



# LEAD SF

## Operational Workgroup Action Minutes

<b>Date:</b> Friday, August 11, 2017 <b>Time:</b> 9:00 – 11:00 am	
<b>Attendees:</b> (in alphabetical order by last name)	<p>Angelica Almeida, Ph.D. (DPH) – Operational Workgroup Lead</p> <p>Steve Adami (SFAPD), Lauren Bell, MPA (APD), Chandreve Clay (HTA), Janet Ector (Glide), Capt. Teresa Ewins (SFPD), Al Gilbert (Felton), Kenneth Kim, Psy.D. (Glide), Maria McKee (SFDA), Michelle Magee (Harder+Company), Ali Malm (CSU Longbeach) <i>via phone</i>, Carole McKindley-Alvarez, Psy.D. (Felton), Kyriell Noon (Glide), Armando Sandoval, MFT (BART) <i>via phone</i>, Simin Shamji (SF Public Defender’s Office) <i>via phone</i>, Jenine Spotnitz (Harder+Company), Robin Ortiz, Ph.D. (Felton), Dina Perrone (CSU Longbeach) <i>via phone</i>, (Sgt. Adam Plantinga (SFPD), Sgt. Michael Williamson (BART), Sharon Woo (SFDA) <i>via phone</i></p>

Action Item	Responsible	Timeline	Update
Public Defender Handout <b>Action:</b> Public Defender’s Office (Simin Shamji) will revise intake form (attorney consultation) (e.g., add detail such as phone number, office hours, and description of process).	Simin Shamji	1. Next OW Meeting (August 25 <sup>th</sup> )	
Genogram (of existing providers) 1. <b>Action:</b> Angelica will add question about the number of children and family members involved in social services to intake. 2. <b>Action:</b> Angelica will forward genogram information to Glide.	1. Angelica 2. Angelica	1. TBD 2. Next OW Meeting (August 25)	
Officer Script: <b>Action:</b> Angelica will incorporate edits from OW meeting and share revised version via email.	Angelica	Before next OW meeting (August 25 <sup>th</sup> )	Done.
Cover Sheet: 1. <b>Action:</b> OW participants will send additional feedback and edits via email. 2. <b>Action:</b> Glide and Felton will meet to determine information needed to collect from form. 3. <b>Action:</b> Create PDF option with digital entry (pending review and discussion with organizations).	1. OW participants 2. Glide and Felton 3. LEAD SF Planning Team	1. August 18 2. Before next OW meeting (August 25 <sup>th</sup> ) 3. TBD	



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Action Item	Responsible	Timeline	Update
LEAD SF Pocket Resources Guide: <b>Action:</b> Edits and updates to be incorporated (pending contact information for some organizations).	LEAD SF Planning Team	Next OW Meeting (August 25)	Done.
LEAD SF Resources Guide: 1. <b>Action:</b> Angelica to send draft guide to Glide and Felton 2. <b>Action:</b> Glide and Felton to review and send feedback. 3. <b>Action:</b> Police department to send their current resource guide to Angelica.	1. Angelica 2. Glide and Felton 3. Police Department	1. August 11 2. August 18 3. Before next OW Meeting (August 25)	1. Done.
LEAD SF Procedures: 1. <b>Action:</b> Angelica will incorporate edits from OW meeting and share revised version via email for additional feedback and edits. 2. <b>Action:</b> OW members to review and send edits on SF procedures before next OW meeting.	1. Angelica 2. <b>OW participants</b>	1. August 11 2. August 18	1. Final draft of procedures done.
LEAD SF Trainings: <b>Action:</b> Identify and plan trainings for law enforcement and treatment providers (required is harm-reduction).	OW/DPH	TBD	
<b>NEXT OPERATIONAL WORKGROUP MEETING: August 25th, 9:00-11:00 am</b>			