

# Alpine County Mental Health Board

January 28, 2021

Meeting Minutes

Via Zoom

MEMBERS PRESENT

Jessica Bennett, Chair  
Rita Lovell, Vice Chair  
Jane Sweeney

MEMBERS ABSENT

Supervisor Irvin Jim  
Michelle Lundy



Other Attendees:

Deb Goerlich, BHS Admin Asst. III  
Gail St. James, BHS Director  
Nani Ellis, BHS Fiscal & Administrative Supervisor  
Katie Johnston, BHS Fiscal & Tech Specialist  
Dawn Riddle, BHS MHSA Specialist  
Wendy Hayward, AC Patient's Right Advocate  
Sara Daniels, Live Violence Free

**1. Call to order regular meeting:**

The meeting was called to order at 12:05 p.m.

**2. Oral Communication - General Public Comment**

**This portion of the meeting is an opportunity for members of the public to address the Mental Health Board. No action can be taken on matters not listed on the agenda.**

No General Public Comment

**3. Consent Agenda**

Matters that are routine and non-controversial and are usually approved by a single majority vote without discussion. Items can be removed from the consent agenda to be discussed and considered separately.

**3.1 Request approval of special meeting minutes of 11/20/2020**

**MOTION R. Lovell/SECOND J. Bennett to approve the special meeting minutes as amended**

**AYES: R. Lovell, J. Bennett, J. Sweeney**

**NOES: NONE**

**MOTION CARRIED**

**4. New Business:**

**4.1 Request selection of Chair for calendar year ~~2020~~ 2021**  
Nominations open

**MOTION R. Lovell/SECOND J. Sweeney for the nomination of J. Bennett**

**AYES: R. Lovell, J. Sweeney, J. Bennett**

**NOES: NONE**

**MOTION CARRIED**

- 4.2 Request selection of Vice Chair for calendar year ~~2020~~ 2021  
Nominations open

**MOTION J. Sweeney /SECOND, J. Bennett for the nomination of R. Lovell**

**AYES: J. Bennett, J. Sweeney, R. Lovell**

**NOES: NONE**

**MOTION CARRIED**

- 4.3 Dissemination and possible action on the 2021 Mental Health Board meeting calendar

- Discussion on rescheduling the February 25, 2021 meeting, date to be determined

- 4.4 Discussion on the 2020-21 MHSA Plan Annual Update Stakeholder's Meeting on February 8, 2021 @ 6-7pm, via zoom - Gail St. James, LMFT or designee  
Meeting ID: 937 2728 7721 Pass code: 855608

- Dawn Riddle reported that there will be PowerPoint at the Stakeholder's Meeting
- the Stakeholder's Meeting Agenda was disseminated

- 4.5 Discussion and possible action regarding the MHB By-Laws, under Article III 4.; If a member fails to attend 3 consecutive meetings without prior notice of the non-attendance, the MHB shall declare a vacancy.

- Vacancy declared, Alpine County clerk to be notified to fill the position

**5. Unfinished Business**

- 5.1 Director Report – Gail St. James, LMFT or designee

- BHS is continuing to serve the Telepsychiatry patients in the "ZOOM ROOM"
- Now all intakes are seen in the "ZOOM ROOM", staff practice social distancing and disinfect in between sessions
- Hoping to have clients actually back in the office once the staff are vaccinated, somewhere around April 2021

- 5.2 Program Improvement Plan (PIP) Review - Gail St. James, LMFT or designee

- Alpine county can always find something to improve. The difficulty is the small numbers in our county. BHS director has been attending PIP meetings designed for the small counties with other director and the founders of PIP. They have come up with some very innovative ideas, but not able to disclose until they are approved and implemented.

- 5.3 Discussion and possible action Mental Health Board vacancies; recruitment of community members and consumers

- Discussion on ideas to create a flyer with photos of members and a caption of why is it so important to serve on the Mental Health Board and to be a voice for your county and family members in Mental Health System
- Member Lovell and MHB secretary Goerlich to work on the flyer and have it developed by the next special meeting – date to be determined

Approved as amended on 2/18/2021

5.4 Discussion and possible action to revise the Mental Health Advisory Board By-Laws

- Discussion on how the WIC 5604.5 has changed and how vital is that Alpine County Behavioral Health make the amendments so the MHB Bylaws to comply with the regulations – Bylaws disseminated to members for review. The strikethrough showing the idealist changes will be discussed at the next meeting.

5.5 Discussion and possible action on the Mental Health Board Annual Goals

- The plan for new annual goals:
  1. Revised By-Laws
  2. Annual Report to the AC Board of Supervisors

5.6 Discussion and possible action on the available trainings and resources on the California Local Behavioral Health Board and Committees website

<https://www.calbhbc.org/training>

- Secretary Goerlich to create a list of trainings for the members to choose and an excel sheet to maintain the training taken. Will also create a training form for members to hand in as record of training taken
- Discussion of Ethics training

6. **Board Member Reports:**

- A) Chair Bennett – thanked the members for hanging in there during the pandemic and for their dedication to the Mental Health Board.
- B) Vice Chair Lovell – reported the her staff are in the process of obtaining vaccines and the library will be open to the public in late March or early April. Curbside delivery is up and running. The proposed Governors' budget will fund for ZIPS books. Lastly, she is now on the steering committee for the Community Health Improvement Plan (CHIP).
- C) Irvin Jim- BOS Liaison – Not present
- D) Jane Sweeney – Hanging in there, doing a lot of reading of books from the ZIPS program.
- E) Michelle Lundy – not present vacancy open

7. **Adjournment: 12:59 pm**

The next special meeting will be held in February on a date to be determined via zoom.

  
Jessica Bennett Chair  
Mental Health Advisory Board

  
Rita Lovell, Vice Chair  
(Approval of revision 5/27/21)  
Mental Health Advisory Board

6-1-21

## Alpine County Mental Health Board 2021 Calendar

**MEETINGS ARE HELD 12 PM – 1 PM on the FOURTH THURSDAY of the month, UNLESS OTHERWISE NOTED**

*The mission of ACBHS is to provide safe, ethical and accessible services that inspire personal growth and development through strength-based behavioral health programs and supportive connections.*

<b>JANUARY</b> 01/28/2021 Via zoom	<ul style="list-style-type: none"> <li>• Elections</li> <li>• Director Report</li> <li>• PIP Review</li> <li>• Recruitment for MHB members</li> </ul>	<i>Introduce new Liaison BOS Supervisor Irvin Jim            Introduce new ACBHS Clinician Anastasia Ingram-Flores</i>
<b>FEBRUARY</b> 2/25/2021	<ul style="list-style-type: none"> <li>• Discuss MHB Member presence @ May 50+ (COVID???)</li> <li>• Ending Stigma Event/Guest Speaker in May for MH Awareness month?</li> <li>• PIP Review</li> </ul>	
<b>MARCH</b> 03/25/2021 Via zoom	<ul style="list-style-type: none"> <li>• Ending Stigma Event planning</li> <li>• Quarterly Financial Review</li> <li>• PIP Review</li> <li>• Posting the Annual update MHSA plan 2021 for public review and comment</li> </ul>	
<b>APRIL PUBLIC HEARING</b> 04/22/2021 Via zoom	<ul style="list-style-type: none"> <li>• Public hearing w/ comments</li> <li>• MHB to vote on approval of MHSA plan and recommend to BOS for approval</li> <li>• PIP Review</li> <li>• May is Mental Health Awareness Month</li> </ul>	<i>MHB meeting for the Three Year MHSA Public Hearing w/ Comments &amp; the approval of the MHSA recommendation to the BOS            May 50+ Potluck????</i>
<b>MAY</b> 05/27/2021 Via zoom	<ul style="list-style-type: none"> <li>• PIP Review</li> <li>•</li> </ul>	
<b>JUNE</b> 06/24/2021 Via zoom	<ul style="list-style-type: none"> <li>• BHS Staff Visit</li> <li>• Quarterly Financial Review</li> <li>• PIP Review</li> </ul>	
<b>JULY</b> 07/22/2021 Via zoom	<ul style="list-style-type: none"> <li>• PIP Review</li> </ul>	
<b>AUGUST</b> 08/26/2021 Via zoom	<ul style="list-style-type: none"> <li>• BHS Staff visit</li> <li>• PIP Review</li> </ul>	<i>Clinical Staff to visit MHB.            NAMI National Convention             NAMI CA Convention</i>
<b>SEPTEMBER</b> 09/23/2021 Via zoom	<ul style="list-style-type: none"> <li>• Quarterly Financial Review</li> <li>• PIP Review</li> </ul>	
<b>OCTOBER</b> 10/28/2021 Via zoom	<ul style="list-style-type: none"> <li>• BHS Staff visit</li> <li>• PIP Review</li> </ul>	<i>MHSA staff to visit MHB.</i>
<b>NOVEMBER</b> 11/18/2021 PREVIOUS Thursday Via zoom	<ul style="list-style-type: none"> <li>• Review 2022 Mental Health Board Calendar</li> <li>• Review EQRO Report</li> <li>• PIP Review</li> </ul>	<i>Meeting date falls on Thanksgiving Day. Meeting to be held on 11/18/2021</i>
<b>DECEMBER</b> 12/24/2021 <i>Cancelled due to the Holiday</i>	<ul style="list-style-type: none"> <li>• Post meeting cancellation or consider changing Bylaws to reflect that there is no meeting in DEC</li> </ul>	



ALPINE COUNTY BEHAVIORAL HEALTH SERVICES DEPARTMENT

# MHSA STAKEHOLDERS MEETING

ZOOM AND PHONE CONFERENCE MEETING

**MONDAY 2/8/21 @ 6:00 PM – 8:00 PM**

## ZOOM MEETING (via zoom website)

Meeting ID: 937 2728 7721

Passcode: 855608

or

## CONFERENCE CALL IN (if using phone only)

Phone #: 1-669-900-9128

Meeting ID: 93727287721#

### *The mission of ACBHS is:*

*Provide safe, ethical and accessible services that inspire personal growth and development through strength-based behavioral health programs and supportive connections.*

### *The mission of the Mental Health Services Act is:*

*Expand and transform California's behavioral health system to better serve individuals with, and at risk of, serious mental health issues, and their families.*

#### 1. Welcome

- a. *Opening Introduction – Thank you for participating*
- b. *Review Agenda and Desired Outcomes of this meeting. Why are we here, and what can you provide?*
- c. *Who is participating? Stakeholders. This means you. Your insight and opinions matter.*

**Mental Health Matters**



Dawn Riddle

6:00pm to 6:10pm

#### 2. Moving Forward

- a. *This is the 3<sup>rd</sup> and last meeting for this fiscal year, and is a wrap-up meeting*
- b. *Input from the 3 meetings will help develop the annual update to our MHSA Plan*
- c. *The updated plan **will be effective 7/1/21** – let's move forward to that date*

Dawn Riddle  
Gail St.James

6:10pm to 6:15pm

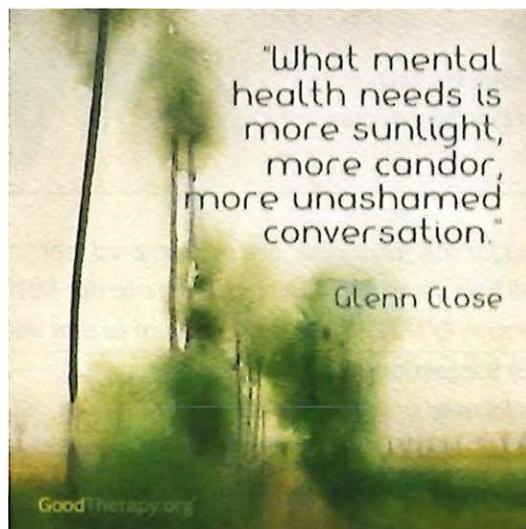
#### 3. Review of Previous Meetings and Suggestions

- a. *We asked for input and ideas focused on physical wellbeing, family strengthening, social connection, and cultural and community connection*
- b. *We discussed the plans for developing a written suicide prevention plan for Alpine County*

Dawn Riddle

6:15pm to 6:30pm

<ul style="list-style-type: none"> <li>c. We reviewed the current status of BHS programs while adhering to Covid-19 restrictions and guidelines</li> <li>d. We discussed barriers that prevent people from participating in BHS programs</li> <li>e. We discussed how BHS can effectively help to break through barriers</li> <li>f. We explored what motivates people to participate in BHS or MHSA programs</li> <li>g. We asked what is working and not working regarding programs</li> <li>h. We explored the Stakeholders' vision</li> <li>i. We answered questions from community members and clients to aid in the understanding of what MHSA is, the intent of MHSA, and how it looks in Alpine County</li> <li>j. To reach the largest number of people possible, and to obtain various viewpoints, surveys were sent out to all community members and clients for input</li> </ul>		
<p><b>4. Programs During and After Covid-19</b></p> <ul style="list-style-type: none"> <li>a. Our world and our community are ever-changing. BHS must adapt to the "new normal" as well. This means our programs were modified during the pandemic, and will continue to be modified to meet the needs of people while adhering to restrictions and guidelines.</li> <li>b. How will these changes affect programs in the future? What will programs look like post-covid?</li> </ul>	Dawn Riddle	6:30pm to 6:50pm
<p><b>5. What's next?</b></p> <ul style="list-style-type: none"> <li>a. All of the data, suggestions, requests, and input will be reviewed and considered to assist in the completion of the annual update to the MSHA Plan</li> <li>b. The Annual Update will be drafted and available for public comment by 3/22/21</li> <li>c. A Public Hearing will be held on 4/22/21 during the Mental Health Board meeting</li> <li>d. The plan will be presented to the BOS for approval on 5/18/21</li> <li>e. The plan will be submitted to the State for approval by 5/28/21</li> <li>f. The plan will be approved and in effect beginning 7/1/21</li> </ul>	Dawn Riddle	6:50pm to 7:10pm
<p><b>6. Open Discussion</b></p> <ul style="list-style-type: none"> <li>a. What other insight or suggestions do you have?</li> </ul>	Dawn Riddle Gail St.James	7:10pm to 8:00pm
<p><b>7. Adjourn</b></p>		8:00pm



4.5 / 5.4

Adopted by the Board of Supervisors on 12/05/2017

Alpine County  
Mental Health Advisory Board  
By-Laws

**ARTICLE I - PURPOSE AND OBJECTIVES**

Subject to general direction from the Board of Supervisors of the County of Alpine, State of California, the purpose of the Alpine County Mental Health Advisory Board is defined in the Welfare and Institutions Code §5604 et seq., as follows:

- 1) Review and evaluate the community's mental health needs, services, facilities and special problems and make recommendation to the Board of Supervisors and the Mental Health Director as to any aspect of the local mental health program for program improvement.
- 2) Review any County agreement entered into pursuant to Welfare and Institutions Code §5650, incorporated herein by reference and make suggestions for improvement.
- 3) Review procedures to be used to ensure citizen and professional involvement at all stages of the planning process.
- 4) Review and make recommendations on the appointment of a Mental Health Director.
- 5) Review and comment on the County's performance outcome data and communicate its findings to the California Mental Health Planning Council.
- 6) Perform other additional duties and/or authority as provided by the law, or at the direction of the Board of Supervisors.

**ARTICLE II - MEMBERSHIP**

The Alpine County Mental Health Advisory Board shall consist of at least five (5) members all appointed by the Board of Supervisors, as provided in Welfare and Institutions Code §5604 et seq., as follows:

<b>Position</b>	<b>Categories</b>	<b>Term of Office</b>
1.	Member of Board of Supervisors	Annual
2.	Consumer	3 years
3.	Family Member – Parent, spouse, sibling or adult child of consumer who is receiving mental health services or has received mental health services	3 years
4.	Consumer or public interest	3 years
5.	Public Interest representative who has experience or knowledge of the mental health system	3 years

- 1) The representative of the Board of Supervisors position terms expires annually when the new Board of Supervisors Chairman takes office. All other members serve three (3) years, at the pleasure of the Board of Supervisors.
- 2) The terms of members shall be staggered to provide for the continuity as terms expire. A member's position on the Mental Health Advisory Board shall become vacant upon his or her death, resignation or removal by the Board of Supervisors. In the case of such vacancy, the Board of Supervisors shall appoint a successor to fill the unexpired term. All resignations shall be submitted in writing to the Chair of the Mental Health Board and a copy forwarded to the Alpine County Clerk's office.
- 3) As defined in Welfare and Institutions Code §5604.3, at least one member of the Mental Health Board shall be a consumer and at least one member shall be a parent, spouse, sibling or adult child of a consumer who is receiving or has received mental health services.

- 4) Appointment procedures to the Mental Health Advisory Board shall be done in accordance with local established appointment procedures of the Alpine County Board of Supervisors.
- 5) The Mental Health Advisory Board shall make every effort to recommend appointment of individuals who have experience or knowledge of the mental health system and to ensure to the extent feasible, that the Mental Health Advisory member reflects the ethnic diversity of the client population in Alpine County.
- 6) No member of the board or his or her spouse shall be a full-time or part-time County employee of a county mental health service or an employee of the State Department of Mental Health, or an employee of, or paid member of the governing body of a mental health contract agency.
- 7) The Mental Health Advisory Board shall abstain from voting on any issue in which the member has a financial interest in as defined in Government Code §87103, incorporated herein by reference.
- 8) Members shall receive a stipend of \$25.00 per meeting attended for travel and other costs related to attendance at the meeting. The stipend shall be paid monthly from Behavioral Health Service funds. The Mental Health Board may be reimbursed for additional expenses incident to travel while on official business in accordance with the Alpine County Travel and Meal Reimbursement policy. Expenses must be pre-approved by the Mental Health Director.

**ARTICLE III – MEETINGS**

- 1) Meetings shall be held on the fourth Thursday of each month at 12:00 p.m. or on such other day and time, as a majority of the Mental Health Advisory Board shall establish. If the fourth Thursday of the month is a recognized public holiday, the regular meeting of the Mental Health Advisory Board shall be held on the subsequent Thursday, or on such other day and time, as a majority of the Mental Health Advisory Board shall establish. Meeting locations will be provided on the agenda and will rotate between Alpine County Behavioral Health Services and Woodfords Wellness Center.
- 2) Special meetings of the Board may be held on call of the Chairperson or Vice-chairperson in the Chairperson's absence, or the Administrator. Notice of special meetings must be posted 24 hours in advance of the meeting.
- 3) The meetings of the Board shall be subject to the provisions of the Ralph M. Brown Act (Government Code section 54950 et seq.).
- 4) Members will attend all regularly scheduled meetings of the Board, as well as emergency, special and continued meetings. Absences must be approved in advance by the Chairperson. Pursuant to Alpine County Board of Supervisors Resolution No. 94-72, if a member fails to attend three consecutive meetings without prior notice of non-attendance, the Mental Health Board shall declare a vacancy. Upon declaration of such vacancy, notification will be forwarded to the Office of the Clerk for advertising to fill the vacancy.

**ARTICLE IV – OFFICERS**

The officers of the Board shall be a Chairperson and Vice-Chairperson, elected annually by the Board.

- 1) Chairperson Duties: The duties of the Chairperson shall be:
  - a. Preside at all meetings of the Board;
  - b. Decide all points of order. Unless two-thirds of those present vote to the contrary, the Chairperson's decisions shall stand;
  - c. Appoint the Chairperson of all committees;
  - d. Be an ex-officio member of all committees;
  - e. Represent the Board at public functions or appoint a representative to do so in his/her stead;

- f. Recommend to the Board any amendments to the By-Laws deemed appropriate.

2) Vice-Chairperson Duties: The duties of the Vice-Chairperson shall be:

- a. Perform the duties of the Chairperson during the absence of the Chairperson;
- b. Perform such other duties as may be assigned by the Chairperson or by the Board.

**ARTICLE V – COMMITTEES**

- 1) An executive committee of the Mental Health Advisory Board may be appointed by the Chair or majority vote of the Board and shall consist of no more than two (2) Board members. Said executive committee shall report to the Mental Health Advisory Board as required.
- 2) Appointment of Committees: The Chairperson shall appoint such committees as are deemed necessary for the proper transaction of the business of the Board. Vacancies on the committees shall be filled by the Chairperson.
- 3) Executive Committee: With the approval of the Board of Supervisor, an Executive Committee of the Board may be established. The Administrator or his or her designee shall serve as an ex-officio member of the Executive Committee.
- 4) Quorum of Committees: A majority of each committee shall constitute a quorum.

**ARTICLE VI – AFFILIATIONS**

The Mental Health Advisory Board shall maintain close affiliation with Alpine County Behavioral Health Services (BHS), the State Department of Mental Health, and any other relevant local, state, tribal or federal offices or organizations.

**ARTICLE VII – AMENDMENTS**

Change in the By-Laws may be proposed by any member of the Mental Health Advisory Board. Such changes require the affirmative vote of the majority of the Board, following at least seventy-two (72) hours of written notification of said changes and subject to approval by the Alpine County Board of Supervisors at a regularly scheduled meeting.

**ARTICLE VIII – PARLIAMENTARY PROCEDURE**

Parliamentary procedure shall be in accordance with the latest edition of Robert's Rules of Order.

**BOARD OF SUPERVISORS' APPROVAL**

These By-Laws and any amendment thereto, shall be subject to approval of the Board of Supervisors before becoming effective.

APPROVED BY: The Alpine County Mental Health Advisory Board on 10/26/2017

  
\_\_\_\_\_  
Chair, Alpine County Mental Health Advisory Board

ADOPTED BY: The Alpine County Board of Supervisors on 12/05/2017

  
\_\_\_\_\_  
Chair, Alpine County Board of Supervisors