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*** MEETING MINUTES ***

Minutes of the July 20, 2023, Program Committee Meeting

Trustee	Web meeting
Julia López, Committee Chair	In-person
Ronald Griffin	In-person
Rob Poirier	Zoom

Others Attending:

Cassandra Kaufman, Executive Director
Serena Muhammad, Deputy Director
Alicia Lee, Executive Assistant

1. **Welcome and Call to Order** – The meeting of the MHB Program Committee was called to order at 5:38 p.m. by Chair Julia López.

Approval of May 9, 2023 meeting minutes- Chair Julia López moved and Ronald Griffin seconded the motion to approve the meeting minutes from May 9, 2023. The motion passed.

Medical Respite Presentation- Serena gave an update of the respite home by Behavioral Health Network.

CCSF Project Year 1 Discussion (Preview of August Board Agenda Item)- Serena asked the Committee if they had any questions from the previous FY cycle. The Committee asked for more details surrounding the short term outcomes identified by grantees and what type of feedback do we receive from grantees. Serena mentioned that we have not asked in a systematic way how management has been (there's no survey to gather responses). The program team also asked what's the conversation like in regard to year one and that that data will help in making decisions. The board is interested in constructive criticism so we can utilize the feedback and create action plans.

It was suggested that when agencies apply for funding to allow them to share highlights from participants to see if we are meeting needs of community.

Youth Mental Health First Aid/Mental Health First Aid Overview- The meeting with funded partners is scheduled. Before the initiative is launched, we want to see who we can partner with and what other agencies are already doing. The long-term goal is to have trainers that can do

more training. The schools want to train parents/guardians, staff, and teachers. Having more trainers will lessen the barrier to accessibility.

Board Retreat Action Items – Set Program Committee Schedule for Topics Below-

- a. Establish Core Funding for Essential Programs with 5-year funding cycle at approximately 35% - 40% of annual budget – **Will discuss at 10/12/23 meeting.**
- b. Extend CCSF FY23-25 cohort by one year to end in FY24-**We want high quality prevention services, shorter investments 1-3 years; will discuss at the January 2024 meeting**
- c. Establish one CCSF and CMHF application process to support essential programs-**combine CCSF and CHMF proves because of the workload. We need to be careful and let programs know we are not forever funders. We also want to explain we are not responsible for building relationships and can only help with capacity building. We also want to implement a “Step down” approach for organizations that have been funded for several years but may not get additional funding.**
- d. Establish Community Building Fund at approximately 5% - 10% of annual budget-**At the April 2024 meeting, we will discuss: how to create partnerships, how to make sure we are setting people up for success.**

Other business: Julia asked about how we could go about increasing the children’s fund and Cassandra explained the ballot process.

Adjourn: There being no other business, the meeting of the Program Committee adjourned at 6:50pm