

**Sonoma County Mental Health Board  
Working Retreat Minutes  
April 27, 2019  
The HUB Conference Room,  
2245 Challenger Way, Santa Rosa, CA 95407**

**Present:**

**Retreat facilitated by Susan Morris Wilson**

**Board Retreat Objectives:**

1. Provide an opportunity for board member learning and participation.
2. Develop clear understanding of the MHB roles and responsibilities through training by consultant
3. Review and prioritize objectives for an Action Plan in 2019-2020
4. Review current budget issues based on Financial Report provided by the Mental Health Director
5. Reflections on retreat process and necessity

**Retreat Next Steps:**

1. Susan will draft notes from the Retreat for review by Rhonda Darrow and the Board
2. Susan will draft changes to the Bylaws for review by Rhonda Darrow and the Board.
3. Susan will send a draft of possible language for the agenda and a script for the Chairperson regarding public comment during meetings.
4. Susan will send a draft of an Action Plan for 2019-2020 for review and approval by the Board.
5. Board will review the day/time of Executive Committee meetings so that interested members are more able to attend at the Executive Committee with the Mental Health Director.
6. The Board would add an agenda item quarterly on the progress of the development of the Psychiatric Health Facility.
7. The Board plans to assign a liaison to the Board of Supervisors to attend meetings.
8. The Board plans to present both the Annual Report and their work on the Data Notebook at a BOS meeting to help develop a relationship with the BOS.
9. The Board will follow up with the BOS regarding their participation on the Board.
10. The Board will follow up with the BOS regarding membership recruitment.
11. The Board will review the current site visit procedures developed by the PAM Committee to implement a realistic plan
12. The Board would like to have a retreat annually if the budget allows. The retreat would include training, development of an Action Plan, and an opportunity to work on some issues of interest.

AGENDA TOPICS	KEY POINTS
<p>Review roles/responsibilities of Board Members (Susan Morris Wilson)</p>	<p>Susan presented a PowerPoint presentation with discussion on each of the eight responsibilities of the mental health board as described in the Welfare and Institutions Code 5604.2. (See <i>PowerPoint presentation (handout)</i> and <i>WIC 5604.2 (handout)</i> for detailed information on the presentation.)</p> <p>Suggestions to the board include:</p> <ol style="list-style-type: none"> <li>1. Work closely with the Mental Health Director (Director) and the Board of Supervisors (BOS) during the current economic crisis.</li> <li>2. Establish a coordinated plan with the Board of Supervisors to select new membership to the Mental Health Board (MHB) that meets the requirements of the Welfare and Institutions Code 5604.</li> <li>3. Simplify the site review standards developed by the Program Assessment Matrix (PAM) Committee to make them more manageable, practical and useful for training new board members.</li> <li>4. Develop a clear understanding of the Mental Health Services Act implementation in Sonoma County including the community planning process and the funding strategies for each section described in MHSA. Currently the County is addressing the Innovation Plan.</li> <li>5. Consider changing the time/day of the Executive Committee to enable other board members to attend.</li> <li>6. Revise the bylaws to describe more specifically how the MHB operates (see suggestions sent to Rhonda Darrow)</li> <li>7. Consider developing a stronger relationship with the BOS by making <b>brief presentations</b> for the required Annual Report and for the Data Notebook.</li> <li>8. Encourage the BOS to delegate a representative to the board as required in the WIC 5604(a)(1)</li> <li>9. Complete your annual report for FY 2018-19.</li> <li>10. Use your board structure effectively by limiting the number of standing committees, using temporary committees as needed, and developing a liaisons to specific community committees/collaboratives/groups (MHSA Committee, committee addressing homelessness, Community Corrections Partnership/AB109 committee, CA Behavioral Health Boards and Commissions).</li> </ol>

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<p>2. Review of Action Planning for 2019/2020 (Susan, Mary Ann and board members)</p>	<p>Susan facilitated a discussion for the development of an Action Plan for FY 2019-20 suggesting that the number of objectives should be five or fewer. The MHB selected five areas for the plan and Susan will send a rough draft for the MHB to refine:</p> <ul style="list-style-type: none"> <li>• Complete an Annual Report for FY 2019-19 by August 2019 and provide a <b>brief presentation</b> on the Annual Report to the BOS.</li> <li>• Complete the Data Notebook for the CA Behavioral Health Planning Council on schedule and provide a <b>brief presentation</b> on the Data Notebook to the BOS.</li> <li>• Review the membership of the PAM Committee and develop a plan to evaluate 2 sites and to visit at least 4 sites in FY 2019-20.</li> <li>• Monitor the implementation of the MHSA to provide input into planning processes, funding, and the Innovation Plan.</li> <li>• Complete a self-evaluation of the MHB to discuss at a retreat in spring 2020.</li> </ul> <p>Other areas of interest included:</p> <ul style="list-style-type: none"> <li>• Psychiatric Health Facility (PHF) development over the next two years by requesting regular updates on the status.</li> <li>• Considering a change in time/day of MHB meeting and the Executive Committee meeting.</li> <li>• Presentations to the BOS.</li> <li>• Developing a plan with the BOS to appoint membership to the MHB</li> <li>• Monitor the board structure of standing committees, temporary committees and liaisons to assure compliance with the Brown Act</li> <li>• Modifying the MHB Bylaws</li> </ul>

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<p>3. Board structure including committees, governance documents, executive leadership positions (Susan, Mary Ann and board members)</p>	<p>Susan reviewed the Bylaws with the MHB and the MHB made the following recommendations regarding the Bylaws:</p> <ul style="list-style-type: none"> <li>• Clarify that consumers may be employed and still be board members within certain parameters</li> <li>• Delete Secretary and Treasurer from the list of officers; correct the name of the CA Association of Behavioral Health Boards and Commissions</li> <li>• Note that the Nominating Committee is a temporary committee and does not have to comply with the Brown Act</li> <li>• Clarify that elections will be held openly and not by secret ballot</li> <li>• Clarify the section on public comment</li> <li>• Change wording about “ad hoc” committees to temporary committees which is the language used in the Brown Act.</li> </ul> <p>Rhonda will incorporate the changes in the bylaws for the MHB.</p>
<p>4. Board self-evaluation (Susan, Mary Ann and board members)</p>	<p>Susan provided some self-evaluation materials for the board to review. The Board determined that it will be one of their objectives for FY 2019-20. They plan to have every board member complete the self-evaluation and have the results compiled in order to have a discussion at the retreat they plan to hold in the spring of 2020.</p>
<p>5. Business items from the Executive Committee (Mary Ann and board members)</p>	<p>The Board discussed the Executive Committee in some detail including who attends the meetings, the purpose of the meetings, the day/time of the meetings. They will discuss these items at the next Executive Committee schedule very soon with the Mental Health Director.</p>

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6.	Next Steps (Mary Ann, Susan)	<ol style="list-style-type: none"> <li>1. Susan will draft notes from the Retreat for review by Rhonda Darrow and the Board</li> <li>2. Susan will draft changes to the Bylaws for review by Rhonda Darrow and the Board.</li> <li>3. Susan will send a draft of possible language for the agenda and a script for the Chairperson regarding public comment during meetings.</li> <li>4. Susan will send a draft of an Action Plan for 2019-2020 for review and approval by the Board.</li> <li>5. Board will review the day/time of Executive Committee meetings so that interested members are more able to attend at the Executive Committee with the Mental Health Director.</li> <li>6. The Board would add an agenda item quarterly on the progress of the development of the Psychiatric Health Facility.</li> <li>7. The Board plans to assign a liaison to the Board of Supervisors to attend meetings.</li> <li>8. The Board plans to present both the Annual Report and their work on the Data Notebook at a BOS meeting to help develop a relationship with the BOS.</li> <li>9. The Board will follow up with the BOS regarding their participation on the Board.</li> <li>10. The Board will follow up with the BOS regarding membership recruitment.</li> <li>11. The Board will review the current site visit procedures developed by the PAM Committee to implement a realistic plan</li> <li>12. The Board would like to have a retreat annually if the budget allows. The retreat would include training, development of an Action Plan, and an opportunity to work on some issues of interest.</li> </ol>
	Summary and Evaluation of the Day (Susan)	<p>Susan asked the Board to reflect on the work that they completed and to provide her with additional direction based on the next steps that she outlined.</p> <p>The Board appreciated the opportunity to develop an Action Plan with specific objectives.</p>