

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

**Monica Diaz**  
Co-Chair/ Team Leader RCFE  
SEIU Miscellaneous

**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

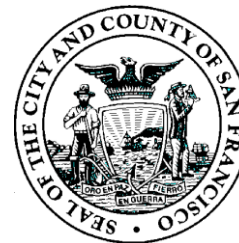
**Amy Wong**  
Mental Health Treatment Specialist  
MHRC  
Local 21

**Sarah Larson, M.S.**  
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**

**London N. Breed Mayor**



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## MINUTES

### SF Behavioral Health Center Adult Residential Facility Working Group

Thursday, February 6, 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., Co-Chair/ San Francisco Health Network Chief Quality Officer  
Monica Diaz, Co-Chair/ Team Leader, RCFE, SEIU Miscellaneous  
Lina Sims, R.N., Behavioral Health Center Director  
Adela Morales, Residential Care Facility for the Elderly Program Director  
Joanna Cheung, LMFT, Adult Residential Facility Director  
Ingrid Thompson, R.N., Mental Health Rehabilitation Center Director of Nursing  
Luis Calderon, Acting Deputy Director SFHN Transitions  
Connie Truong, Activity Leader, Mental Health Rehabilitation Center, SEIU Miscellaneous  
Sharifa Rahman, Mental Health Rehabilitation Worker, ARF, SEIU Miscellaneous  
Laura Molina, Mental Health Worker, RCFE, SEIU Miscellaneous  
Amy Wong, Mental Health Treatment Specialist, MHRC, Local 21  
Sarah Larson, Mental Health Treatment Specialist, RCFE, Local 21

Absent: None

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](mailto:emeterio.garcia@sfdph.org)

Other Attendees:

Glenn M. Levy, Deputy City Attorney  
Emeterio Garcia, SFBHC ARF Working Group Secretary  
One member of the general public

The meeting was called to order at 9:30 AM

Introductions:

Troy Williams thanked the Working Group for their commitment and willingness to convene within a week of the previous meeting. Introductions were then provided by each Working Group member.

Public Comment:

There was no public comment on this item.

**2) REVIEW AND APPROVAL OF JANUARY 30, 2020 MEETING MINUTES**

Troy Williams presented the item.

A proposal was made to correct the name and contact information for the Working Group Secretary, Emeterio Garcia and that titles be added to the minutes for all Working Group members.

Action: The Working Group voted unanimously to amend and approve the minutes with the changes outlined above.

Working Group Member Comments:

Monica Diaz informed the Working Group that a member has expressed an interest to step down. The topic was discussed later in the meeting.

Public Comment:

There was no public comment on this item.

**3) FOR ACTION – ELECTION OF WORKING GROUP OFFICERS**

Troy Williams presented the item.

Troy Williams led the discussion defining the roles and obligations for Working Group Officers. The Working Group Chair is to create the agenda and lead the discussions for the group's reports and recommendations to the Board of Supervisors and Mayor. The role of the vice chair is to lead the Working Group in absence of the chair and act in partnership to collaborate on reports and recommendations. The secretary is to manage meeting logistics and administrative support.

An initial split vote between DPH Leadership and Labor for chair and vice chair led to further discussion. Troy Williams urged the importance collaboration and proposed to have two Co-Chairs lead the working group. He recommended having one Co-Chair represent DPH and one Labor. The Working Group was universally receptive to the idea. Troy Williams motioned to vote, seconded by Linda Sims.

Action: The Working Group voted unanimously to adopt Co-Chairs as leadership. Troy Williams and Monica Diaz were elected Working Group Co-Chairs by unanimous vote. Emeterio Garcia was elected as Working Group Secretary by unanimous vote.

Public Comment:

There was no public comment on this item.

**4) ADULT RESIDENTIAL CARE FACILITY**

Troy Williams present the item.

Troy Williams began the discussion with reference to the items outlined in Ordinance No.295-19, File No.19112. The Working Group began a discussion regarding patient safety and risk management training.

Patient Safety and Risk Management Trainings:

Troy Williams led the discussion to identify the needs of the ARF. Identification of risk points, management of unusual occurrences (UO), and working as a team were proposed as a starting point.

Working Group members identified issues including: use of drugs and alcohol; de-escalation trainings; access to support during a crisis; and use of Welfare & Institutions Code Section 5150 holds.

Troy Williams recommended the Working Group consult with ZSFG Risk Management to seek guidance related to potential training in this area consistent with the ordinance. Working Group members Linda Simms and Sarah Larson will connect with Risk Management at ZSFG to further explore the topic.

Medication Management Training:

Working Group members discussed the need for medication management training at the ARF, specifically related to medication effects, side effects, interactions with illicit street drugs, signs of overdose, and psychiatric symptoms and diagnoses.

Medication management trainings will be further explored by Working Group members Adela Morales and Sharifa Rahman.

Working Group Member Comments:

Monica Diaz discussed environmental safety, including the possibility for escalation and violence.

Connie Truong identified changes in the population served by the ARF, suggesting that increased numbers of residents utilize illicit substances and alcohol.

Amy Wong shared that some trainings are limited to the rehab group and that recommendations trainings are provided to staff trainings in other languages, in addition to English.

Sarah Larson advocated for a proactive de-escalation approach to address the issues. She also asked the Working Group to evaluate the ability of Board and Care setting to issue a Welfare & Institutions Code Section 5150 hold on a resident in need.

Linda Sims will review Resident Rights to identify toxicology screenings in a Board and Care setting.

Public Comment:

There was no public comment on this item.

**5) MARCH 1<sup>st</sup> PROGRESS REPORT**

Troy Williams presented the item.

Troy Williams led discussion to identify the content for the March 1<sup>st</sup> SFBHC ARF Working Group Report. The report will be reviewed by Williams and Diaz prior to submission to the Board of Supervisors and Mayor.

The report will denote that the Working Group has convened, set a standard meeting date and time, elected officers, and initiated discussions on the items prescribed in the ordinance.

The Working group was in consensus for the content of the report.

Public Comment:

There was no public comment on this item.

**6) TOPIC SUGGESTIONS FOR NEXT MEETING**

Troy Williams presented the item.

Troy Williams suggested including a review of the March 1<sup>st</sup> Report as well as updates on safety and medication management.

Glenn Levy reminded the working group that roll call, general public comments, and announcements are standard items for all future agendas.

The Working Group was in consensus with the proposed agenda topics for the next meeting.

Public Comment:

There was no public comment on this item.

**7) GENERAL PUBLIC COMMENTS**

Troy Williams opened the floor for general public comments.

Daniel Becker, SEIU commented that he and his colleagues at Local 21 will be monitoring the SF BHC ARF Working Group meetings to ensure collaboration and that no retaliation is committed towards union members.

**8) ANNOUNCEMENTS**

Troy Williams opened the floor for announcements.

Monica Diaz announced that a member of the Working Group has expressed interest in stepping down. Glenn Levy responded that Working Group members may step down at any time.

The appointing authority for each member shall be responsible for appointing a replacement in alignment with the membership provisions in SEC. 5.42-2 of Ordinance No.295-19, File No.19112.

**9) ADJOURNMENT**

The meeting was adjourned at 10:58 AM