

Troy Williams, MSN, RN
Co-Chair/ SFHN Chief Quality Officer

Monica Diaz
Co-Chair/ Team Leader RCFE
SEIU Miscellaneous

Linda Sims, RN
BHC Director

Joanna Cheung, LMFT
ARF Director

Adela Morales
RCFE Program Director

Ingrid Thompson, RN
MHRC Director of Nursing

Luis Calderon
Acting Deputy Director SFHN Transitions

Connie Truong
Activity Leader MHRC
SEIU Miscellaneous

Sharifa Rahman
Mental Health Rehabilitation Worker
ARF
SEIU Miscellaneous

Karlyne Konczal, LVN
Team Leader RCFE
SEIU Miscellaneous

Amy Wong
Mental Health Treatment Specialist
MHRC
Local 21

Sarah Larson, MS
Mental Health Treatment Specialist
RCFE
Local 21

San Francisco Behavioral Health Center Adult Residential Facility Working Group

CITY AND COUNTY OF SAN FRANCISCO Department of Public Health

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DRAFT

MINUTES

SF Behavioral Health Center Adult Residential Facility Working Group

Thursday, October 1, 2020, 9:30 a.m.
San Francisco Behavioral Health Center
Microsoft Teams Live Event

1) ROLL CALL & INTRODUCTIONS

Present: Troy Williams, MSN, RN, Co-Chair/ San Francisco Health Network Chief Quality Officer
Linda Sims, RN, Behavioral Health Center Director
Joanna Cheung, LMFT, Adult Residential Facility Director
Adela Morales, Residential Care Facility for the Elderly Program Director
Connie Truong, Activity Leader, Mental Health Rehabilitation Center, SEIU Miscellaneous
Amy Wong, Mental Health Treatment Specialist, MHRC, Local 21
Sarah Larson, MS, Mental Health Treatment Specialist, RCFE, Local 21
Ingrid Thompson, RN, Mental Health Rehabilitation Center Director of Nursing
Luis Calderon, Acting Deputy Director SFHN Transitions
Karlyne Konczal, LVN, Team Leader RCFE, SEIU Miscellaneous

Absent: Monica Diaz, Co-Chair/ Team Leader, RCFE, SEIU Miscellaneous
Sharifa Rahman, Mental Health Rehabilitation Worker, ARF, SEIU Miscellaneous

Other Attendees: Valery Lopez, CCSF Deputy City Attorney, David Woods, Chief Pharmacy Officer for DPH, 1 Member of the general public, and Emeterio Garcia, SFBHC ARF Working Group Secretary,

Full materials are on display at SF Behavioral Health Center, 887 Potrero Avenue San Francisco, CA 94110
or by email request to emeterio.garcia@sfdph.org

The meeting was called to order at: 9:53 AM (delayed due to working group member availability).

Roll Call and Introductions:

Troy Williams welcomed and thanked the working group members for their patience. He recognized an improvement in the use of the meeting platform.

Mr. Williams introduced David Woods, Chief Pharmacy Officer for DPH. Dr. Woods will replace Mr. Williams as the sixth DPH appointed seat on the BHC ARF Working Group. Mr. Williams shared that he has been asked to take-on added responsibilities for the city's COVID response team. The new role will prevent him from continuing on as a member of the working group.

Dr. Woods shared his enthusiasm to support the working group and help it move forward to improve the environment for staff and patients at the ARF.

Ms. Larson raised concern for the information Dr. Woods has received to understand the current state of the working group. She cited a concern for the accuracy of meeting notes that may not represent the viewpoint for the working group. Williams responded that in addition to the meeting minutes, he has updated Dr. Woods on the working group to prepare him.

2) ELECTION OF WORKING GROUP CO-CHAIR

Troy Williams opened topic for discussion.

Public Comment:

There was no public comment on this item.

Discussion:

Ms. Larson led discussion to evaluate the current leadership structure for the working group. She expressed concerns for the election of a new co-chair who may be new to the group. She proposed reverting the leadership structure of Chair and Vice-Chair as originally indicated the rules of order. Mr. Williams reminded the group that they voted to change the structure to be represented by two members in equal standing.

Ms. Larson put forth that the working group vote on whether to maintain the current structure of two equal co-chairs. A 'yes' vote indicates maintaining the current structure.

Mr. Williams informed the group that with his departure the working group will need to elect a new replacement for co-chair (or vice chair, pending vote for change in structure). He opened the floor for nominations for the election.

Action:

The working group voted to maintain the current structure by a majority of 6 to 3.

Yes: Williams, Sims, Cheung, Morales, Thompson, Calderon.

No: Konczal, Wong, Larson.

Abstained: Truong (off line during vote).

Working Group member Sims nominated Dr. Woods to serve as co-chair. The nomination was second by working group member Morales. Dr. Woods was elected to serve as Co-Chair by a majority of 6 to 4.

Yes: Williams, Sims, Cheung, Morales, Thompson, Calderon.

No: Konczal, Truong, Wong, Larson.

3) REVIEW AND APPROVAL OF AUGUST 6, 2020 MEETING MINUTES

Troy Williams opened topic for discussion.

Public Comment:

Vivian Araullo, Local 21 Field Rep. comment via MS Teams: I think this lack of organization in the conduct of this meeting and the constant issue over accuracy of the minutes is disgraceful, these proceedings are being held on taxpayers money. This group needs to get its act together and take serious note of deficiencies in the process- whether it be providing easy access to the meeting, giving other members the opportunity to review minutes ahead of time...these issues of access and minutes are discussed every month...why isn't it still being fixed?

Discussion:

Ms. Larson disagreed with language in the minutes indicating the need for further discussion on agenda topics, such as risk management and patient safety. She also stated that she did not feel the minutes accurately captured the thoughts of the working group members. Ms. Larson was asked if she had suggestions to edit the minutes. Ms. Larson did not propose any changes. Ms. Wong also shared similar concerns for the minutes, referencing staffing models and ratios. Ms. Sims shared that consensus on meeting items, such a trainings and staffing models were not reached at the previous meeting. She elaborated that the group needs to get on the same page with understating of topics, such as staffing ratios, to move forward. She also redirected the group to focus on sticking to the agenda to move past the minutes to discuss the other agenda items.

The group further discussed the meeting process and the format for developing the next Working Group Report. This item will be discussed at a further meeting.

Ms. Thompson motioned to approve the minutes.

Action:

The working group voted to approve the August 6, 2020 minutes with no edits by simple majority 6 to 4.

Yes: Williams, Sims, Cheung, Morales, Thompson, Calderon.

No: Konczal, Truong, Wong, Larson.

4) WORKING GROUP RULES OF ORDER

Troy Williams opened the topic of for discussion.

Public Comment:

There was no public comment on this item.

Discussion:

Valerie Lopez, Deputy City Attorney joined the group to respond to working group member questions pertaining requirements for meeting minutes. She clarified the application of Sec. 67.16 (Sunshine Act), as it applied to specific types of Boards and Commissions that are enumerated in the Charter, does not apply to the SFBHC ARF Working Group. Instead the working group minutes fall under the Rules of Order item 14. The Rules of Order indicate:

Minutes shall be taken at every regular meeting. Minutes shall be approved by the majority vote of the Working Group that conducted the public meeting at a subsequent Working Group meeting, and revision of the minutes to address errors or other required changes is permitted at the time of approval by a majority vote. The clerk for the Working Group shall take the following steps regarding minutes of

Working Group meetings after they are approved at a subsequent meeting: post the approved minutes on the Department of Public Health website within 48 hours of approval; and sending two copies of the approved minutes to the Government Information Center of the Public Library within five days of their being finalized.

Ms. Larson raised a concerns to the origin of the rules of order. She also advocated that the members should have greater access to the draft minutes to provide their input and reduce inaccuracies. She also asked why the Sunshine Ordinance is referenced if it does not apply to the working group.

MS. Lopez responded that the Rules of Order provide a process for review and editing of meeting minutes under item 14. In this section, working group members can provide feedback and changes at the subsequent meeting. She also explained that the Sunshine Ordinance is quite comprehensive and applies to many situations, such as gifts made to departments. For the working group, the ordinance applies as a framework for the process of making record of the meeting that allows public engagement.

Ms. Larson pointed to challenges in the working groups meeting minute review process. Ms. Lopez acknowledged the expressed concerns. She also recommends that working group members with concerns can bring concrete proposed revisions to the subsequent meeting to request changes and have them added to the group. She also explained that minutes are a high level summary of items that occurred at a meeting. These include members who were present and details on a votes for items, but not a transcription of the meeting.

Mr. Williams reminded the group that the first working group meeting was spent reviewing the ordinance and the proposed rules of order. He also emphasized that the group voted to adopt the rules of order. Ms. Larson responded that many of the members were new to the working group structure and did not understand the impact of their adoption of the rules of order. Ms. Gonzales reiterated her advice that working group members who wish to request changes to future meeting minutes should bring their concrete changes to the group to revise the minutes.

Ms. Truong asked if a version of draft minutes can be reviewed by the working group members prior to their availability to the public. Ms. Gonzales responded that the working group is an open meeting. Open meetings should invite the public to observe the dialogue and process to in making decisions. She also encouraged the working group to remember that minutes are not verbatim word for word transcript of the meeting, but a high level snapshot of what was discussed at the meeting.

Ms. Wong expressed concern to the accuracy of the meeting minutes, citing that they do not capture the status of meeting items. Ms. Larson shared a few examples of items she understood to have been concluded that are still appearing on the meeting agendas. The group processed their ability to move forward to make recommendations as an advisory board for issues affecting the ARF and not a labor vs. management meeting.

Ms. Truong re-opened the discussion on today's co-chair election. She asked why the meeting proceeded in the absence one of the Co-chairs, when a request for a makeup session for the September was not feasible. Mr. Williams responded that the make-up session was not feasible due to his availability and the availability of working group secretary. Both are currently deployed as Disaster Service Workers for the City's COVID response. Ms. Wong suggested the addition of back-up working group members and secretary to ensure meetings are not depended on just one person.

5) TRAINING UPDATES

Troy opened the floor.

Public Comment:

There was no public comment on this item.

Discussion:

Tabled due to time.

6) TOPIC SUGGESTION FOR NEXT MEETING

Troy Williams opened the floor for discussion.

Public Comment:

There was no public comment on this item.

Discussion:

The group proposed to add three items, Staffing Model, Workplace Safety (including management of staff who refuse assignment), and exploring changes to the rules of order to allow the addition of working group members (to act as alternates in the absence of the core membership).

7) GENERAL PUBLIC COMMENT

Troy Williams opened the floor for general public comments.

Public Comment:

Vivian Araullo (Union Field Representative Local 21) suggested to the working group that they have richer conversations on their agenda items to create clear recommendations.

8) ANNOUNCEMENTS

Troy Williams opened the floor to announcements.

Public Comment:

There was no public comment on this item.

Discussion:

Tabled due to time.

9) ADJOURNMENT

The meeting was adjourned at 11:25 AM