

January 24, 2021

To: Mental Health Advisory Board members  
From: MHAB Recording Secretary  
Subject: Meeting #1, MHAB Ad Hoc Committee, January 23, 2021

The MHAB Ad Hoc Committee appointed by the MHAB at the regular meeting of January 21, 2021, met via Zoom from 2:30 p.m. to ~5:00 p.m. on Saturday, January 23, 2021.

Committee members include Julie Colfax, Sheila Roseneau, and Betsy Cawn. Betsy hosted the meeting with support from Julie (to learn the rudiments of the Zoom platform software).

The purpose of the Ad Hoc Committee is to create establish administrative tools for management of MHAB compliance requirements (one-time construction of record structures and collections of input for required reports).

Julie maintains a management documentation repository using Google "Drive": <https://drive.google.com/drive/u/0/folders/16TOexcH9HqegxtG1H7yTy6IF08kbIDBx> and provides coordination of all MHAB meetings using their existing Zoom account.

The Ad Hoc Committee created a list of tasks with assigned task-masters, as follows:

1. Annual work calendar for MHAB meetings and projects. [Julie]

See:

<https://drive.google.com/drive/u/1/folders/16TOexcH9HqegxtG1H7yTy6IF08kbIDBx>

2. List of persons to be invited to regular and special meetings. [Julie]
3. Attendance record for all regular and special meetings. [Julie]
4. Contract review status report. [Sheila]
5. List of all mental health service providers in the county. [Julie]
6. List of all mental health programs in the county. [Julie]
7. List of all known mental health needs in the county. [ALL]
8. List of system links for troubleshooting (data requests and source information systems; FAQs list?). [Julie]
9. List of questions to be distributed in a survey format for completion of Item 7, above. [Julie]

10. List of items to be added to the website for the MHAB, to be submitted to designated LCBHS staff for page creation (plan to meet with staff via zoom for planning the project based on the list). [Betsy]
11. List of items to be included in the 2021 Annual Report to the Board of Supervisors and the California Mental Health Planning Council (<https://www.dhcs.ca.gov/services/MH/Pages/CBHPC-PlanningCouncilWelcome.aspx>); schedule for completion and deadline to submit to the Lake County BoS. [Julie, Betsy]

Items 2-6 are spreadsheets created using Excel and Items 7-11 are text documents created using "Word," uploaded to the Google Drive for user access.

Future reports to the members of the Mental Health Advisory Board will contain status reports for each of the items listed above, and any new work-in-process tasks that emerge from the process.