

SANTA BARBARA BEHAVIOR WELLNESS COMMISSION

ACTION PLAN FOR 2017: DRAFT

OBJECTIVE 1: Submit an Annual Report to the Board of Supervisors.

Activities to complete objective:	Responsible person(s)	Timeline for completion of task:	Notes:
1. Annually during the period January-March develop an Action Plan for the Santa Barbara Behavioral Wellness Commission.	Chair Consultant Agency staff	March 2017	
2. During the period January –March 2018 chair will appoint an ad hoc Committee to the Commission to review the Action Plan and prepare a written report describing the work completed during the year and other work of significance.	List members of ad hoc committee	March 2018	Ad hoc committee includes Commission members and agency staff
3. Present the Annual Report to the Board of Supervisors in written format.	Chair	March 2018	Commission members may present to their individual appointing BOS member
4. Present the Annual Report to the Board of Supervisors in person and introduce the members of the Commission.	Chair and available board members	March 2018	
5. Commissioners will meet individually or as a group with their appointing Supervisor regularly - Interview the BOS member regarding their expectations of the appointed members and Commission using a list of questions to be developed by an ad hoc committee;			Meet twice a year?

OBJECTIVE 2: Complete the Data Notebook for submission to the CA Mental Health Planning Council

Activities to complete objective:	Responsible person(s)	Timeline for completion of task:	Notes:
1. Annually, when received, review the Data Notebook as a Commission to determine how to complete the document	Sharon Byrne, Chair Pam Fisher John Doyel Ana Vicuña Yaneri Muñiz	4/30/2017	The DN usually has a 90-120 day period for completion but extensions can be requested
2. Within one month, the chair will appoint an ad hoc Committee to the Commission to review and complete the Data Notebook.	Ann Eldridge Edwin Weaver Ruth Ackerman John Truman Peter Claydon		Ad hoc committee includes Commission members and agency staff
3. The Commission will present the results of the Data Notebook to the Board of Supervisors in written and presentation format.	Chair		Commission members may present to their individual appointing BOS member
4. The Commission will consider other methods of using the Data Notebook for outreach (public forum, newspaper article, NAMI presentation, other)	Agenda item for Commission		Outreach is contingent on DN content

OBJECTIVE 3: Oversee and advise the Behavioral Wellness Department on department programs and community based programs providing services.

Activities to complete objective:	Responsible person(s)	Timeline for completion of task:	Notes:
<p>1. Assure that the agenda includes information about substance use issues and programs AND mental health issues and programs regularly. Information may include presentations by department programs, presentations by community based programs, education on issues of either substance use or mental health and more.</p>			
<p>2. Provide an item agenda for “Commissioner Reports” that allows Commissioners to report back on their personal activities as they pertain to the Commission.</p>			
<p>3. Complete site reviews of programs providing substance use disorder treatment and programs providing mental health disorder treatment using a standardized list of questions.</p>			
<p>4. Monitor the Santa Barbara Board of Supervisors agenda for items of interest.</p>			

OBJECTIVE 4: Cross pollinate expertise between Alcohol and Drug Board Commissioners and Mental Health Board Commissioners who now form the Behavioral Wellness Commission.

Activities to complete objective:	Responsible person(s)	Timeline for completion of task:	Notes:
1. Provide orientation to all new board members at the time of appointment			The manual on local mental health boards developed and available from CIBHS is a possible tool.
2. Develop a “buddy system” so that Commissioners with different expertise are paired.			A Commissioner with expertise in substance use issues and programs is paired with a Commissioner with expertise in mental health issues and programs.
3. Assure that the agenda includes information about substance use issues and programs AND mental health issues and programs regularly.			Information may include presentations by department programs, presentations by community based programs, education on issues of either substance use or mental health and more.
4. Develop and appoint an ad hoc committee quarterly to identify themes for programs to be presented to the Commission.			Topics included: <ul style="list-style-type: none"> • Criminal justice • Services for older people • Substance use disorder treatment integration within Be Well • Opiate detox • Prevention strategies

OBJECTIVE 5: Represent community concerns and community input on program needs.

Activities to complete objective:	Responsible person(s)	Timeline for completion of task:	Notes:
1. Annually hold one public forum on an item of significance to the Commission.			Data Notebook results/report is a possible public forum report and an opportunity to obtain input.
2. Invite community members to the meetings of the Behavioral Wellness Commission and assure that the agenda and meetings provide an opportunity for input on pertinent subject matter to the public.			Assure that “public comment” is handled appropriately and complies with Brown Act requirements.
3. Provide an item agenda for “Commissioner Reports” that allows Commissioners to report back on their personal activities as they pertain to the Commission.			
4. Commissioners will meet individually or as a group with their appointing Supervisor regularly -Provide information to appointing supervisor as requested			
5. Use site reviews to solicit input from consumers using a defined set of questions.			Need to develop the questions for the site review if not already defined.