

**Lake County Mental Health Advisory Board  
Ad Hoc Committee (Work Group) Update**

**AD HOC CHAIR:** Julie Colfax

**DATE:** 2/10/2022 Update

**NAME OF AD HOC:** Management & Data Collection Work Group

**GOALS/OBJECTIVES AD HOC WILL CONTRIBUTE TOWARD** ([5604.2](#)) (Should reflect and correlate with current year annual goals and tasks)

A. Fulfill the Mandated Responsibilities and Core Purposes of the Mental Health Advisory Board

1. Review and evaluate the community's mental health needs, services, facilities, and special problems [5604.2 (a)(1)] Welfare & Institutions Code (WIC)

a. Create a comprehensive list of all mental and behavioral health programs, providers, and facilities available in Lake County or to Lake County Residents, when services are provided in other counties and jurisdictions. This list is to include Contact information of the program director or service provider(s), types of services provided, types of funding used, and contracted dollar amount (if contracted with Lake County Behavioral Health Services) for Fiscal year 2020-2021

b. Identify capacity, and utilization levels of the current programs and services in Lake County

B. Maintain an active involved Mental Health Advisory Board.

5. Create a comprehensive documentation file and process for all of the MHAB policies and procedures.

a. Complete (or create) a comprehensive documentation of all MHAB processes and procedures, including (but not limited to); by-laws, standing rules, formal practices and procedures, for future use and reference, and creating templates for this documentation where they do not yet exist.

**PURPOSE OF AD HOC:**

The purpose of this Ad Hoc Committee is to establish administrative tools for management of MHAB compliance requirements, specifically; one-time construction of record structures, collections of input for required reports, and proposals for "standards" and guidelines for process and procedures to be presented to the MHAB at the regular meetings for discussion, revision, and action.

**THE WAY THIS AD HOC WILL ACCOMPLISH ITS PURPOSE WILL BE:**

*This AD HOC will:*

Meet via zoom as arranged by committee members to collaborate on task items, review progress, and distribute work tasks and develop target dates. Reports will be made to the full advisory board at the regular monthly meetings

**NUMBER OF PEOPLE NEEDED FOR AD HOC:** 3-8people (range) maximum # of board members **3** (less than quorum of current members)

Board members and alts for this committee:

1. Julie Colfax
2. Sheila Roseneau
3. Camille Cummins
4. Betsy Cawn

## SCHEDULE OF TASKS AND TARGET DATE FOR COMPLETION:

1. **Completed** - ~~Annual work calendar for MHAB meetings and projects (two year plan).~~ [Julie]
2. **Completed** - ~~List of persons to be invited to regular and special meetings.~~ [Julie]
3. **Future** - Contract review status report. [Sheila] - **to be considered again following development of the program review procedures**
4. **In progress** - List of all mental health service providers in the county. [Julie]
5. **In progress** - List of all mental health programs in the county. [Julie]
6. **In progress** - List of all known mental health needs in the county. [ALL]
7. **Completed** - ~~List of system links for commonly used websites of interest to Board members.~~ [Julie]
8. **Future** - List of questions to be distributed in a survey format for completion of Item 6, above. [Julie]
9. **Newly Completed (to be ongoing and revisited as needed)**- Create a list of items to be added to the website for the MHAB, to be submitted to the County Administration for web page creation (plan to meet with staff online for planning the project based on this list). [Betsy & Julie]
10. **Completed**- ~~Create a list of items to be included in the 2021 Annual Report to the Board of Supervisors and the California Behavioral Health Planning Council (<https://www.dhcs.ca.gov/services/MH/Pages/CBHPC-PlanningCouncilWelcome.aspx>)~~ schedule for completion and to submit to the Lake County BoS. [Julie, Betsy] **Moved to Annual Report ad-hoc subcommittee – see proposal for new ad hoc**
11. **See each item for status** - Develop proposals for comprehensive documentation (and updates where needed) of all MHAB processes and procedures, including (but not limited to);
  - a. by-laws - **future - discuss creation of new ad-hoc committee for this item**
  - b. ~~standing rules,~~ **completed, to revisit after updates to bylaws**
  - c. ~~formal meeting practices and procedures,~~ **completed, to revisit after updates to bylaws**
  - d. Community Planning Program public comment and hearings processes for 3-year-plans and annual updates, **in progress, beginning 2022 plans**
  - e. Program Review(s) (and prioritization of programs for review), - **future - discuss creation of new ad-hoc committee for this item – (in June, 2022)**
  - f. Annual Report(s), **in progress – working on template**
  - g. Resolution/Recommendation(s) – **future – following updates to bylaws**
  - h. Board member handbook – **future – following updates to bylaws**for future use and reference, and creating templates of this documentation where they do not yet exist.
12. **Future** - Create a list of speakers to invite to present at future regular meetings of the MHAB and a procedure and documentation to use to invite speakers.