

For February 9, 2021,
there are TWO sets of meeting minutes included in this attachment:

SET 1: Council Business Meeting
8:30 a.m. – 9:00 a.m.

SET 2: Council Retreat
9:00 a.m. – 1:00 p.m.

SET 1: Council Business Meeting
8:30 a.m. – 9:00 a.m.

STATE COUNCIL ON MENTAL HEALTH (SCMH)
Behavioral Health Administration
Department of Health, State of Hawaii

Virtual Meeting via Zoom
February 9, 2021
8:30 a.m. – 9:00 a.m.

Members Present: **Aumer, Katherine; Beninato, Antonino; Crozier, Charleen “Naomi”; Dang, Cynthia “Cindi”; Fujii, Jon; Ilyavi, Heidi; Knightsbridge, Christopher; Lau-James, Eileen; Martinez, Beatrice “Kau’i”; Matayoshi, Carol; Pascual-Kestner, Rusnell “Rus”; Reed, Tara; Ries, Richard; Shimabukuro, Scott**

Members Absent:

Members Excused: **Koyanagi, Dina**

Guests Present: **Reyno Yeomans, Raelyn**

DOH Staff Present: **Haitsuka, Stacy; Nazareno, Jocelyn**

AGENDA ITEM	DISCUSSION	RECOMMENDATIONS/ ACTIONS/CONCLUSIONS	PERSON(S) RESPONSIBLE	DATE DUE
I. Call to Order	<p>Chair R. Ries called the meeting to order at 8:37 a.m.</p> <p>Members and guests introduced themselves.</p> <p>The following definition of quorum was added to the agenda: Pursuant to Act 137-18 (SB 203), Chapter 92, Hawaii Revised Statutes: “(f) A quorum for purposes of doing business shall consist of a majority of the members serving on the council immediately before a meeting begins. (g) if a quorum is present when a vote is taken, the affirmative vote of a majority of members present shall constitute a valid act of the council unless this chapter, part I of chapter 92, the articles of incorporation, or the bylaws require a greater number of affirmative votes.” For example, if only 16 of the entitled 21 members are appointed, only 9 members would be necessary to establish a quorum and if only 9</p>	For information only.		

	<p>members are present, the affirmative vote of only 5 members is needed to validate a council action.</p> <p>Quorum was established.</p>			
<p>II. Meeting Announcements</p>	<p>R. Ries shared the following announcements:</p> <ul style="list-style-type: none"> • The SCMH continues to do its part to Stop the Spread of COVID-19 by holding its meetings virtually for the time being. Handouts are distributed electronically a week before the meeting. • To use our time efficiently during today’s meeting, he asked Council members and guests to follow the following basic virtual Council meeting courtesies: <ul style="list-style-type: none"> ○ Please address any comments or questions during the meeting to him. ○ Members and guests may raise their “hand” virtually, type into the chat box, or orally interject during the meeting to get his attention. ○ Please wait to be acknowledged before speaking. This will help to keep the meeting organized and the audio clear for minute taking purposes. • In general, only Council members are allowed to speak during the meeting, unless speaking as a presenter or sharing information during the Community Input section of the agenda. He will do his best to include and acknowledge guests when appropriate. • For Council members who need to take a break and step away from the meeting, please notify him before leaving as the Council needs to keep track of when Council members leave and return to verify quorum. • If at any time a Council member has an issue with the meeting connection, please consider closing your Internet browser and rejoining the meeting by re-clicking on the Zoom link or joining by phone as an alternate option. • If not speaking, please place yourself on mute. This will help with the feedback noise and will allow for everyone to hear speaker. <p>R. Ries stated this meeting will end at 9:00 a.m. and the Council’s</p>	<p>For information only.</p>		

	<p>Retreat will begin at that time.</p> <ul style="list-style-type: none"> • Of the 16 Council members, there are 15 members who submitted their pre-Retreat questionnaire responses and all 15 indicated they will attend today's Retreat. • Retreat materials and supplies were sent in the mail. 			
<p>III. Consideration and Approval of Minutes</p> <ul style="list-style-type: none"> • January 12, 2021 	<p>The draft minutes for the January 12, 2021 meeting were reviewed and amended as follows:</p> <ul style="list-style-type: none"> • Page 19: Maui Service Area Board Update <ul style="list-style-type: none"> ○ C. Matayoshi mentioned that SAMHSA provides a template for the CISAP and she e-mailed it to S. Haitsuka <p>T. Reed made a motion for the minutes from the January 12, 2021 meeting be approved. E. Lau-James seconded the motion.</p>	<p>Finalize minutes as drafted.</p> <p>Motion passed unanimously.</p>	S. Haitsuka	02/25/21
<p>IV. Community Input</p>	<p>Pursuant to section 92-3, Hawaii Revised Statutes, community members will have three (3) minutes to speak during this time.</p> <p>R. Reyno Yeoman expressed appreciation for the Council doing great things! She explained that a recent House Corrections, Military and Veterans Committee info briefing included a discussion with Fred Hyun, the acting director for the Department of Public Safety (PSD), about challenges with securing dual diagnosis beds for inmates upon release, including waitlists.</p> <p>She stated that she feels that in addition to the lack of beds there is an insufficient amount of programming to meet the needs of inmates upon release and a new facility to replace the aging Oahu Community Correctional Center (OCCC) seems to be the only proposed solution.</p> <p>She recalls that Hawaii Health and Harm Reduction Center (HHHRC) hosted a workshop on mental health issues and the doctor who presented on the topic did not think there was a community bed problem.</p>			

	<p>Council members shared the following feedback:</p> <ul style="list-style-type: none"> • T. Reed noted that there are a few bills that were introduced this legislative session that she has identified and she is willing to connect with R. Reyno Yeoman to share bill information. • R. Ries mentioned that post-legislative collaboration with R. Reyno Yeoman and DOH to support this advocacy topic, and possibly a letter to DOH, etc. could be explored. • C. Matayoshi shared that she is aware of a bill about a moratorium on building prison facilities which mentions that funds can only be used for non-CIP prison related expenses. • S. Shimabukuro shared that he has participated in meetings where bed availability vs. waitlists have been discussed. He understands that there could be a wait list, for example; however, those waiting may be coming from a diversion resource (i.e. a recommendation to step down from a higher level of care) vs. a capacity issue regarding the number of beds/quantity. Thus, the issue may be a nuance, not a misunderstanding as far as to the process of moving along the continuum of care. 			
<p>V. Summary of PIG and Council Member Reports with Action Items Carried Forward to the March 9, 2021</p>	<p>R. Ries stated that due to today’s shortened Council meeting, the regular meeting agenda has been modified. In the interest of time, he gave a summary of the action items that will be carried forward to the December meeting and asked members shared updates, if applicable.</p> <p><u>PIG Reports</u></p> <ul style="list-style-type: none"> • Website, Social Media and Advocacy (WSA) PIG <ul style="list-style-type: none"> ○ The WSA PIG met on January 29, 2021 and provided meeting notes as a handout for today’s meeting. They reviewed the Council’s website and identified several webpages to revise. ○ Some revisions were easily made. Others will need Council approval. For the content revisions that were made, they are now viewable on the Council’s website. ○ The WSA PIG will meet again in February to continue their discussion about the Council’s website and to work on the 	<p>Schedule next WSA-PIG meeting.</p>	<p>S. Haitzuka</p>	<p>2/12/21</p>

	<p>tiered structure presented at a previous Council meeting.</p> <ul style="list-style-type: none">○ C. Knightsbridge added that WSA PIG members did quite a bit of review for content on the Council’s website and that the plan is to update the website with upcoming events shared during Council meetings. <ul style="list-style-type: none">● Legislative (LEG) PIG<ul style="list-style-type: none">○ The LEG PIG met three times and provided meeting notes for two of three meetings.○ For two of their three meetings, they shared in their meeting notes their discussion regarding recommending bills to the Council for its priority bill list and testimony.○ Yesterday, the LEG-PIG met to review its ranking of the priority bills it identified and to draft testimony.○ LEG PIG members received a copy of List 1 which included all bills identified by the DOH bill reviewers as behavioral health related. LEG PIG members also received a copy of List 2 which included all bills being tracked by the DOH Behavioral Health Administration and this list is updated daily. A copy of both lists were provided as meeting handouts.○ Additionally, the group reviewed the Council’s draft Strategic Plan Focus Area ranked responses for Category #1: Public Policy and Legislation and researched bills that aligned within this category. They identified 14 bills of which they rank ordered to identify the top seven ranked bills, with the remaining seven bills in the queue for consideration at a later time should any of the top seven bills die.○ C. Dang stated the LEG PIG prioritized several bills for the Council to consider one of which is a bill that speaks to adding a member of the Council who has native Hawaiian education and cultural experience. The LEG PIG recognizes that this bill has glitches including requiring that this particular individual be required to possess experience and skills that are not required for applicants to other			
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	<p>Council positions/areas of representation.</p> <ul style="list-style-type: none"> ○ The LEG PIG will meet again next Monday, 1/15/21 to continue drafting testimony. ○ R. Ries acknowledged the LEG PIGs recommendation for bills to be included in the Council’s priority bill list and to preview two draft testimonies using the approved Council testimony template; however, in the interest of time, and due to the shortened Council business meeting, he asked LEG PIG members whether it would be okay to table the discussion on the priority list until the March meeting. C. Dang stated she was okay with moving on and deferring discussion. Therefore, there was no motion or discussion. <ul style="list-style-type: none"> ● Retreat PIG <ul style="list-style-type: none"> ○ The Retreat PIG did not meet; however, E. Lau-James and S. Haitsuka assisted K. Oliver with pre-Retreat planning prep, answering her questions regarding the Retreat presentation slides, and sharing input about the Retreat agenda items. ○ All members received their Retreat Box with meeting materials, supplies and snacks. ○ After our January 12, 2021 meeting, K. Oliver received a copy of our post-Retreat (Part 1) interim work where we ranked the Strategic Plan Focus Areas in each of the four categories. K. Oliver used our input to draft the Council’s Strategic Plan. ○ Hopefully Council members had an opportunity to review the Retreat handouts, especially the draft Strategic Plan Focus Area and Action Plan templates which were deliverables the Council asked Karen to work on at the end of the Retreat (Part 1) in November 2020. ○ E. Lau-James mentioned that meeting with K. Oliver and S. Haitsuka to assist with Retreat prep, including reviewing the presentation slide content was very helpful. 			
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<p>VI. Council Officer Nominations – Chair, 1st/2nd Vice Chair, Secretary</p>	<p>R. Ries stated that the Council will nominate members to serve in these Executive Officer positions on the Council. At the March 2021 Council meeting, members will vote for nominated members.</p> <p>Council Officers will serve in these positions from March 2021 through January 2022.</p> <p>In summary,</p> <ul style="list-style-type: none"> • The Chair is responsible for signing the Council’s documents and correspondence, facilitating Council meetings, assisting with agenda preparation, and monitoring the status of Council membership. • The 1st Vice Chair is responsible for all of the responsibilities of the Chairperson should the Chairperson be absent or unable to perform his or her duties. • The 2nd Vice Chair is responsible for all the responsibilities of the Chairperson and the 1st Vice Chairperson if both are absent or unable to perform their duties. • The Secretary is responsible for verifying attendance at each meeting and confirming quorum at the beginning of each meeting. For voting, the Secretary records each Council members’ vote and verbally confirms the number of yeas, nays and abstentions for each motion the Council votes on. <p>A copy of the Council Officers’ Responsibilities handout is included in the Council member orientation handouts that Council members may access online anytime using the instructions on the handout S. Haitsuka provided several months ago.</p> <p>The following Council members were nominated or self-nominated and accepted the nomination for Council Chair:</p> <ul style="list-style-type: none"> • R. Ries Nominated by E. Lau-James; seconded by C. Knightsbridge <p>The following Council members were nominated or self-nominated and accepted the nomination for the 1st Vice Chair:</p>			
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	<ul style="list-style-type: none"> • C. Knightsbridge Nominated by E. Lau-James; seconded by C. Matayoshi • C. Matayoshi Nominated by C. Dang; seconded by T. Reed <p>The following Council members were nominated or self-nominated and accepted the nomination for the 2nd Vice Chair:</p> <ul style="list-style-type: none"> • T. Reed Self-nominated; seconded by R. Ries • K. Aumer Nominated by R. Ries; seconded by N. Crozier <p>The following Council members were nominated or self-nominated and accepted the nomination for the Secretary:</p> <ul style="list-style-type: none"> • E. Lau-James Nominated by C. Knightsbridge; seconded by T. Reed 			
VI. Adjournment	The meeting was adjourned at 9:09 a.m.	For information only.		
Electronic Mail Outs	<p>The following handouts were e-mailed to SCMH members and individuals on the SCMH e-mail distribution list:</p> <p>E-mail with Handouts (total of 7 handouts)</p> <ol style="list-style-type: none"> 1. February 2021 Meeting – Agenda (Business Meeting) 2. February 2021 Meeting – Agenda (Council Retreat) 3. January 2021 Meeting – Draft Minutes 4. January 2021 Meeting – FY21 Attendance Log 5. February 2021 Meeting – PIG, Website/Social Media/Advocacy 1/29/21 Meeting Notes 6. February 2021 Meeting – PIG, Legislation 1/28/21 Meeting Notes 7. February 2021 Meeting – PIG, Legislation 2/4/21 Meeting Notes 8. February 2021 Meeting – PIG, Legislation List 1 All Behavioral Health Related Bills Identified by DOH Staff 9. February 2021 Meeting – PIG, Legislation List 2 All Behavioral Health Related Bills Tracked by DOH BHA Staff 	For information only.		

	<ul style="list-style-type: none">10. January 2021 Meeting – DHS CWS Intakes and Calls from January to November 202011. January 2021 Meeting – MSAB Letter to R. Friend Regarding the Maui Memorial Adolescent Unit12. February 2021 Meeting – State Council Mahalo Letter from L. Nagao			
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SET 2: Council Retreat
9:00 a.m. – 1:00 p.m.

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Members Absent:

Members Excused:

Guests Present: **Esser, Jacquie; Oliver, Karen (Facilitator); Montero, Jacqueline**

DOH Staff Present: **Haitsuka, Stacy; Nazareno, Jocelyn**

AGENDA ITEM	DISCUSSION	RECOMMENDATIONS/ ACTIONS/CONCLUSIONS	PERSON(S) RESPONSIBLE	DATE DUE
I. Opening Remarks	<p>Chair R. Ries called the meeting to order at 9:09 a.m.</p> <p>He welcomed Dr. Karen A. Oliver back to the Council. As the Council’s Retreat Facilitator for November 10, 2020 (Part 1) and today (Part 2), K. Oliver is tasked with assisting the Council with (a) discussing and identifying its priority focus areas, (b) drafting and presenting the Council’s Strategic Plan and Action Plan, and (c) helping to prepare the Council for meeting its post-Retreat goals and measurable objectives.</p>	For information only.		
II. Welcome Back and Happy New Year!	<p>K. Oliver greeted the Council and thanked Council for the warm return welcome.</p> <p><u>Getting to Know Each Other Even Better Exercise</u> Attendees shared their response to the ice breaker question, “If you were a</p>			

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	<p>potato, how would you be prepared?"</p> <ul style="list-style-type: none"> • K. Oliver Baked because of the versatility of toppings based on her preference on that day. • A. Beninato Sliced in half and put into the ground. • K. Aumer Mashed with skin left on. • N. Crozier Country fried, tossed lightly in olive oil and salt • C. Dang [Did not answer 2x when name called, but was connected on Zoom. R. Ries asked S. Haitzuka to contact her to make sure she is okay.] • J. Fujii Air fried and crispy • H. Ilyavi Curly fries with seasoning • D. Koyanagi [Did not connect to Zoom/Retreat yet; she joined around 9:30 a.m.] • C. Knightsbridge Sweet potato with sugar • E. Lau-James Finger potato sauteed in garlic sage butter • K. Martinez Garlic French fries • C. Matayoshi Baked with sour cream • R. Pascual-Kestner Hand-cut deep fried fries • T. Reed Air fried twice baked potato • R. Ries Potato leaked soup often served cold 			

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	<ul style="list-style-type: none"> S. Shimabukuro Crunchy hash browns 			
III. Plan for the Day	<p>K. Oliver reviewed the Retreat agenda.</p> <p>She confirmed Council members received their Retreat Box of materials and supplies.</p> <ul style="list-style-type: none"> Post-Retreat (Part 1) Facilitator Summary with four attachments Council Member Roles/Responsibilities Guidebook Interim Work: Strategic Plan Focus Areas – Ranked Results Draft Templates for Prioritized Focus Areas and Action Plans <p>She encouraged members to be creative with using supplies during the Retreat. Snacking is okay during the Retreat when not speaking.</p>			
IV. Summary of Feedback from November’s Retreat <ul style="list-style-type: none"> Post-Retreat (Part 1) Questionnaire Interim Work Updates Since November’s Retreat 	<p>K. Oliver summarized the feedback Council members shared about November’s Retreat experience.</p> <p>Council members were asked to fill out a post-Retreat questionnaire after November’s Retreat. The purpose of the post-Retreat questionnaire was to identify what parts of the Retreat members felt were positive and identify areas of improvement to consider for Part 2 of the Retreat.</p> <p>K. Oliver thanked Council members for their feedback and highlighted a few of the comments that were shared in the post-Retreat questionnaire.</p>			

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Expectations	example, it could be that a Council member has a specialized skillset related to a focus area or perhaps a passion for another focus area. She encouraged all Council members to be thinking about their role and how they can contribute to addressing the focus areas that are identified in the draft Strategic Plan.			
<p>V. Outline of FY21 – FY23 Strategic Plan</p> <ul style="list-style-type: none"> • Review Templates: Focus Areas (1-4) and Accompanying Action Plans 	<p>K. Oliver reviewed the elements of the Strategic Plan template including the focus area, objectives, and action plan.</p> <div data-bbox="564 529 1159 688" style="background-color: #4a90e2; color: white; padding: 10px; text-align: center; border-radius: 10px; margin: 10px 0;"> <p>Goals and Objectives of Strategic Planning - Definitions</p> </div> <ul style="list-style-type: none"> * Focus Area (Goal): desired result, broad and long term * Objectives: includes date, specific and measureable, increase or decrease by % * Action Plan: specific tasks, steps, resources and strategies <p>She commended the Council members for their work in reviewing the focus areas identified in November and then prioritizing each area by rank order so that there was a clear identification of which focus areas were going to be a priority for the Council to work on.</p> <p>After the rank order was reviewed at the Council’s January 2021 meeting, she was able to take the top two ranked focus areas for each of the four categories to develop draft content for the Strategic Plan and Action Plan.</p>			

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	<p>Category #1: Public Policy and Legislation</p> <div data-bbox="573 256 1157 407" style="background-color: #0070C0; color: white; padding: 10px; text-align: center;"> <h3>Rank of Focus Areas: January, 2021 Council Meeting</h3> </div> <div data-bbox="573 354 1098 678" style="border: 1px solid black; padding: 5px;"> <p style="text-align: center; font-size: small;">Hawaii State Council on Mental Health Retreat Interim Work - Strategic Plan Focus Areas - Ranked Results</p> <table border="1" style="width: 100%; border-collapse: collapse; font-size: x-small;"> <thead> <tr> <th colspan="14" style="background-color: #0070C0; color: white;">Category #1: Public Policy and Legislation</th> </tr> <tr> <th>Focus Area</th> <th>Ashlee</th> <th>Carl</th> <th>Chik</th> <th>Cliff</th> <th>Shir</th> <th>Ellen</th> <th>Hali</th> <th>John</th> <th>Katherine</th> <th>Karl</th> <th>Leif</th> <th>Nancy</th> <th>Richard</th> <th>Shir</th> <th>Scott</th> <th>Tara</th> <th>Rank</th> </tr> </thead> <tbody> <tr> <td>Improve access to mental health (ongoing/new)</td> <td>5</td> <td>3</td> <td>2</td> <td>1</td> <td>1</td> <td>3</td> <td>3</td> <td>1</td> <td>1</td> <td>1</td> <td>2</td> <td>8</td> <td>5</td> <td>5</td> <td>2</td> <td></td> <td>1</td> </tr> <tr> <td>Address gaps within housing</td> <td>7</td> <td>8</td> <td>10</td> <td>4</td> <td>6</td> <td>10</td> <td>7</td> <td>2</td> <td>4</td> <td>2</td> <td>2</td> <td>1</td> <td>4</td> <td>8</td> <td>6</td> <td>7</td> <td>5</td> </tr> <tr> <td>Develop community re-entry programs with the Dept of Public Safety (PSD)</td> <td>8</td> <td>4</td> <td>5</td> <td>2</td> <td>7</td> <td>8</td> <td>5</td> <td>3</td> <td>10</td> <td>4</td> <td>4</td> <td>4</td> <td>9</td> <td>6</td> <td>7</td> <td>3</td> <td>6</td> </tr> <tr> <td>Develop integrated community behavioral health centers</td> <td>3</td> <td>2</td> <td>7</td> <td>3</td> <td>4</td> <td>5</td> <td>8</td> <td>4</td> <td>5</td> <td>6</td> <td>3</td> <td>5</td> <td>10</td> <td>3</td> <td>8</td> <td>9</td> <td>3</td> </tr> <tr> <td>Advocate for peer supported housing and employment</td> <td>9</td> <td>9</td> <td>8</td> <td>7</td> <td>8</td> <td>6</td> <td>9</td> <td>6</td> <td>9</td> <td>8</td> <td>5</td> <td>3</td> <td>3</td> <td>9</td> <td>4</td> <td>6</td> <td>10</td> </tr> <tr> <td>Consider the role of health insurance in accessing mental health resources</td> <td>10</td> <td>5</td> <td>4</td> <td>10</td> <td>5</td> <td>4</td> <td>10</td> <td>7</td> <td>3</td> <td>10</td> <td>7</td> <td>7</td> <td>6</td> <td>4</td> <td>1</td> <td>10</td> <td>9</td> </tr> <tr> <td>Advocate for mental health care for victims of sex trafficking</td> <td>6</td> <td>6</td> <td>6</td> <td>5</td> <td>9</td> <td>9</td> <td>6</td> <td>8</td> <td>8</td> <td>5</td> <td>9</td> <td>8</td> <td>2</td> <td>7</td> <td>2</td> <td>4</td> <td>8</td> </tr> <tr> <td>Identify priority legislative bills</td> <td>4</td> <td>7</td> <td>1</td> <td>6</td> <td>10</td> <td>1</td> <td>4</td> <td>9</td> <td>2</td> <td>7</td> <td>6</td> <td>10</td> <td>5</td> <td>1</td> <td>9</td> <td>5</td> <td>4</td> </tr> <tr> <td>Advocate for the decriminalization of individuals diagnosed with a mental illness and/or substance use disorder</td> <td>2</td> <td>1</td> <td>9</td> <td>8</td> <td>3</td> <td>2</td> <td>2</td> <td>10</td> <td>6</td> <td>9</td> <td>8</td> <td>6</td> <td>7</td> <td>2</td> <td>10</td> <td>8</td> <td>7</td> </tr> <tr> <td>Advocate for the emotional well-being of those diagnosed with COVID-19 and pandemic mental health care</td> <td>1</td> <td>10</td> <td>3</td> <td>9</td> <td>2</td> <td>7</td> <td>1</td> <td>5</td> <td>7</td> <td>3</td> <td>10</td> <td>9</td> <td>1</td> <td>10</td> <td>3</td> <td>1</td> <td>2</td> </tr> </tbody> </table> <p style="font-size: x-small;">KEAO Consulting</p> </div> <p>Category #2: Knowledge, Skill Building, Education and Training</p> <div data-bbox="573 748 1157 899" style="background-color: #0070C0; 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AGENDA ITEM	DISCUSSION	RECOMMENDATIONS/ ACTIONS/CONCLUSIONS	PERSON(S) RESPONSIBLE	DATE DUE
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Category #3: Communication/Dissemination of Mental Health Information



Hawaii State Council on Mental Health
Retreat Intranet Work - Strategic Plan Focus Areas - Ranked Results

Category #3: Communication/Dissemination of Mental Health Information

Focus Area	Adrienne	Carol	Chis	Cliff	Bliss	Ellen	Heidi	John	Katherine	Karl	Leif	Naomi	Richard	Ros	Scott	Tara	MARK
Share information on the Council's website about existing mental health issues (local/national)	3	2	2	1	3	3	1	1	3	1	1	3	3	2	1	4	2 24
Engage with stakeholders by attending community meetings (e.g. Mental Health Task Force, NAMI Hawaii, etc.), share about the Council to increase community awareness, and tell the Council about community stakeholder feedback regarding mental health issues	2	1	3	4	1	2	3	3	2	2	3	1	2	1	3	2	3 36
Invite people to testify at Council meetings	4	4	4	2	4	4	4	4	4	4	4	4	4	3	2	3	4 68
Strengthen the Council's presence as advocates and advisors to DCM leadership, inclusion of input from Neighbor Island stakeholders and Service Area Board members	1	3	1	3	2	1	2	2	1	3	2	2	1	4	4	1	1 33

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Category #4: Administrative Support for Council Functions



Hawaii State Council on Mental Health
Retreat Intranet Work - Strategic Plan Focus Areas - Ranked Results

Category #4: Administrative Support for Council Functions

Focus Area	Adrienne	Carol	Chis	Cliff	Bliss	Ellen	Heidi	John	Katherine	Karl	Leif	Naomi	Richard	Ros	Scott	Tara	MARK
Draft proposals for the Council to submit inventory of mental health resources	3	4	2	1	6	2	1	2	1	2	3	4	4	1	3	5	2 24
Draft revised Council brochure and Service Area Board brochures	4	1	6	4	3	5	6	5	4	5	5	5	3	4	4	6	5 76
Draft descriptions and generalists for each area of representation on the Council	5	3	3	5	5	3	2	3	5	3	4	2	5	2	5	4	4 76
Draft general "job descriptions" of the Council's role and Service Area Board role	6	2	4	6	4	4	3	4	6	6	6	1	6	5	6	2	6 71
Draft a Council planning "toolkit" that includes outreach activities and suggested activities complementary to mental health topics/events	2	6	5	3	2	6	4	1	3	4	2	3	2	6	1	3	3 61
Identify, track and share the status of DCM Behavioral Health Administration (BHA) bills (includes Adult Mental Health, Child Assessment, Mental Health, and Alcohol and Drug Abuse (Domestic))	1	5	1	2	1	1	5	6	2	1	1	6	1	3	2	1	1 76

KEAO Consulting

In total, there were seven focus areas included in the draft Strategic Plan. K. Oliver explained the reason there were seven and not eight is because two of the prioritized focus areas were similar. This meant that they could be addressed as a single strategic plan item rather than two separately.

AGENDA ITEM	DISCUSSION	RECOMMENDATIONS/ ACTIONS/CONCLUSIONS	PERSON(S) RESPONSIBLE	DATE DUE
	<p>K. Oliver summarized the seven focus areas that were included in the draft Strategic Plan and Action Plan.</p> <div data-bbox="564 289 1159 440" style="background-color: #0070C0; color: white; padding: 10px; text-align: center; border-radius: 5px;"> <p>Top 8 (7) Focus Areas: January, 2021 Council Meeting</p> </div> <ol style="list-style-type: none"> 1. Improve Access to Mental Health Services (existing/new) 2. Advocate for the Emotional Well-Being of the Community 3. Identify the Tools the Council is Empowered to Use 4. Outline an Onboarding and Annual Re-boarding Experience for Council Members <div data-bbox="564 721 1159 872" style="background-color: #0070C0; color: white; padding: 10px; text-align: center; border-radius: 5px;"> <p>Top 8 (7) Focus Areas (cont.):</p> </div> <ol style="list-style-type: none"> 5. Strengthen the Council's Presence as Advocates and Advisors to DOH Leadership, Inclusive of Input from Neighbor Island Stakeholders and Service Area Board Members 6. Share Information on the Council's Website About Existing Mental Health Services (Local/State/Federal) 7. Identify, Track and Share the Status of DOH Behavioral Health Administration (BHA) Legislative Bills <p>Council members shared the following comments about the Strategic Plan process thus far and ranked response process for identifying the Council's priority focus areas.</p> <ul style="list-style-type: none"> • E. Lau James stated that the focus areas were a good starting point and while these are not the only areas the Council identified, if we're able to address these areas initially then we can move on to address other areas. • C. Knightsbridge felt that these focus areas provided a good guide for the legislative (LEG) PIG. He felt that having the focus areas identified 			

AGENDA ITEM	DISCUSSION	RECOMMENDATIONS/ ACTIONS/CONCLUSIONS	PERSON(S) RESPONSIBLE	DATE DUE
	<p>and the Council ranking them made the LEG PIG's work easier.</p> <ul style="list-style-type: none"> • C. Dang agreed with C. Knightsbridge that the focus areas were really helpful to the LEG PIG in identifying and narrowing down what the Council's priorities were and then looking for the bills that were related. For example, the LEG PIG inserted a statement that linked the Council's Strategic Plan with the Council's testimony. • R. Ries shared that ranking the focus areas was not always an easy process for him but also noted that he felt it was a healthy process. • C. Matayoshi felt that the process was well done and productive. <p>K. Oliver explained that the objectives are tangible outcomes. These could be things that the Council can look back at after a year to determine whether the goal was reached (measurable objective) such as:</p> <ul style="list-style-type: none"> • Implementing the new Council website • Conducting a training for Council members • Launching a public awareness campaign • Finalizing and submitting testimony • Establishing an onboarding process • Disseminating training materials to a percentage of providers • Responding to a percentage of bills <p>She next explained the action plan. These are specific steps that are located all in one place as a handy guide to refer to and a working document to be revised. These are action tasks and steps that include what will be done, who will do what, when will it be done, and what strategies/resources are available to assist such as:</p> <ul style="list-style-type: none"> • Who do we need to meet with? • Is a PIG needed? • What do we need to evaluate to determine what is happening now? • What are the things we need to know? • What strategies can we use to engage with the community? • What are ways we can obtain input – e.g., community meetings? 			

AGENDA ITEM	DISCUSSION	RECOMMENDATIONS/ ACTIONS/CONCLUSIONS	PERSON(S) RESPONSIBLE	DATE DUE								
	<p>K. Oliver walked Council members through each of the seven focus areas in the draft Strategic Plan and accompanying Action Plan. She acknowledged the Hawaii Opioid Plan as an excellent source and that she used the Hawaii Opioid Plan to develop the Council’s Strategic Plan template.</p> <p>She also noted that the content in the templates are completely in draft and should be updated where needed as much of the information is based on what is known as far as to deadlines and suggested action steps.</p> <p style="text-align: center;">DRAFT</p> <p style="text-align: center;">Hawaii State Council on Mental Health Strategic Plan FY 2020 – FY 2022 – Focus Areas</p> <p><u>Purpose:</u> In response to stakeholder feedback about areas of Hawaii’s mental health service system that need improvement, the State Council on Mental Health (SCMH) developed its Strategic Plan to prioritize (1) issues that directly affect more than one County service area (Statewide Comprehensive Integrated Service Area Plan; SCISAP); (2) opportunities for the Council to advocate for mental health services; and/or (3) specific ways the Council can be more effective in its advisory role to the Department of Health.</p> <p>Focus Area #1: Improve Access to Mental Health Services (existing/new)</p> <table border="1" data-bbox="564 824 1159 1273"> <thead> <tr> <th colspan="2" data-bbox="564 824 1159 881">Focus Area #1 Improve Access to Mental Health Services (existing/new)</th> </tr> </thead> <tbody> <tr> <td data-bbox="564 881 716 971">Strategic Planning: <i>Identified during the Council's Retreat</i></td> <td data-bbox="716 881 1159 971"> Category: <input checked="" type="checkbox"/> #1 Public Policy and Legislation <input type="checkbox"/> #2 Knowledge, Skill-Building, Education and Training <input type="checkbox"/> #3 Communication/Dissemination of Mental Health Information <input type="checkbox"/> #4 Administrative Support for Council Functions </td> </tr> <tr> <td data-bbox="564 971 716 1170">Area(s) of Need Addressed: <i>Council's purpose and responsibilities as required by Hawaii law</i></td> <td data-bbox="716 971 1159 1170"> Area(s) of Need (§334-10, Hawaii Revised Statutes): <input type="checkbox"/> Full Council membership with diverse representation (a, 1-5) <input checked="" type="checkbox"/> Effectiveness of the Council in its advisory role to the DOH (b, c) <input checked="" type="checkbox"/> Council's advisory context: Resources; Statewide Needs; and Programs affecting one or more service areas, including review and consideration of County level Comprehensive Integrated Service Area Plans (CISAP) (c) <input checked="" type="checkbox"/> Council's linkage to and advocacy for service recipients (c) <input checked="" type="checkbox"/> Council's knowledge, review and comment on the Statewide Comprehensive Integrated Service Plan (SCISP) and annual report to the Governor/Legislature (c,e) <input checked="" type="checkbox"/> </td> </tr> <tr> <td data-bbox="564 1170 716 1273">Outcome(s)/Product(s): <i>What the Council wants to see</i></td> <td data-bbox="716 1170 1159 1273"> <input checked="" type="checkbox"/> A well-articulated narrative State Council section within the SCISP as required by 334-10, Hawaii Revised Statutes <input checked="" type="checkbox"/> A comprehensively composed letter sent to DOH advising the Behavioral Health Administration's Deputy Director (DD BHA) of the Council's recommendations for improving access to mental health services. </td> </tr> </tbody> </table>	Focus Area #1 Improve Access to Mental Health Services (existing/new)		Strategic Planning: <i>Identified during the Council's Retreat</i>	Category: <input checked="" type="checkbox"/> #1 Public Policy and Legislation <input type="checkbox"/> #2 Knowledge, Skill-Building, Education and Training <input type="checkbox"/> #3 Communication/Dissemination of Mental Health Information <input type="checkbox"/> #4 Administrative Support for Council Functions	Area(s) of Need Addressed: <i>Council's purpose and responsibilities as required by Hawaii law</i>	Area(s) of Need (§334-10, Hawaii Revised Statutes): <input type="checkbox"/> Full Council membership with diverse representation (a, 1-5) <input checked="" type="checkbox"/> Effectiveness of the Council in its advisory role to the DOH (b, c) <input checked="" type="checkbox"/> Council's advisory context: Resources; 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Matayoshi, C. Knightsbridge, J. Fujii, N. Crozier • R. Ries recommended that all Service Area Board (SAB) representatives to the Council be involved in this focus area including T. Reid (Maui), C. Dang (Oahu), and C. Matayoshi (Hawaii Island). There is a vacancy for the Kauai representative. <p data-bbox="403 1308 1325 1341">Council members shared the following comments regarding Focus Area #1:</p> <ul data-bbox="441 1349 1325 1451" style="list-style-type: none"> • C. Matayoshi stated that the Statewide Comprehensive Integrated Service Area Plan (SCISP) is a compilation of the individual county level Comprehensive Integrated Service Area Plans (CISAP). 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	<p>CISAPs are shared with the Council. With that information and with the Council's additional information, the Council submits the SCISP to the DOH. The DOH reviews the information and includes the Council's feedback into the Substance Abuse and Mental Health Services Administration (SAMHSA) Block Grant Application. The SCISP information is also referenced in the Council's annual legislative report.</p> <ul style="list-style-type: none"> • R. Ries expressed a concern about the process and S. Haitsuka noted that the information including the feasibility of the proposed dates for the measurable objectives were inclusive of feedback she received from other staff. • R. Ries explained that he understands the CISAPs are county level and that the Council does not necessarily approve the CISAP information but does receive the information and determines what parts of the CISAP the Council will include in its SCISP. • C. Knightsbridge likes using online eligibility calculators to help people self-identify if they are eligible. • J. Fujii noted that Hawaii's Medicaid application is online and the system checks information that is entered in the fully automated system. For example, the system is set up with a decision tree system that will triage between options based on responses. He noted that current Medicaid enrollment is approximately 70,000 members. • E. Lau-James shared that she felt that her telephonic eligibility experience was positive and that it was helpful for her to have this option to determine her eligibility status which navigated her to the marketplace to review options she was eligible for. • C. Knightsbridge noted legislation that supports telehealth access and prohibits denying claims for this service are bills to follow. • E. Lau-James empowered Council members who volunteered to work on this focus area to now make it their own by revising objectives. She recommends that PIG groups be formed for each focus area at the next Council meeting. • R. Ries suggested that E. Lau-James keep track of which Council members volunteer for which focus areas and it may be that some 			

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	<p>Council members need a little nudging to get involved.</p> <ul style="list-style-type: none"> E. Lau-James acknowledged that the draft Strategic Plan looks daunting and that Council members may be concerned about that knowing the Council only meets 12 times per year. She encouraged the Council members to look at their areas of expertise and consider how they can contribute. A goal of today’s meeting is to identify who is interested in working on which focus area so that PIGs can be formed to begin working on the objectives. E. Lau-James posed that the measurable objectives and action plan steps could be left to the Council members who are willing to work on the focus area. <p>Focus Area #2: Advocate for the Emotional Well-Being of the Community</p> <table border="1" data-bbox="564 691 1163 1133"> <thead> <tr> <th colspan="2" data-bbox="564 691 1163 748">Focus Area #2 Advocate for the Emotional Well-Being of the Community</th> </tr> </thead> <tbody> <tr> <td data-bbox="564 748 716 841">Strategic Planning: <i>Identified during the Council's Retreat</i></td> <td data-bbox="716 748 1163 841"> Category: <input checked="" type="checkbox"/> #1 Public Policy and Legislation <input type="checkbox"/> #2 Knowledge, Skill-Building, Education and Training <input type="checkbox"/> #3 Communication/Dissemination of Mental Health Information <input type="checkbox"/> #4 Administrative Support for Council Functions </td> </tr> <tr> <td data-bbox="564 841 716 1044">Area(s) of Need Addressed: <i>Council's purpose and responsibilities as required by Hawaii law</i></td> <td data-bbox="716 841 1163 1044"> Area(s) of Need (§334-10, Hawaii Revised Statutes): <input type="checkbox"/> Full Council membership with diverse representation (a, 1-5) <input type="checkbox"/> Effectiveness of the Council in its advisory role to the DOH (b, c) <input type="checkbox"/> Council's advisory context: Resources; Statewide Needs; and Programs affecting one or more service areas, including review and consideration of County level Comprehensive Integrated Service Area Plans (CISAP)) (c) <input checked="" type="checkbox"/> Council's linkage to and advocacy for service recipients (c) <input type="checkbox"/> Council's knowledge, review and comment on the Statewide Comprehensive Integrated Service Plan (SCISP) and annual report to the Governor/Legislature (c,e) </td> </tr> <tr> <td data-bbox="564 1044 716 1133">Outcome(s)/Product(s): <i>What the Council wants to see</i></td> <td data-bbox="716 1044 1163 1133"> <input checked="" type="checkbox"/> A professionally produced wellness brochure with content directed by Council that promotes and supports the emotional well-being of the community. <input checked="" type="checkbox"/> Distribute a public communiqué referencing the brochure and its availability on the Council's website. </td> </tr> </tbody> </table>	Focus Area #2 Advocate for the Emotional Well-Being of the Community		Strategic Planning: <i>Identified during the Council's Retreat</i>	Category: <input checked="" type="checkbox"/> #1 Public Policy and Legislation <input type="checkbox"/> #2 Knowledge, Skill-Building, Education and Training <input type="checkbox"/> #3 Communication/Dissemination of Mental Health Information <input type="checkbox"/> #4 Administrative Support for Council Functions	Area(s) of Need Addressed: <i>Council's purpose and responsibilities as required by Hawaii law</i>	Area(s) of Need (§334-10, Hawaii Revised Statutes): <input type="checkbox"/> Full Council membership with diverse representation (a, 1-5) <input type="checkbox"/> Effectiveness of the Council in its advisory role to the DOH (b, c) <input type="checkbox"/> Council's advisory context: Resources; Statewide Needs; and Programs affecting one or more service areas, including review and consideration of County level Comprehensive Integrated Service Area Plans (CISAP)) (c) <input checked="" type="checkbox"/> Council's linkage to and advocacy for service recipients (c) <input type="checkbox"/> Council's knowledge, review and comment on the Statewide Comprehensive Integrated Service Plan (SCISP) and annual report to the Governor/Legislature (c,e)	Outcome(s)/Product(s): <i>What the Council wants to see</i>	<input checked="" type="checkbox"/> A professionally produced wellness brochure with content directed by Council that promotes and supports the emotional well-being of the community. <input checked="" type="checkbox"/> Distribute a public communiqué referencing the brochure and its availability on the Council's website.			
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Matayoshi, C. Knightsbridge, K. Aumer, R. Ries <p data-bbox="405 995 1318 1024">Council members shared the following comments regarding Focus Area #2:</p> <ul style="list-style-type: none"> <li data-bbox="443 1032 1318 1174">• C. Knightsbridge helped to develop the initial draft of the Council's brochure. He asked what a communiqué was. S. Haitzuka explained that a communiqué is the Council's communication and is developed by the PIG that is proposed in 2.3. <li data-bbox="443 1182 1318 1243">• C. Dang mentioned that a part of the communiqué could involve the media and possible a public service announcement (PSA). <li data-bbox="443 1252 1318 1357">• E. Lau-James shared that the Action Plan template can help provide a step-by-step guide with deadlines to keep track of activities and check them off as they are completed. 	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	<p>Focus Area #3: Identify the Tools the Council is Empowered to Use</p> <table border="1" data-bbox="564 248 1163 1206"> <thead> <tr> <th colspan="2" data-bbox="564 248 1163 305">Focus Area #3 Identify the Tools the Council is Empowered to Use</th> </tr> </thead> <tbody> <tr> <td data-bbox="564 305 716 396">Strategic Planning: <i>Identified during the Council's Retreat</i></td> <td data-bbox="716 305 1163 396"> Category: <input type="checkbox"/> #1 Public Policy and Legislation <input checked="" type="checkbox"/> #2 Knowledge, Skill-Building, Education and Training <input type="checkbox"/> #3 Communication/Dissemination of Mental Health Information <input type="checkbox"/> #4 Administrative Support for Council Functions </td> </tr> <tr> <td data-bbox="564 396 716 597">Area(s) of Need Addressed: <i>Council's purpose and responsibilities as required by Hawaii law</i></td> <td data-bbox="716 396 1163 597"> Area(s) of Need (§334-10, Hawaii Revised Statutes): <input type="checkbox"/> Full Council membership with diverse representation (a, 1-5) <input checked="" type="checkbox"/> Effectiveness of the Council in its advisory role to the DOH (b, c) <input type="checkbox"/> Council's advisory context: Resources; Statewide Needs; and Programs affecting one or more service areas, including review and consideration of County level Comprehensive Integrated Service Area Plans (CISAP) (c) <input type="checkbox"/> Council's linkage to and advocacy for service recipients (c) <input type="checkbox"/> Council's knowledge, review and comment on the Statewide Comprehensive Integrated Service Plan (SCISP) and annual report to the Governor/Legislature (c,e) <input checked="" type="checkbox"/> </td> </tr> <tr> <td data-bbox="564 597 716 688">Outcome(s)/Product(s): <i>What the Council wants to see</i></td> <td data-bbox="716 597 1163 688"> <input checked="" type="checkbox"/> A professionally produced one-page infographic identifying the Council's tools. <input checked="" type="checkbox"/> Incorporate content from the one-page infographic into the Council's Mission, Vision and Who We Are statements. </td> </tr> <tr> <td data-bbox="564 688 716 873">Measurable Objective(s): <i>What the Council wants to accomplish and by when</i></td> <td data-bbox="716 688 1163 873"> 3.1 - By March 2021, (a) identify tools the Council is familiar with and (b) form a PIG for infographic production. 3.2 - By May 2021, PIG shares an expanded list of tools for the Council to review, add to, and comment on. 3.3 - By July 2021, PIG presents a draft infographic for Council review. 3.4 - By August 2021, PIG presents a draft revising the Council's Mission, Vision and Who We Are document that includes content from the infographic for Council review and consideration for formal adoption. </td> </tr> <tr> <td data-bbox="564 873 716 1003">Internal/External Partners: <i>Internal: Council members per their area(s) of representation</i> <i>External: Specific organizations, agencies and individuals</i></td> <td data-bbox="716 873 1163 1003"> Internal: <ul style="list-style-type: none"> ▪ Council members and stakeholders within their area(s) of representation ▪ Council support staff External: <ul style="list-style-type: none"> ▪ X </td> </tr> <tr> <td data-bbox="564 1003 716 1133">Strategies: <i>Action steps the Council will take including PIGs (existing or new), requests for SABs and specialty areas, etc.</i></td> <td data-bbox="716 1003 1163 1133"> <input checked="" type="checkbox"/> Dedicate standing agenda time at every Council meeting for forward progress. <input checked="" type="checkbox"/> Form a new PIG. <input checked="" type="checkbox"/> Research may include, but is not limited to, local/state/national tools with demonstrated effectiveness by other similar behavioral health and/or community-oriented Councils. <input checked="" type="checkbox"/> Use electronic publishing tools such as Canva to create a professional one-page infographic. </td> </tr> <tr> <td data-bbox="564 1133 716 1206">Status: <i>Updated quarterly (reviewed as a meeting agenda item; 3rd month each quarter)</i></td> <td data-bbox="716 1133 1163 1206"> <input type="checkbox"/> Carried forward from (FY 2018 – FY 2020) <input type="checkbox"/> Started (Month/Year) <input type="checkbox"/> In progress (Month/Year) <input type="checkbox"/> Completed (Month/Year) </td> </tr> </tbody> </table> <p>The following Council members expressed interest in working on the following measurable objectives:</p> <ul style="list-style-type: none"> • E. Lau-James, H. Ilyavi, C. Knightsbridge <p>Council members shared the following comments regarding Focus Area #3:</p> <ul style="list-style-type: none"> • None. 	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VI. Break	At 10:20 a.m., K. Oliver announced a 20 minute break. She encouraged Council members to stand up and stretch during the break.									
VII. Post-Break Group Exercise: BINGO!	<p>The Council reconvened Retreat activities at 10:30 a.m.</p> <p>E. Lau-James introduced the group break activity. She hosted a virtual BINGO! game. Council members who wanted to participate could do so by using the cards and markers provided in their Retreat Box.</p>									
<p>VIII. Questions from Morning Session</p> <ul style="list-style-type: none"> Outline of FY21 – FY23 Strategic Plan (continued) Review Templates: Focus Areas (5-7) and Accompanying Action Plans 	<p>K. Oliver moved the Council back to the Strategic Plan template to review the remaining four focus areas.</p> <p>Focus Area #4: Outline an Onboarding and Annual Reboarding Experience for Council Members</p> <table border="1" data-bbox="558 730 1171 1096"> <thead> <tr> <th colspan="2" data-bbox="558 730 1171 787">Focus Area #4 Outline an Onboarding and Annual Reboarding Experience for Council Members</th> </tr> </thead> <tbody> <tr> <td data-bbox="558 787 714 885">Strategic Planning: <i>Identified during the Council's Retreat</i></td> <td data-bbox="714 787 1171 885"> Category: <input type="checkbox"/> #1 Public Policy and Legislation <input checked="" type="checkbox"/> #2 Knowledge, Skill-Building, Education and Training <input type="checkbox"/> #3 Communication/Dissemination of Mental Health Information <input type="checkbox"/> #4 Administrative Support for Council Functions </td> </tr> <tr> <td data-bbox="558 885 714 1096">Area(s) of Need Addressed: <i>Council's purpose and responsibilities as required by Hawaii law</i></td> <td data-bbox="714 885 1171 1096"> Area(s) of Need (§334-10, Hawaii Revised Statutes): <input checked="" type="checkbox"/> Full Council membership with diverse representation (a, 1-5) <input checked="" type="checkbox"/> Effectiveness of the Council in its advisory role to the DOH (b, c) <input type="checkbox"/> Council's advisory context: Resources; Statewide Needs; and Programs affecting one or more service areas, including review and consideration of County level Comprehensive Integrated Service Area Plans (CISAP)) (c) <input type="checkbox"/> Council's linkage to and advocacy for service recipients (c) <input type="checkbox"/> Council's knowledge, review and comment on the Statewide Comprehensive Integrated Service Plan (SCISP) and annual report to the Governor/Legislature (c,e) <i>Includes a narrative statement describing the problem/issue.</i> xx </td> </tr> </tbody> </table>	Focus Area #4 Outline an Onboarding and Annual Reboarding Experience for Council Members		Strategic Planning: <i>Identified during the Council's Retreat</i>	Category: <input type="checkbox"/> #1 Public Policy and Legislation <input checked="" type="checkbox"/> #2 Knowledge, Skill-Building, Education and Training <input type="checkbox"/> #3 Communication/Dissemination of Mental Health Information <input type="checkbox"/> #4 Administrative Support for Council Functions	Area(s) of Need Addressed: <i>Council's purpose and responsibilities as required by Hawaii law</i>	Area(s) of Need (§334-10, Hawaii Revised Statutes): <input checked="" type="checkbox"/> Full Council membership with diverse representation (a, 1-5) <input checked="" type="checkbox"/> Effectiveness of the Council in its advisory role to the DOH (b, c) <input type="checkbox"/> Council's advisory context: Resources; Statewide Needs; and Programs affecting one or more service areas, including review and consideration of County level Comprehensive Integrated Service Area Plans (CISAP)) (c) <input type="checkbox"/> Council's linkage to and advocacy for service recipients (c) <input type="checkbox"/> Council's knowledge, review and comment on the Statewide Comprehensive Integrated Service Plan (SCISP) and annual report to the Governor/Legislature (c,e) <i>Includes a narrative statement describing the problem/issue.</i> xx			
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Lau-James, T. Reed, K. Martinez <p data-bbox="405 1170 1318 1201">Council members shared the following comments regarding Focus Area #4:</p> <ul data-bbox="438 1209 552 1239" style="list-style-type: none"> • None. 	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	<p>other meetings.</p> <ul style="list-style-type: none"> • R. Ries shared that he attends the Bereavement Network of Hawaii’s meetings and that could be a potential organization the Council could invite to present behavioral health related information related to the Council’s focus areas. • C. Dang noted that the Council agenda could increase opportunities for community input since the PIGs working behind the scenes, like the work horses, to address some of the Council’s action items. • E. Lau-James agreed with C. Dang about the PIGs doing more work behind the scenes. The Council can then review the PIGs work briefly and use the bulk of the meeting time to vote on the recommendations from the PIGs. There will be so many PIG recommendations that the Council will need to vote on and having the Council meetings heavily focus on voting is a gamechanger. • C. Matayoshi believes that this focus area and the objectives will definitely help strengthen the Council and make the Council more productive. • C. Dang mentioned that metrics are powerful; shows what the Council invested its time to work on. The Council can look at the measurable outcomes and can come up with metrics that are identifiable but concise, possibly two or three metric items initially. She stated measure creates the change. These metrics can help inform the conversation that occurs within the PIGs. • R. Ries agreed that tracking these tasks is important and the Council has not done this in the past as far as to measuring and tracking its activities. • R. Ries and C. Dang agreed that there is a need to include input from the DOH Child and Adolescent Mental Health Division (CAMHD) as well as Adult Mental Health Division (AMHD) at least twice per year. • C. Knightsbridge suggested that the Director of Health be invited to present at least once during the calendar year. • Regarding Outcome(s)/Product(s), “documentation” could be the meeting minutes and could be that Council members self-report their participation when they share their report at Council meetings. C. 			

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	<p>Dang related “documentation” to metrics in that the legislature may look at the metrics that shows how the Council is using its time and resources to engage with members in their area(s) of representation.</p> <ul style="list-style-type: none"> • Regarding metrics for measurable objectives, K. Oliver suggested that Council members should be able to identify metrics that could be useful such as increasing engagement options by x percentage or meetings. • K. Aumer mentioned that Council members can also make sure they are distributing the Council’s brochure and infographic and then asking how community members are receiving Council information. • C. Dang suggested removing specific meeting from measurable objective 5.1 because the Council has mentioned other meetings besides the Mental Health Task Force. R. Ries instead suggested adding another objective stating “other community mental health meetings” as a new 5.2. R. Ries acknowledge that he was thinking similarly about removing the DOH DD of BHA. <p>Focus Area #6: Share Information on the Council’s Website About Existing Mental Health Services (Local/State/Federal)</p> <table border="1" data-bbox="558 911 1167 1360"> <thead> <tr> <th colspan="2" data-bbox="558 911 1167 987">Focus Area #6 Share Information on the Council's Website About Existing Mental Health Services (Local/State/Federal)</th> </tr> </thead> <tbody> <tr> <td data-bbox="558 987 714 1084">Strategic Planning: <i>Identified during the Council's Retreat</i></td> <td data-bbox="714 987 1167 1084"> Category: <input checked="" type="checkbox"/> #1 Public Policy and Legislation <input type="checkbox"/> #2 Knowledge, Skill-Building, Education and Training <input checked="" type="checkbox"/> #3 Communication/Dissemination of Mental Health Information <input type="checkbox"/> #4 Administrative Support for Council Functions </td> </tr> <tr> <td data-bbox="558 1084 714 1295">Area(s) of Need Addressed: <i>Council's purpose and responsibilities as required by Hawaii law</i></td> <td data-bbox="714 1084 1167 1295"> Area(s) of Need (§334-10, Hawaii Revised Statutes): <input type="checkbox"/> Full Council membership with diverse representation (a, 1-5) <input type="checkbox"/> Effectiveness of the Council in its advisory role to the DOH (b, c) <input checked="" type="checkbox"/> Council's advisory context: Resources; Statewide Needs; and Programs affecting one or more service areas, including review and consideration of County level Comprehensive Integrated Service Area Plans (CISAP)) (c) <input checked="" type="checkbox"/> Council's linkage to and advocacy for service recipients (d) <input type="checkbox"/> Council's knowledge, review and comment on the Statewide Comprehensive Integrated Service Plan (SCISP) and annual report to the Governor/Legislature (c,e) </td> </tr> <tr> <td data-bbox="558 1295 714 1360"><i>Includes a narrative statement describing the problem/issue.</i></td> <td data-bbox="714 1295 1167 1360">XX</td> </tr> <tr> <td data-bbox="558 1360 714 1453">Outcome(s)/Product(s): <i>What the Council wants to see</i></td> <td data-bbox="714 1360 1167 1453"> <input checked="" type="checkbox"/> A refreshed consumer-friendly Resources webpage within the Council's website that includes information about local/state/federal mental health/behavioral health resources. </td> </tr> </tbody> </table>	Focus Area #6 Share Information on the Council's Website About Existing Mental Health Services (Local/State/Federal)		Strategic Planning: <i>Identified during the Council's Retreat</i>	Category: <input checked="" type="checkbox"/> #1 Public Policy and Legislation <input type="checkbox"/> #2 Knowledge, Skill-Building, Education and Training <input checked="" type="checkbox"/> #3 Communication/Dissemination of Mental Health Information <input type="checkbox"/> #4 Administrative Support for Council Functions	Area(s) of Need Addressed: <i>Council's purpose and responsibilities as required by Hawaii law</i>	Area(s) of Need (§334-10, Hawaii Revised Statutes): <input type="checkbox"/> Full Council membership with diverse representation (a, 1-5) <input type="checkbox"/> Effectiveness of the Council in its advisory role to the DOH (b, c) <input checked="" type="checkbox"/> Council's advisory context: Resources; Statewide Needs; and Programs affecting one or more service areas, including review and consideration of County level Comprehensive Integrated Service Area Plans (CISAP)) (c) <input checked="" type="checkbox"/> Council's linkage to and advocacy for service recipients (d) <input type="checkbox"/> Council's knowledge, review and comment on the Statewide Comprehensive Integrated Service Plan (SCISP) and annual report to the Governor/Legislature (c,e)	<i>Includes a narrative statement describing the problem/issue.</i>	XX	Outcome(s)/Product(s): <i>What the Council wants to see</i>	<input checked="" type="checkbox"/> A refreshed consumer-friendly Resources webpage within the Council's website that includes information about local/state/federal mental health/behavioral health resources.			
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Matayoshi, H. Ilyavi, C. Dang, C. Knightsbridge, R. Pascual-Kestner <p data-bbox="405 1036 1318 1068">Council members shared the following comments regarding Focus Area #6:</p> <ul style="list-style-type: none"> <li data-bbox="443 1076 1304 1174">• K. Aumer mentioned that there are similar activities mentioned here and that it would be important to have a tie in to coordinate the activities of other focus areas. <li data-bbox="443 1187 1318 1433">• C. Knightsbridge mentioned that there will need to be a way to coordinate the activities of the brochure PIG and the WSA PIG, etc. He suggested that the brochure mirrors the website; however, S. Haituka pointed out that there is a distinction between the focus areas one of which focuses on post-pandemic coping while the other focuses on general mental health. She mentioned that the content on the brochure would be added to the website as a handout. <li data-bbox="443 1446 1318 1469">• C. Dang suggested the Council utilize focus groups periodically to ask 	Measurable Objective(s): <i>What the Council wants to accomplish and by when</i>	6.1 – In August/September 2021, Council members identify their top five local/state/federal mental health and behavioral health resources that are helpful for individuals within their area(s) of representation. 6.2 – In October 2021, (a) review the resources shared by Council members and (b) vote to approve resources to be listed on the Council’s Resource webpage. 6.3 – By January 2022, Council support staff will revise the Council’s Resource webpage inclusive of approved resources. 6.4 – By February 2022, Council members (a) review the Resource webpage and (b) identify any additional resources. 6.5 – As need arises but no less than annually in October-December, the Council (a) reviews the Resource webpage and (b) recommends updates/revisions.	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	<p>them to review the Council’s work. S. Haitsuka suggested that each Council members could take the information back to stakeholders within their area(s) of representation to receive feedback and bring the comments back to the Council for consideration.</p> <ul style="list-style-type: none"> • R. Ries noted that he feels comfortable talking to his colleagues and feels that it would be great if there was a support group for family members where input can also be sought. C. Dang suggested using the Mental Health Task Force, NAMI and others to generate feedback; ask them to review the Council’s information, possibly annually. • Regarding professional or contracted digital design services, K. Oliver asked whether it would be needed. <p>R. Ries encouraged all Council members to volunteer for at least one focus area. If any Council member is hesitant, he and other members can help.</p> <p>E. Lau-James shared that her experience on the current Legislative (LEG) PIG is that even though she wasn’t able to attend all meetings, she was included and was given all of the meeting notices and she attended when she could. She recognized that Council members have jobs and that the Council’s work is a volunteer position. She noted that this is an opportunity for Council members to work on an area of interest to them and she encouraged everyone to jump in and learn as you go.</p> <p>C. Dang suggested that E. Lau-James display the information during the meeting showing who volunteered for which focus areas. C. Knightsbridge suggested members go with their passion and sign up to participate and learn from other members. While not wanting to publicly shame Council members who did not sign up for a focus area, R. Ries again strongly encouraged Council members to sign up for at least one focus area.</p> <p>R. Ries noted that new Council members may be coming on board as well. He recalls how he felt as a new members and getting his sea legs comfortable. C. Knightsbridge suggested members e-mail S. Haitsuka after they have identified the focus areas they would like to work on.</p>			

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	<p>R. Ries noted that members can change their mind later on if they find that they do not like the PIG work or if it is not interesting work. C. Dang noted that the process for PIG work can be covered during the onboarding and reboarding orientation.</p> <div data-bbox="499 378 1224 901" style="border: 1px solid #ccc; padding: 10px; margin: 10px 0;"> <p>Focus Area #1 Carol, Cindi, Tara, Naomi, Jon</p> <p>Focus Area #2 Carol, Chris, Katherine, Richard</p> <p>Focus Area #3 Eileen, Heidi, Chris</p> <p>Focus Area #4 Eileen, Tara, <u>Kau'i</u></p> <p>Focus Area #5 Tara, Carol, Chris, Eileen, Katherine, Richard</p> <p>Focus Area #6 Carol, Cindi, Heidi, Chris, Rus</p> <p>Focus Area #7 Scott, Richard, Eileen, Tara, Cindi, Chris</p> </div> <p>D. Koyanagi stated that her area of interest is kids. She would be interested in helping with anything the Council is working that's kid focused.</p> <p>A. Beninato is interested in identifying what focus areas he would be useful to work on. He expressed interest legislation and being able to read the top six bills that were identified by the LEG PIG. C. Dang noted that each bill has a summary that describes the salient parts of each bill. This information is provided on the legislature website.</p> <p>C. Dang suggested reviewing the information about the bill relating to mobile health clinics. She suggested this information could be reviewed at the next meeting. C. Knightsbridge said that he agreed with A. Beninato's point about getting through the legalese jargon. C. Knightsbridge noted that the WSA PIG is working to address social media needs.</p>			

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	<p>A. Beninato also mentioned his interest in increasing accessibility using social media, such as Instagram, to connect with other people. He recalls an e-mail S. Haitsuka sent out about changing the law for open meetings to include virtual meetings so more people can connect on topics of interest in a way that they can understand and potentially share this information with the younger generation and others who are on social media and rely on social media for their real time information and updates. C. Dang noted that it is important to connect on social media and she, along with E. Lau-James, encouraged A. Beninato to join the WSA PIG.</p> <p>C. Knightsbridge brought up the concern about having information approved by the Council before it is distributed, including social media content. C. Dang mentioned that the Council may need to get the Attorneys General involved. T. Reed shared that she speaks only on her involvement and shares what she is doing when she interacts with others on Facebook.</p> <p>Focus Area #7: Identify, Track and Share the Status of DOH Behavioral Health Administration (BHA) Legislative Bills (includes: Adult Mental Health Division, Child Adolescent Mental Health, and Alcohol and Drug Abuse Division)</p> <table border="1" data-bbox="556 982 1171 1437"> <thead> <tr> <th colspan="2" data-bbox="556 982 1171 1079">Focus Area #7 Identify, Track and Share the Status of DOH Behavioral Health Administration (BHA) Legislative Bills (includes: Adult Mental Health, Child Adolescent Mental Health, and Alcohol and Drug Abuse Divisions)</th> </tr> </thead> <tbody> <tr> <td data-bbox="556 1079 709 1177">Strategic Planning: <i>Identified during the Council's Retreat</i></td> <td data-bbox="709 1079 1171 1177"> Category: <input type="checkbox"/> #1 Public Policy and Legislation <input type="checkbox"/> #2 Knowledge, Skill-Building, Education and Training <input type="checkbox"/> #3 Communication/Dissemination of Mental Health Information <input checked="" type="checkbox"/> #4 Administrative Support for Council Functions </td> </tr> <tr> <td data-bbox="556 1177 709 1388">Area(s) of Need Addressed: <i>Council's purpose and responsibilities as required by Hawaii law</i></td> <td data-bbox="709 1177 1171 1388"> Area(s) of Need (§334-10, Hawaii Revised Statutes): <input type="checkbox"/> Full Council membership with diverse representation (a, 1-5) <input type="checkbox"/> Effectiveness of the Council in its advisory role to the DOH (b, c) <input type="checkbox"/> Council's advisory context: Resources; Statewide Needs; and Programs affecting one or more service areas, including review and consideration of County level Comprehensive Integrated Service Area Plans (CISAP)) (c) <input checked="" type="checkbox"/> Council's linkage to and advocacy for service recipients (c) <input type="checkbox"/> Council's knowledge, review and comment on the Statewide Comprehensive Integrated Service Plan (SCISP) and annual report to the Governor/Legislature (c,e) </td> </tr> <tr> <td data-bbox="556 1388 709 1437"><i>Includes a narrative statement describing the problem/issue.</i></td> <td data-bbox="709 1388 1171 1437">XX</td> </tr> <tr> <td data-bbox="556 1437 709 1455">Outcome(s)/Product(s): <i>What the Council wants to see</i></td> <td data-bbox="709 1437 1171 1455"> <input checked="" type="checkbox"/> Post-pilot Participation Guidelines for Council Legislative Activities. </td> </tr> </tbody> </table>	Focus Area #7 Identify, Track and Share the Status of DOH Behavioral Health Administration (BHA) Legislative Bills (includes: Adult Mental Health, Child Adolescent Mental Health, and Alcohol and Drug Abuse Divisions)		Strategic Planning: <i>Identified during the Council's Retreat</i>	Category: <input type="checkbox"/> #1 Public Policy and Legislation <input type="checkbox"/> #2 Knowledge, Skill-Building, Education and Training <input type="checkbox"/> #3 Communication/Dissemination of Mental Health Information <input checked="" type="checkbox"/> #4 Administrative Support for Council Functions	Area(s) of Need Addressed: <i>Council's purpose and responsibilities as required by Hawaii law</i>	Area(s) of Need (§334-10, Hawaii Revised Statutes): <input type="checkbox"/> Full Council membership with diverse representation (a, 1-5) <input type="checkbox"/> Effectiveness of the Council in its advisory role to the DOH (b, c) <input type="checkbox"/> Council's advisory context: Resources; Statewide Needs; and Programs affecting one or more service areas, including review and consideration of County level Comprehensive Integrated Service Area Plans (CISAP)) (c) <input checked="" type="checkbox"/> Council's linkage to and advocacy for service recipients (c) <input type="checkbox"/> Council's knowledge, review and comment on the Statewide Comprehensive Integrated Service Plan (SCISP) and annual report to the Governor/Legislature (c,e)	<i>Includes a narrative statement describing the problem/issue.</i>	XX	Outcome(s)/Product(s): <i>What the Council wants to see</i>	<input checked="" type="checkbox"/> Post-pilot Participation Guidelines for Council Legislative Activities.			
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	<div data-bbox="562 215 1163 370" style="background-color: #4a90e2; color: white; padding: 10px; text-align: center; border-radius: 10px 10px 0 0;"> <h2 style="margin: 0;">Sustaining Your Work!</h2> </div> <p data-bbox="583 375 1104 418">The continuation of a program and the delivery of the intended benefits over an extended period of time <small>Shediac, Rizkallah MC, et al. Health Educ Res. 1998;13:87-108.</small></p> <p data-bbox="583 420 919 440">The indicators that something is sustained include:</p> <ul data-bbox="615 451 1104 602" style="list-style-type: none"> · maintenance or the ability to continuously deliver the benefits achieved when the intervention was first implemented, · institutionalization or the integration of the innovation within the organizational culture through policy and practice, and · capacity building activities that build the infrastructure and long-term resources that will support the continued delivery of the program. <p data-bbox="615 623 1110 639"><small>Rabin Baet, al. A glossary for dissemination and implementation research in health. J Public Health Manag Pract.</small></p> <div data-bbox="562 662 1163 816" style="background-color: #4a90e2; color: white; padding: 10px; text-align: center; border-radius: 10px 10px 0 0;"> <h2 style="margin: 0;">Why Sustainability?</h2> </div> <p data-bbox="590 813 1167 1076" style="text-align: center;"><i>“We have a responsibility to our program recipients; they’ve had so many losses in their lives and for us to come in for a year or two or three and give them hope, only to have the program go away, we’ve just caused another loss and a further loss of hope in their lives.” —Akerlund 2000</i></p> <p data-bbox="405 1117 1289 1183">She encouraged the Council to think about ways to share updates on the Council’s Strategic Plan and Action Plan steps as they are completed.</p> <p data-bbox="405 1224 1312 1365">She thanked the Council for spending their time to make the strategic planning process informative. She expressed her sincere gratitude for the opportunity to work with the Council to draft the Strategic Plan and Action Plan templates.</p>			

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X. Closing Remarks	<p>R. Ries thanked K. Oliver for facilitating the Council through four hours of strategic planning activities and discussions. He thanked Council members for their focus and their time. He recognized that four hours is a long time to focus and that the Council has done a great job with identifying the priority areas that we will work on.</p> <p>R. Ries stated the post-Retreat questionnaire link was shared in the Zoom chat. S. Haitsuka will also e-mail the link. He encouraged members to complete the questionnaire ASAP while it's fresh in their mind.</p> <p>R. Ries asked Council members to share feedback about today's Retreat.</p> <ul style="list-style-type: none"> • H. Ilyavi thanked K. Oliver, S. Haitsuka and E. Lau-James for planning a great retreat and for preparing excellent meeting materials and Retreat box supplies and snacks. • C. Matayoshi thanks K. Oliver for her facilitation of these two Retreat sessions. She thanked S. Haitsuka and E. Lau-James for helping to prepare the Retreat activities. She feels that there was great sharing and it feels like the Council is getting somewhere because we have a plan, a path and are focused and very productive. She feels this group has great energy! • C. Dang mentioned that she feels there is a stronger sense of direction and that the Council has a lot of talent now and we are at a point where we are using the talents of every Council member. She thanked everyone for a great Retreat experience. She feels that the Council has a sense of purpose and clarity which connects Council members to priority focus areas and where members can leave a legacy for future terms/members to use. • C. Knightsbridge expressed his satisfaction with getting stuff done and he is looking forward to meeting now compared to before. • N. Crozier shared that she feels honored to be elected to serve as a Council member and while she was floundering at the beginning of the term, she now feels she has a clear cut direction. • E. Lau-James shared that over the course of the last three months of the LEG PIG's work, she feels the LEG PIG did more in this time than 	Complete post-Retreat questionnaire	Council Members	2/12/21

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	<p>what was done in the entire first year she has volunteered as a Council member. She thanked S. Haitsuka and R. Ries for leadership and culture change of the meetings and the Council overall. She is excited to do the Council's work. She thanked everyone for a positive Retreat experience.</p> <ul style="list-style-type: none"> • R. Ries is excited about changing how people in the community know about the Council and its work so that the Council's voice is heard. He is so happy to work with all Council members on the Strategic Plan. <p>R. Ries noted that K. Oliver will provide the Council with a post-Retreat summary to review at the March meeting.</p> <p>He thanked everyone for participating before adjourning at 12:37 p.m.</p>			
Retreat Materials and Supplies	<p>The following hard copy handouts were provided to Council members:</p> <ul style="list-style-type: none"> • Retreat cover letter and agenda • Retreat (Part 1) Post-Retreat Facilitator Summary with Appendix 1 (Pre-Retreat Questionnaire), Appendix 2 (Post-Retreat Questionnaire), Appendix 3 (Retreat (Part 1) Presentation Slides), Appendix 4 (Retreat (Part 1) Minutes) • Draft Council Member Guidebook • Post-Retreat (Part 1) Interim Work – Focus Area Ranked Results • Draft Strategic Plan Focus Area Template • Draft Strategic Plan Action Plan Template • Post-Retreat (Part 2) Questionnaire <p>The following supplies were provided to Council members to aide in their engagement and participation in Retreat activities:</p> <ul style="list-style-type: none"> • Pen, notebook, lip balm, hand lotion, BINGO cards/markers • Blank thank you card and individually packaged snacks 			
Reference Links to Resources Mentioned During the Retreat	<p>The following resources were shared during the Retreat.</p> <ul style="list-style-type: none"> • None. 			