

MINUTES
San Bernardino County
BEHAVIORAL HEALTH COMMISSION MEETING
March 3, 2022 - 12:00-2:00 pm

Commissioners Present: Lorrie Denson, Michael Grabhorn, Jennifer Silvestri, Victoria Ogunrinu, Jennifer Spence-Carpenter, Veatrice Jews, Gil Navarro, Lynn Summers, Samuel Shoup on behalf of Supervisor Col. Cook.

Excused Absence: Monica Caffey

Absent: May Farr, Catherine Inscore, Akin Merino

Guests: Michael Knight, Karina Urena, Raquel Ramos, Jamal Johnson, Dr. Joshua Taylor, Cristi Guerra, Dr. Rene Keres, Luz Razo, Lauren Valles, Sonia Rubio, Laretta Ross, Susan Achuff, Derrick Cannon, Carol McDonald, Valerie Dunn, Dr. William Oglesby, Dr. Timothy Hougén, Jessica Montecinos, Jennifer Pacheco, Steven Jackson, Aimara Freeman, Erica Ochoa, Metra Jaber, Toni Harris, Julie Hale, Kristen Mungcal, Maribel Gutierrez, Jeremy Sanquist, Erin Zamora, Anna Blum, Christina Entz, Adriana Lechuga, Liz Maldonado, Fabiola Yanez, Linda Hart, Karen Cervantes, Kimberly Morrow, Lizette Vazquez, Miriam Clark, Valerie Maybrier, Matthew Wong, Merida Saracho, Cheryl McAdam, Tricina Edwards, Matthew Cervantes, Linda Titus, Jatin Dalal, Veronica Hay, Marisela Soto, Carmela Santos, Chad Schnitger, Clint Lewis, Cristi Guerra, Ellayna Hoatson, Elizabeth Sneed-Berrie, Jackie Smith, Jennifer Alsina, Jessica Armenta, Jennifer Quinn, LeAnn Mast, Natalie Kesse, Paola D'Aloia-Pascuzzo, Sonia Pang.

Minutes recorded by Raquel Ramos, Clerk of the Behavioral Health Commission (BHC).

CALL TO ORDER/ PLEDGE OF ALLEGIANCE/ROLE CALL

Vice Chair Gil Navarro called the meeting to order at 12:05 p.m. and roll call followed. Vice Gil Navarro led the group in the pledge of allegiance.

Tab 6: Review Minutes of February 3, 2022.

APPROVED

Motion/Second: Jennifer Silvestri/ Jennifer Spence-Carpenter

AYES: Lorrie Denson, Michael Grabhorn, Victoria Ogunrinu, Veatrice Jews, Lynn Summers

ASBSTAIN: , Gil Navarro

ABSENT: Monica Caffey, May Farr, Catherine Inscore, Akin Merino

PUBLIC COMMENTS

Linda Hart shared an observation she made while using the DBH website for public comment and suggested DBH website to be more user friendly for patients diagnosed with mental illness to be able to make a public comment.

Two public comments were received via email from Helen Beyene which stated, "Major problem with DBH SB County Community Crisis Response Team CCRT. Need DBH leadership intervention to solve this problem. It's a disservice & I question if DBH should not create an adjunct program for this unaddressed mental health. It's not fair & inappropriate for family & friends to be expected to handle and respond when CCRT refuse & make a mockery by showing and responding to a crisis call to engage in wasting time and showing up to argue their point. Client does not meet their criteria. Even any average person would agree 100% to the crisis and the need. Please call or contact me at 310-857-0417". Second comment stated, "We must provide public comment on Community Crisis Response Team CCRT problems. It's a disservice and a major misunderstanding to have the team show up in response & trivialize a hold situation and opt to just leave parents or family without helping. This is a disaster as that is a very negative reinforcement. Need a remedy & redress from DBH leadership."

CHAIRPERSON'S REPORT

Vice Chair Gil Navarro shared giving a presentation during the fifth district DAC meeting regarding mental health in young children. Presentation consisted in identifying symptoms and manifestation in young children's mental health and provided resources.

COMMISSIONERS' REPORT

First District:

First district Commissioner Lorrie Denson shared having a very effective DAC meeting with Todd Holder who presented on Our Best Program regarding anosognosia and the LEAP program. Lorrie Denson shared a new dental children facility has been open in Hesperia. Lorrie Denson shared that along with Michael Grabhorn on Feb 18th she had a meeting with Dakota Higgins to inform him regarding their work in the city and asked for feedback. Lorrie Denson shared on Feb 24th having a meeting with Kimberlee Van and Raquel Ramos regarding budget updates. Lorrie Denson shared that she continues to look for a presenter for next month's DAC meeting March 16th at 11-12 pm and asked if anyone would like to share about their program to reach out to her. Lastly, Lorrie Denson shared that Burning Bush Church continues to be a testing site on Tuesdays and Wednesdays from 10-5 pm until Jun 30th and has recently partnered with Vaccinate All 58 and will be providing all three vaccines, boosters, and food on Mar 20th.

First district Commissioner Michael Grabhorn shared going before the planning commission regarding the Tiny Homes Project and due to a group not wanting to have this project in their neighborhood, they must go back to meet with the city and planning committee this month and will update next meeting. Lastly, Michael Grabhorn shared he is continuing to work with the drug and alcohol ordinance with the city of Victorville and soon Apple Valley.

Second District:

Second district Commissioner Jennifer Silvestri shared she has been spending time preparing and executing the Mountain Homeless Coalition annual planning retreat on Feb 19th. Jennifer Silvestri shared giving a training for Point-in-Time Count on Feb 22nd. Jennifer Silvestri also mentioned collaborating with Tristin Alfred from DBH in preparing the launch of her team in Georgia Street Cabins in Big Bear. Lastly, Jennifer Silvestri shared having the DAC meeting which was focused on eating disorders with presenter Alea Jackson.

Third District:

Third district Commissioner Victoria Ogunrinu shared she gave a presentation on women's health for her church ministry in Redlands regarding mental wellness and the resources available to the community. Victoria Ogunrinu added attending the presentation given by Dr. Caffey on Feb 24th for Chaffey where NAMI was presenter as well. Lastly, Victoria Ogunrinu shared the DAC meeting took place Mar 2nd with Jennifer Walters from South Coast who presented on their programs available. Victoria Ogunrinu shared concerns regarding DAC meetings attendance and the community not being present to receive information and resources with the presentations given.

Fourth District:

Fourth district Commissioner Jennifer Spence Carpenter shared she attended the monthly DAC meeting and had a presentation on senior services in San Bernardino County. Commissioner Spence Carpenter shared she is continuing her work with NAMI Pomona Valley until the transition to greater Los Angeles and gave a reminder regarding the AC Clippers basketball game at the Toyota Arena March 12. Lastly, Jennifer Spence Carpenter shared she gave a small seminar to a church group on teen mental health awareness.

Fifth District:

Fifth district Commissioner Veatrice Jews reported having the Fifth district DAC meeting where Gil Navarro gave a presentation on school children's mental health. Veatrice Jews shared attending the African American Awareness Subcommittee in celebration of black history month with several panels. Veatrice Jews shared she had a meeting with supervisor Baca and all commissioners and gave a review of the city and received feedback from what commissioners are doing in the city. Lastly, Veatrice Jews shared having her weekly meeting with the Behavioral Health Task Force Ministerial Pilot Program and reported progress going well.

Fifth district Commissioner Lynn Summers shared she attended the monthly DAC meeting and met with the Board of Supervisors Joe Baca and gave him feedback to what is happening in the county regarding behavioral health. Lynn Summers shared she was

part of this year's Point-in-Time Count and shared the information given was very helpful and insightful. Lastly, Lynn Summers was honored by her church for black history month as a health care provider for the last 30 years.

SUBJECT MATTER PRESENTATION: Contracts Process

Presenter: Natalie Kessee, Administrative Manager-DBH Contracts Administration and Ellayna Hoatson, Administrative Supervisor I.

Tab 7: Contracts Process

- The primary purpose of the Contracts Development Unit is to process requests from various DBH Programs to secure needed services. Most of the requests are for direct services which are obtained from community-based organizations. The primary mechanism for securing services from community-based organizations is through a standardized solicitation process, mandated by County Policy 11-01. Contracts Development Unit is responsible for the facilitation, development, and/or processing of these solicitations and requests for: Proposals, Applications or Qualifications, Quotes, and Information.
- Contracts Development Unit processes various contracts, plans, grant applications, State Contracts, grants, and related agreements on behalf of the Department. These include but are not limited to: Non-Competitive and Sole Source Agreements, Memorandum of Understanding (MOU), Employment Contracts, Board Agenda Items, State Grant Applications, Agreements, and Funding, Mental Health Service Act Plans and Updates.
- Coordination and outreach with subject matter experts on various issues as they relate to and/or impact DBH processes and services. Including, but not limited to: County Counsel, Risk Management, Innovation and Technology, Human Resources, Purchasing, Neighboring Counties, State Agencies.
- Collaboration with other County Departments on joint projects.
- The goals of the Contracts Development Unit include: The accurate and timely completion of Contracts, MOU's and other agreements. Most agreements contain: Standardized language related to: Federal, State and County/Department – Contract Standards, Fiscal, Billing and Payment Requirements, Insurance and Indemnification Requirements, Compliance Requirements, and Program Specific Requirements. The program specific language is related to: Service Requirements and Program Responsibilities, Staffing Requirements, Reporting Requirements, and Performance Outcomes and Measures. Each program determines the required performance outcomes and measures that a contractor is expected to complete and report on during the contract term.
- The process begins with a Request to Process (RTP) form.

This form is an internal document completed by program staff to request Contracts Development Unit to complete a requested action.

- The program notifies administrative staff of needed services. Preparation is designed to meet the desired service start date.
- An informative RTP with as much information as possible includes funds available, target population, geographic areas, other priorities, numbers to be served, and cost per client (if known). Desired goals and outcomes are also included.
- The program should be clearly explained – what is the purpose and goals of the program and what DBH wants from proposers.
- Scope of work (Description of Services) should be complete for new programs and appropriately updated for current programs inclusive of changes (additions or deletions) from prior procurement.
- The RTP is reviewed and approved by fiscal services to ensure sufficient funding is available.
- The RTP is reviewed and approved by the Program Deputy Director and Director.
- Processing of approved Request to Process (RTP) forms for development of a requested Procurement, Contract, Agreement, Grant, Board Agenda Item, or MOU.
- Maintaining and updating the DBH Contracts Public Drive that provides access to all DBH staff of instructions, forms, reports, and training documents needed for program staff to request Contracts Development Unit services.
- Regular release of a Status Report (monthly or bi-monthly) to advise on the status of all items currently being processed by the Contracts Development Unit.
- Annual release of a Planning Document to advise impacted program, fiscal, and other DBH staff members of agreements and services that need to be renewed or procured for the upcoming 18 months.
- This planning document is updated and re-released on a periodic basis as a reminder to the Program Managers and advisory to the Executive team.
- Periodic training to all DBH Staff charged with Contracts Management of the internal process and their roles and responsibilities.

- On-going communication and collaboration with all impacted DBH partners for the timely and successful completion of requested agreements.
- The contract development process is a team effort of DBH program and administrative staff (fiscal/contract). The team works together to prepare, review and release comprehensive, accurate and complete documents.
- Some challenges are:
 - Frequently, the process from identification of need to final decision on all parameters, takes longer than planned to leave limited time to process the requested item in a timely manner.
 - Due to employee promotion, retirement and other attrition during crucial and busy times of the year, limited staffing is available to process all the needed items resulting in high workloads with short deadlines.
 - Board Calendar has set number of dates with corresponding deadlines for processing which can impact internal plans for desired start dates or conflict with State requirements.
- The team is working on all RTP's for service request on items submitted for services ending now through 12/31/2022. These include procurements, contracts, contract amendments, state agreements, grant acceptances, board agenda items, and non-competitive and sole source agreement. Updating the status report for release on a month/bi-monthly basis and preparing to update and release the current planning document.

NEW BUSINESS – ACTION ITEMS

Identify Commissioner to Prepare Presentation Findings:

- Commissioner Gil Navarro volunteered to complete this month's memo of findings.

DIRECTOR'S REPORT

Assistant Director Michael Knight provided the following report:

Director's Office

- Dr. Yoshioka and Dr. Caffey monthly meeting was Feb. 28th.
- Requested Chief Communications Officer draft web blast to announce Behavioral Health Commission (BHC) Vacancies. This month, DBH will recognize and celebrate National Social Work Month and National Prescription Drug Abuse Awareness Month. This year's theme for Social Work month, "the time is right for social work," highlights how social workers have enriched our society for more than a century and how their services continue to be needed today. Prescription Drug Abuse Awareness Month provides us the opportunity to raise public awareness about prescription drug abuse.

• Self-Care Reminders

Behavioral Health Commission to Review

- Draft MHSa Annual Update for Fiscal Year 22-23 closed February 28, 2022.
 - Public Inquiries: DBH-PublicRelations@dbh.sbcounty.gov.
 - Public Records Act Request Policy. <https://wp.sbcounty.gov/dbh/wp-content/uploads/2021/05/BOP3007.pdf>
 - To receive a notification of an RFP with DBH, please visit <https://wp.sbcounty.gov/purchasing/> for more information. You can register for ePRO here: <https://wp.sbcounty.gov/purchasing/vendor-registration/>. This is through San Bernardino County Purchasing, not DBH fiscal or contracts.

Sonia Rubio provided the following report in response to a request made to BHC Executive session on 2/3/2022 regarding engagement and penetration rates for African American Community during COVID-19 pandemic:

- COVID-19 Pandemic time period= FY 19/20 and 20/21
- Data can be found in MHSa Annual Updates FY 2022/23 (currently being finalized) and FY 21/22 available online at <https://wp.sbcounty.gov/dbh/wp-content/uploads/2021/08/MHSa-Annual-Update-FY-2021-2022.pdf>
- FY 2019/20
 - Total Unduplicated PEI participants=142,425
 - Outreach=75%
 - AA Outreach=3%
 - Prevention=23%
 - AA Prevention=2%

- Early Intervention=3%
 - AA Early Intervention=Approx. 1%
- Identifying as more than one race=3%
- Declined to answer race/ethnicity question=32%
- FY 2020/21
 - Total Unduplicated PEI participants=119,803
 - Outreach=53%
 - AA Outreach=1%
 - Prevention=42%
 - AA Prevention=1%
 - Early Intervention=5%
 - AA Early Intervention=Approx. 1%
 - Identifying as more than one race=1%
 - Declined to answer race/ethnicity question=50%
- PEI Data Collection was difficult pre-COVID-19 Pandemic
 - Stigma surrounding sharing personal identifying information
 - nature of outreach and prevention services.
 - People are more comfortable declining to answer
- COVID-19 Pandemic increased barriers to collecting data
 - Data traditionally collected as part of sign in sheets
 - Virtual links not accessed by participants. No accountability on virtual platforms
 - Participants prefer to select “decline to answer”

OUTSIDE AGENCY REPORTS

- Karen Cervantes from DBH Program Manager for Office of Innovation shared the Cracked Eggs workshop series will launch soon. Informational meetings will take place on Mar 14 and 15, for more information or questions contact Karen Cervantes at karen.cervantes@dbh.sbcounty.gov or (909) 252-4068.

ADJOURNMENT

Meeting adjourned at 1:55 p.m.

Dr. Monica Caffey, Chair
Behavioral Health Commission

Karina Urena, Office Assistant III
Department of Behavioral Health