

MINUTES
San Bernardino County
BEHAVIORAL HEALTH COMMISSION MEETING
May 3, 2018 - 12:00-2:00 pm

Commissioners Present: Monica Wilson, Lorrie Denson, Michael Grabhorn, May Farr, Troy Mondragon, Jennifer Spence-Carpenter, Jane Godager, Julianne Torres on behalf of Supervisor James Ramos.

Excused Absence: Carol Kinzel, Akin Merino Susan McGee-Stehsel, Catherine Inscore,

Absent: Veatrice Jews, Christopher Massa.

Guests: Joseph Lewis, Nathaly Beltran, Tyquan Douglas, Steven Taylor, Beverly Scott, John Labog, Maria Mora, Linda Sibio, Adan Gomez, Janette Sarabia, Matthew Talley, Lileana Lopez, Jerome Fagan, Hector Lopez, Kaydian Anderson, Josh Labarge, Jennifer Pacheco, Phebe Pang, Christal Hampton, Tina Marie Rivera, Sonia Rubio, Isaac Carreon, Maruicio Cruz, Matthew Anderson, Smokey, Maria, Lorraine Armenta, Maria Aceves, Derrick Cannon, Jessica Cuevas, Monique Amis, Jamesia Brown, Karen Cervantes, Lauretta Ross, Cynthia Gutierrez, Alfredo Jauregui, Gayle Morrow, Christina Entz, Nakesha High, Claudia Silva, Laura J, Jessica Aguilar, Nathan Trujillo, Cheryl McAdam, Lois Perkins, Vickie Mack, Jordyn Townsend, Karina Banuelos, Erica Joy-Cook, Wendy Marlatt, Lesford Duncan, Nick De Rose, Lorraine Cortes, Doreen Ivery, Nestor Lopez, Kerry Mc Laughlin, Maribel Gutierrez, Rock Hart, Linda Hart, Richard Lindsey, Amber Carpenter, Cesar Bernal, Victoria Hall, Rene Keres, Pat Martinez, J. Buffong, Melanie Carrion, Keven Porter, Donne Villasenor, Natalie Kessee, Patricia Verduzco, Allison Cunningham, Faith Ikeda, Vincente Moall, George Aragon, Marcella Buckner, Linda Thomas, M. Schertell, David Griffith, Mike Ramirez, Hanna Keith, Nestor Martin, Victoria, Paula Quijano, Kristen Mungcal, Monica Rosas, Sharon Green, Justin Napod, Vivian Bermudez, Carl Mascarena, Heather Granger.

Minutes recorded by Raquel Ramos, Clerk of the Behavioral Health Commission (BHC).

CALL TO ORDER PLEDGE OF ALLEGIANCE AND INTRODUCTIONS

Chair, Monica Wilson called the meeting to order at 12:07 p.m. and led the Pledge of Allegiance; self-introductions followed.

CULTURAL COMPETENCY AWARD OF EXCELLENCE

Lesford Duncan presented the Cultural Competency Award of Excellence to Wendy Marlatt, member of the Santa Fe Social House. Ms. Marlatt was nominated by Mauricio Cruz, Susie Cartwright, and Phebe Pang for her outstanding volunteer work at the Santa Fe Social Clubhouse, and for making a difference in the lives of many, including the homeless, those in recovery, and the previously incarcerated.

Tab 6: Review Minutes of 4/5/2018.

APPROVED

Motion/Second: May Farr/ Troy Mondragon

AYES: Michael Grabhorn, Lorrie Denson Monica Wilson, Jane Godager,

ASBSTAIN: Jennifer Spence-Carpenter

ABSENT: Carol Kinzel, Akin Merino Susan McGee-Stehsel, Veatrice Jews, Catherine Inscore, Christopher Massa.

PUBLIC COMMENTS

Linda Hart of the African American Mental Health Coalition (AAMHC) provided public comment regarding mental health outreach. She acknowledged Wendy XX in her recognition for the Cultural Competency Award of Excellence. Ms. Hart provided a handout and referenced the Mental Health Services Act (MHSA) Annual Report and advised she would like to publicly comment on the findings in the report. Low income communities and populations of color are underserved or inappropriately served. She recommended investments in addressing these disparities. Data shows that there are very little impacts on mental health services provided to low income populations.

Vickie Mack introduced herself as an Access California Mental Health Consumer Advocate. She provided public comment regarding her concerns with insufficient consumer participation in the MHSA Annual Update stakeholder process and the posting for public comment process. Many consumers she interacts with do not know what MHSA is. When she went to the Department of Behavioral Health (DBH) website post a public comment she also found it difficult to locate the report and finding the option for posting a public comment.

Linda Sibio of High Desert Test Sites and Bezeite Productions introduced herself as a consumer and artist, she believes mental health and creativity are aligned and has worked in visual arts since 1985. She discussed art workshops for mental health consumers.

CHAIRPERSON'S REPORT

Chair Monica Wilson reminded the group of the upcoming Mental Health Awareness Symposium at National University this Saturday, May 5, 2018 10-1pm. She acknowledged the National Day of Prayer and advised she plans to attend the Evening with the Stars May 24, 2018 at the Double Tree in Ontario.

COMMISSIONERS' REPORT

First District:

Commissioner Michael Grabhorn attended the Helping Hearts open house and the High Desert Coalition meeting focusing on Prevention and Early Intervention. He is focusing on the dangers of e-cigarettes and advertisements geared toward youth. The Family Assistance Program will be featured at the May District Advisory Committee (DAC) meeting.

Commissioner Lorrie Denson is providing opening remarks at the Mental Health Summit May 9, sponsored by St. Mary's Hospital to be held at the Apply Valley Conference center. She plans to attend the Inland Empire Screening and Award Ceremony on May 10 and the Evening with the Stars event on May 24, 2018. She acknowledged the National Day of Prayer.

Second District:

Commissioner May Farr reminded the group of the upcoming Inland Empire Screening and Award Ceremony on May 10, in Riverside. She attended the Info Graduation, last month's DAC meeting and the California Behavioral Health Planning Council meeting in Redwood City.

Third District:

Commissioner Troy Mondragon thanked Allison Cunningham and Amber Carpenter for their work in the Info Program. Last month he attended the Latino Awareness Subcommittee meeting and plans to participate in the Latino Heritage month planning committee. The 6th Annual Cal State University San Bernardino Mental Health event is taking place on May 22, 2018, 11-2pm. He will be an honoree at the Loma Linda Behavioral Medicine Center 2nd Annual Stand Up to Stigma walk. He is continuing his work reorganizing the Third District DAC meeting.

Fourth District:

Commissioner Jennifer Spence-Carpenter is continuing in ongoing training through Hazelden on addiction and woman and alcoholism. She plans to attend many May Mental Health Month activities.

Fifth District:

Commissioner Jane Godager wished everyone a happy mental health month.

Tab 7: PUBLIC HEARING: MHSA Annual Update Fiscal Year 2018/2019

Presenter: Michelle Dusick.

- California Welfare and Institutions Code (WIC)§ 5847 and California Code of Regulations (CCR) §3310 state that a Three-Year Program and Expenditure Plan (Plan) and subsequent updates shall address each Mental Health Service Act (MHSA) component: Community Services and Supports (CSS) for children, youth, transition age youth, adults, and older adults (WIC §5800 and §5850); Capital Facilities and Technological Needs (CFTN) (WIC §5847); Workforce Education and Training (WET) (WIC §5820); Prevention and Early Intervention (PEI) (WIC §5840); and Innovation (INN) (WIC §5830).

- Further, CCR §3310 states: The county shall update the Plan annually; updates are to address elements that have changed; and updates include estimated expenditure projections for each component per fiscal year.
- The MHSA Plan/Update shall be prepared and circulated for review and comment for at least 30 days to representatives of stakeholder interests. The mental health board shall conduct a public hearing on the draft Three-Year Plan and/or Annual Update at the close of the 30 day comment period.
- Each Three Year Plan and Annual Update shall be developed with local stakeholders including consumers, families, service providers, veterans, and representatives from law enforcement, education, social services, veterans, alcohol and drug and health care organizations.
- Additionally, the stakeholder process should include: representatives of unserved and/or underserved populations and family members; stakeholders who represent the diversity of the demographics of the county (i.e., Location, age, gender, race/ethnicity); and consumers living with serious mental illness and/or serious emotional disturbance and their family members.
- WIC § 5848 states that counties shall demonstrate a partnership with constituents and stakeholders throughout the process that includes stakeholder involvement on: mental health policy; program planning; implementation; monitoring; quality improvement; evaluation; and budget allocations.
- CCR Title 9 Section 3300 states that involvement of consumers and their family members be in all aspects of the community planning process and that training shall be offered, as needed, to stakeholders, consumers, and consumer's family who are participating in the process.
- Counties shall adopt the following standards in planning, implementing, and evaluating programs: community collaboration; cultural competence; client driven; wellness, recovery, and resilience focused; and integrated service experiences for clients and their families.
- Throughout the year, regular stakeholder meetings include: Behavioral Health Commission (BHC); District Advisory Committee (DAC); Community Policy Advisory Committee (CPAC); Cultural Competency Advisory Committee (CCAC), along with 13 Cultural Competency Subcommittees; Transition Age Youth (TAY) Center Advisory Boards; Consumer Clubhouse Advisory Boards; Quality Management Action Committee (QMAC); Mental Health Services Act (MHSA) Executive Committee; Association of Community Based Organizations (ACBO); Room and Board Advisory Coalition; Screening, Assessment, Referral, & Treatment (SART) Collaborative; Prevention and Early Intervention (PEI) Provider Network Meeting; Parent Partners Network; Older Adult Peer Counselor Support and Outreach System; and Systemwide Performance Outcomes Committee (SPOC).
- Feedback from regularly occurring stakeholder meetings is compiled throughout the year(s) and included with feedback from any special sessions that are held to review the Annual Update. A morning online session was hosted on February 12, 2018, and an evening online session was hosted on February 13, 2018, using Adobe Connect. Senior Centers were visited throughout February.
- DBH conducted outreach to promote the Annual Update Stakeholder Process. Information was disseminated through: press releases to 44 media outlets; email and flyer distribution (English and Spanish) to: community partners, community and contracted organizations, other county agencies, cultural subcommittees and coalitions, and regularly scheduled stakeholder meetings, to reach populations representative of the descriptions provided; posting on DBH website and DBH social media sites such as Facebook, Twitter, and Instagram; and regular announcements in meetings. The MHSA press release was featured on a local newspaper website.
- Copies of the Draft Mental Health Services Act Annual Update for Fiscal Year 2018/19 were available in the following formats: Online for electronic viewing; physical copies were made available at clubhouses, clinics, and distributed at meetings upon request; copies were available for viewing at county public libraries; comment Forms were available in English and Spanish and included as part of both the electronic and hard copy versions of the plan. Ninety-one (91) hard copies of the MHSA Annual Update's Executive Summary were provided to stakeholders.

- 489 stakeholders completed a stakeholder comment form as a result of attending the stakeholder sessions or responding to the 30-day Public Posting. Overall, 96% indicated they were satisfied, somewhat satisfied, or very satisfied with the MHSA Integrated Plan and the stakeholder process.
- 11 comment forms were received during the 30 day posting and public comment period of the draft MHSA Annual Update for Fiscal Year 2018/19. A summary of the comments includes: positive feedback and support for the MHSA annual update plan and the community program planning process; positive feedback and support for the prevention and early intervention programs and services supported through MHSA, especially school-based programs; support for continued and/or expanded services in remote or rural areas of the county; positive feedback about MHSA programs in general.
- A summary and analysis of stakeholder feedback and comments received and the department response have been included in the MHSA Annual Update for Fiscal Year 2018/19. No substantive changes were made.
- The next step is to ask the Commission to affirm that the stakeholder process was conducted to meet the regulations. The MHSA Annual Update is scheduled to be presented to the Board of Supervisors (BOS) in June 2018, for approval. The MHSA Annual Update will be submitted to the Mental Health Services Oversight and Accountability Commission (MHSOAC) within 30 days of BOS approval.

Linda Hart inquired on what DBH does when the website accepting public comments not available for a period of time. As she made many attempts to provide a public comment online and was unable to. Michelle advised that DBH was not aware of any malfunctions or periods of time that the website was not accepting public comments. She encouraged anyone having difficulties with the website to contact her at her office and she will assist with collecting the public comment and addressing any website malfunctions immediately.

NEW BUSINESS – ACTION ITEM(S)

Affirm the process of the MHSA Annual Update for FY 2018/19.

APPROVED

Motion/Second: Jane Godager/ Monica Wilson

AYES: May Farr, Troy Mondragon, Jennifer Spence-Carpenter, Michael Grabhorn, Lorrie Denson

ASBSTAIN:

ABSENT: Carol Kinzel, Akin Merino Susan McGee-Stehsel, Veatrice Jews, Catherine Inscore, Christopher Massa.

- Identify Commissioner to Prepare Presentation Findings:

Commissioner Michael Grabhorn volunteered to prepare the findings from today's Subject Matter presentation. The memos will be reviewed during the next BHC Executive Session.

APPROVED

Motion/Second: May Farr/ Jennifer Spence-Carpenter

AYES: Jane Godager, Monica Wilson, Troy Mondragon, Michael Grabhorn, Lorrie Denson

ASBSTAIN:

ABSENT: Carol Kinzel, Akin Merino Susan McGee-Stehsel, Veatrice Jews, Catherine Inscore, Christopher Massa.

Tab 6: SUBJECT MATTER PRESENTATION: Contracts Unit Procurement Overview

Presenter: Natalie Kessie

- A procurement is a solicitation from community providers for specific needed services. There are different types of procurement: RFP (Request for Proposals); RFQ (Request for Qualifications), aka Qualification Applications; RFQ (Request for Quotes); and RFI (Request for Information).
- An RFP solicits detailed proposals from providers on how they would perform a broad range of services for a specific program or program type. Generally done to develop contracts with selected providers to provide a specific service for a defined period of time and a set contract amount; used for our most complex services with the most requirements/regulations and reporting conditions.
- An RFQ or Qualification Applications solicits the qualifications of a provider (generally used with an application process – where providers respond to a series of YES/NO and descriptive questions) to perform a service or set of services. Primarily

done to develop a vendor list when it is anticipated a number of service providers may be used. Contracts developed based on the responses received.

- An RFQ or Request for Quotes solicits a direct cost "bid" for a needed services. This is used primarily for low value and/or short term time limited services.
- An RFI solicits providers to describe the capabilities of services based on a broad definition. Used primarily in the initial procurement of IT or research services when the program is not specifically or tightly defined and available services or capacities are unknown.
- County Policy 11-01 requires County Departments to obtain most services through an open, competitive and standardized procurement process, i.e., an RFP. Procurement is solicitation for qualified service providers to respond to the request for specific needed services. This is an open competitive process, subject to both an independent and internal evaluation. Procurement allows the department to restructure current programs, expand programs or start new program services. Procurement is a reoccurring process usually conducted every 3 to 5 years. All interested agencies must re-apply, including current service providers.
- The process begins with an RFA. Program notifies administrative staff of needed services. Preparation is designed to meet the desired services start date. An informative RFA with as much information as possible includes funds available, target population, geographic areas, other priorities, numbers to be served and cost per client (if known), desired goals and outcomes. The Program should be clearly explained – what is the purpose and goals of the program; advised what DBH wants from proposers. Scope of Work (Description of Services) should be complete for new programs and appropriately updated for current programs inclusive of changes (additions or deletions) from prior procurement.
- The procurement process is a team effort of DBH program and administrative staff (fiscal/contract). The team works together to prepare, review and release a comprehensive document. An independent set of panelists are additional persons chosen to evaluate and review the submitted proposals.
- For new programs, program staff have a vision or mind set of the program. For on-going programs, determine what changes that are needed. For on-going programs in the course of normal review and monitoring of services, ensure unsatisfactory performance is documented. During the process, program staff read, review, and provide feedback for both procurement documents and developed contracts; know and/or determine value of program components.
- Contracts staff prepare the actual document, notify potential proposers, conducts the proposer conferences and accepts/reviews proposals for minimum requirements.
- Fiscal staff confirm available budget, prepare budget documents and reviews fiscal stability and completes fiscal evaluation.
- Proposals meeting the stated requirements will also be evaluated on the basis of the following criteria and specific programmatic criteria will be weighted as indicated: 65% Program, 35% Fiscal, Local Preference is applied as applicable.
- Common program components include: demonstrated ability to serve target population, proposed program services and strategies, demonstrated ability to serve the number of unduplicated participants indicated, readiness to provide services, experience, staffing levels and qualifications, appropriateness of facility (in Geographic Service Option/area; near mass transit; facility layout, etc., demonstrated ability to serve specific geographic area.
- Once proposers are recommended to receive funding or denied funding based on the final scores and program/service needs, the Executive Team approves recommendations and notices are sent to successful proposers of intent to award and meetings are set for negotiations. Notices of denial of funding are sent to unsuccessful proposers, unsuccessful proposers are notified of the opportunity to protest the decision based on specific criteria as detailed in the procurement document, unsuccessful proposers (or general public) may request copies of evaluator scores and awarded proposals via a Public Records request.
- For new service contracts staff work with service providers to finalize contracts inclusive of final budgets and scopes of work, new contracts are approved by the Board of Supervisors, programs provide any needed technical assistance throughout the process, valuable and needed services are provided to County residents.

Contract Provider Testimonials

Vincente Mozell of Aegis provided a testimonial on behalf of Aegis regarding the contract provider relationship and experience in working with DBH. Aegis has been working with DBH for over two decades. Aegis is part of the network of Substance Use Disorder (SUD) Medication Assisted Treatment Providers. DBH worked with Aegis when corrective action plans were needed and provided real time feedback in relation to quality assurance. When it comes to capacity building DBH is always willing to work with Aegis to meet the needs of the community. Now with the Drug Medi-Cal - Organized Delivery System (DMC-ODS), providing

expanded services can sometimes feel overwhelming, DBH has been in communication with Aegis to assist in transitioning into the expansion.

Paula Quijano of Victor Community Support Services provided a testimonial on behalf of Victor Community Support Services regarding the contract provider relationship and experience in working with DBH. Victor Community has also worked with DBH for over two decades, primarily serving children and Transitional Age Youth populations and providing military services. The procurement process is not easy, it's very competitive; providers must demonstrate that they know the population and service area and are willing to

DIRECTOR'S REPORT

Director Veronica Kelley provided the following updates:

- May is Mental Health Month (MMH) has been observed since 1949. This year's theme is "Stop Stigma." Veronica thanked providers for attending and acknowledged consumers and family members as the most important participants in this month's activities.
- The External Quality Review Organization (EQRO) conducted an on site review last week. Veronica thanked providers and consumers for their participation in the sessions and focus groups. EQRO was impressed with our relationships with Law Enforcement and Crisis Intervention Training.
- We are waiting on the Governor's May Revise budget proposal. There are currently 150 bills going through revision. The County Behavioral Health Director's Association is watching 30 related directly to behavioral health.

OUTSIDE AGENCY REPORTS

- Rene Keres, Clinic Supervisor for Mariposa Community Counseling advised attendees of the upcoming 18 week long Hoarders Workshop being offered to clients opened at Mariposa.
- Kristen Mungcal, Program Manager II for Clubhouses informed attendees of the National Alliance on Mental Illness (NAMI) fundraiser the Clubhouses are coordinating.
- Claudia Silva, Mental Health Education Consultant for Community Outreach and Education reviewed the upcoming MMH events. Flyers with more details on each are available at the sign in table.
 - Patton Museum Tours are scheduled to take place every Tuesday in May. Reservations are required.
 - May 9-16, 2018 is the Meet the Artist Farmers Market Pop Up Gallery.
 - May 10, 2018 the Directing Change Film and Awards event will be held at the Fox Theatre in Riverside.
 - May 19, 2018 DBH is collaborating with Chino Police Department for a Mental Health and Wellness Expo taking place at the Chino City Hall.
 - The 13th Annual Evening with the Stars is taking place on Thursday, May 24, 2018m 6-8:30pm at the Double Tree by Hilton in Ontario. Tickets are \$40, you may also sponsor a consumer's attendance.
- There is a Casa Golf Classic at the Redlands Country Club May 7, 2018. Please visit the Casa website at www.casaofsb.org for more information.
- Laretta Ross, Peer and Family Advocate III, of the Office of Consumer and Family Affairs provided lime green carnations to meeting attendees in honor of MMH.

ADJOURNMENT

Meeting adjourned at 2:00 p.m.

Monica Wilson, Chair
Behavioral Health Commission

Raquel Ramos
Clerk of the Behavioral Health Commission