



**San Bernardino County  
Behavioral Health Commission  
Executive Session Meeting Minutes**

**Date: Thursday, September 5, 2024  
Time: 10:00am – 11:30am**

Minutes Recorded and Transcribed by: *John Granado, Clerk of the Commission*

OPENING REMARKS	PRESENTER	ACTION/OUTCOME
<p>A. Call to Order</p> <p>B. Roll Call – BH Commission</p>	<p>Acting Chair, Allie Mink, Treasurer</p> <p>Acting Chair, Allie Mink, Treasurer</p>	<ul style="list-style-type: none"> <li>Meeting was called to order at 10:07am; attendees were welcomed.</li> <li>Commissioner Mink welcomed our new Commissioner, Amanda Uptergrove. Commissioners introduced themselves and positions. There is no quorum. Due to the mask mandate in effect, Commissioner Mink asked that all participants speak loud and slower and not be afraid to ask for information to be repeated.</li> </ul>
CONSENT ITEM(S)		
<p>C. Review and Approve Minutes from 7/18/2024</p>		<ul style="list-style-type: none"> <li>Minutes were reviewed with no changes requested, however could not be voted on due to no quorum. Vote was tabled to the October session.</li> </ul>
INFORMATION ITEMS		
<p>D. Chair's Report</p>	<p>Chair, Dr. Monica Caffey</p>	<ul style="list-style-type: none"> <li>Report was tabled to the October session as Dr. Caffey was not in attendance.</li> </ul>
<p>E. Commissioners Reports</p>	<p>Amanda Uptergrove</p> <p>Dr. Valerie Samuel</p> <p>Allie Mink, Treasurer</p>	<ul style="list-style-type: none"> <li>Commissioner Uptergrove stated she is a pastor in Adelanto, who has a background as a mental health professional whose church focuses on mental health in Adelanto and throughout the High Desert. They distribute "Break Bags" which are built by the youth who give them out to teachers, first responders and hospital staff. These bags contain a letter to the recipient that states they are thought about, a coloring page, coloring pencils, stress balls, essential oil cloths, a thank you card with a stamp included to provide to others, as well as a face wash towelette. The bags are age appropriate which allows them to be distributed to elementary school students, high school students and those in the workplace. These have been popular in the last two years with organizations reaching out to have bags made for their staff, team and youth football.</li> <li>Commissioner Dr. Samuel attended a therapeutic equestrian camp in Rancho Cucamonga. She also attended the Great Boat Race put on by the clubhouses and the Transitional Age Youth (TAY) centers. A good time was had by everyone.</li> <li>Commissioner Mink participated in the Ad Hoc committee for her District community engagement events and discussed how they can be held, where to get the resources, and what the goals are. Each District would be assigned a month to hold the event. For September Recovery Month, she attended the Fentanyl High screening at the Harkins Theatre in Redlands. Although she did not know what to expect, it was a detailed and informative documentary about how fentanyl is at such a high risk right now for high school students. The film contained</li> </ul>



	<p>Dr. Akin Merino</p> <p>Jennifer Spence</p> <p>Veatrice Jews</p> <p>Lynn Summers</p>	<p>personal stories of families and students along with information of what is going on with supply, demand and control. There was a touching and informative panel with two parents who lost children to fentanyl overdoses. She assisted families on finding resources in the County including CSU's and emergency responses when people are experiencing symptoms of mental illness. She assisted San Bernardino City schools in putting together resources for their wellness centers to help with mental health for families and students. She noted the upcoming events, Recovery Happens and Sound of Recovery. She will attend the Resilient and Real Summit. She will be participating in the Kiwanis yearly event, "Why Mental Health Matters", at the Steelworkers facility for mental health. She extended an invitation to the attendees for September 28, 2024.</p> <ul style="list-style-type: none"> <li>• Commissioner Dr. Merino asked that commissioners do not report on upcoming events as they can be shared at the next meeting. Stated she will be discussing the DAC Ad Hoc committee meeting that took place in August. She attended the mindfulness training. She facilitated a meeting with GenZ and millennials in the city concerning guidance and mental health. Due to family issues, she has not been able to attend as many functions as usual.</li> <li>• Commissioner Spence attended a meeting regarding the National Overdose Awareness Day. As she has lost a family member to overdose, it saddens her to see so many people on the fentanyl from all age groups. She is hoping to raise awareness and stop the stigma that it can't be talked about as there is hope and resources available. She attended the National Alliance on Mental Illness (NAMI) board meeting where they are getting more family meetings closer to the Chino area.</li> <li>• Commissioner Jews attended two church events at St. Paul A&amp;E and Ecclesia Christian Fellowship, where they had Behavioral Health booths available, and she was able to observe their "street teams" that go out to the community where she found out about the Christian fellowship. She attended a Labor Day program that was also attended by Supervisor Joe Baca.</li> <li>• Commissioner Summers attended a DAC meeting with Commissioner Dr. Merino.</li> </ul>
<p>F. Commissioners Discussion</p>	<p>2024/2025 Subject Matter Presentations DAC Ad Hoc Committee</p>	<ul style="list-style-type: none"> <li>• Item could not be voted on as there is no quorum.</li> <li>• Commissioner Dr. Merino inquired about expense reimbursement for the California Mental Health Advocates for Children and Youth (CMHACY) conference as it has not been received. Clerk John Granado advised that after working with fiscal, the reimbursement requests are awaiting final ATC</li> </ul>



		<p>approval and once received, should take 2-4 weeks for disbursement. Dr. Merino stated it is not appropriate to take this long for reimbursement. DBH will reach out with an update. Commissioner Mink asked if there can be a timeline established to set expectations with more open communication. Assistant Director Marina Espinosa advised we will look to expedite the processing of their reimbursements.</p> <p>The DAC Improvement Plan involves engaging the community more effectively, hearing from providers, receiving funding, inquiring about program quality, responding to Supervisors about community concerns regarding the Mental Health Services Act (MHSA). Commissioner Merino asked for assistance modifying the flyer to be more user friendly with a one-step link and more marketing and promotion. She asked for help in having the Commissioners create invitational videos. It was also asked if transportation be provided for consumers to the DAC's as was done for clubhouses before? Can there be a list of providers and clubhouses per District? Can there be a list of County programs per district with a clear list of contacts? Can invitations be sent out to all DBH subcommittees as there are meetings where all the providers show up? Can we invite all supervisors and their field representatives to the DAC? She noted that DACs cannot be co-presented. She asked that any new Commissioners be made aware of the requirements and responsibilities that come with being a commissioner before they attend their first Behavioral Health Commission monthly meeting.</p> <p>Commissioner Mink said that her orientation consisted of the basics and bylaws. She would like a lot of this information to be given while they are being recruited so they know it not just a monthly meeting and includes the DAC meeting, community engagement and other responsibilities.</p> <ul style="list-style-type: none"><li>• Commissioner Dr. Merino would like the onboarding process and bylaws to be revamped to include Executive members, so it is understood what the expectations are as it can impact the quality of their work.</li><li>• As District 1 had their community engagement event, she is looking to have all other Districts hold theirs. During the Ad Hoc meeting, it was volunteered by Commissioner Oglesby that District 2 would hold theirs in January 2025, District 3 in March 2025, District 4 in May 2025 and District 5 in July 2025. The goal is to let the community know we exist and add value. Although the meeting can be personalized per District, the Ad Hoc committee agreed these two-hour events should be a town hall style with booths from DBH and providers where we can provide a setting where questions can be answered, and community can provide feedback and suggestions. The Commission would prefer these meetings to be held indoors to</li></ul>
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		<p>avoid any outdoor distractions, and it was suggested the districts contact their Supervisor and Mayor, as well as service providers, and stake holders to be a part of these events and provide any assistance to promote. Religious leaders should also be included as they may have a substantial following. Commissioner Mink advised we will need to consider the budget to meet the needs of these meetings and suggested districts reach out to the Supervisors to assist with cost. Commissioner Uptergrove asked with District 1 already having their event, did anyone know what was done and how their event was structured. She was advised this is the first time the BHC has held these events. Dr. Merino advised their event was successful with a huge turnout due to former Commissioner Pastor Mark Graham's influence in the community. It also did not affect the BHC budget as it was a church sponsored event. Commissioner Dr. Merino stated that if Supervisors will be providing the space, it should come with tables and chairs, and they should not oversee the set up and the commission should be asking for exactly what we need. The BHC does have the budget for this, and she asks that each District to submit what is needed and the cost. She noted that no decisions can be made at this time with no quorum and Chair Dr. Caffey not present. The conversation will be continued in October. Assistant Director Marina Espinosa asked these requests to be put in writing and be sent to Clerk John Granado and Marybel Valadez. Commissioner Mink asked for a formal report from the Ad Hoc to be submitted for the BHC.</p> <ul style="list-style-type: none"> <li>• Commissioner Dr. Merino advised she would like a presentation on the wellness centers as the centers have reached out to host visits. She would like to know which are successful, that challenges there are and hoping to hear from various schools.</li> </ul>
<p>G. Events and Travel</p>	<p>Clerk of the Commission, John Granado</p>	<ul style="list-style-type: none"> <li>• Reviewed the cover page under Tab 2 which includes (2a) Calendar of Events, (2b) DAC, (2c) CPAC Schedule, (2d) NAMI and (2e) SMWC. Advised the Commissioners attending their respective conferences to please look over the binders provided. NAMI will be attended by Lynn Summers, Tim Brown, and Jennifer Oglesby while SMWC will be attended by Veatrice Jews and Allie Mink. Advised these conferences were approved by the Board of Supervisors (BOS) at the August 6, 2024, meeting. Commissioner Dr. Merino advised she will not be in attendance in October. Commissioner Mink gave Commissioner Uptergrove a quick overview of the conferences, including any interest in a conference should be conveyed quickly as BOS approval is required.</li> </ul>
<p>H. Memo of Findings</p>	<p>Dr. Akin Merino</p>	<ul style="list-style-type: none"> <li>• Report on Adult Justice Involved Programs presentation was reviewed. Commissioner Dr. Merino asked that DBH take a</li> </ul>



		<p>closer look at point #6, Work in Progress. Stating the presentation lacked a clear section on challenges, something she has talked about for a long time. The presentation will just tell us how great they are but not what the challenges and limitations are and how we can make it better. Every program is a work in progress and these sections are needed for the annual reports.</p>
I. Budget	Acting Chair, Allie Mink, Treasurer	<ul style="list-style-type: none"> <li>• The Commissioners went over the budget summary and spreadsheets that were included in the binders.</li> <li>• The current budget is \$51,658.00. \$1,068.00 spent, pending expenditures \$0.00, budget remaining \$50,590.00. Commissioner Dr. Merino asked that regarding the community engagement events discussed earlier, Districts should get together and determine what their budget is expected to be so it can be presented to the Commission. Commissioner Mink asked that there be a line item for things such as kitchen/dining. Commissioner Dr. Samuel advised there is a line for these items in the budget. Commissioner Dr. Merino advised that the BHC should get a budget for this event and add to the line item on the spreadsheet. Commissioner Dr. Merino advised this cannot be determined at this time as there is no quorum.</li> </ul>
J. Public Comment		<ul style="list-style-type: none"> <li>• There were no public comments</li> </ul>
K. Director's Report	Assistant Director Marina Espinosa	<ul style="list-style-type: none"> <li>• Legislation updates: AB 2835 Motels and Hotels – Publicly Funded Shelter Programs and AB 1948 Homeless Multidisciplinary Personnel Teams will be discussed in depth at the General session.</li> <li>• DBH Updates: Care Court, Laura's Law, SB 43, and an update on Proposition 1 will be discussed in depth at the General session.</li> <li>• PRO: All events will be discussed at the General session.</li> <li>• OEI: Trainings for safe TALK and ASIST dates, times, and locations will be provided at the General session with flyers available.</li> <li>• Commissioner Mink noted that the Commission is not being made aware of all the events that are taking place. She asked for updates on safe TALK and ASIST trainings as she missed the LEAP training as she was not aware it was taking place.</li> <li>• Clerk John Granado advised there are still outstanding W-9's and Ethics training certificates and acknowledgements from Commissioners and they would be handed out. Commissioners Jews and Spence were the only ones in attendance to receive these documents.</li> <li>• Commissioner Samuel asked for an update on December Awards and Tea ceremony meetings. Marybel Valadez acknowledged the committee was established at the July meeting but with August being dark, we were unable to proceed with any meetings, but we will be reaching out with dates. Commissioner Dr. Merino would like the commission to</li> </ul>



		<p>be more involved with the events through Ad Hoc committees. She also asked about revisiting comments and feedback from the previous Awards and Tea and address at the next Executive session.</p> <ul style="list-style-type: none"> <li>• Dr. Samuel asked if we could start narrowing down Ad Hoc committees so commissioners can be spread out more evenly and others can be freed up to complete any reports or commitments.</li> <li>• Commissioner Mink noted that the Memo of Findings was a revolving schedule to see who would complete the report.</li> <li>• Commissioner Dr. Samuel stated the Data Notebook should be something they are part of but if Ad Hoc committees can be limited it would free up others to assist in other areas.</li> <li>• Commissioner Dr. Merino stated the Memo of Findings were being completed by the same commissioners and suggested Ad Hoc committees be established at the beginning of the year. This month's Memo of Findings was discussed more in depth for Commissioner Uptergrove. It was brought up that a rotation list is included in the presentation list and with the next two commissioners in line being absent, Commissioner Mink will complete the Memo for today's presentation.</li> <li>• Commissioner Mink will not be in attendance for October's meeting, and it was decided Commissioner Uptergrove will complete the Memo for February as commissioner Dr. Merino will not be present.</li> <li>• Commissioner Uptergrove asked if the December Awards and Tea ceremony is annual. She was advised it is along with the Evening with the Stars and both are at different locations with the Awards and Tea ceremony at the Redlands Fox theatre.</li> <li>• The nomination process was discussed with commissioner Dr. Merino asking to know more about the nominating process, if possible. Commissioner Mink went over a few of the awards that are presented.</li> <li>• It was recommended Commissioner Uptergrove be included in the Ad Hoc committee with Commissioner Dr. Merino advising to hold off until next month.</li> </ul>
<b>Adjournment</b>	Acting Chair, Allie Mink, Treasurer	<ul style="list-style-type: none"> <li>• Being no further business to discuss, the meeting was adjourned at 11:22am.</li> </ul>
<b>Next Meeting</b>		<p><b>DATE/TIME:</b> Thursday, October 3, 2024   10:00am – 11:30am  <b>LOCATION:</b> 850 East Foothill Boulevard F119 Rialto, CA 92376</p>

**ATTENDANCE**

FIRST DISTRICT	SECOND DISTRICT	THIRD DISTRICT	FOURTH DISTRICT	FIFTH DISTRICT
Lorrie Denson <i>Absent - Excused</i>	Dr. Valerie Samuel <i>Present</i>	Troy Mondragon <i>Absent - Excused</i>	Dr. Monica Caffey <i>Absent - Excused</i>	Veatrice Jews <i>Present</i>
Amanda Uptergrove <i>Present</i>	Jennifer Oglesby <i>Absent - Excused</i>	Allie Mink <i>Present</i>	Jennifer Spence <i>Present</i>	Lynn Summers <i>Present</i>
Jonathan C. Cahow <i>Absent</i>	VACANT	Timothy A. Brown <i>Absent - Excused</i>	Dr. Akin Merino <i>Present</i>	Eloisa Contreras <i>Absent</i>



GUESTS
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Miranda Espinosa, John Granado, Marybel Valadez, Jolena Grider, Brittny Rodriguez, Dr. Joshua Taylor
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