MINUTES
SF Behavioral Health Center Adult Residential Facility Working Group
Thursday, February 6, 2020, 9:30 a.m.
San Francisco Behavioral Health Center
887 Potrero Avenue, Main Conference Room
San Francisco, CA 94110

1) ROLL CALL & INTRODUCTIONS

Present: Troy Williams, MSN, R.N., Co-Chair/ San Francisco Health Network Chief Quality Officer
Monica Diaz, Co-Chair/ Team Leader RCFE, SEIU Miscellaneous
Linda Sims, R.N., BHC Director
Joanna Cheung, LMFT
ARF Director
Adela Morales
RCFE Program Director
Ingrid Thompson, R.N.
MHRC Director of Nursing
Luis Calderon
Acting Deputy Director SFHN Transitions
Connie Truong
Activity Leader MHRC
SEIU Miscellaneous
Sharifa Rahman
Mental Health Rehabilitation Worker
ARF
SEIU Miscellaneous
Laura Molina
Mental Health Worker RCFE
SEIU Miscellaneous
Amy Wong
Mental Health Treatment Specialist
MHRC
Local 21
Sarah Larson, M.S.
Mental Health Treatment Specialist
RCFE
Local 21

Absent: None

Full materials are on display at SF Behavioral Health Center, 887 Potrero Avenue San Francisco, CA 94110
or by email request to emeterio.garcia@sfdph.org
Other Attendees:
Glenn M. Levy, Deputy City Attorney
Emeterio Garcia, SFBHC ARF Working Group Secretary
One member of the general public

The meeting was called to order at 9:30 AM

**Introductions:**
Troy Williams thanked the Working Group for their commitment and willingness to convene within a week of the previous meeting. Introductions were then provided by each Working Group member.

**Public Comment:**
There was no public comment on this item.

2) **REVIEW AND APPROVAL OF JANUARY 30, 2020 MEETING MINUTES**

Troy Williams presented the item.

A proposal was made to correct the name and contact information for the Working Group Secretary, Emeterio Garcia and that titles be added to the minutes for all Working Group members.

**Action:**
The Working Group voted unanimously to amend and approve the minutes with the changes outlined above.

**Working Group Member Comments:**
Monica Diaz informed the Working Group that a member has expressed an interest to step down. The topic was discussed later in the meeting.

**Public Comment:**
There was no public comment on this item.

3) **FOR ACTION – ELECTION OF WORKING GROUP OFFICERS**

Troy Williams presented the item.

Troy Williams led the discussion defining the roles and obligations for Working Group Officers. The Working Group Chair is to create the agenda and lead the discussions for the group’s reports and recommendations to the Board of Supervisors and Mayor. The role of the vice chair is to lead the Working Group in absence of the chair and act in partnership to collaborate on reports and recommendations. The secretary is to manage meeting logistics and administrative support.

An initial split vote between DPH Leadership and Labor for chair and vice chair led to further discussion. Troy Williams urged the importance collaboration and proposed to have two Co-Chairs lead the working group. He recommended having one Co-Chair represent DPH and one Labor. The Working Group was universally receptive to the idea. Troy Williams motioned to vote, seconded by Linda Sims.

**Action:**
The Working Group voted unanimously to adopt Co-Chairs as leadership. Troy Williams and Monica Diaz were elected Working Group Co-Chairs by unanimous vote. Emeterio Garcia was elected as Working Group Secretary by unanimous vote.
Public Comment:
There was no public comment on this item.

4) **ADULT RESIDENTIAL CARE FACILITY**
Troy Williams present the item.

Troy Williams began the discussion with reference to the items outlined in Ordinance No.295-19, File No.19112. The Working Group began a discussion regarding patient safety and risk management training.

**Patient Safety and Risk Management Trainings:**
Troy Williams led the discussion to identify the needs of the ARF. Identification of risk points, management of unusual occurrences (UO), and working as a team were proposed as a starting point.

Working Group members identified issues including: use of drugs and alcohol; de-escalation trainings; access to support during a crisis; and use of Welfare & Institutions Code Section 5150 holder.

Troy Williams recommended the Working Group consult with ZSFG Risk Management to seek guidance related to potential training in this area consistent with the ordinance. Working Group members Linda Simms and Sarah Larson will connect with Risk Management at ZSFG to further explore the topic.

**Medication Management Training:**
Working Group members discussed the need for medication management training at the ARF, specifically related to medication effects, side effects, interactions with illicit street drugs, signs of overdose, and psychiatric symptoms and diagnoses.

Medication management trainings will be further explored by Working Group members Adela Morales and Sharifa Rahman.

**Working Group Member Comments:**
Monica Diaz discussed environmental safety, including the possibility for escalation and violence.

Connie Truong identified changes in the population served by the ARF, suggesting that increased numbers of residents utilize illicit substances and alcohol.

Amy Wong shared that some trainings are limited to the rehab group and that recommendations trainings are provided to staff trainings in other languages, in addition to English.

Sarah Larson advocated for a proactive de-escalation approach to address the issues. She also asked the Working Group to evaluate the ability of Board and Care setting to issue a Welfare & Institutions Code Section 5150 hold on a resident in need.

Linda Sims will review Resident Rights to identify toxicology screenings in a Board and Care setting.

Public Comment:
There was no public comment on this item.
5) **MARCH 1st PROGRESS REPORT**

Troy Williams presented the item.

Troy Williams led discussion to identify the content for the March 1st SFBHC ARF Working Group Report. The report will be reviewed by Williams and Diaz prior to submission to the Board of Supervisors and Mayor.

The report will denote that the Working Group has convened, set a standard meeting date and time, elected officers, and initiated discussions on the items prescribed in the ordinance.

The Working group was in consensus for the content of the report.

**Public Comment:**
There was no public comment on this item.

6) **TOPIC SUGGESTIONS FOR NEXT MEETING**

Troy Williams presented the item.

Troy Williams suggested including a review of the March 1st Report as well as updates on safety and medication management.

Glenn Levy reminded the working group that roll call, general public comments, and announcements are standard items for all future agendas.

The Working Group was in consensus with the proposed agenda topics for the next meeting.

**Public Comment:**
There was no public comment on this item.

7) **GENERAL PUBLIC COMMENTS**

Troy Williams opened the floor for general public comments.

Daniel Becker, SEIU commented that he and his colleagues at Local 21 will be monitoring the SF BHC ARF Working Group meetings to ensure collaboration and that no retaliation is committed towards union members.

8) **ANNOUNCEMENTS**

Troy Williams opened the floor for announcements.

Monica Diaz announced that a member of the Working Group has expressed interest in stepping down. Glenn Levy responded that Working Group members may step down at any time.

The appointing authority for each member shall be responsible for appointing a replacement in alignment with the membership provisions in SEC. 5.42-2 of Ordinance No.295-19, File No.19112.

9) **ADJOURNMENT**

The meeting was adjourned at 10:58 AM