

Troy Williams, MSN, R.N.
Chair/ SFHN Chief Quality Officer

Linda Sims, R.N.
BHC Director

Joanna Cheung, LMFT
ARF Director

Adela Morales
RCFE Program Director

Ingrid Thompson, R.N.
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

Laura Molina
Mental Health Worker RCFE
SEIU Miscellaneous

Monica Diaz
Team Leader RCFE
SEIU Miscellaneous

Amy Wong
Mental Health Treatment Specialist
MHRC
Local 21

Sarah Larson, M.S.
Mental Health Treatment Specialist
RCFE
Local 21

San Francisco Behavioral Health Adult Residential Facility Working Group

CITY AND COUNTY OF SAN FRANCISCO

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MINUTES

SF Behavioral Health Center Adult Residential Facility Working Group

Thursday, January 30, 2020, 9:30 a.m.
San Francisco Behavioral Health Center
887 Potrero Avenue, Main Conference Room
San Francisco, CA 94110

1) ROLL CALL & INTRODUCTIONS

Present: Troy Williams, MSN, R.N., Designee Chair / SFHN Chief Quality Officer
Linda Sims, R.N., BHC Director
Adela Morales, RCFE Program Director
Ingrid Thompson, R.N., MHRC Director of Nursing
Connie Truong, Activity Leader MHRC, SEIU Miscellaneous
Sharifa Rahman, Mental Health Rehabilitation Worker, SEIU Miscellaneous
Laura Molina, Mental Health Worker RCFE, SEIU Miscellaneous
Monica Diaz, Team Leader of RCFE, SEIU Miscellaneous
Amy Wong, Mental Health Treatment Specialist, Local 21
Sarah Larson, Mental Health Treatment Specialist, Local 21

Absent: Luis Calderon, Acting Deputy Director SFHN Transitions

Excused: Joanna Cheung, LMFT, ARF Director

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

Other Attendees:

Kelly Hiramoto, LCSW, DPH Special Projects Manager
Glenn M. Levy, Deputy City Attorney
Emeterio Garcia, SFBHC ARF Working Group Secretary
Three members of the general public

The meeting was called to order at 9:33 am

Welcome:

Kelly Hiramoto, LCSW, DPH Special Projects Manager welcomed the working group. She informed group members that they can contact Emeterio Garcia for future materials and information pertaining the SFBHC ARF working group.

Introductions:

Troy Williams thanked Kelly Hiramoto for her efforts in organizing this inaugural meeting. He welcomed group members to introduce themselves and share their connections to the Adult Residential Facility (ARF).

Public Comment:

There was no public comment on this item.

2) REVIEW PURPOSE OF THE WORKGROUP

Troy Williams presented the item.

Troy Williams thanked members for their willingness to take time out of their schedules to be part of the Working Group. He cited Ordinance No.295-19, File No. 191102 as the guiding principle behind the composition and formation of the Working Group membership. He explained the ordinances' specific directive to facilitate public discussion on issues that directly affect the ARF in the areas of resident care, training, workplace conditions, and staffing. The findings of these discussions are to be presented as recommendations to the Board of Supervisors and the Mayor. The first report is due March 1, 2020, after which reports will be presented every 6 months. Emeterio Garcia will be writing the reports in collaboration with the Working Group Chair and Vice Chair. The Working Group is expected to serve through December 31, 2021.

Public Comment:

There was no public comment on this item.

3) REVIEW RULES OF ORDER

Troy Williams reviewed the Rules of Order.

The document explicitly directs the operational structure for the Working Group.

Appointment of the Working Group team was reviewed to ensure adherence to Administrative Code Article XLII, Section 5.42-2(a). Election of officers was discussed to clarify role expectations for the chair and vice-chair. These roles are expected to be the driving parties in developing agendas for future meetings.

Meeting logistics and communication of content was discussed and clarified. Working Group member Sharifa Rahman asked if meeting materials (minutes and attachments) should be posted on units at the BHC. Glenn Levy responded that any supportive meeting materials must be posted in the areas designated by *Rules of*

Order. These include the Documents Department/ Government Information Center of the San Francisco Public Library, DPH website, and recommendations of posting at the meeting site and Department of Public Health at 101 Grove. These materials must be available in parallel for the public and the Working Group.

Public comment is welcome on each agenda item and at the end of each meeting. Speakers are asked to keep on topic and limit their comments to 3 min per item. Speakers may also remain anonymous if they wish.

Troy Williams elaborated on rules of conduct. Working group members are asked to limit discussion to agenda items only. Working Group members will decide on action items by a majority vote of seven. Troy Williams stressed that the purpose of the Working Group is to present information and recommendations despite majority consensus. Alternate viewpoints may also be included if a majority decision is made. Agenda items are to be created by the chair or vice chair, in the absence of the chair. Every meeting will also allow time for Working Group members to propose new items for consideration at a future meeting.

Working Group members were reminded that they are expressly prohibited by state and federal regulations from discussing any protected health information (PHI) and/or any personally identifiable information in all meetings. All Working Group members are subject disciplinary action in the event of a violation.

Quorum and approvals were clarified to indicate that a minimum of 7 Working Group members must be present to take action or approve any working group item. Working group members are asked to refrain from meeting or sharing materials as quorum outside of the designated meeting times, as doing so would not allow adequate time to post and include public participation. This expectation is extended to all indirect communication by phone, text, email, etc.

Voting is to be conducted by 'roll call' vote. Working group members must be in person at the meetings to exercise their vote. Working group members also have the right to abstain from a vote. All individual votes will be recorded in the meeting minutes.

Working Group members were informed that 3 unexcused absences in a 6-month period will be deemed as resignation from the Working Group.

Meeting minutes will be taken in every scheduled meeting. The minutes are to be approved with all additional materials at the next scheduled meeting. The public will have access to meeting minutes and any other materials produced by the Working Group. Glenn Levy added that the Working Group clerk shall keep a file containing all meeting minutes and supplemental information for public review.

Public Comment:

Vivian Araulio, Local 21 provided a statement urging the continued collaboration between Labor and management beyond the purview of these meetings. She asked that management be mindful to not retaliate or intimidate union members of the Working Group during the meetings and/or outside of the meetings.

4) INTRODUCTION FOR WORKING GROUP MEMBERS

Glenn M. Levy, Deputy City Attorney presented the item.

Glenn Levy provided the Working Group training detailing information on key laws and rules of order. He indicated that all Working Group proceedings are to follow *Robert's Rules of Order*. Working Group meetings and Working Group members must also subject to all regulations set forth by the *Brown Act*, *California Public Records Act*, and *San Francisco Sunshine Ordinance*. Members are encouraged to review San Francisco's *Good Government Guide*.

An emphasis was made to indicate that Working Group discussions must stay limited to topics that pertain to the ARF in the categories of resident care, training, working conditions, and staffing. Further, discussion must be limited to the agenda to ensure the public has adequate time to prepare and engage in the conversations. Failure to do so would limit public engagement. Public engagement is welcome at all meetings, therefore all discussions by the Working Group are subject to public review.

The Working Group is encouraged to exercise a best practice of not discussing Working Group items outside of a regular meeting. Whether planned or unplanned, the formation of quorum indicates initiation of an official meeting. Explicit examples were provided to help the Working Group members understand instances where the forwarding of texts or email chains could aggregate to 7 Working Group recipients leading to majority that could be considered an official meeting. Working Group members were reminded that meetings require an agenda and prior notice to the public. Communication outside of meeting is acceptable amongst group members provided that the content of their conversations is not related to Working Group business.

Union member release time for Working Group members was discussed. In the event Working Group members need additional time to review meeting materials, they must request release time as indicated in their MOUs.

Public Comment:

There was no public comment on this item.

5) FOR ACTION - SET TIME FOR STANDING MEETINGS

Troy Williams presented the item.

Troy Williams opened to floor to hear time and date proposals for future meetings. Working Group members suggested various days and times to accommodate scheduled days off and daily obligations. The final proposal was put to vote with an agreement to reevaluate the meeting time in 3 months.

Action: The working group voted unanimously to approve the meeting time:
9:30 a.m. (First Thursday of Every Month)
SF Behavioral Health Center
887 Potrero Avenue, San Francisco CA.

Public Comment:

There was no public comment on this item.

6) GENERAL PUBLIC COMMENTS

Troy Williams, opened the floor to general public comments.

Public Comment:

There was no public comment on this item.

7) ANNOUNCEMENTS

Troy Williams opened the floor for announcements.

Glenn Levy reminded Working Group members that meeting minutes and all meeting materials will be posted by Monday 9:30 a.m.

Public Comment:

There was no public comment on this item.

8) ADJOURNMENT

The meeting was adjourned at 10:58 a.m.

References

Good Government Guide

<https://www.sfcityattorney.org/good-government/good-government-guide/>