

# SAN FRANCISCO BEHAVIORAL HEALTH COMMISSION



Mayor  
London N. Breed

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Bahlam Javier Vigil, Co-Chair  
Stephen Banuelos, Co-Chair  
Genesis Vasconez, MS, PMHNP-BC, Vice-Chair  
Lisa Williams, Secretary  
Carletta Jackson-Lane, JD  
Kescha S. Mason  
Liza Murawski  
Toni Parks  
Harriette Stallworth Stevens, EdD  
Lisa Wynn  
Peter Murphy  
Alex Humphrey

## Agenda

**Behavioral Health Commission Annual Retreat**  
**Thursday, February 1, 2024**  
**4:00pm – 8:00pm**  
**The San Francisco Department of Public Health**  
**1380 Howard Street 5<sup>th</sup> floor conference room**  
**#515 San Francisco, California 94103**

### Remote Meeting Access

<https://us06web.zoom.us/j/86956832760> Meeting ID: 869 5683 2760

One tap mobile +14086380968,,86956832760# US (San Jose) +16694449171,,86956832760# US

Meeting ID: 869 5683 2760 Find your local number: <https://us06web.zoom.us/u/kbpbkL3Y1mY>

**Meeting Decorum:** Any member of the Behavioral Health Commission may call for decorum due to the disorderly conduct of meeting participants. Persons who engage in threatening and/or menacing behavior may be asked to leave.

**Item 1.0** Call to Order, Roll Call, and Agenda Changes (**5 min.**)

**Item 1.1 Introduction:** Ice Breaker and introduction led by Commissioner Wynn.  
(**10 min**)

**Public Comment:**

**Item 1.2** Training for the Behavioral Health Commission members provided by Theresa Comstock, Executive Director, CA Association of Local Behavioral Health Boards & Commissions **(1.5 hrs.)**

**Handout:** San Francisco Ethics and Sunshine Training video

<https://www.youtube.com/watch?v=qOAMeLKTW&list=PLoOvgHNhGu9KdXNNrbuSYV>

**Public Comment: (3 min.)**

**Item 1.3** Review of the Year: Expectations Met/Not Met in 2023; What We Hope Will be Different in 2024 **(15 min.)**

**Public Comment: 3 (min)**

**Brunch Break** – (30 minutes)

**Item 2.0 Workgroup Breakout Sessions** – Committees will set goals for the 2024 year. **(45 min.)**

**Public Comment: (3 min.)**

**2.1** The Site Visit Committee will review the Site Visit Manual and procedures for conducting the visits – led by Commissioner Murawski.

[https://www.calbhbc.org/uploads/5/8/5/3/58536227/site\\_visit\\_manual\\_-\\_tsb\\_10-29-20\\_edits-1.pdf](https://www.calbhbc.org/uploads/5/8/5/3/58536227/site_visit_manual_-_tsb_10-29-20_edits-1.pdf)

**2.2** The Implementation Committee will review the Strategic Plan, discuss, and develop plans for 2024 – led by Commissioners Mason /Co-Chair Banuelos.

**2.2a** Review the Strategic Plan and make suggestions for any changes needed.

**Item 3.0** Brief reports from each committee that highlight today’s discussions and goals for 2024. **(15 min.)**

**Public Comment:**

**Item 4.0** Adoption of the 2024 Meeting Schedule **[Action item]** – (See attached.) **(5 min.)**

**Public Comment:**

**Item 5.0** Review and adopt a list of priorities from today’s discussion. **[Action item] (15 min.)**

**Public Comment:**

**Item 6.0** Identify a slate of officers for the Behavioral Health Commission Election.  
[Action Item] (10 min.)

**Final Public Comment: (3 min.)**

**Adjournment:** Motion to adjourn the meeting by vote; announce the next Behavioral Health Commission Meeting on Thursday, February 15, 2024, from 6:00 pm to 8:00 pm, at San Francisco City Hall Hearing Room #416, 1 Dr. Carlton B Goodlett Place, 94102 Please see Behavioral Health Commission Committee Meetings scheduled for Tuesday, February 6, 2024,

**Please Note:** [one-time Behavioral Health Committee Meeting location change to The Department of Public Health at 1380 Howard Street 5th floor conference room #515, San Francisco, California 94102]

**STRATEGIC PLAN: FY 2023-24 BEHAVIORAL HEALTH COMMISSION OF SAN FRANCISCO**

STRATEGIC PLAN: FY 2023-24 BEHAVIORAL HEALTH COMMISSION OF SAN FRANCISCO

GOAL 1. Review and evaluate the behavioral health needs, services, facilities, and special problems. RESPONSIBLE PARTIES OUTCOME MEASURES COMPLETION DATE

a. Review monthly reports submitted by the Behavioral Health Director. Request presentation of specific data pertaining to priority issues. Behavioral Health Director and Commissioners Reports reviewed at each meeting and included with minutes. Questions and comments made. Monthly meeting

b. Evaluate services via conducting a

minimum of xx Program Review Site

Visits annually and via MHSA and

other provider presentations at

Commission meetings. Each

Commissioner will be requested to

conduct a minimum of xx Program

Evaluation site visits. Establish Program Review Site Visit Committee; Invite presenters; Commissioners with staff assistance. Number of completed visits; written reports prepared by Commissioners submitted to Behavioral Health Svcs. Director. Attend Provider presentations; offer comments/recommendations. A minimum of xx site visits conducted monthly. Monthly meetings

c. Hold one (1) public hearing annually.

Consider holding monthly

Commission meetings at different

Community sites. (Ad hoc Public Hearing Committee ??) Staff and Commissioners Public Hearing held. Follow up actions, if any, completed. Public Hearing ? DATE

d. Participate in selection of the

Behavioral Health Director. Commissioner(s) Full participation in selection process. When necessary.

e. Advise Board of Supervisors and

Mayor and Behavioral Health

Director as to any aspect of the local

mental health program. Commissioners Testify at BOS meetings, Annual Report completed; resolutions presented; and letters/memos as needed. Annual Report – Testify, Resolutions/Letters – as needed.

f. Complete Data Notebook distributed by

the California Mental Health Planning

Council. Commissioners (Ad Hoc Committee) Timely submission to request from Planning Council. Due date?

g. Review and comment on MHSA multi-

year plan. Hold Public Hearing on

Plan. Divide report into sections;

assign Commissioners Ad hoc MHSA Review Committee; staff schedule Hearing date Comments provided within time frame. Time allocated for Public Hearing. DATE- July ?

GOAL 2. Review any agreements entered into by Behavioral Health Services. Review realignment.

RESPONSIBLE PARTIES

## OUTCOME MEASURES

### COMPLETION DATE

Request information from the Director of Behavioral Health Services. Review contract(s) and reports.

Executive Committee and Staff

Contracts reviewed; comments submitted to Board and BHS Director

Monthly

GOAL 3. Establish committees to address special needs, projects, and issues, e.g., Executive Committee, Legislation, Bylaws, Programs, Site Visits, Public Hearings and Awards.

- Update Commission By-laws; review every five years.
- Convene the Annual Board retreat in December to set priorities for the next year.
- Set Annual priorities via a Strategic Plan.
- Establish Committees to address priorities (e.g., special needs, projects, and issues). FY 23:
  - Executive Committee
  - Site Visit Committee
  - Implementation Committee
  - Ad hoc Committees/Tasks

### RESPONSIBLE PARTIES

Ad hoc Subcommittee, Executive Comm. & staff

Commissioners & staff

Ad hoc retreat planning committee

Commissioners; Committee Chairs/ Staff

Commissioners & staff 1.

2.

## OUTCOME MEASURES

Bylaws completed. Retreat planned and held.

Priorities set at December retreat. Strategic Plan reviewed bi-monthly to note progress. Status reported at monthly BHC meetings. Recorded in meeting minutes

Committees established. Each Committee reports its progress and status monthly.

COMPLETION DATE

Draft: December 2022

Final: ? 2023 Review 2028.

December 2023 & 2024

FY 23-24 Plan – Bi-monthly review –

November/January/March/May July/September

Committee meetings held; develop objectives and work plan for the year. List DATE

Issue interim reports at DATE meeting.

Complete tasks by DATE.

### **Behavioral Health Commission Meeting Schedule 2024**

January 9: Site Visit Committee 2:00pm-3:00pm/ Implementation Committee  
3:00pm,4:00pm/Executive Committee 4:00pm-5:00pm

January 18: Rules and Reports Committee 5:00pm-6:00pm; Behavioral Health Commission  
Meeting  
6:00pm-8:00pm

February 6: Site Visit Committee 2:00pm-3:00pm/ Implementation Committee  
3:00pm,4:00pm/Executive Committee 4:00pm-5:00pm (one-time location change to  
Department of Public

Health 1380 Howard Street, Conference Room #515. San Francisco, California. 94102.)

February 15: Rules and Reports Committee 5:00pm-6:00pm [hearing room #408]; Behavioral  
Health  
Commission Meeting 6:00pm-8:00pm [hearing room #416]

March 12: Site Visit Committee 2:00pm-3:00pm/ Implementation Committee  
3:00pm,4:00pm/Executive Committee 4:00pm-5:00pm

March 21: Rules and Reports Committee 5:00pm-6:00pm [hearing room #408]; Behavioral  
Health

Commission Meeting 6:00pm-8:00pm [hearing room #416]

April 9: Site Visit Committee 2:00pm-3:00pm/ Implementation Committee 3:00pm-  
4:00pm/Executive

Behavioral Health Commission Annual Retreat, Thursday, February 1, 2024

Committee 4:00pm-5:00pm

April 18: Rules and Reports Committee 5:00pm-6:00pm [hearing room #408]; Behavioral Health Commission Meeting 6:00pm-8:00pm [hearing room #416]

May 7: Site Visit Committee 2:00pm-3:00pm/ Implementation Committee 3:00pm-4:00pm/Executive

Committee 4:00pm-5:00pm (one-time location change to Department of Public Health 1380 Howard

Street, Conference Room #515. San Francisco, California. 94102.)

May 16: Rules and Reports Committee 5:00pm-6:00pm [hearing room #408]; Behavioral Health

Commission Meeting 6:00pm-8:00pm [hearing room #416]  
June 11: Site Visit Committee 2:00pm-3:00pm/ Implementation Committee 3:00pm-4:00pm/Executive Committee 4:00pm-5:00pm  
June 20: Rules and Reports Committee 5:00pm-6:00pm [hearing room #408]; Behavioral Health Commission Meeting 6:00pm-8:00pm [hearing room #416]  
July 9: Site Visit Committee 2:00pm-3:00pm/ Implementation Committee 3:00pm-4:00pm/Executive Committee 4:00pm-5:00pm  
July 18: Rules and Reports Committee 5:00pm-6:00pm [hearing room #408]; Behavioral Health Commission Meeting 6:00pm-8:00pm [hearing room #416]  
August: Summer Recess  
September 10: Site Visit Committee 2:00pm-3:00pm/ Implementation Committee 3:00pm,4:00pm/Executive Committee 4:00pm-5:00pm  
September 19: Rules and Reports Committee 5:00pm-6:00pm [hearing room #408]; Behavioral Health Commission Meeting 6:00pm-8:00pm [hearing room #416]  
October 8: Site Visit Committee 2:00pm-3:00pm/ Implementation Committee 3:00pm,4:00pm/Executive Committee 4:00pm-5:00pm  
October 17: Rules and Reports Committee 5:00pm-6:00pm [hearing room #408]; Behavioral Health Commission Meeting 6:00pm-8:00pm [hearing room #416]  
November 12: Site Visit Committee 2:00pm-3:00pm/ Implementation Committee 3:00pm,4:00pm/Executive Committee 4:00pm-5:00pm  
November 21: Rules and Reports Committee 5:00pm-6:00pm [hearing room #408]; Behavioral Health Commission Meeting 6:00pm-8:00pm [hearing room #416]  
December (TBD): Behavioral Health Commission Annual Retreat.

Last updated on 1.22.2024 by BHC Clerk Gray.

Behavioral Health Commission Committee Meeting's:

2:00pm until 5:00pm (every second Tuesday of the month, except February and May; one-time location

change to The Department of Public Health located at 1380 Howard Street, conference room #515. San

Francisco, California 94102.)

location will be San Francisco City Hall 1 Dr. Carlton B Goodlett Place, hearing room #416

- Behavioral Health Commission Rules and Reports Committee Meetings held 5:00pm until 6:00pm location will be San Francisco City Hall 1 Dr. Carlton B Goodlett Place, hearing room. #408

- Behavioral Health Commission Meeting's

location will be San Francisco City Hall 1 Dr. Carlton B Goodlett Place, hearing room #416, usually the

third Thursday of the month.



## DISABILITY ACCESS

The ADA is a civil rights law that protects people with different types of disabilities from discrimination in all aspects of social life. More specifically, Title II of the ADA requires that all programs offered through the state and local government such as the City and County of San Francisco must be accessible and usable to people with disabilities. The ADA and City policy require that people with disabilities have equal access to all City services, activities, and benefits. People with disabilities must have an equal opportunity to participate in the programs and services offered through the City and County of San Francisco. If you believe your rights under the ADA are violated, contact the ADA Coordinator.

Ordinance 90-10 added Section 2A.22.3 to the Administrative Code, which adopted a Citywide Americans with Disabilities Act Reasonable Modification Policy that requires City departments to: (1) provide notice to the public of the right to request reasonable modification; (2) respond promptly to such requests; (3) provide appropriate auxiliary aids and services to people with disabilities to ensure effective communication; and (4) train staff to respond to requests from the public for reasonable modification, and that requires the Mayor's Office on Disability to provide technical assistance to City department responding to requests from the public for reasonable modifications.

**Disability Accommodations:** To request assistive listening devices, real time captioning, sign language interpreters, readers, large print agendas or other accommodations, please contact the Commission Secretary at (415) 558-6309, or [commissions.secretary@sfgov.org](mailto:commissions.secretary@sfgov.org) at least 72 hours in advance of the hearing to help ensure availability.

**Language Assistance:** To request an interpreter for a specific item during the hearing, please contact the Commission Secretary at (415) 558-6309, or [commissions.secretary@sfgov.org](mailto:commissions.secretary@sfgov.org) at least 48 hours in advance of the hearing.

SPANISH: Agenda para la Comisión de Planificación. Si desea asistir a la audiencia, y quisiera obtener información en Español o solicitar un aparato para asistencia auditiva, llame al 415-558-6309. Por favor llame por lo menos 48 horas de anticipación a la audiencia.

CHINESE: 規劃委員會議程。聽證會上如需要語言協助或要求輔助設備，請致電415-558-6309。請在聽證會舉行之前的至少48個小時提出要求。

TAGALOG: Adyenda ng Komisyon ng Pagpapalano. Para sa tulong sa lengguwahe o para humiling ng Pantulong na Kagamitan para sa Pagdinig (headset), mangyari lamang na tumawag sa 415-558-6309. Mangyaring tumawag nang maaga (kung maaari ay 48 oras) bago sa araw ng Pagdinig.

RUSSIAN: Повестка дня Комиссии по планированию. За помощью переводчика или за вспомогательным слуховым устройством на время слушаний обращайтесь по номеру 415-558-6309. Запросы должны делаться минимум за 48 часов до начала слушания.

### **POLICY ON CELL PHONE, PAGERS, AND ELECTRONIC DEVICES**

The ringing of and use of cell phones, pagers, and similar sound-producing electronic devices are prohibited at this meeting. Please be advised that the Chair may order the removal from the meeting room of any person(s) responsible for the ringing or use of a cell phone, pager, or other similar sound-producing electronic devices.

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Government's duty is to serve the public, reaching its decisions in full view of the public. Commissions, boards, councils and other agencies of the City and County exist to conduct the people's business. This ordinance assures that deliberations are conducted before the people and that City operations are open to the people's review. For more information on your rights under the Sunshine Ordinance (Chapter 67 of the San Francisco Administrative Code) or to report a violation of the ordinance, contact:

Sunshine Ordinance Task Force  
City Hall, Room 244  
1 Dr. Carlton B. Goodlett Place  
San Francisco, CA 94102-4689  
Telephone: (415)554-7724  
Fax: 4(15) 554-5163  
E-mail: [sotf@sfgov.org](mailto:sotf@sfgov.org)

Citizens interested in obtaining a free copy of the Sunshine Ordinance can request one from the Sunshine Ordinance Task Force or by printing Chapter 67 of the San Francisco Administrative Code from the internet at: [www.sfgov.org/sunshine](http://www.sfgov.org/sunshine)

To view Mental Health Board agendas and minutes, you may visit the MHB web page at: [www.sfgov.org/mental\\_health](http://www.sfgov.org/mental_health). You may also go to the Government Information Center at the Main Library at Larkin and Grove in the Civic Center. You may also get copies of these documents through the MHB office at 255-3474.

### **LOBBYIST REGISTRATION AND REPORTING REQUIREMENTS**

Individuals and entities that influence or attempt to influence local legislative or administrative action may be required by the San Francisco Lobbyist Ordinance [SF Campaign & Governmental Conduct Code 2.100] to register and report lobbying activity. For more information about the Lobbyist Ordinance, please contact the San Francisco Ethics Commission

at 30 Van Ness Avenue, Suite 3900, San Francisco, CA 94102; telephone (415) 581-2300; fax (415) 581-2317; website [www.sfgov.org/ethics](http://www.sfgov.org/ethics).

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