Call to Order/ Roll Call
Welcome

Dr. Grant Colfax

Director of Public Health
About Us (SFDPH)

Marlo Simmons
Acting Director, Behavioral Health Services, SFDPH

Diane Prentiss
Epidemiologist, Behavioral Health Services, SFDPH

Sneha Patil
Director, Office of Policy and Planning
About Us (Office of the Controller)

Heather Littleton  
Project Manager,  
City Performance Unit

Julia Salinas  
Senior Analyst,  
City Performance Unit
About Us (Harder+Company)

Jen James  
Co-facilitator  
Partner

Kristina Gelardi  
Co-facilitator  
Research Consultant

Juan Chung  
Meeting technician  
Project Analyst
Meeting #1 Goals

• Welcome and introductions
• Legislative overview
• IWG roles and responsibilities
• IWG Planning Framework
## Agenda Review & Meeting Procedures

<table>
<thead>
<tr>
<th>Agenda Item</th>
<th>Presenter</th>
</tr>
</thead>
<tbody>
<tr>
<td>Discussion Item #1: Review of MHSF</td>
<td>Sup. Ronen &amp; Shalini Rana</td>
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<td>Public Comment for Discussion Item #1</td>
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<tr>
<td>IWG Introductions</td>
<td>Kristina Gelardi</td>
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<tr>
<td>Discussion Item #2: IWG Overview, Duties &amp; Requirements</td>
<td>City Attorney Jon Givner</td>
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<td>Public Comment for Discussion Item #2</td>
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<tr>
<td>Discussion Item #3: Review IWG Roles, Processes, and Logistics</td>
<td>Jen James &amp; Kristina Gelardi</td>
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<td>Public Comment for Discussion Item #3</td>
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<tr>
<td>Public Comment on any other matter within the Jurisdiction of the Committee not on the Agenda</td>
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Discussion Item #1:
Review Mental Health SF

Presenters: Supervisor Ronen & Shalini Rana, Health Policy Advisor to the Mayor’s Office
Review of MHSF

Presenter: Sup. Ronen
Statement from the Mayor’s Office

Presenter: Shalini Rana,

Health Policy Advisor to the Mayor
IWG Questions for Presenters
Public Comment for Discussion Item #1

Steps:
(415) 655-0001
access code [146 064 9897]
then ‘#’ and then ‘#’ again.
Implementation Working Group Introductions

Presenter: Harder+Company
Introduction Activity

1. Share your organizational affiliation.
2. What is the key issue of MHSF that matters most to you?
3. What does success look like for this committee?
Discussion Item #2: IWG Roles & Duties, Public Meetings & Committee Ethics

Presenter: Deputy City Attorney, Jon Givner
IWG Roles & Duties

• Advise the Mental Health Board, Health Commission, Department of Public Health, Mayor, Board of Supervisors, and San Francisco Health Authority, on the design, outcomes, and effectiveness of Mental Health SF

• Evaluate the effectiveness of Mental Health SF in meeting the behavioral health and housing needs of eligible participants

• Review and assess the Implementation Plan that is required to be submitted to the Mayor and the Board of Supervisors

• By July 2020, conduct a staffing analysis of City and nonprofit mental health services providers with the Controller and the DHR to determine whether there are staffing shortages, and make recommendations regarding salary ranges and working conditions to address any staffing shortages that impact timely and effective service delivery
• Submit annual progress reports to the Board of Supervisors, the Mayor, and the Director of Health by October 1

• By June 1, 2021, submit to the Board, the Mayor, and the Director of Health final recommendations concerning the design of Mental Health SF, and any steps that may be required to ensure its successful implementation

• If the annual cost of implementing Mental Health SF exceeds $150 million (as adjusted for CPI), submit to the Board, the Mayor, and the Director of Health recommendations for how to reduce the scope of services provided by Mental Health SF in order to reduce
Public Meetings and Ethics Requirements

- Implementation Working Group is a policy body and is subject to State and City open meeting laws and public records and Sunshine requirements.

- All business must be done in public. Members should familiarize themselves with requirements detailed in the City Attorney’s Good Government Guide and avoid communication among a majority of the members outside of noticed public meetings.

- Working Group bylaws & roles of officers.

- Conflicts of Interest: Some conflict of interest laws apply to committee members, and members could be required to abstain from discussions and votes.
IWG Questions for Deputy City Attorney, Jon Givner
Public Comment for Discussion Item #2

**Steps:**
(415) 655-0001
access code [146 064 9897]
then `#` and then `#` again.
Discussion Item #3: Review Planning Framework & Meeting Processes

Presenter: Harder+Company
IWG Meeting Calendar & Reports

<table>
<thead>
<tr>
<th>2020</th>
<th>2021</th>
<th>2022</th>
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<tbody>
<tr>
<td>D</td>
<td>J</td>
<td>F</td>
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- **2020**: DPH submits Initial Implementation Plan
- **2021**: IWG submits Annual Progress Report
- **2022**: DPH submits Annual Implementation Plan
  - IWG submits Final Design/Implementation Recommendations Report
**Approach to Get to Recommendations**

1. **DPH develops issue paper and presentation on MHSF component**
2. **IWG reviews and discusses MHSF component**
   - As needed, the IWG identifies additional information needs, including customer research, to inform recommendations
3. **IWG drafts, refines and votes on recommendations, in consultation with DPH.**
4. **DPH integrates recommendations into implementation plan, as possible, and communicates status of all recommendations to IWG**
Decide on Chair/Vice-Chair

- A holistic view of the system (not one particular interest area)
- Ability to find system transformation opportunities within given parameters
- Willingness to connect and leverage the efforts of other related committees and groups
- Ability to work collaboratively with the facilitators, DPH, and Controller staff
- Commitment to be guided by evidence and data
- Support the facilitators in ensuring meetings are inclusive, respectful, and collaborative

Request: if interested and can fulfill this role, please submit a couple of sentences to jchung@harderco.com about why you're interested by January 6!
Principles to guide recommendations

- 9 pulled directly from the ordinance
- 2 additional suggested considerations

Request: review suggested recommendation principles and bring refinements, additions to the next meeting for discussion
Proposed Decision Making Process

**Step 1:** Record recommendation proposal on a “flip chart” or virtual meeting platform

**Step 2:** Check to ensure everyone understands the proposal

**Step 3:** Ask for final revisions in the wording of the proposal

**Step 4:** Each member registers their level of agreement (see Figure 5)

**Step 5:** If any 1s or 2s (i.e., *No way, I block this* or *I see issues we need to resolve*) are documented, discuss and clarify concerns. Facilitators make adjustments to proposals as needed and repeat Steps 1-4.

**Request:** review decision making process. Bring any suggested modifications to next meeting for discussion and approval
# Anticipated Meeting Topics

<table>
<thead>
<tr>
<th>Meeting 2</th>
<th>Jan</th>
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|           | • Behavioral Health Services overview  
|           | • Mental Health SF budget update  
|           | • Review draft bylaws  
|           | • Refine and approve group guidelines, principles, and decision-making process  
|           | • Vote on Chair and Vice Chair and meeting principles from last meeting |

<table>
<thead>
<tr>
<th>Meeting 3</th>
<th>Feb</th>
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|           | Crisis Response Street Team: Component Review  
|           | • Vote on bylaws reviewed in previous meeting  
|           | • Review component background  
|           | • Identify initial recommendations  
|           | • Identify additional information needs, including customer research (as needed) |

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<thead>
<tr>
<th>Meeting 4</th>
<th>March</th>
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|           | Crisis Response Street Team: Recommendation Development  
|           | • Review additional data and community feedback (if applicable)  
|           | • Finalize and approve recommendations |

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<thead>
<tr>
<th>Meeting 5</th>
<th>April</th>
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|           | Drug Sobering Center, Mental Health and Substance Use Treatment Expansion: Component Review  
|           | • Review component background  
|           | • Identify initial recommendations  
|           | • Identify additional information needs, including customer research (as needed) |
Meeting 2 To-Do’s

- **Recommendations**: review suggested recommendation principles and bring refinements, additions to the next meeting for discussion.

- **Decision Making**: review decision making process. Bring any suggested modifications to next meeting for discussion and approval.

- **Chair/Vice Chair**: if interested and can fulfill this role, please submit a couple of sentences to Juan Chung (jchung@harderco.com) about why you're interested by January 6.

- **Group Agreements**: submit any suggested group agreement to Juan Chung by **January 6**.
Housekeeping

- Website is live
- Meeting materials
- Meeting #2 Meeting Date and Time
  - 4th Tuesday of the month: 9:30-11:30 AM
  - Jan. 26th, 2021
- Meeting Minutes Procedures
  - Draft minutes in the next two weeks
  - Dec. meeting minutes will be approved in January
IWG Questions
Public Comment for Discussion Item #3

Steps:
(415) 655-0001
access code [146 064 9897],
then ‘#’ and then ‘#’ again.
Public Comment on any other matter within the Jurisdiction of the Committee not on the Agenda
Adjourn
## Appendix: Deliverable Dates

<table>
<thead>
<tr>
<th>Ordinance Deliverable</th>
<th>Original Date in Ordinance</th>
<th>Proposed Adjusted Date</th>
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<tbody>
<tr>
<td>IWG Annual Progress Report: Every year, IWG submits progress report to BOS, Mayor,</td>
<td>Starting October 1, 2020</td>
<td>October 1, 2020 is cancelled. Next report: October 1, 2021</td>
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<tr>
<td>and Dir of Health</td>
<td></td>
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<tr>
<td>IWG Final Design/Implementation Recs Report:</td>
<td>June 1, 2021 (This original date</td>
<td>May 2022 to allow enough time for the IWG to cover MHSF topics and provide</td>
</tr>
<tr>
<td>The IWG submits “its final recommendations concerning the design of Mental Health SF,</td>
<td></td>
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<tr>
<td>and any steps that may be required to ensure its successful implementation” to the BOS,</td>
<td></td>
<td></td>
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<tr>
<td>Mayor, and Dir of Health</td>
<td>assumes the IWG has met for over a year)</td>
<td></td>
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<tr>
<td>DPH Annual implementation plan (services, finance resources, what is infeasible to</td>
<td>Feb 1, 2021 (and annually thereafter)</td>
<td>April 1, 2021 - light progress report given COVID and budget. First full</td>
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<tr>
<td>deliver)</td>
<td>to Mayor and BOS - (this original date</td>
<td>implementation plan will be presented in Feb 2022.</td>
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<tr>
<td></td>
<td>assumed the IWG has met 10+ months)</td>
<td></td>
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Appendix

Ordinance components

1) Mental Health Service Center
2) Office of Coordinated Care
3) Crisis Response Street Team
4) Mental Health and Substance Use Treatment Expansion
5) Office of Private Health Insurance Accountability
# Appendix: IWG Members

<table>
<thead>
<tr>
<th>Seat</th>
<th>Name</th>
<th>Qualification</th>
<th>Appointed By</th>
</tr>
</thead>
<tbody>
<tr>
<td>Seat 1</td>
<td>Amy Wong A.M.F.T.</td>
<td>Health Care Worker</td>
<td>Board</td>
</tr>
<tr>
<td>Seat 2</td>
<td>Jameel Patterson</td>
<td>Lived experience</td>
<td>Mayor</td>
</tr>
<tr>
<td>Seat 3</td>
<td>Phillip Jones</td>
<td>Lived experience</td>
<td>Board</td>
</tr>
<tr>
<td>Seat 4</td>
<td>Shon Buford</td>
<td>Peace Office, Emergency Medical Response, Firefighter</td>
<td>Mayor</td>
</tr>
<tr>
<td>Seat 5</td>
<td>Dr. Vitka Eisen, M.S.W., Ed.D</td>
<td>Treatment provider with mental health harm reduction experience</td>
<td>Mayor</td>
</tr>
<tr>
<td>Seat 6</td>
<td>Steve Fields, M.P.A.</td>
<td>Treatment provider with mental health harm reduction experience</td>
<td>Board</td>
</tr>
<tr>
<td>Seat 7</td>
<td>Andrea Salinas, L.M.F.T.</td>
<td>Treatment Provider with criminal justice experience</td>
<td>Board</td>
</tr>
<tr>
<td>Seat 8</td>
<td>Dr. Monique LeSarre, Psy. D.</td>
<td>Behavioral Health licensed professional</td>
<td>Board</td>
</tr>
<tr>
<td>Seat 9</td>
<td>Dr. Scott Arai, Psy. D.</td>
<td>Residential Treatment Program Management and Operations</td>
<td>Mayor</td>
</tr>
<tr>
<td>Seat 10</td>
<td>Dr. Ana Gonzalez, D.O.</td>
<td>DPH employee experience with dual diagnosis</td>
<td>Mayor</td>
</tr>
<tr>
<td>Seat 11</td>
<td>Sara Shortt, M.S.W.</td>
<td>Supportive housing provider</td>
<td>Board</td>
</tr>
<tr>
<td>Seat 12</td>
<td>Dr. Hali Hammer, M.D.</td>
<td>DPH employee with health systems or hospital administration experience</td>
<td>Mayor</td>
</tr>
<tr>
<td>Seat 13</td>
<td>Kara Chien, J.D.</td>
<td>Health law expert appointed</td>
<td>City Attorney</td>
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