**SISKIYOU COUNTY BEHAVIORAL HEALTH SERVICES BOARD MINUTES**

**July 19, 2021; 3:30 p.m.**

Behavioral Health Services

1107 Ream Ave, Mt. Shasta, CA 96067

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| **Board Members Present** |
| [x]  Harold Clinehens, Jr [x]  Kevin Van Laeken, M.S.[ ]  Sup. Brandon Criss [x]  Sup. Nancy Ogren | [ ]  Juene Kennedy[x]  Linda Smith, Ph.D.[x]  Katy Spence, LMFT |

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| **Staff Present** |
| [x]  Sarah Collard, HHSA Director [x]  Samantha Schlieter, Executive Secretary[ ]  Tracie Lima, Clinical Director BHS |

**Guests: Dee Barton, Behavioral Health Compliance Officer; Pat Hobbs, LCSW, Karuk Tribe Representative**

1. Call to Order: Chair Smith called the meeting to order at 3:38 p.m.
2. Roll Call: Board members, staff answered in the affirmative to the roll call taken by board secretary Samantha Schlieter. Absent this meeting was Sup. Brandon Criss and board member Kennedy. Due to Covid19 precautions, some Board members participated in the meeting by Zoom.
3. Minute Approval: Board member Clinehens made a motion to approve the minutes from June with board member Van Laeken seconding. Motion passed unanimously.
4. Public Comment: No public comments occurred.
5. Chair Report:
	1. Chair Smith suggested the board disseminate recruitment duties amongst members to improve membership. Member Van Laeken will distribute flyers to school officials, make calls and public posts. Member Spence will distribute the flyer in Dunsmuir. Tribe representative Pat Hobbs agreed to post flyers around the Karuk Housing Authority. Board Secretary will email the board recruitment flyer to members.
6. Department Report:
	1. Bylaw Changes Update: Director Collard reports that County Counsel has approved the requested changes to board bylaws and they go into immediate effect. These changes lower the number of required meetings potential members must attend before being admitted from 3 to 1.
	2. MHSA Annual Plan Update: Director Collard reports the MHSA budget is still being finalized but the plan should be posted in the next week or two for public viewing.
	3. Grievance Log Report: Guest Dee Barton with Behavioral Health reported the process that is followed for clients and staff regarding grievances as well as the statistics of the past year. Every grievance is logged and must be resolved with 90 days; on average BHS resolves grievances with 14 days. Data provided by Dee Barton will be included with board minutes for reference.
	4. Quarterly Fiscal Report: Director Collard reported that the preliminary budgets were turned in to the Board of Supervisors in April with the final budget being delivered to the auditor next week and the Board of Supervisors in September. The board secretary will forward copies of the budgets to board members with meeting minutes and other attachments following the meeting. Director Collard advises that when they review the budget to remember that it has been written with full staffing capacity at the middle pay scale for each position and therefore appears in the red but BHS is not actually fully staffed.
7. Other/Identification of Future Agenda Items
8. Next Meeting: A regular meeting is scheduled for Monday, August 16, 2021 at 3:30 p.m. The meeting will take place in Yreka at 2060 Campus Drive and by Zoom for those who wish to attend virtually.
9. Adjourned: There being no further business, the meeting was adjourned at 4:32 pm.

Respectfully submitted,

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| Signature on FileLinda Smith, Ph.D, ChairBehavioral Health Services Board | Signature on fileSamantha Schlieter, Board SecretaryHealth and Human Services Agency |