



**Sacramento County  
Mental Health Board  
Meeting Packet  
June 2, 2010**

**MENTAL HEALTH TREATMENT CENTER**  
**Executive Team Meeting Minutes**  
**May 12, 2010**

**Present:** Bonnie Cooper-Elsberry, RN; Silas Gulley, PhD; Dorian Kittrell, MFT; Glen Xiong, MD; Elene Zuehlk

**Absent:** Deb Antley

AGENDA ITEM	POINTS OF DISCUSSION	ACTION NEEDED	STAFF	DUE DATE
Calendar	<ul style="list-style-type: none"> <li>• Elene off May 14 (furlough)</li> <li>• Glen off May 17 thru 21</li> </ul>	N/A		
Recognition	<ul style="list-style-type: none"> <li>• <u>May Achievement of the Month</u> – <b>Valarie Stevenson</b>, Mental Health Worker, received the recognition for her “excellent customer service in successfully building rapport with an uncooperative patient which allowed the physician to complete his examination.”</li> </ul>	Congratulations, Valarie!		
Census Management	<ul style="list-style-type: none"> <li>• <u>Statistics</u> – The data for April was reviewed. There were a high number of admissions and discharges for the month. The number of admissions arriving to the Treatment Center before 1:00 pm rose significantly compared to previous months, and this assisted the Intake Team in their evaluations. For the month of April the median length of stay dropped to 3.0 days.</li> </ul>	Continue census management practices, including planning admission arrivals for the next day.	Managers and Executive Team	Ongoing
MHTC P&P 08-11 Admission Policy	<ul style="list-style-type: none"> <li>• The one significant adjustment clarified current practice concerning referrals to the Treatment Center of patients with Medicare.</li> <li>• <b>Approved</b>, with revisions. Last revision: March 2009.</li> </ul>	Prepare policy for next update to policy manuals.	Tanihana	TBD
MHTC P&P 10-11 Medication Administration	<ul style="list-style-type: none"> <li>• Changes were made to the administration times for routine medications, and the additions included information regarding BID oral hypoglycemics and statins.</li> <li>• <b>Approved</b>, as revised. Last revision: May 2009.</li> </ul>	Prepare policy for next update to policy manuals.	Tanihana	TBD
MHTC P&P 10-24 Lithium Policy	<ul style="list-style-type: none"> <li>• The major change to this policy was the addition of a list of possible side effects.</li> <li>• <b>Approved</b>, as revised. Last revision: February 2010.</li> </ul>	Prepare policy for next update to policy manuals.	Tanihana	TBD

Minutes taken by: David Tanihana, Secretary-Confidential

Approved: *Dorian Kittrell, Executive Director*

Distribution: Division Management Team, Mental Health Board inbox, MHTC staff; post in main hall

**MENTAL HEALTH TREATMENT CENTER**  
***Executive Team Meeting Minutes***  
**May 26, 2010**

**Present:** Silas Gulley, PhD; Dorian Kittrell, MFT; Glen Xiong, MD; Elene Zuehlk

**Absent:** Bonnie Cooper-Elsberry, RN; Deb Antley

AGENDA ITEM	POINTS OF DISCUSSION	ACTION NEEDED	STAFF	DUE DATE
Calendar	<ul style="list-style-type: none"> <li>• Bonnie off today</li> <li>• Bonnie off June 1 thru 11</li> <li>• David off June 1</li>   <li>• County holiday - May 31</li> <li>• No Executive Team Meeting next week</li> </ul>	N/A		
Announcements	<ul style="list-style-type: none"> <li>• <u>County's Medical Director</u> – Dr. Bob Hales will be on vacation until June 24<sup>th</sup>, and Dr. Glen Xiong will be acting on his behalf during the absence. Dr. Xiong's schedule at the Treatment Center will not be affected during that time period.</li> </ul>	N/A		

Minutes taken by: David Tanihana, Secretary-Confidential

Approved: *Dorian Kittrell, Executive Director*

Distribution: Division Management Team, Mental Health Board inbox, MHTC staff; post in main hall



Sacramento County  
 Division of Mental Health  
**CFSU MANAGEMENT TEAM**  
 Minutes: 05-25-2010

**Attendees:** Lisa Bertaccini, Wendy Greene, Anthony Madariaga, John Dizon, Robert Horst, Melissa Mackey

**Absent:** Edwina Browning-Hayes, Pam Gressot. Stephanie Ramos

AGENDA ITEMS	DISCUSSION	ACTION	RESPONSIBLE PERSON	DUE DATE
<b>Announcements</b>	<ul style="list-style-type: none"> <li>• <u>Behavior Health Services Strategic Planning</u> – 06/01/2010 at Oak Park from 10:00 a.m. – 5:00 p.m. in Rooms C &amp; D.</li> <li>• <u>CFSU Admin and PDS Move to ASC Kickoff</u> – Planning for the move at ASC begins today at 2:30. John Dizon is the CFSU point person. Pat Williams and Lisa Bertaccini will also be in attendance.</li> </ul>			
<b>FY 10/11 Budget</b>	<ul style="list-style-type: none"> <li>• The team reviewed implications of latest round of cuts to children’s program. A meeting with Jeff King, John Dizon and Lisa Bertaccini is being scheduled to ensure a shared understanding. Mary Ann Bennett is invited to participate.</li> <li>• The team reviewed the Adult and Children’s recommendations related to FY 10/11 changes.</li> </ul>	<ul style="list-style-type: none"> <li>• Schedule Children’s Budget Meeting</li> <li>• Follow up with Program Coordinators</li> </ul>	<ul style="list-style-type: none"> <li>• Norm Stone</li> <li>• Anthony Madariaga</li> </ul>	<ul style="list-style-type: none"> <li>• 5-26-10</li> <li>• 5-26-10</li> </ul>
<b>County Op FY Slot/Staff Comparison</b>	<ul style="list-style-type: none"> <li>• This document was reviewed and revisions are forthcoming.</li> </ul>	<ul style="list-style-type: none"> <li>• Revise document to include proposed FTE changes for MERT and Juvenile Justice Institutions.</li> </ul>	<ul style="list-style-type: none"> <li>• John Dizon</li> </ul>	<ul style="list-style-type: none"> <li>• 6-1-10</li> </ul>

AGENDA ITEMS	DISCUSSION	ACTION	RESPONSIBLE PERSON	DUE DATE
<b>Juvenile Justice Institution Impact Statement</b>	<ul style="list-style-type: none"> <li>The Directors Office has requested an impact statement regarding proposed JJI cuts to mental health services. Anthony provided data regarding FTE reduction, changes in hours of operating, and stats related to the number of referrals.</li> </ul>	<ul style="list-style-type: none"> <li>Summarize impact for routing to Sandy Damiano and Mike Tateishi</li> </ul>	<ul style="list-style-type: none"> <li>John Dizon and Lisa Bertaccini</li> </ul>	<ul style="list-style-type: none"> <li>Done</li> </ul>
<b>HR Planning</b>	<ul style="list-style-type: none"> <li>The team reviewed possible scenarios regarding how CFSU staff will be affected. Melissa Mackey is designated as the point person for all CFSU changes and will continue to work with HR regarding proposed cuts and bumping.</li> </ul>	<ul style="list-style-type: none"> <li>Follow Up with HR as necessary.</li> </ul>	<ul style="list-style-type: none"> <li>Melissa Mackey</li> </ul>	<ul style="list-style-type: none"> <li>Ongoing through bumping process</li> </ul>
<b>MERT Certification</b>	<ul style="list-style-type: none"> <li>Several processes related to this are in motion. The BL will be heard next Tuesday. The draft letter to DMH for review by Mary Ann is under final review by Program and QM. The Certification application is being developed by Rose Bohr for review by Management. Note: After CFSU MT it was learned that Kathy Aposian is finalizing the Certification Application begun by Rose Bohr.</li> </ul>	<ul style="list-style-type: none"> <li><i>Thank you Uma Zykofsky and Dorian Kittrell for your outstanding leadership and collaboration throughout this process!</i></li> </ul>		
<b>Access Teams</b>	<ul style="list-style-type: none"> <li>The Child and Family Access Team merger with the Adult Access Team is moving forward. New processes are being proposed by both teams due to staff reductions. Implications to the Avatar process are being discussed at an upcoming meeting. Still under internal consideration is timeline for changes related to how the 3632 population will be admitted and tracked.</li> </ul>	<ul style="list-style-type: none"> <li>Continued discussion with MT and Avatar regarding changes.</li> <li>Development of product list needed for CCMS to admit and track 3632 only clients.</li> </ul>	<ul style="list-style-type: none"> <li>Lisa and Team</li> <li>Melissa Mackey</li> </ul>	<ul style="list-style-type: none"> <li>Meetings as scheduled</li> <li>6-1-10</li> </ul>

<b>AGENDA ITEMS</b>	<b>DISCUSSION</b>	<b>ACTION</b>	<b>RESPONSIBLE PERSON</b>	<b>DUE DATE</b>
<b>CAPS Re-design</b>	<ul style="list-style-type: none"> <li>The team discussed proposed changes related to Medication Support at Quality Group Home and the Meds Case Management program. Another meeting has been scheduled regarding changes to the business function at CAPS.</li> </ul>	<ul style="list-style-type: none"> <li>Follow up regarding status of transitioning primarily meds case management clients to other programs</li> </ul>	<ul style="list-style-type: none"> <li>Lisa</li> </ul>	<ul style="list-style-type: none"> <li>5-25-10</li> </ul>
<b>Next Scheduled Meeting</b>	<ul style="list-style-type: none"> <li>Next Scheduled CFSU MT Meeting: June 22, 2010 from 1:00 – 2:30 GRP, Suite 110, Conf. Room 1106</li> </ul>			

**SACRAMENTO COUNTY MENTAL HEALTH BOARD  
OLDER ADULT COMMITTEE  
ADMINISTRATIVE SERVICE CENTER (ASC)  
7001-A East Parkway, Conference Room 1**

**TUESDAY, April 13, 2010  
1:00-2:30 p.m.  
MINUTES**

	AGENDA ITEMS	DISCUSSION	ACTION	PERSON RESPONSIBLE	DUE DATE
1.	<b>INTRODUCTIONS/REVIEW OF MINUTES</b> <b>1:00-1:05</b>	Minutes from the March meeting were approved unanimously without changes. Also discussed recent MH articles in the Sacramento Bee.		All	
2.	<b>ORGANIZATION OF OLDER ADULT COMMITTEE</b>  <b>a. Setting speaker criteria</b>	<p>a. Marie Nitz suggested that the committee not have speakers who are selling their own product or service. Pam Flohr asked that an appointed person be in charge of arranging speakers for the meetings, and stated that the topics be limited to mental health issues or timely issues in the community. Rich McMasters stated that the speakers should be educational, informational, and may even offer CEUs. Stated that the addition of CEUs will change the criteria for the speakers (Minimum requirement is 4 years experience or masters level with two years experience). Carol Howle stated that the speaker would need to speak for at least an hour for 1 CEU, and that the committee's allotted time is currently 40 minutes. There would also have to be a course evaluation and other requirements. Tonja Edelman suggested that it is good to advertise the OA Committee regardless of offering CEUs. Pam stated that she is more interested in new information that she can take back to her group. Dave Soto stated that presentations that educate and tell us about new services are good, and also videos that educate. Anyone should be able to make suggestions, but should the Executive Committee choose? Bernice Zaborski stated that not a lot of the committee needs CEUs, but that it might bring in new members. Warren Irvin stated that we should look at topics we want, key/timely issues (budget, programs cut, etc.). Carol suggested we form a list of topics, people who may be interested, then rate the topics and set the topics 6-7 months in advance. Michael stated that he organizes speakers for the Planning Council and may have some good speakers for us to choose from.</p>			

	AGENDA ITEMS	DISCUSSION	ACTION	PERSON RESPONSIBLE	DUE DATE
2.	<p><b>b. Structure for electing officers and duties</b></p> <p><b>c. Mission Statement</b></p>	<p>b. The Chair of the OA Committee will be Dr. Warren Irvin of the MH Board. Offices of Secretary and Vice Chair will be nominated at the next meeting in May. Tonja will be the temporary Secretary. Discussed Dates for nominating/voting. It was agreed that for 2010, elections will be held on June 1<sup>st</sup>, and for future years, nominate in April and vote in May. Bernice will check to see if we have committee documents, as well as the Planning Council and the MH Board committee guidelines.</p> <p>c. Marie Nitz created a draft mission statement. With minor changes, the OA statement is as follows: The Mission of the Older Adult Committee is to educate, eliminate stigma, and advocate for services and programs that provide support and recovery opportunities to older adults with mental health challenges in Sacramento County. This was approved unanimously by the committee. Bernice was able to locate the past mission statement and entire packets of the OA Committee. In the past, the mission was directly related to the OA MH Pln from 1995. These challenges remain, but needs an update. Pam suggested that we take time to review the MH plan, and adjust the mission statement if needed. Discussed putting together a new OA packet. Warren stated that he would pay for packages to be put together if finances were a problem.</p>		All	
3.	<p><b>ANNOUNCEMENTS (INCLUDES ANY PERTINENT COMMITTEE REPORTS) 2:20-2:30</b></p>	<p><b>VOLUNTEERS OF AMERICA IS TAKING OVER THE MATHER HOMELESS PROGRAM.</b></p> <p><b>THE MENTAL HEALTH AND AGING COMMITTEE CONFERENCE WILL TAKE PLACE AT 2:30 TODAY.</b></p> <p><b>PARATRANSIT IS TIED TO THE RT SCHEDULE, AND WEEKEND SERVICE MAY BE CUT. CONCERN IS FOR DIALYSIS PATIENTS WHO NEED WEEKEND TRANSPORTATION. PAM CONFIRMED THAT THESE PATIENTS WILL CONTINUE TO RECEIVE TRANSPORTATION.</b></p> <p><b>UC DAVIS WILL HOLD A SPANISH MINI MED SCHOOL ON 4/17, WHICH WILL BE ENTIRELY IN SPANISH. IT WILL ALSO BE ON UCTV AND AVAILABLE FOR DOWNLOAD ON iTUNES.</b></p>			

Dr. Irvin stated that he had obtained approval from the Mental Health Board to chair the OAC. Discussed the last MHB meeting, stating that people are frustrated with the decreases to mental health services. Discussed the use of Public Service Announcements for public support, and asked the committee if we have ever used public television or radio to help people to know about the committee. Rich McMasters stated that he has a friend who is an MFT and does the Psych Nation show on UCD radio. Will place this item on the agenda for the May meeting.

SUBCOMMITTEE / MEETING SCHEDULE

6. SUBCOMMITTEES /OTHER MEETING SCHEDULE

- A. **MHB Older Adult Committee** – 5/11/10, 6/8/10 **at 1:00 - 2:30** Administrative Service Center (ASC)7001-A East Parkway, Conference Room 1 (Meets 2<sup>nd</sup> Tuesday every month)
- B. **Conference Committee** – 5/11/10, 6/8/10 **at 2:30-4:00** (ASC) 7001-A East Parkway, Conference Room 1 Carol Howle 734-4754
- C. **Executive Committee** –Contact Pam Flohr at [ksyrah1@att.com](mailto:ksyrah1@att.com)
- D. **Advocacy** - Contact Geri Esposito at 923-0255
- E. **Mental Health Board** –5/5/10, 6/2/10 6:00pm 700 H St., Sacramento, CA 95814 (Meets 1<sup>st</sup> Wed every month)
- F. **Adult & Aging Commission** - TBA 1:30-3:30, Contact Geri Esposito at 923-0255

**Attendants – OAC 4/13/10**

<b>Jean Dills, Sac County APS</b>	<b>874-9732</b>
<b>Tonja Edelman, Senior Peer Counseling</b>	<b>855-5444</b>
<b>Pam Evans, Senior Legal Hotline Intern</b>	<b>209-295-4206</b>
<b>Pam Flohr, Mobility Advisory Council – RT</b>	<b>876-0314</b>
<b>Carol Howle, UCD Center for Healthy Aging</b>	<b>734-4754</b>
<b>Kathleen Lane, OWL</b>	<b>446-5772</b>
<b>Rich McMasters, Sierra Vista Hospital</b>	<b>288-0300 ex. 429</b>
<b>Lynnette Mitchell, Sierra Elder Wellness</b>	<b>363-1553</b>
<b>Marie Nitz, Volunteer Parish Nurse</b>	<b>456-7495</b>
<b>Dan Polakoff, Retired MSW</b>	<b>488-3884</b>
<b>Dave Soto, A4AA</b>	<b>486-1876</b>
<b>Michael Gardner, MH Planning Council</b>	<b>651-3819</b>
<b>Irvin Warren, Mental Health Board</b>	<b>753-2891</b>