

March 9, 2021 - Task List Update

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 will hold workgroup meetings on the first Saturday of each month, at 11am via Google Meet until such time as this committee has completed the identified tasks, and will report on the progress at each Regular Meeting of the MHAB.

Committee members include:

Julie Colfax  
Sheila Roseneau  
Betsy Cawn

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.

Julie has created and will maintain and manage a documentation repository using Google "Drive" located at:

<https://drive.google.com/drive/u/0/folders/16TOexcH9HqegxtG1H7yTy6IF08kbIDBx>  
and will provide coordination of all MHAB meetings using their existing Zoom account.

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

1. Annual work calendar for MHAB meetings and projects (two-year plan). [Julie] - **In Progress**  
<https://drive.google.com/drive/u/1/folders/16TOexcH9HqegxtG1H7yTy6IF08kbIDBx>
2. List of persons to be invited to regular and special meetings. [Julie] - **Completed**
3. Attendance record for all regular and special meetings. [Julie] - **In progress**
4. Contract review status report. [Sheila] - **In progress**
5. List of all mental health service providers in the county. [Julie] - **In progress**
6. List of all mental health programs in the county. [Julie]- **In progress**
7. List of all known mental health needs in the county. [ALL]- **In progress**
8. List of system links for commonly used websites of interest to Board members. [Julie] - **Completed**
9. List of questions to be distributed in a survey format for completion of Item 7, above. [Julie] - **Future**
10. Create a list of items to be added to the website for the MHAB, to be submitted to the designated LCBHS director for page creation (plan to meet with staff via zoom for planning the project based on the list). [Betsy] - **In progress**
11. 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 deadline to submit to the Lake County BoS. [Julie, Betsy] - **In progress**

12. **NEW**- Develop proposals for comprehensive documentation (and updates where needed) of all MHAB processes and procedures, including (but not limited to); by-laws, standing rules, formal meeting practices and procedures, Community Planning Program public comment and hearings processes, Program Review(s) (and prioritization of programs for review), and Annual Report(s), for future use and reference, and creating templates of this documentation where they do not yet exist.