjabi speaking/interpreting skills. Yvonna stated that there will not be a position requiring this. The Department focuses on three threshold languages – English, Spanish and Hmong. There are different mechanisms in place for interpreting through language lines. They are also looking at a new system called Cyacom which is an automated system; Sharon M. explained how Cyacom works.
<i>Recommendation/Action:</i> As noted above
<b>VII. Chair's Report</b> <b>a. Retreat – October 21, 2016 – 9:00-12:00 – 1137 B Street, Merced</b> <b>➤ Draft Agenda</b>
<i>Discussion/Conclusion:</i> a. Sally commented on access and issues surrounding it – especially for people under the age of 18. After some discussion it was decided that one agenda items would be access to services, guidelines, and linkages for both adult and children; a flow chart to access services was also asked for. Yvonna will have Trechann attend the Retreat and discuss this issue. There was discussion regarding the "ethics training" and it was finally decided that it would be changed to "Behavioral Health Board Etiquette/Ethics". Kurt will do the etiquette piece along with "HIPAA". Sharon J. will be on the agenda with "Cultural Competency" and "Innovation & PEI Guidelines". Richard is still trying to line up a guest speaker from the United Way to talk about the homeless population. If that falls through Richard suggested having Christopher Jensen attend to give an overview on AOD services.
<i>Recommendation/Action:</i> Information only
<b>VIII. Supervisor's Report</b>
<i>Discussion/Conclusion:</i> Supervisor Walsh was not present.
<i>Recommendation/Action:</i>
<b>IX. Director's Report</b> <b>a. B Street Location Update / Next Steps</b> <b>b. MHSA Payback</b>
<i>Discussion/Conclusion:</i> a. Yvonna reported that the appraisal has been completed. The current appraisal for this location gave a market value of \$910,000. This is based on 3.8 acres of property; the other 1.2 is slated for frontage improvement. The \$910,000 is for actual operational use. The appraisal done in 2008 was for \$790,000. The appraiser was Kenneth McBay from Turlock. There is interest in this property. The City of Merced is looking to do a collaborative partnership and purchasing this property. They have money from a housing grant and can solicit Federal funding. There is conversation with some political figures to see how they can

**IX. Director’s Report – con’t.**

generate more money for a supportive housing program. If they were to buy this property, they want to develop permanent, supportive housing for the homeless. Through the focus group, many others were also interested but the challenge is the funds. The city does have the funds and are willing to invest in addressing some of the homeless issues as a collaborative partnership. Yvonnia’s next step is to update the MHSA Planning Council. All the money from this sale will go back to CSS. **b.** Yvonnia stated that in the past there has been conversation about how much revenue is coming in from MHSA, where the money is going and the payback. Sharon M. passed out a document detailing the MHSA payback; she went over the document. She hopes to pay for this with the offsets and with the additional revenue in this coming year. Sharon will bring this information back in a different format so it is easier to understand. Yvonnia will bring this information back on a quarterly basis.

*Recommendation/Action:* Information only

**X. Reports / Updates**  
**a. Executive Committee**  
**b. QIC**

*Discussion/Conclusion:* **a.** The Executive Committee had nothing to report. **b.** There was no meeting to report on. Kim will be taking Sally’s place at the QIC meeting next month.

*Recommendation/Action:* Information only

**XI. Announcements**

*Discussion / Conclusion:* Sally commented that they had not had a police officer come to this Board for quite some time to talk about access on the streets and are they still getting training. Richard commented that police officers are being trained. Sharon J. has continued her trainings and she is now POST certified. If there is time at the Retreat, Sharon J. could talk about this subject. Keng announced that he cannot make the Retreat because he is attending the quarterly CALMBHC meeting in Sacramento.

**XII. Adjournment**

*Discussion / Conclusion:* The meeting was adjourned at 5:00 p.m. The next meeting is November 1, 2016.

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

Approved by: \_\_\_\_\_  
Paula Mason, Secretary  
Merced County Mental Health Board

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

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