



LEAD SF

Operational Workgroup Action Minutes

Date: Friday, October 20, 2017 Time: 9:30 – 11:00 am	
Attendees: (in alphabetical order by last name)	Angelica Almeida, Ph.D. (DPH) – Operational Workgroup Lead Deputy Chief Mikail Ali (SFPD), Nicole Brooks (DPH), Jessica Burleigh (HTA), Robin Candler (DPH), Chandreve Clay (HTA), Penny Eardley (SF PHF), Janet Ector (Glide), Cindy Elias (SF Public Defender’s Office), Al Gilbert (Felton), Sgt. Kin Lee (SFPD), Carole McKindley-Alvarez, Psy.D. (Felton), Kyriell Noon (Glide), Robin Ortiz, Ph.D. (Felton) <i>via phone</i> , Julianne Perez (Harder+Company), Armando Sandoval, MFT (BART) <i>via phone</i> , Simin Shamji (SF Public Defender’s Office), Tiffany Sutton (LEAD ADA, SFDA), Danielle Toussaint, Ph.D. (HTA), Jared Walker (Felton)

Action Item	Responsible	Timeline	Update
Staffing Updates: <ul style="list-style-type: none"> • DPH: Robin Candler (Program Manager) and Nicole Brooks (Clinician) • Felton: Still final process of interviewing, will have staff in a few weeks • SFPD: Captains changed in both districts. Some staff changes. Two new captains will start on Monday. <ul style="list-style-type: none"> ○ Homeless connect team from community engagement will also be engaged for LEAD support. ○ Key consideration: Sgts. will be key contacts responsible for any issues that come up. • DA: Still working on hiring a paralegal for LEAD • PD: Cindy Elias as LEAD attorney, and paralegal Jeanette Good starting next week. She is second contact person. • Glide: Fully staffed. • Probation: Working on hiring for extended hours (5-7), TBD. CASC currently open for LEAD 8-5. 			Hiring updates for Probation (for extended hours), DA, and Felton are TBD.
Logistics with Providers/Vehicle Update: 1. Action: Angelica will email DPH Fiscal cc’ Kyriell and Janet from Glide to see if Glide can lease the van rather than purchase.	1. Angelica 2. Felton (Carole)	1. ASAP 2. Next OW 11/3	



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2. Felton is working on vehicle acquisition and will provide update at next OW (11/3).			
<u>Coordination with LE:</u> 1. Trainings scheduled with BART and Sherriff's Dept. for Tue (10/24) and Wed (10/25), led by DPH with support from DA/P.D. 2. Robin Candler to follow-up with D.C. Ali (SFPD) via email: <ul style="list-style-type: none"> ○ Action: D.C. Ali will send contact information of Sergeants to Angelica/Robin. <ul style="list-style-type: none"> ▪ Note: Sergeants will be responsible for any issues that come up. ○ Action: D.C. Ali will email Robin with officers who can attend the 10/31 or 11/14 Trauma Informed Care trainings. ○ Action: re: Implicit Bias Training: R. Candler can follow-up with DC Ali for LE Implicit Bias training contact (note: Carole M.A. (Felton) also volunteered to conduct training). ○ Confirm: Law Enforcement Training/Launch Preparation with SFPD Tenderloin and Mission (together). <ul style="list-style-type: none"> ▪ When: Wednesday, 10/25, 10:00 a.m. ▪ Where: 3401 17th Street (SFPD Mission Station; Community Engagement Conference Room on 17th street side). ▪ Who: SFPD Tenderloin and Mission district officers (key officers participating in LEAD launch) 	1. DPH (Robin) 2. DPH (Robin)	1. Before 10/26 soft launch 2. TBD	1. Complete 2. Complete
<u>Procedures Review:</u> 1. Action: Simin S. to check in with Rani S. re: exclusionary criteria (for co-occurring specifically) and whether or not to include the following note in procedures document "In appropriate cases the DA may consider waiving the exclusionary criteria"	1. PD/DA Offices 2. LEAD Planning Team/HTA 3. Felton to	1. TBD 2. TBD 3. 11/3 OW 4. 11/3 OW	1. DA/PD discussed offline 2. Pending 3. Pending 4. DA/PD discussed offline



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<ul style="list-style-type: none"> ○ Action: Maria M. will talk to Sharon W. before Monday’s meeting re: exclusionary criteria for pre-booking. 2. Action: Data-sharing agreements will be included in Procedures when ready. 3. Discussion: Eligibility for Social Contact Referrals: <ul style="list-style-type: none"> ○ To determine eligibility, the officers would not know the individual’s status in drug or behavioral health court but Glide/Felton could potentially still serve this individual outside of LEAD. (Glide said yes, Felton will discuss offline and bring to next OW 11/3 and to discuss throughout launch). ○ In Seattle they discuss first at OW. 4. Discussion: Charging/Restitution: <ul style="list-style-type: none"> ○ Cindy Elias (PD) working on restitution issue ○ Will mirror what we have in the collaborative courts, we need to adjust what CR110 would look like, because there is no court number generated unless person is booked. ○ If someone is LEAD eligible and they do initial screening and assessment but then doesn’t follow through with treatment their eligibility will be re-visited. ○ Action: Add to agenda: re: charging and restitution: DA and PD will discuss offline and bring back to next OW. TBD: Discussed consideration: regardless of whether a co-occurring charge is filed, if the individual completes the initial training and assessment there LEAD charge will be dropped (pending offline conversation). 	<ul style="list-style-type: none"> bring update 4. DA/PD 		



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<p><u>Other Operational Materials:</u></p> <ol style="list-style-type: none"> Action: Angelica A. will send updated consent and authorization forms out with finalized documents. Action: Cindy E. will confirm translation of PD handout with Simin S. Action: Julianne P. will incorporate edits to operational/launch materials and email updated documents to Robin/Angelica. 	<ol style="list-style-type: none"> Angelica Cindy E. / Simin S. Julianne P. 	<ol style="list-style-type: none"> TBD TBD By 10/23 	<ol style="list-style-type: none"> Complete Pending update Documents updated and shared with DPH
<p><u>Evaluation:</u></p> <ol style="list-style-type: none"> CSU long beach will be contacting the DA's office to discuss evaluation plan. <p>Note: Post-initial launch: Each month that Glide/Felton fill up slots, other LEAD eligible will go to "control group" for # of months. <ol style="list-style-type: none"> HTA: <ul style="list-style-type: none"> Met with Glide and Felton and will make slight modifications to the forms Met with DA and PD (Tiffany and Cindy) Action: Will meet with Robin and Nicole (DPH) to discuss data that DPH will be collecting. </p>	<ol style="list-style-type: none"> CSU HTA 	<ol style="list-style-type: none"> TBD TBD 	<ol style="list-style-type: none"> Pending Complete
<p><u>Additional Trainings:</u></p> <ol style="list-style-type: none"> Behavioral Health Training/Orientation completed facilitated by Angelica Action: R. Candler will contact R. Ortiz about motivation interview training. Action: For all OW: If anyone has trainings at sites that could be useful for OW, they can send out to R. Candler who will share more broadly with OW. Action: re: Implicit Bias Training: R. Candler can follow-up with DC Ali for LE Implicit Bias training contact. <u>Carole M.A. (Felton)</u> 	<ol style="list-style-type: none"> Angelica (DPH) Robin (DPH) OW Robin (DPH) LEAD Planning Team/OW 	<ol style="list-style-type: none"> 10/19 TBD on-going TBD TBD 	<ol style="list-style-type: none"> Complete Pending Pending Pending Pending



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<p>also volunteered to provide training (and noted that a Wednesday morning would be best and not connected to another meeting).</p> <p>5. TBD: Future Action: Coordinate meetings to build relationships with Felton/Glide providers and Mission/Tenderloin law enforcement.</p>			
<p>Soft Launch: Soft Launch scheduled to start 10/26 Thursday following LE trainings that week.</p> <ul style="list-style-type: none"> • Launch locations: Civic Center BART station and surrounding areas. 16th street BART station and surrounding areas. • CASC standard hours: 8-5 (will be working to extend hours from 8-7). <ul style="list-style-type: none"> ○ AT CASC, officers will share fillable Cover Sheet form, and call CASC (# on pocket guide) and DPH LEAD reps will come outside to get referral. • Start with referrals from 8-5 time. This works for Glide/Felton. • Hygiene: Officers can bring people with hygiene issues (mild-severe) to CASC. • Glide/Felton can assist in transport of some property and pets. • Informal policy: Need to define/assess <u>excess property</u> and in that case, DPH goes out to meet the individual. 			
<p>Key Considerations post-launch: to discuss in future OWs, on-going.</p> <ul style="list-style-type: none"> • If there are several participants who are being referred who are ineligible then we will want to track closely at OW. • Citable Charges: If we found out that someone presented to CASC and no one was there to conduct initial screening then we would discuss in the OW to consider giving the referred individual more time. • We need to track individuals with current case managers to monitor how the system is working. • Glide/Felton will provide document for tracking system (can use de-identified codes or whatever works for the CBO). • Reporting: Third Quarter Report will include October, November, and December. Will need data by January 14th for report, and will share drafts of report along the way to ensure accuracy. 			
<p>NEXT OPERATIONAL WORKGROUP MEETING: November 3, 9:00-11:00 am</p>			