



LEAD SF

Operational Workgroup Action Minutes

Date: Friday, July 28, 2017 Time: 9:00 – 11:00 am	
Attendees: (in alphabetical order by last name)	Angelica Almeida, Ph.D. (DPH) – Operational Workgroup Lead Steve Adami (SFAPD), Deputy Chief Mikail Ali (SFPD), Lauren Bell, MPA (APD), Chandreve Clay (HTA), Penny Eardley (SF PHF), Janet Ector (Glide), Paul Harkin (Glide), Kenneth Kim, Psy.D. (Glide), Sgt. Candiece Lewis (SFPD), Michelle Magee (Harder+Company), Carole McKindley-Alvarez, Psy.D. (Felton), Kyriell Noon (Glide), Robin Ortiz, Ph.D.(Felton), Julianne Perez (Harder+Company), Armando Sandoval, MFT (BART) <i>via phone</i> , Simin Shamji (SF Public Defender’s Office), Assistant District Attorney Rani Singh (SFDA), Jana Taylor (SFAPD), Sgt. Michael Williamson (BART), Lt. Raymond Winters (SFSD)

Action Item	Responsible	Timeline	Update
Officer Script: Action: Angelica and Julianne will incorporate edits from OW meeting and share word document with OW via email for additional feedback and edits	OW participants	Before next OW meeting (August 11 th)	1. Officer Script emailed to OW participants; pending feedback (via leadsf@sfdph.org email)
Cover Sheet: 1. Action: Incorporate edits to Cover Sheet including Senate Bill references 2. Action: Create PDF option with digital entry	1. Angelica 2. LEAD SF Planning Team	1. Before next OW meeting (August 11 th) 2. TBD	1. Done. Updated cover sheet will be shared with OW at 08/11 meeting.
LEAD SF Procedures: 1. Action: Edit in procedures that law enforcement can partner with providers to identify social contact referrals. 2. Action: OW members to look at SF procedures before next OW meeting	1. Angelica 2. OW participants	Before next OW meeting (August 11)	1. Final draft of procedures done. 2. Procedures final draft emailed to OW participants; bring feedback to 08/11 OW.
Initial Intake 1. Action: Public Defender’s Office (Simin Shamji) will bring intake form (attorney consultation) to next OW. 2. Action: Create document (PDF and Printed) with maps to Glide/Felton and information for 30-day intake period for LEAD referrals (misdemeanor) 3. Action: Create tracking System for referrals (e.g. date, provider, name, social/pre-booking, etc.).	1. Simin Shamji 2. LEAD SF Planning Team 3. DPH, Public Defender, and DA a. OW b. DA/PD 4. OW/HTA	1. Next OW Meeting (August 11) 2. TBD 3. TBD 4. TBD 5. TBD	



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<p>a. Include weekly updates of referrals in OW</p> <p>b. DA and Public Defender's Offices need confidentiality agreement</p> <p>4. Action: Data tracking/documentation/needs assessment: TBD (Coordination with HOT, HTA, Glide/Felton, evaluation terms of CSU pending)</p> <p>5. Action: Need document for individuals first referred to CASC to follow-up with Glide/Felton after (same as item 2 document for LE)</p>	5. LEAD SF Planning Team		
<p>Genogram (of existing providers)</p> <p>Action: Will bring to next OW meeting</p>	Angelica	Next OW Meeting (August 11)	
<p>Child Welfare & Justice System:</p> <p>Action: Lauren Bell (Adult Probation) will present briefly at next OW meeting</p>	Lauren Bell	Next OW Meeting (August 11)	
<p>LEAD SF Pocket Resources Guide:</p> <p>Action: edits and updates to be incorporated (pending contact #'s for some orgs e.g. CASC). Create PDF version, and 3 by 5 version</p>	LEAD SF Planning Team	Next OW Meeting (August 11)	An updated pocket resource guide will be developed for next OW meeting though some information is still pending on new hires/identified phone #s, etc.
<p>LEAD SF Provider/Resources Pamphlet:</p> <p>Action: In development(Glide/Felton/BART information to include)</p>	LEAD SF Planning Team	Next OW Meeting (August 11)	DRAFT resources pamphlet will be shared with OW group for feedback
<p>Individual Intervention Plan (IIP)</p> <p>Action: IIP needs to be developed by Glide and Felton within 30 days of assessment. HTA working on logistics.</p>	HTA/Glide/Felton	TBD	
<p>LEAD SF Trainings:</p> <p>Action: Identify and plan trainings for law enforcement and treatment providers (required is harm-reduction).</p> <p>Considerations: determine what is needed in advance vs. over course of grant; location of trainings; identify point people/leads, etc.</p>	OW/DPH	TBD	
NEXT OPERATIONAL WORKGROUP MEETING: August 11th, 9:00-11:00 am			