

Sacramento County Mental Health Board Executive Committee Meeting

MINUTES – TELECONFERENCE MEETING

Tuesday, June 20, 2023

12:00 pm

Members Present: Paul Wagstaffe, William Secretary Cho, Patricia Wentzel, Corrine Sako (staff: Glenda Basina, Jason Richards)

Members Absent: None.

Agenda Item

I. Welcome and Introductions

Acknowledgement of Conduct Agreement Committee Member Announcements

Vice-Chair Wagstaffe convened the meeting at 12:04pm. Announced Chair Sako to be delayed in attending and will update Chair of discussion upon arrival, prior to taking action. Introductions were made and Vice-Chair Wagstaffe acknowledged the Conduct Agreement as passed by MHB in March last year.

Vice-Chair Wagstaffe added that he wanted to add as part of the proposed agenda, a discussion on what happened at the MHSA meeting last week.

II. Discussion/Action Item: Review & Approve Agenda for 7/05/23 MHB General Meeting

Vice-Chair Wagstaffe inquired on reporting of MHSA meeting last week and if it can be included in section VB of agenda. Per Member Wentzel, not sure if it fits in this section and have yet to prepare the statement/report. Vice-Chair suggests for info on the MHSA meeting from Member Wentzel be added at the PADs section of the agenda. Per Chair Sako there's enough time there for verbal. Member Wentzel moved to approve the agenda and Member Wagstaffe seconded the motion with the minor change as aforementioned. Passed unanimously.

III. Discussion/Action Item:

- **General Administrative Duties**
- **MHB Site Visit Procedures, Expectations, & Goals**
- **Project Management Tools**

Establish Standard Practice for Sharing Materials with Board Members

Secretary Cho on administrative duties, in efforts of becoming productive and effective, create a standing item for every meeting to go over administrative, consider for housekeeping. Sampled dessert business, administrative on the backside. Shared document onscreen outlining "housekeeping"; a centralize place for documents, ensures reports are completed. Also touched on separation of email accounts. Vice-Chair Wagstaffe agreed with Secretary Cho on separation of emails, whether County email or everyone creates a Gmail account. Secretary Cho reminded about the project management tool where all docs are saved, for easy access. Liaisons know when paper are in, inventorying reports, documents.

Jason on special email accounts, something recommended that County Counsel had joined. Good to bring up at a meeting with County Counsel there. Jason is responsible for PRAs and

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personal email accounts susceptible to it. Chair Sako asked if County issued or each create a Gmail account. Jason sampled Laura Bemis, who's email was a Gmail account. Chair Sako also raised that not much time is spent on housekeeping rather than on work. Want to be mindful we're not duplicating. Jason has been good with sending reminders for liaison/committee reports. If board to take on the items would be duplicative of what staff is already doing. Problem was on hard deadline agenda, due to staff 2 weeks before board date and liaison reports the week before board date. Would like to keep everything as visible as possible. Asked if a better system to get things turned in. With ASOC on the 4th Thursday of the month, difficult to get in on time. Member Wentzel commented if with deadline and no consequence, perhaps this aspect needs to be emphasized. Maybe delaying a month may work to ensure it gets in on time. Chair Sako stated it appropriate for committee chairs, if no time, to designate to another committee member to get it done. Member Wentzel agreed it best to be timely. Action/reaction effect directly impacts and putting out a month, does not work. Better to have a deadline. Jason agreed.

Chair Sako on project management tool, recalled it was a 1:1 with Dr. Quist and asked Vice-Chair Wagstaffe to have the conversation. Vice-Chair Wagstaffe recalled the conversation with Dr. Quist. Tools already available with the website to create centralization for records, bookkeeping and history. However, the website may not have the targeting goals. Member Wentzel asked if letters sent to board last year are not on website. Per Jason, it should be and to let him know if not. Chair Sako pushing for all letters/work products be posted on MHB workplan page. Hopes all go/be transferred to MHB workplans page.

Vice-Chair Wagstaffe went through the draft, liaison reports due to Jason 6/28 and Jason to send email reminder. Mentioned the document added to today's meeting agenda packet to be considered to be added to 7/6 meeting. Jason spoke about the documents and everything looks to be correct. On CalBHBC pages are recommendations. Jason highlighted on history of liaison/committee reports and practice of BHS staff forwarding articles. Liaison/committee reports in 2019 no reports. Liaison reports great for meetings. Need report from liaisons not affiliated with MHB. Reason for division managers needing them for information purposes. Included as handouts at meetings as well.

Vice-Chair Wagstaffe thinks Chair Sako wanted guidelines for site visits and reporting for these. Per Jason, site visits have been 1-2 in the past, which the MHB Secretary schedules. All recommendation/documentation are in the workplace page. Frustrated, Secretary Cho stated talk seems to go round and round. Response from Ryan Quist makes Secretary Cho think he doesn't understand what's being asked. May not be doing adequate job of getting it across. Per Secretary Cho, what he's referring to is a working document, a central place accessible to everyone in real time, eliminating version issues. What is on the county website is for public. Doesn't know where the disconnect is. Per Vice-Chair Wagstaffe, Dr. Quist did not say everything is on the website. Maybe the web just needs to be reorganized, so easier to find document. And for Secretary Cho, those that aren't public, how to preserve/share. Thinks it's a Robert Parrish question. Secretary Cho stated if all to drop dead, it needs to be accessible to everyone. Member Wentzel thinks it's not a bad point to provide for continuity. Just not sure of a way to do it, to provide without more work, money, effort. Doesn't seem an essential thing for the board to have. Jason suggests that Google drive is free where all docs are stored/shared. Also we do not have an IT professional that does the website. Only Jason and Glenda posts as instructed. Chair Sako stated for transparency, appreciative of this. Feels similarly to Member Wentzel. Doesn't need project management tool. Have BHS staff for central source and any money would be a waste of County funds. Happy to bring back

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and set a meeting with Quist/Parrish and Secretary Cho. Move to table this item with a meeting with the 3 to discuss and Secretary Cho to present these items. Vice-Chair Wagstaffe happy to join the meeting as well. Jason asked if County Counsel needs to be in the meeting. Per Vice-Chair, maybe with public and non-public document. Chair Sako also inquire for all members have access to work in progress. Member Wentzel commented if viewing but for collaboration, then Brown Act. If accessible to all MHB, may need to be accessible to public. But if sharing with staff this could be for continuity if a member becomes ill. Chair Sako pinned to continue at next month's meeting and will work with scheduling meeting with Quist/Parrish.

IV. Update on MHB 2022 Performance Report of the Sacramento County Mental Health System

Vice-Chair Wagstaffe announced the performance review to be at August meeting.

V. Public Comment (3 minutes per person)

No member of the public in attendance.

VI. Adjournment

Chair Sako adjourned the meeting at 1:10pm.