



SAN FRANCISCO MENTAL HEALTH BOARD

Mayor
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EXECUTIVE COMMITTEE MINUTES

Tuesday, October 23, 2018

1380 Howard Street

Room 226

10:00 AM

BOARD MEMBERS PRESENT: Harriette S. Stevens, EdD., Co-Chair, Ulash Thakore-Dunlap, MFT, , Idell Wilson, Carletta Jackson-Lane, Marcus Dancer

MEMBERS ABSENT: none

MEMBERS ON LEAVE: Susan Page, Njon Weinroth, Richard Slota, Judy Drummond

OTHERS PRESENT: Helynna Brooke, Executive Director

The meeting was called to order at 10:05.

1.0 REVIEW OF EXECUTIVE COMMITTEE MINUTES

For discussion and action

1.1 Public comment

No public comment

1.2 **PROPOSED RESOLUTION:** Be it resolved that the minutes of the Executive Committee meeting of September 25, 2018 be approved as submitted.

Motion by Ms. Wilson; second by Ms. Jackson-Lane. Approved unanimously

2.0 NEXT MENTAL HEALTH BOARD MEETING AND ACTION ITEMS

For discussion and action

2.1 Issues regarding the content of the agenda

The November meeting date was changed from November 21st, the day before Thanksgiving, to November 28th, as many people would not be able to make the 21st. It was decided that Liza Murawski will present on the issue of Bullying in Residential Facilities. If she is unable to present, the second choice would be about Community Payees.

2.2 Board Planning for future MHB meetings

- None discussed as Retreat will provide suggestions.

2.3 Public comment

None

2.4 **PROPOSED RESOLUTION:** That the Executive Committee adopt the agenda for the Mental Health Board meeting on November 28, 2018.

Motion by Mr. Dancer; second by Ms. Drummond. Unanimously approved.

3.0 BOARD RETREAT

For discussion

3.1 Retreat Committee: Carletta Jackson-Lane, Idell Wilson, Gregory Ledbetter

The Committee would like to do a team building activity in addition to a brief icebreaker so people can really get to know each other. They would like an overview of Sunshine and an overview of how to be a board member, professional etiquette, etc. An overview on the program review process. The committees would then share what has been accomplished, what has been successful, what have been the challenges and what they want to do going forward.

9:00	Breakfast
9:30	Welcome: Ulash/Harriette
9:45	Team Building Exercise
10:30	Board Responsibilities, Overview of Sunshine, Board Etiquette
10:45	Break
11:00	Review of 2017-18 Strategic Plan and Accomplishments (resolutions, program reviews, presentations, visits to supervisors)
11:30	Importance of resolutions, how to write resolutions and follow through
12:00	Lunch
1:00	Committee Reports <ul style="list-style-type: none">• What they have worked on• What are your successes• What have been the challenges• Where do you want to go with the committee
1:30	Committee Break outs
2:45	Break
3:00	Committee report out
3:45	Closing
4:00	End

3.2 No public comment

4.0 BUSINESS

For discussion and possible action.

4.1 Chair's report

- Dr. Stevens reported that an email has gone out to the board members asking for interest in running for a board office in February. The Nominating Committee will meet to nominate people. They will announce the nominations in January 2019 and they will be voted on in February 2019.
- Marcus Dancer introduced himself
- Program Review of Jordan Place: Ms. Jackson-Lane shared about her experience with the program review of Jordan Place. The committee suggested that there be reviews of other Conard House residential programs.

4.2 Committee Reports

October 23, 2018

Executive Committee Minutes

4.2.a) Youth Committee: Judy reported that the committee is reforming itself and will meet on November 5th.

4.2.b) Older Adult Committee: no report

4.2.c) ED Succession Committee: Marylyn said that the committee will meet on November 5th.

4.2.d) Substance Use Committee: no report

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

4.3. a) New business for future Executive Committee meetings

4.3. b) Discussion of developing issues for the MHB

4.3. c) Other MHB business

- Leaves were given to Njon Weinroth, Judith Klain for the September 21st board meeting.

4.4. Public comment

ADJOURNMENT

ADJOURNMENT: 11:30 AM