

# SAN FRANCISCO MENTAL HEALTH BOARD

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Mayor Edwin Lee

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## EXECUTIVE COMMITTEE MINUTES

Thursday, February 16, 2012

Room 537

6:30 p.m.

**BOARD MEMBERS PRESENT:** Lara Arguelles, Chair, Ellis Joseph, Vice Chair, David Elliott Lewis, PhD, Secretary, Wendy James

**OTHERS PRESENT:** Helynna Brooke, Executive Director, Lynn Fuller by telephone

The Meeting was called to order at 6:35 PM by Ms. Arguelles.

### 1.0 REVIEW OF EXECUTIVE COMMITTEE MINUTES

For discussion and action

#### 1.1 Public comment

No comments

1.2 **PROPOSED RESOLUTION:** Be it resolved that the minutes of the Executive Committee meeting of January 19, 2012 be approved.

### 2.0 NEXT MENTAL HEALTH BOARD MEETING AND ACTION ITEMS

For discussion and action

#### 2.1 Issues regarding the content of the agenda

- The attorney from the City Attorney's office is confirmed for the meeting so no alternatives were discussed.
- Staff will bring sunshine quiz for board members to fill out.
- Questions for attorney:
  1. What subset of board members is legally able to get together to do things such as work on a website, create publicity, or develop an outreach plan. Would an adhoc committee to work on the website and media plan be subject to the Sunshine Act? Can three people get together to do housekeeping things like work on the board website?
  2. What are the requirements and limitations, such as private conversations about board issues.
  3. What are the sanctions for violating the Sunshine Act? Are there sanctions against the whole board, individuals or the executive director?
  4. How is the agenda supposed to be created?

5. Who decides which commissioners get a stipend and how much?
6. Are any changes to the Sunshine Act planned that would accommodate new technologies such as Skype and video conferencing?
7. Once the self-test is completed, what should be done with it?

## 2.2 Board Planning for future MHB meetings.

Dr. Lewis secured Gail Gilman possibly for May 2012. She is from the Community Housing Partnership. She will talk about Edward 2<sup>nd</sup> Transitional Age Youth Housing. For April the following were suggested:

- Dore Urgent Care
- MHA/NAMI
- Bay View Police Captain
- Bevan Dufty

## 2.3 Public comment

No public comment

2.4 PROPOSED RESOLUTION: That the Executive Committee adopt the agenda for the Mental Health Board meeting on Wednesday, March 14, 2012 as discussed.

Unanimously approved.

## 3.0 BUSINESS

For discussion and possible action.

### 3.1 Chair's report:

Ms. Arguelles reported about taping the SF Live with LaVaughn Kellum King. She also shared that she and Lena Miller met with Jo Robinson to discuss issues in the Bayview.

3.2 Committee Reports: Need to create an adhoc committee for the website.

3.3 Additional business regarding the duties, mandates, and operations of the Board.

3.3. a New business for future Executive Committee meetings

3.3. b Discussion of developing issues for the MHB

None discussed

3.3. c Other MHB business:

Ms. Fuller gave an overview of the CALMHB Webinar about Boards and Commissions. She said it was very helpful and encourages all board members to look at it. She commended that the Brown Act states that all standing committees are subject to all rules for the full board. The webinar stressed the importance of connecting to the members of the Board of Supervisors to being more effective and to being able to craft legislation with the supervisors.

It was suggested that at the board retreat, the board develop a work plan for the coming year rather than goals. Bylaws should be reviewed regularly. There was a helpful assessment questionnaire and Ms. Fuller felt that the SF MHB was doing a lot of the things pretty well. Some boards also go into different parts of the county for their meetings rather than just one meeting place.

Dr. Lewis had a preliminary discussion with Supervisor Olague regarding her possible interest in being a board member.

The committee approved a Leave of Absence for Sgt. Kelly Dunn for the February 8<sup>th</sup> board meeting.

3.4. Public comment

No public comment

**ADJOURNMENT**

The meeting was adjourned at 8:00 PM