



LEAD SF

Operational Workgroup Action Minutes

Date: Friday, October 06, 2017 Time: 9:30 – 11:00 am	
Attendees: (in alphabetical order by last name)	Angelica Almeida, Ph.D. (DPH) – Operational Workgroup Lead Jessica Burleigh (HTA), Robin Candler (DPH), Chandreve Clay (HTA), Penny Eardley (SF PHF), Janet Ector (Glide), Cindy Elias (SF Public Defender’s Office), Kenneth Kim, Psy.D. (Glide), Michelle Magee (Harder+Company), Maria McKee (SFDA) <i>via phone</i> , Theshia Naidoo (SF Sentencing Commission) <i>via phone</i> , Julianne Perez (Harder+Company), Simin Shamji (SF Public Defender’s Office), Tiffany Sutton (LEAD ADA, SFDA), Laura Thomas, MPP, MPP (Drug Policy Alliance), Danielle Toussaint, Ph.D. (HTA), Jared Walker (Felton),

Action Item	Responsible	Timeline	Update
Seattle Site Visit: 1. A 2 nd Seattle site visit will be scheduled for the 1 st week of December. a. Action: Those who attended the 1 st site visits and have receipts for reimbursement can send to Laura T. b. Action: OW members who want to attend the second site visit can reach out to Laura T. to register. c. Key consideration: Pending opportunity for LE in SF to shadow LE in Seattle.	1. Laura T. /OW 2. Laura T. OW	1. TBD 2. ASAP	ACTION for OW: Any OW members interested in attending the second site visit should reach out to Laura Thomas via email. ACTION for OW: BART, SFPD, and Sherriff’s Dept. to identify LEAD point officers as first step in setting up Seattle/SF LEAD Officer “Shadowing” opportunity.
OW Document Review: 1. OW members reviewed key documents and suggested edits. a. Consent/Authorization forms translated into Spanish, Vietnamese, and Chinese b. Handout (Map) for Referrals (edits noted) c. Pocket Guide pending phone #'s d. Resource List in progress	1. LEAD Planning Team/H+Co	1. Before 10.20 OW / Prior to Launch	Completed: <ul style="list-style-type: none"> Translations complete for Consent/Authorization. Handout Map in English finalized Pocket Guide final as PDF In Progress: <ul style="list-style-type: none"> Resource List/Pamphlet in Progress Handout Map pending translation into Spanish



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<p>Procedures:</p> <ol style="list-style-type: none"> The OW discussed revisions to the Procedures document re: co-occurring charges, eligibility, social contact referrals, criminal history of referrals, etc. Action: Angelica will email the updated Procedures to the OW to incorporate any additional edits before the 10/20 meeting. Action: DPH, DA, and P.D. will meet to discuss general protocol for communication around cases. 	<ol style="list-style-type: none"> Angelica/OW DPH, DA, and P.D. 	<ol style="list-style-type: none"> Before 10/20 meeting Before 10/20 meeting 	<p>Completed: Angelica incorporated edits from 10/06 OW and emailed to OW for additional feedback.</p>
<p>Discussion re: budget</p> <ol style="list-style-type: none"> Future action: Robin will inform OW of flexible funds use and availability throughout program Any expenditure over 1,000 needs to be approved by BSCC. Any expenditure over 250 needs to be discussed in OW. Action: Penny Eardley developing grid to track funds. 			<p>Completed: Robin added flexible funds use and availability to Procedures.</p> <p>In Progress: Penny E. developing grid to track funds.</p>
<p>Treatment with Existing Providers:</p> <ol style="list-style-type: none"> DPH staff will connect with non-LEAD providers working with LEAD referrals and if any issues arise, will discuss at OW. 	<ol style="list-style-type: none"> Angelica/DPH 	TBD	TBD post-launch, as it occurs.
<p>Jail Clearance/Release Order</p> <ol style="list-style-type: none"> DPH working with Sherriff's Dept. to get Case Managers clearance. Case Managers will need to attend training. Key stakeholders (P.D. / DA) will coordinate to ensure timely release of any LEAD participants. Similar to collaborative courts model. 	<ol style="list-style-type: none"> DPH P.D. and DA 	TBD	TBD



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Charging/Restitution 1. Will be discussed at next OW on 10/20	1. LEAD Planning Team	10/20 OW	On agenda for 10/20 OW
Evaluation Plans: 1. CSU provided a revised draft which will be shared with the PC. 2. HTA: has met with all providers, and identified client flow chart to integrate with all systems. a. Will add forms (will include information from CSU and HTA) into ETO or CERSI. 3. Action: HTA will create a study ID for LEAD files to maintain confidentiality. 4. Action: HTA will create a LEAD Trainings official sign-in sheet. 5. Action for OW members re: trainings: report on all of the trainings that you host, and report when you send staff to non-LEAD partner training.	1. HTA 2. HTA 3. HTA 4. HTA 5. OW	1. 10/23 PC Meeting	HTA has created a sign-in sheet for trainings, and has met with providers to coordinate information and data tracking systems. In Progress: HTA to complete additional action items (see left) ACTION for OW: Report trainings (hosted and attended) for your dept. staff.
NEXT OPERATIONAL WORKGROUP MEETING: October 20th, 9:00-11:00 am			