

**VENTURA COUNTY BEHAVIORAL HEALTH ADVISORY BOARD**  
**EXECUTIVE COMMITTEE MEETING**  
**MINUTES ■ FEBRUARY 9, 2015**

**Present**

**David Holmboe**, BHAB Chair  
**Karyn Bates**, BHAB  
**Janis Gardner**, BHAB First Vice-Chair  
**Jerry Harris**, BHAB  
**Kiran Sahota**, BHAB Secretary  
**Carol Thomas**, BHAB Second Vice-Chair

**VCBH Staff Present**

**Elaine Crandall**, Director  
**Leisa Donovan**, BHD Fiscal  
**Kim Graves**, Behavioral Health Administrator  
**Vickie Poliquin**, MA  
**Anna Ware**, MA

**Guests**

**Ratan Bhavnani**, NAMI  
**Gane Brooking**  
**Dan Powell**, IPU  
**Beverly Weatherford**, A&R

**NEXT MEETING: Monday, March 9, 2015**  
**1:00 p.m. – 3:00 p.m.**

Ventura County Behavioral Health Administration  
Lake Cachuma Conference Room  
1911 Williams Dr., Suite 200, Oxnard CA 93036

*Note: The committee has not yet approved these minutes. There may be corrections before the minutes are accepted in final form.*

	DISCUSSION/CONCLUSIONS	ACTIONS	RESPONSIBLE
<b>I.</b>	<b>Call to Order</b>		
	Mr. Holmboe called the meeting to order at 1:02 PM		
<b>II.</b>	<b>Approval of the Agenda (Action)</b>		
	The February 9, 2015 meeting agenda was approved.	The agenda was approved. <b>M/S/C.</b>	
<b>III.</b>	<b>Approval of the Minutes (Action)</b>		
	The November 10, 2014 minutes were approved as presented.	The minutes were approved. <b>M/S/C.</b>	
<b>IV.</b>	<b>Welcome and Introductions</b>		
	Introductions were completed around the table.	Information.	
<b>V.</b>	<b>Chair Announcements</b>		
	A. Mr. Holmboe commented on recent newspaper articles related to the department's efforts to assess unmet community needs and to deliver services to traditionally underserved populations across the county.  B. Mr. Holmboe expressed appreciation for the dedicated work of the fiscal team and concern related to the pressures faced by staff due to complex mental health billing and accounting requirements. He also noted that a high level of position vacancies have occurred as seasoned staff have transferred to positions with less responsibility and pressure in other county departments.	Information.	
<b>VI.</b>	<b>Public Comments</b>		
	A. Ms. Bates provided a public comment requesting that the BHD support oversight and training of local mental health boards and commissions through a dues payment to the CALMHB/C. Ms. Bates shared that she has served as the Ventura County Representative to the CALMHB for several years, bringing important best practice information to this region for improved oversight and operations.	Information.	
<b>VII.</b>	<b>BHD Financial Presentation—Time Certain: 1:15 PM (15 minutes)</b>		
	A. Introduction of the Interim Fiscal Manager, Leisa Donovan Ms. Graves announced that Ms. Donovan has agreed to serve as the interim Fiscal Department Manager during a period of staffing shortages.	Information.	

	<p>B. Summary Mid-Year Forecast–Mental Health Services</p> <p>Ms. Donovan summarized the FY 2014-15 Mid-Year Financial Projections of Revenues and Expenditures for Mental Health Services. A brief summary was handed out to the committee members for their reference.</p> <p>a. A favorable revenue variance was attributed to: (1) MHSA funding projected to state and consultant reports; (2) MediCal (SDMC/FFP) revenues are favorable due to implementation of the ACA and the department's dedicated effort to enroll newly eligible clients; (3) Salaries and Benefits form the bulk of the favorable variance due to staff vacancies across the department.</p> <p>1) The committee members discussed the challenges faced by the fiscal department due to a lack of personnel.</p> <p>2) The March Financial Presentation will focus on the program performance of the Wellness Center and RI.</p>		
<b>VIII.</b>	<b>New Business</b>		
	<p>A. MHSA Public Hearing Coordination</p> <p>Mr. Holmboe announced that the MHSA Public Hearing would be conducted on March 16, 2015 at the General Board meeting. Public comments on the plan will be presented and the community will have the opportunity to present comments at the hearing.</p> <p>B. Crisis Stabilization Services for Children</p> <p>Mr. Holmboe updated the committee on the services available to children who present for crisis treatment at local hospitals; children in crisis under age 14 will be held in local Emergency Rooms and sent to psychiatric facilities that serve children. Vista Del Mar will accept youth between the ages of 15-17; when deemed appropriate for treatment at that facility. Mr. Holmboe shared that children under 14 have been sent far out of county, away from family and their natural support network which poses a grave concern to the department and the board.</p> <p>C. Board Committee Updates</p> <p>Mr. Holmboe asked the committee chairs to provide updates to the Executive Board on each committee's progress towards their goals.</p>	Information.	
<b>IX.</b>	<b>Old Business</b>		
	<p>A. IPU Updates: Quarterly Report &amp; Kaizen Discussion</p> <p>Members discussed the board's desire to view monthly, quarterly and annual trends for patient admissions for treatment at the IPU. Board members requested a breakdown of readmissions data for patients assessed and admitted for treatment.</p> <p>1. A follow up presentation and discussion of the IPU Kaizen and patient admissions for the recent quarter was scheduled at the February General Board meeting.</p> <p>B. East County Community Meeting Planning: April 2015</p> <p>Mr. Holmboe announced that the board will hold its April General Board meeting in the evening at a site in Santa Paula to engage the community in a dialogue on mental health treatment services and board committees.</p> <p>1. The board discussed methods to publicize the meeting as an open public forum for information.</p> <p>C. General Meeting Planning</p> <p>1. Solicit February Agenda Items</p> <p>Items were solicited for the February meeting agenda.</p> <p>2. Solicit Nominees for Future Recognition Awards</p> <p>Nominees were solicited for consideration to be recognized at future meetings.</p>	Information.	
<b>X.</b>	<b>Events and Announcements</b>		
	<p>A. Mr. Harris commented on an article reporting the findings of the Little Hoover Commission related to the performance of MHSA Innovation Programs.</p> <p>B. Ms. Sahota announced her resignation from the Executive Committee and the board due to her intention to accept a position managing the PE&amp;I Programs provided through the BHD in March.</p>	Information.	

<b>XI.</b>	<b>Adjourn</b>		
	The meeting adjourned at 2:35 PM. Next meeting: March 9, 2015	.	