

**Alameda County Mental Health Advisory Board  
Executive Committee **APPROVED** Minutes  
Thursday, February 13, 2020**

**3:30 PM – 5:00 PM ♦ Room 200A , 1000 San Leandro Blvd., San Leandro, CA**

Meeting called to order at 3:38 PM by: Chair Lee Davis

**Roll Call/Introduction of Guests**

**Mental Health Board Members:** Lee Davis (Chair, District 1); L.D. Louis (Vice Chair, District 4); Juliet Leftwich (District 5), Sheldon Koiles (District 3); Marsha McInnis (District 1); Ashlee Jemmott (District 3)

**Present:** Lee Davis; Juliet Leftwich; Sheldon Koiles (phone); Marsha McInnis (phone); Ashlee Jemmott (late); Karyn Tribble (ACBH Director)

**Absent:**

**ACBH Staff:** Kristin Boer (Administrative Liaison); Yvette Austin (Administrative Support)

ITEM	DISCUSSION	ACTION
<b>Roll Call / Introductions</b>	Roll Call completed.	
<b>Emergency Action</b>	None	
<b>Approval of Minutes</b>		
<b>Correspondence</b>		
<b>ACBH Director's Update</b>	<p><b>A. Organization Information</b> ACBH Director Dr. Tribble is working with Human Resources to release information of key positions.</p> <p><b>B. Priorities</b></p> <ol style="list-style-type: none"> <li>1) Interim Information Systems Director (Agency) will assist with Electronic Health Record Systems</li> <li>2) Cal AIM – Dr. Tribble on on statewide task force               <ol style="list-style-type: none"> <li>a. More consumer/client friendly</li> <li>b. Create a universal screening</li> <li>c. Change medical necessity</li> <li>d. Payment reform</li> <li>e. State wants to make it easier for others to work together</li> <li>f. Less about capacity, more about financing</li> </ol> </li> </ol>	A. Key position information will be posted on the ACBH website in about one month.
<b>Staff Update</b>	<p><b>A. New Templates – Minutes/Agendas</b> Unexcused absences need to be documented. An individual with three unexcused absences in a row is liable for removal from the Mental Health Advisory Board.</p>	A. An unexcused absences section will be added to the new templates.

ITEM	DISCUSSION	ACTION
	<p><b>B. Strategy Session – Documentation and synthesis update</b></p> <p><b>C. Mailbox &amp; Communication</b></p> <p><b>D. Additional Updates</b></p>	<p>B. All notes documented. Staff will summarize information before next regular board meeting</p> <p>C. Mailbox name will be changed to “MHAB Communications”</p>
<b>Discussion Items</b>	<p><b>A. Approved vs. Unapproved absences – Protocol and documentation</b></p> <p><b>B. Business Cards – Discussion about communications/shared mailbox and phone</b></p> <p><b>C. Annual Banquet update and plan moving forward</b></p> <p><b>D. Data Notebook – Most efficient way to finalize approval</b></p> <p><b>E. Presentation ideas based on strategy session</b></p> <p><b>F. Other</b></p>	Will research further.
<b>Public Comments</b>	None	

**Adjourned 4:45 PM**

Minutes submitted by J. Wan