

Alpine County Mental Health Advisory Board

MEETING CANCELLED
January 23, 2020



MEETING MINUTES
NO QUORUM PRESENT – MEETING CANCELLED

The next scheduled regular monthly meeting will be held on February 27, 2020.

Approved as submitted on 6/15/2020.

Alpine County Mental Health Board

February 27, 2020

Meeting Minutes

HHS Conference Room
75-A Diamond Valley Road
Markleeville, CA 96120

MEMBERS PRESENT

Jessica Bennett, Chair
Rita Lovell, Vice Chair
Jane Sweeney
Michelle Lundy
Katherine Rakow, BOS Liaison

MEMBERS ABSENT

Jema Kimmel

Other Attendees:

Deb Goerlich, BHS Admin Asst. III
Gail St. James, BHS Director
Nani Ellis, Fiscal & Administrative Supervisor
Matthew Strahl, ACUSD Superintendent

1. Call to order regular meeting:

The meeting was called to order at 12:02 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 regular meeting minutes of 09/26/2019.

MOTION R. Lovell/SECOND J. Sweeney to approve the regular meeting minutes

AYES: R. Lovell, J. Sweeney, J. Bennett, M. Lundy

NOES: NONE

MOTION CARRIED

3.2 Request approval of regular meeting minutes of 11/21/2019.

MOTION J. Sweeney/SECOND J. Bennett to approve the regular meeting minutes

AYES: J. Sweeney, J. Bennett, R. Lovell, M. Lundy

NOES: NONE

MOTION CARRIED

4. New Business:

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

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

AYES: R. Lovell, J. Sweeney, M. Lundy, J. Bennett

NOES: NONE

MOTION CARRIED

**4.2 Request selection of Vice Chair for calendar year 2020
Nominations open**

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

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

NOES: NONE

MOTION CARRIED

4.3 Discussion and possible action to implement a Food Bank in Bear Valley.

- Chair Bennett reported that at the November MHB meeting, public comment stated there was an interest to have a Food Bank in Bear Valley. This item was referred to Alpine County Human & Health Services.
- BHS Director reported that this also was brought up at the MHSA Stakeholders meeting in Bear Valley. She stated there are families that are residents that request food from HHS and it is distributed by the Bear Valley Clinician, CeeCee McPherson

5. Unfinished Business

5.1 Discussion and possible action for the recruitment of new MHB members and transportation options.

- Jane to bring up recruitment at the BOS meeting
- The object is for transportation to be utilized by MHB members using Dial-A-Ride through Behavioral Health voucher system. Chair Bennett to compile information of the process from other counties and to research the WIC and relay the information to the BHS Director.

- 5.2 Discussion and possible action on the annual dues for the California Association of Local Behavioral Health Boards and Commissions (CALBHBC). Invoice has arrived

MOTION R. Lovell/SECOND M. Lundy to approve the CALBHBC annual dues

AYES: R. Lovell, M. Lundy, J. Sweeney

NOES: NONE

RECRUSAL: J. Bennett

MOTION CARRIED

- 5.3 Discussion to revise the Mental Health Advisory Board By-Laws adopted 12/05/2017 per the "Today's Law as Amended"

- 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 comply with the regulations – Bylaws disseminated to members for review.

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

- The BHS building completion to be sometime in April 2020.
- Triennial Plan of Correction has been sent to the State.

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

- BHS Director reported the PIP, both clinical and non-clinic is required by the External Quality Review Organization (EQRO):

Clinical PIP - Mindful Breathing Stress Reduction (MBSR), Dual Diagnosis, Women's Empowerment and AOD provided however, it is difficult to maintain groups in Alpine County. Too few clients to have groups work, as when a person cancels, the group dissolves.

Non-Clinical PIP – Improve the amount of no shows by calling 24 hours in advance and possibly the same day with appointment reminders.

Encouraging clients when cancel or not showing by asking what can we do to get you're here? Do you need childcare, transportation or are you ill?

- 5.6 Quarterly Financial Review – Nani Ellis, Fiscal & Administrative Supervisor

- This Monday, interim budget meeting with the County. Last year there were a lot of unknowns; new hires and promotions. The budget is in good order for ALL the programs. There is a lot of fluctuation of funds. MHSA 100% secure through 2021. All is well, status quo.

5.7 MHSA (Mental Health Services Act) Update on 3 Year Plan 2020-2023 – Gail St. James, BHS Director

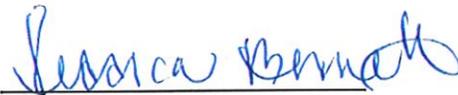
- Stakeholder meeting this year very different from the past. There were stages of a teaching piece throughout the county. Aug/Sept was NEEDS, at Kirkwood, Bear Valley and Hung-A-Lel-Ti. Then STRENGTHS and how to use those strengths JAN strategize how to fill those GAPS. Now Amy, MHSA Coordinator and Janet Stevens, LCSW are working on the draft for the 3YR MHSA PLAN. Entailing every project that MH will be doing in the communities in the next 3 years. The draft is posted for 30 days for comments. Then the Public Hearing will be held, at which time the MHB will vote on approval of the 3YR MHSA PLAN and make recommendation to the Board of Supervisor (BOS) for approval.

6. **Board Member Reports:**

- A) Chair Bennett - welcomed and thanked Michelle Lundy for joining, "I appreciate everyone's time"
- B) Vice Chair Lovell - nothing to report
- C) Katherine Rakow, BOS Liaison - Nothing to report
- D) Jema Kimmel - not present
- E) Jane Sweeney - nothing to report at this time
- F) Michelle Lundy - "I appreciate being a part of this board. Happy to have a voice!"

7. **Adjournment: 12:58 pm**

The next regular meeting of the Mental Health Board will be held on March 26, 2020 at the Firehouse Wellness Center, 96 Washoe Blvd., Markleeville, CA 96120



Jessica Bennett Chair
Mental Health Advisory Board

Alpine County Mental Health Advisory Board

MEETING CANCELLED

March 26, 2020



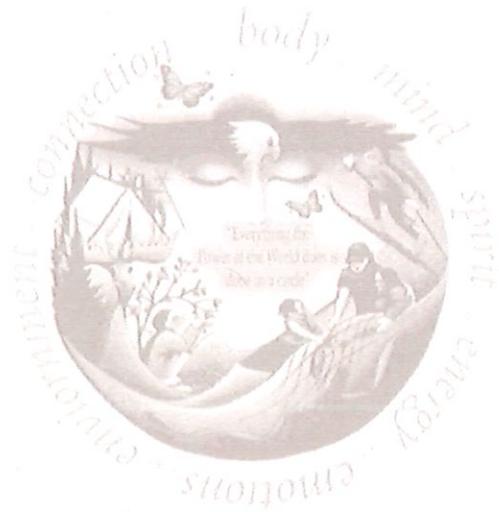
MEETING MINUTES
NO QUORUM PRESENT – MEETING CANCELLED

The next scheduled regular monthly meeting will be held on April 23, 2020.

Alpine County Mental Health Advisory Board

MEETING CANCELLED

April 23, 2020



MEETING MINUTES
NO QUORUM PRESENT – MEETING CANCELLED

The next scheduled regular monthly meeting will be held on May 28, 2020.

Alpine County Mental Health Advisory Board

MEETING CANCELLED

May 28, 2020



MEETING MINUTES
NO QUORUM PRESENT – MEETING CANCELLED

The next scheduled regular monthly meeting will be held on June 25, 2020.

Submitted as approved on 9/24/2020

Alpine County Mental Health Board

June 25, 2020

Public Hearing Meeting Minutes



Due to COVID-19 restrictions, the Public Hearing was held online, via Zoom.

Zoom meeting link:

<https://zoom.us/j/99775542841>

To have joined by phone, 1-669-900-9128 Meeting ID: 997 7554 2841

MHB Members Roll Call:

Jessica Bennett, Chair - Present
Rita Lovell, Vice Chair - Present
David Griffith/Alternate - Present
Michelle Lundy - Present
Jane Sweeney - Not present

ACBHS Staff Attendees

Deb Goerlich, Admin Asst. III
Amy Broadhurst, MHSA Coordinator
Gail St. James, BHS Director
Nani Ellis, Fiscal & Administrative Supervisor
Janet Stevens, Clinician - LCSW
Crystal Pitts, Clinician - LMFT
Katie Johnston, Fiscal & Tech Specialist

Public Attendees

Ron Hames	Alexandra Mannos
Kate Harvey	Mark Phillips
Rich Harvey	Brianna Vallejo
Natalie Ritter	Amber Watts
Debbie Posnien	Amy Skewes-Cox

1. Call to order regular meeting:

The meeting was called to order at 12:07 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.

NONE

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 corrected regular meeting minutes of 2/27/2020

Submitted as approved on 9/24/2020

Tabled until the next scheduled MHB meeting

NO MOTION CARRIED

4. New Business:

4.1 Notification of Correction to the Prudent Reserve – Presented by Gail St. James, Behavioral Health Director passed to Nani Ellis, Fiscal and Administrative Supervisor

Attached hereto

4.2 Public Hearing to gather further public comment: discussion and possible action, so that the Mental Health Board members can review the Alpine County Mental Health Services Act (MHSA) FY 2020-2021 through 2022-2023 3-Year Program and Expenditure Plan & Annual PEI Evaluation Report and to make any recommendations for revisions. Presented by Amy Broadhurst, MHSA Coordinator and Janet Stevens, Clinician II, LCSW

Power Point attached hereto

30-day comment posted 5/26/2020 to 6/24/2020

Updated comments have been added to the approved plan

4.3 Mental Health Board Members to vote on approval of plan and make recommendation to the Board of Supervisors to approve the Alpine County Mental Health Services Act (MHSA) FY 2020-2021 through 2022-2023 3-Year Program and Expenditure Plan & Annual PEI Evaluation .

MOTION R. Lovell /SECOND M. Lundy to approve the Alpine County Alpine County Mental Health Services Act (MHSA) FY 2020-2021 through 2022-2023 3-Year Program and Expenditure Plan & Annual PEI Evaluation and make recommendation to the Board of Supervisors to approve the plan

AYES: R. Lovell, M. Lundy, J. Bennett

NAES: NONE

MOTION CARRIED

5. Unfinished Business – NONE

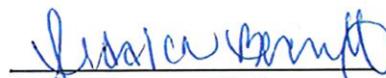
6. Board Member Reports:

NONE`

- (A) Jessica Bennett, Vice Chair
- (B) Rita Lovell, Vice Chair
- (C) Katherine Rakow/David Griffith
- (D) Michelle Lundy
- (E) Jane Sweeney

7. Adjournment: 1:02 p.m.

The next regular meeting of the Mental Health Board will be held July 23rd, 2020, location to be determined.



Jessica Bennett, Chair
Mental Health Advisory Board

PRUDENT RESERVE ASSESSMENT

Per recent changes in state law, Alpine County Behavioral Health Services (ACBHS) is now obligated to maintain its MHSa Prudent Reserve funding levels at no more than 33% of the average CSS allocations received in the preceding five (5) years.

ACBHS is required to reassess this Prudent Reserve maximum level every five (5) years. During each assessment, if Prudent Reserve funding levels are found to exceed the current maximum level, ACBHS is required to transfer the excess Prudent Reserve funding from the Prudent Reserve to CSS.

ACBHS conducted a Prudent Reserve Assessment on October 7, 2019, which indicated that Prudent Reserve funding exceeded the maximum level; and a transfer of over \$222,000 was required. However, at the request of the California Department of Health Care Services, a corrected assessment was conducted on May 12, 2020 with updated balances. As a result, in FY 2019/20, ACBHS is now required to transfer a total of \$237,768 from Prudent Reserve to CSS.

The corrected Prudent Reserve assessment calculations are included below. The original signed certification of the MHSa Prudent Reserve Assessment (DHCS form 1819) is included on the next page, and is considered to be valid for the correction.

Alpine County Behavioral Health Prudent Reserve Assessment	
	<i>Conducted 5/12/2020</i>
Total MHSa Allocations by FY (BH IN 19-037, Encl. 1)	
FY 13/14	\$ 1,111,598
FY 14/15	\$ 1,548,718
FY 15/16	\$ 1,421,616
FY 16/17	\$ 1,488,718
FY 17/18	\$ 1,499,513
Total 5-Year Allocation	\$ 7,070,163
Average CSS Allocation (Total / 5*.76)	\$ 1,074,665
Maximum Prudent Reserve Amount (33% of Average)	\$ 354,639
Prudent Reserve Amount*	\$ 592,407
Amount in Excess (Transfer to CSS in 19/20)	\$ (237,768)
<i>*Per FY 18/19 RER PR Balance dated 05/12/20</i>	

Alpine County Mental Health Advisory Board

MEETING CANCELLED

July 23, 2020



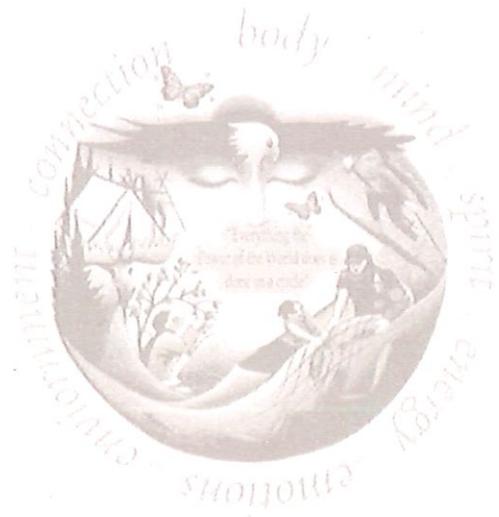
MEETING MINUTES
NO QUORUM PRESENT – MEETING CANCELLED

The next scheduled regular monthly meeting will be held on August 27, 2020.

Alpine County Mental Health Advisory Board

NO MEETING SCHEDULED

August 27, 2020



MEETING MINUTES
NO MEETING SCHEDULED

The next scheduled regular monthly meeting will be held in September 24, 2020.

Approved as submitted on 10/22/2020
Alpine County Mental Health Board

September 24, 2020

Meeting Minutes

Via ZOOM

MEMBERS PRESENT

Jessica Bennett, Chair
Rita Lovell, Vice Chair
Michelle Lundy
Jane Sweeney

MEMBERS ABSENT

Supervisor Katherine Rakow

Other Attendees:

Deb Goerlich, BHS Admin Asst. III
Nani Ellis, Fiscal & Administrative Supervisor
Janet Stevens, LCSW - ACBHS Clinician
Katie Johnston - Fiscal Technical Specialist

1. Call to order regular meeting:

The meeting was called to order at 12:02 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 *Public Hearing* meeting minutes of 6/25/2020.

MOTION R. Lovell/SECOND J. Sweeney to approve the regular meeting minutes

AYES: R. Lovell, J. Sweeney, J. Bennett, M. Lundy

NOES: NONE

MOTION CARRIED

4. New Business:

- 4.1 Discussion on Mental Health Board Advisory Member(s) to attend the free Virtual 2020 NAMI California Annual Conference "Engaging Diverse Communities" October 12 & 13**

<https://namica.org/events/2020-annual-conference/>

Member Lundy committed to making the effort to engage in the Virtual 2020 NAMI California Annual Conference

4.2 Discussion on Conduct – guidelines provided to help Mental Health Boards (MHB's) function as effective advisory bodies

- Dissemination of the Conduct Guideline made in hereto Exhibit "A"
- Discussion on Conduct of membership

4.3 Discussion and possible action on the roles and duties of Mental Health Board Membership

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

- Chair directed the membership to the California Behavioral Health Board/Commissions website to peruse and choose a training and read the Roles and Responsibilities of MHB members
- Members committed to reading the Roles and Responsibilities and to participate in the "Mental Health Board Training". Follow up discussion to take place at the next scheduled MHB meeting

MOTION J. Sweeney/SECOND M. Lundy for the participation and accountability to read the Roles and Responsibilities and take the MHB Training to be discussed at the next scheduled meeting

AYES: R. Lovell, M. Lundy, J. Sweeney, J. Bennett, R. Lovell

NOES: NONE

MOTION CARRIED

5. Unfinished Business

5.1 Discussion and possible action on Mental Health Board Member's Annual Goals compilation, execution and participation

- Chair Bennett reported that the goals discussed in the last meeting are still a progress and requested for someone to take charge on keeping track of the annual goals and assist in the Annual report to be presented to the Board of Supervisors

- **MOTION J. Bennett/SECOND J. Sweeney for the voluntary role accepted by M. Lundy take charge and the responsibility of keeping track of the Annuals Goals and assist in developing the Annual Report for the Board of Supervisors**

AYES: J. Bennett J. Sweeney, R. Lovell, M. Lundy,

NOES: NONE

MOTION CARRIED

5.2 Discussion and possible action for the recruitment of new MHB members to fill the vacancies

- Discussion of ideas, i.e., - flyers to be posted on ACBHS website, at the Post Office, the General Store and on the Alpine County Library's Facebook

No action taken

5.3 Director Report – designee Nani Ellis, Fiscal & Administrative Supervisor

- Staff is now in the new building located at 40 Diamond Valley Rd in two cohorts; 5 in the office and 5 working remotely, alternating weekly

- The community room is blocked off with a designated ZOOM set up for tele-psychiatry appointments
- No date for face to face with Tele-psych sessions (tele-medicine)
- Clinicians are doing a combination of ZOOM and telephone sessions
- Clinicians are also using ZOOM for sessions if is the preference of the client
- Adult session are productive, minors not so much
- ZOOM room will be opening up for individual therapy for clients in the future
- MHSA Coordinator Amy Broadhurst has accepted a new position in the county for First Five – HHS
- MHSA Coordinator position to be presented to the Board of Supervisors

5.4 Program Improvement Plan (PIP) Review – designee, Janet Stevens, LCSW – ACBHS Clinician

- PowerPoint Presentation - see attached

5.5 Quarterly Financial Review – Katie Johnston- Fiscal Technical Specialist

- Report – see Exhibit “A”

5.6 MHSA (Mental Health Services Act) – Janet Stevens, LCSW – ACBHS Clinician

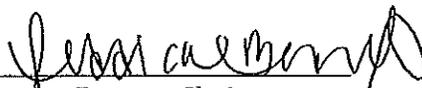
- Power Point Present – see attached

6. Board Member Reports:

- A) Chair Bennett – reported, thank you all for sticking it out with us through COVID, it has been a challenge. Minutes to accompany will be available on the shared drive and the website, as we are working on that now.
- B) Vice Chair Lovell –Keeping it positive, Library services at some level, at least curbside, perhaps in October or November.
- C) Katherine Rakow, BOS Liaison – Not Present
- D) Jane Sweeney – Staying home, grateful for blue skies, doing a lot of canning and trying to stay positive.
- E) Michelle Lundy – Staying really positive. Beading, help the kids, getting caught up.

7. Adjournment: 1:11 pm

The next regular meeting of the Mental Health Board will be held on October 22, 2020 location to be determined.



 Jessica Bennett Chair
 Mental Health Advisory Board

Alpine County Mental Health Advisory Board

Minutes Not Approved
October 22, 2020



MEEETING MINUTES
QUORUM PRESENT – MNUTES NOT CAPTURED

The next scheduled regular monthly meeting will be held on November 20, 2020.

Unapproved and subject to change

Alpine County Mental Health Board

November 20, 2020

Special Meeting Minutes

Via ZOOM

MEMBERS PRESENT

Jessica Bennett, Chair
Rita Lovell, Vice Chair
Supervisor, Katherine Rakow
Jane Sweeney

MEMBERS ABSENT

Michelle Lundy



Other Attendees:

Deb Goerlich, BHS Admin Asst. III
Nani Ellis, Fiscal & Administrative Supervisor
Katie Johnston – Fiscal Technical Specialist
Gail St. James, BHS Director

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

The meeting was called to order at 12.13 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 regular meeting minutes of 10/22/2020

MOTION R. Lovell/SECOND J. Sweeney to approve the regular meeting minutes

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

NOES: NONE

MOTION CARRIED

4. New Business:

- 4.1** Discussion and possible action on California Local Behavioral Health Boards and Committees (CALBHBC) website for training and resources

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

- Members viewed the training “Mental Health Services Act (MHSA) Roles of the Mental Health Board members –
- The discussion included on Question on #7 Substantive Recommendation? Chair to bring clarifications to the board next scheduled meeting

- 4.2** Discussion and possible action on the annual dues for the California Association of Local Behavioral Boards and Commissions (CALBH/BC)

MOTION J. Sweeney/SECOND R. Lovell to approve the invoice for annual dues of the CALBH/CB

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

NOES: NONE

MOTION CARRIED

- 4.3** Discussion and possible action on the 2020 Data Notebook

- Reviewed the compilation of the Data Notebook and it will be completed on the link provided by the California Behavioral Health Planning Council

5. Unfinished Business

- 5.1** Discussion and possible action on Mental Health Board Member’s Annual Goals compilation, execution and participation – Jessica Bennett

- Continue with trainings on the CALBH/BC website and revisit in 2021
- Work on the revision on the MHB By-Laws in 2021

- 5.2** Discussion and possible action for the recruitment of the new MHB member to fill the vacancies

- Discussion on the changes in the WIC 56.04 regarding new members can be employees or contracted employees of the County
- Looking further to see in the WIC that excluded Mental Health Department employees. To be reported at the next scheduled meeting

- 5.3** Director Report – Gail St. James, LMFT

Unapproved and subject to change

- Still in the new building
- Not open to the public
- Telepsychiatry and initial assessments being seen in a designation ZOOM room that is "roped" off, practicing NO CONTACT; Admins sanitizing and disinfection between patients

5.4 Program Improvement Plan (PIP) Review-Gail St. James, BHS Director

- PIP's can only be for 2 years. One year in and one year left. Due to COVID, client numbers are down, so no data to collect or report.

5.5 MHSA (Mental Health Services Act) – Gail St. James, BHS Director

- Stakeholders Meeting held on November 18th, 2020
- Programs being held virtually, not very well attended i.e., CTG "Cook with the Chef", perhaps with Winter months approaching, this may change
- Youth Programs not engaging
- The BHS Newsletter is put out door-to-door weekly and a Bulk mailing once a month.

6. Board Member Reports:

- A) Chair Bennett reported that anything that is on agenda needs to be handed in to Deb a week prior to the scheduled meeting.
- B) Vice Chair Lovell shared curbside is available and Wednesday and Saturday. The Bookmobile is not in operation. There is online program and digital resources available. The library is in the process of implementing "HOOPLA" (movies, books, audio books & TV services).
- C) Katherine Rakow, BOS Liaison shared her warm wishes. This is her last meeting with us. She enjoyed serving on this Board with delightful people and is looking forward to taking a break.
- D) Jane Sweeney – nothing to report
- E) Michelle Lundy – not present

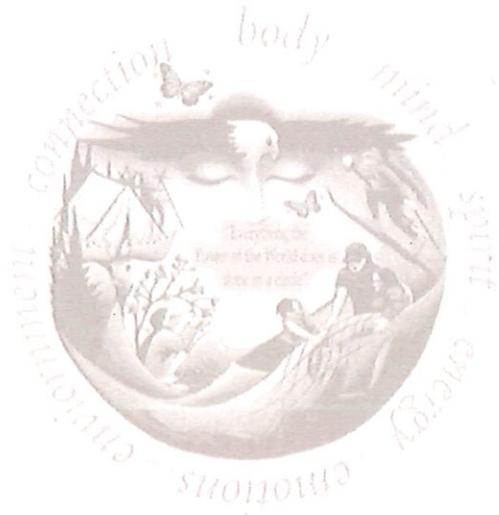
7. Adjournment: 12:56 pm

The next regular meeting of the Mental Health Board will be held on January 28, 2021 location to be determined.

Jessica Bennett, Chair
Mental Health Board

Alpine County Mental Health Advisory Board

**NO MEETING SCHEDULED PER BY-LAWS
December 2020**



MEEETING MINUTES
NO QUORUM PRESENT – MEETING CANCELLED

The next scheduled regular monthly meeting will be held in January 28, 2021.