## STATE COUNCIL ON MENTAL HEALTH (SCMH)

Behavioral Health Administration Department of Health, State of Hawaii

Kinau Hale Conference Room, 1<sup>st</sup> Floor March 10, 2020 9:00 a.m. – 11:30 a.m.

Members Present:

Dang, Cynthia; Knightsbridge, Christopher; Lau-James, Eileen; Macias, Alexandra; Martinez, Kaui; Matayoshi,

Carol; Nagao, Lani; Ries, Richard; Vorsino, Marie

Members Absent:

Crozier, Charleen; Crum, Louise; Jackson, Arwyn; Lino, Timothy; Pascual-Kestner, Rusnell; Shimabukuro, Scott;

Members Excused: Souza, Chiree

Guests Present: Staff Attorney Lorna Aratani

Staff Present: Clarke, Judith; Hiraga-Nuccio, Madeleine; Keane, Greg; Nazareno, Jocelyn; Pangburn, Teresa; Tom, Trina

AGENDA ITEM	DISCUSSION	RECOMMENDATIONS/ ACTIONS/CONCLUSIONS	PERSON(S) RESPONSIBLE	DATE DUE
I. Call to Order	Marie Vorsino, Chair, called the meeting to order at 9:15 a.m.  Quorum was established at 10:39 a.m.	For information, only.	M. Vorsino, Chair	3/10/20
II. Consideration and Approval of Review Minutes	<ul> <li>The January 14, 2020 minutes were reviewed.</li> <li>C. Dang recommended the minutes reflect that the Hawaii Island site experienced audio and visual difficulties during the meeting.</li> <li>K. Martinez motioned to approve the minutes with the above amendment. E. Lau-James seconded the motion.</li> </ul>	Action: The January 14, 2020 minutes with an amendment were approved. Motion carried unanimously.	M. Vorsino, Chair	3/10/20
III. Community Input	No community input.			

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AGENDA ITEM	DISCUSSION	RECOMMENDATIONS/ ACTIONS/CONCLUSIONS	PERSON(S) RESPONSIBLE	DATE DUE
IV. Office of Information Practices (OIP) Responds to State Council on Mental Health's Questions About the Sunshine Law	Staff Attorney, Lorna Aratani of the OIP, presented a PowerPoint on the Sunshine Law.  What is the purpose for the Sunshine Law?  • To protect public's right to know.  • It opens governmental process to public scrutiny and public participation.  Sunshine Law requires:  • Discussion, deliberations, and decisions must be conducted at a meeting.  • Meetings must be open to the public unless an executive meeting is allowed.  • Boards must accept testimony, provide notice, and keep minutes.  • A quorum needs to be established for a meeting to start.  • If there is no quorum the meeting can only proceed as an informational only meeting or be cancelled.  • All visual aids or handouts need to be available to all council members in attendance at the meeting.  • Multi-site meetings must have audio to maintain the meeting at all locations.  Board Business:  • Matters over which the board has supervision, control, jurisdiction, or advisory power that are before the board or reasonably anticipated to come before the board in the foreseeable future.  • Topics cannot be discussed if it relates to the Board's business or future discussions of the Board's business.  • There should be no discussion among Council Members on the board's business outside of the meeting through caucuses, polling, telephone calls, emails, or social media, and memos.  • A board member can only represent the Council if approved by the membership. Otherwise, individuals would need to represent themselves as a community member when attending a public meeting, legislative hearing, or in giving testimony.	For information, only.	RESPONSIBLE L. Aratani	3/10/20
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	<ul> <li>A PIG is formed by the entire council and assigns different topics or assignments to be completed.</li> <li>The entire council needs to approve the PIG and assignments.</li> <li>Members on the council can volunteer to be on the PIG and it must consist of two (2) or less than a quorum.</li> <li>The PIG can communicate privately but cannot commit to a vote.</li> <li>The PIG presents its findings and recommendations to the Board at a 2<sup>nd</sup> meeting.</li> <li>The PIG's deliberations and decision-making are then presented at a 3<sup>rd</sup> meeting.</li> <li>There is a timeline to finish the assignment.</li> </ul>			
	DUE TO TIME CONSTRAINTS THE AGENDA ITEMS WERE TAKEN OUT OF SEQUENCE			
VI. Election of SCMH Officers for 2020	Chair conducted an oral vote among the membership of the Council.  Officers selected for 2020:  • Chair – R. Ries  • 1 <sup>st</sup> Vice Chair – M. Vorsino  • 2 <sup>nd</sup> Vice Chair – C. Knightsbridge  • Secretary – E. Lau-James	For information, only.	M. Vorsino, Chair	3/10/20
VIII. Island Reports	<ul> <li>Hawaii Service Area Board (SAB)</li> <li>C. Matayoshi reported on behalf of the Hawaii SAB. She stated that there is a pilot project to train dogs for consumers with mental illness. These dogs are being trained to be service dogs.</li> </ul>	For information, only.	C. Matayoshi	3/10/20
	<ul> <li>Kauai Service Area Board (SAB)</li> <li>L. Nagao reported that the Kauai SAB members are working on reaching out to potential members.</li> <li>The Kauai SAB is planning to do a community survey of needs, and they are exploring ways to do the survey.</li> </ul>		L. Nagao	

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	<ul> <li>Maui Service Area Board (SAB)</li> <li>T. Tom stated that the letter signed by the Maui SAB Chair regarding the adolescent unit was sent to the Maui Memorial Hospital. A copy of the letter was sent to the Governor's Office, Mayor's Office and to other individuals.</li> <li>Maui SAB members are recruiting new members.</li> <li>The Board plans to elect officers at the next meeting.</li> </ul>		T. Tom	
	<ul> <li>Oahu Service Area Board (SAB)</li> <li>C. Dang reported that the membership of the Oahu SAB is exploring ways to increase the membership.</li> <li>Members are identifying areas within Oahu to increase access to health care services and improve access to health care in rural areas.</li> </ul>		C. Dang	
	At 11:15 a.m. the Waimano computer site froze. Chair Ries asked that the Council meeting PAUSE until the Waimano site was fixed.  At 11:18 a.m. the Waimano site was restored. Staff reported that C.			
	Dang left the meeting. As a result, the Council meeting lost quorum.  Chair Ries then asked members to inform the Council if they need to leave the meeting prior to adjournment.			
V. Old Business  • Focused Ideas for the Advocacy/ Website/Social Media Permitted Interaction Group (PIG)	Informational Meeting  E. Lau-James commented that the PIGs will continue to work on their tasks that the Council approved.  R. Ries commented that the Advocacy/Website/Social Media Permitted Interaction Group (PIG) might want to establish a committee because there are ongoing projects.	For information, only.	R. Ries, Chair	3/10/20

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• Focused Ideas for the Legislative PIG	<ul> <li>M. Vorsino commented:</li> <li>There is a need to have procedures built in the By-Laws and guidelines for the websites.</li> <li>There is also a need to have a person who would be able to maintain the website on a regular basis.</li> <li>A policy and procedure for the website is needed.</li> <li>The PIG will need to develop the policy and procedure and give it to the Council for approval.</li> <li>This discussion was tabled until the next meeting.</li> </ul>			
VII. New Business	Discuss development of an individual on the Council who would be responsible for ensuring Sunshine Law and Robert's Rules of Order are followed.	Action: Agenda item tabled until next meeting.		
IX. Announcements	The 2020 Hawaii Addictions Conference is scheduled for Friday, April 17, 2020 at the Conference Center of the Queen's Medical Center.	For information, only.	R. Ries, Chair	3/10/20
X. Future Agenda Items	Retreat Permitted Interaction Group to present its recommendation for the retreat venue.	Action: E. Lau-James to send venue cost estimates to staff prior to the next meeting.		
XI. Adjournment	The meeting adjourned at 11:33 a.m.	For information, only.		
Electronic Mail Outs	<ul> <li>State Council on Mental Health Agenda for March 10, 2020</li> <li>State Council on Mental Health Draft Minutes for January 14, 2020</li> <li>State Council Attendance Log 2020</li> <li>2020 Elections of SCMH Officers (list of nominees)</li> <li>Office of Information Practices PowerPoint Presentation</li> </ul>	For information, only.		

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