

Behavioral Health Board Executive Committee Meeting Minutes

February 26, 2026, 4:30-5:30 pm.

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| Chair: | Patricia Sullivan |
| Minutes: | Michelle Blake, Senior Office Assistant |
| Members: | Chair Patricia Sullivan, Kristine Haataja, Greg Clark, Rob Palmer, Sandra Oliva |

---- Agenda Topics ----

1. Call to Order

The Executive Committee meeting was called to order at approximately 4:31 p.m.

2. Roll Call / Introductions

The Executive Committee of the Napa County Behavioral Health Board (BHB) met in a regular session on Thursday February 26, 2026, with the following members present: Chair Patricia Sullivan; Member Greg Clark and Member Kristine Haataja.

Members Sandra Oliva and Rob Palmer were excused.

Napa County Staff present: Joseph Hallett, Deputy Director of Health and Human Services - Behavioral Health and Michelle Blake, Senior Office Assistant.

3. Public Comment

1. Michelle Blake informed the Board that all supplies ordered for meeting use, including markers, Post-it boards, stickers, and other materials—have been delivered and are now available for use.

4. Executive Committee Member Comments

1. Member Kristine Haataja stated that she recently reviewed the County of Napa website and noted that several sections related to the Board are not up to date. The list of current board members and some listed resources require updates. She noted that the most recent Data Notebook posted is from 2023 and that the 2025 Data Notebook should also be added. Additionally, the most recent Annual Report currently listed is for 2023–2024, and the 2024–2025 Annual Report should be posted as well. Kristine has contacted the appropriate staff to request these updates, including adding the two new board members and updating term dates. She will also follow up with Member Greg Clark to confirm his term information.
2. Chair Patricia Sullivan presented several informational materials that she believed would be of interest to the Board. These included forms about free Wi-Fi, classes, and computer services available to the community through the Napa County Library; a flyer from Partnership HealthPlan regarding their services and instructions on how to download their app; and a resource sheet providing information on planning, decision-making, and available benefits.

5. Approval of Minutes and Consent Items

Approval of the minutes from the January 22, 2026, meeting was required. Member Kristine Haataja made a motion to approve, and Member Greg Clark seconded the motion. The motion passed with no abstentions.

*See list of members under Roll Call/Introductions.

6. Old Business

None.

7. New Business

A. Media Release & Process for Recruitment of four members

- Chair Patricia Sullivan announced that there are currently four open positions on the Board and encouraged members to share this information and invite qualified individuals to apply. She noted that the Board consists of 15 positions, of which 11 are currently filled.
- Member Liz Marks mentioned to Kristine that she has a family member that she will encourage to apply.
- Member Kristine Haataja announced that an applicant has been identified and will be interviewed for a position on the Board. Kristine and Greg Clark will reach out to the applicant and see when he is available to talk. This applicant would be considered a “concerned Citizen,” on the board.
- As a next step, the Clerk of the Board will distribute an announcement. The announcement will be sent to the Napa County Office of Education, Napa Valley Unified School District, St. Helena Unified School District, and other school districts within the county. This step is required under Proposition 1. The announcement will include the position’s job description as well as a media notice regarding the applicant from an educational agency who is applying for the position on the Board.
- The Board currently has two applicants for open positions: one representing an educational agency and one applying as a family member/concerned citizen.
- Member Kristine Haataja suggested distributing the media release and sharing it on platforms such as Next-door or Facebook to help raise awareness about the four available positions. She noted that members could assist in spreading the word through these channels if they wished.

B. Discussion: Potential Hybrid Meetings

- Chair Patricia Sullivan announced that she invited the Council members to attend the meeting to discuss the possibility of implementing hybrid meetings.
- Member Kristine Haataja reported that updates to the Brown Act now allow boards and commissions to conduct hybrid meetings, provided the format is approved by the Board of Supervisors. Approval is granted for six months at a time. She also noted that if members attend via Zoom, a quorum of the board must still be physically present at the designated meeting location.
- Member Greg Clark added that hybrid meetings would be a beneficial option, as they would allow members to participate if they are unable to attend in person due to circumstances such as travel, scheduling conflicts, or physical limitations.
- Member Kristine Haataja also noted that hybrid meetings would provide the opportunity to invite guest speakers who may not be located in Napa. She explained that this could include legislative representatives or partner organizations from other parts of California, such as Modesto or the South Bay, who might otherwise be unable to attend due to travel time or transportation barriers. Hybrid participation would allow these individuals to present to the Board more easily.
- Member Kristine Haataja recommended that, if the Board begins holding hybrid meetings, efforts should be made to publicly announce this option so that both board members and the community are aware of the opportunity to participate. She suggested sharing this information through various outreach methods, such as flyers, television, radio, and other communication channels. She also noted that the Stakeholders Meeting, which is a large gathering, could serve as a good starting point for distributing flyers to help spread this information more quickly.
- Chair Patricia Sullivan stated that she will reach out to either Theresa or County Counsel to determine whether an official vote is required in order for the Board to implement hybrid meetings.

C. Discussion: Future Topics, Workgroups & Speakers

- Member Kristine Haataja suggested developing a calendar for the remainder of the fiscal year that outlines potential future topics, guest speakers, and workgroup discussions.
- Member Kristine Haataja proposed that a future agenda topic focus on services relevant to residents in the Valley area. Kristine suggested discussing the expansion of county services into that region. Although this topic was addressed at a meeting approximately two to three years ago, Kristine expressed interest in revisiting the discussion at a future meeting.
- Chair Patricia Sullivan announced that the next Behavioral Health Executive Board meeting will be held as a brainstorming session.
- It was noted that the April Behavioral Health Executive meeting will be held as a brainstorming session. The July meeting typically focuses on fiscal matters.
- Member Kristine Haataja stated that she will consider potential exercises designed to stimulate discussion and help the Board identify meeting topics for the remainder of the year.
- The executive board will discuss the St. Helena meeting in May.
- Behavioral Health Deputy Director Joseph Hallett stated that he will work with program staff to identify a relevant topic for St. Helena. He noted that the County of Napa currently provides services in that area.
- Member Kristine Haataja provided an update to Joseph Hallett regarding the current workgroup proposal. She described efforts by herself and Sandra Oliva to create an archive for Board documents. The purpose of the archive is to establish a permanent location where important Board materials—such as Bylaw changes related to Proposition 1, annual reports, workgroup projects, and Behavioral Health Planning Council data notebooks—can be easily accessed by Board members. She noted that the archive would also serve as a reference resource for new Executive Board members to help them become familiar with past projects and Board activities. Kristine explained that establishing a workgroup is important so the project can receive formal approval from the Executive Board. Sandra Oliva has begun reviewing options and indicated that there would be costs associated with setting up a website for this project; however, it was confirmed that the Board has funds available in its budget that may be used for projects of this nature. The workgroup will require approval from the Executive Committee, but not from the full Board.
- Member Kristine Haataja made a motion to approve the proposed workgroup for the creation of the Board archive. Member Greg Clark voted to move the motion forward, and Chair Patricia Sullivan seconded the motion. All Executive Committee members were in favor, with no abstentions. The document was signed and dated.
- Member Kristine Haataja shared that she previously mentioned the online member guide to Patricia. She explained that the guide is accessible to everyone on the County website under the Board page. Kristine noted that last year the Executive Board updated the page to include the meeting calendar, planned monthly topics and events, and information related to site visits. The guide also includes behavioral health site visit best practices, the site visit questionnaire, and the evaluation form that will be needed for upcoming site visits. She added that she typically sends the best practices page and evaluation form to members, as these materials provide more context on the purpose of the site visits and how to conduct them.

D. Discussion: St. Helena Meeting - Timing, Topic(s) & Location

- Member Kristine Haataja stated that she recently visited St. Helena and toured the local library. She noted that the library could serve as a very suitable meeting location and may encourage members of the public to attend and listen to Board discussions. She also mentioned the Carnegie building as another potential venue; however, the library is consistently staffed and offers an easier setup. Additionally, the library has a retractable screen available that could be used for presentations.
- Chair Patricia Sullivan stated that she would like to establish a meeting date and time as soon as possible so that arrangements for the St. Helena meeting location can be coordinated in a timely manner.

E. Site Visits Locations & Assignments

- Chair Patricia Sullivan provided a sign-up sheet she created for members to begin registering for site visits.
- It was noted that the board member who signs up as the lead for a site visit typically receives a copy of the contract for the provider. However, it was suggested that all members participating in the site visit should also receive a copy so they can review the contract and better understand the requirements and services the facility is expected to provide. Sign-ups must be completed before contracts can be distributed to the appropriate members.
- Member Kristine Haataja stated that the site visit best practices and questionnaire will be sent out electronically after members complete their sign-ups. She noted that last year she distributed these materials along with the provider contracts.

F. Behavioral Health Director's Report

- Director Joseph Hallett announced that he has temporarily stepped into Cassandra's previous role as Behavioral Health Director and will return full-time to his prior role once a permanent replacement is selected. He also noted that he will continue to serve in his role as Assistant Director for Health and Human Services during this time.
- Director, Joseph Hallett reported that his current focus is the pending RFP for the new Behavioral Health Treatment Center. The County is currently scoring RFPs for early intervention funds. Due to the number of proposals exceeding the total funding available, determining which programs will receive funding will be a difficult process. A draft integrated plan for the Behavioral Health Services Act (BHSA) has been submitted to the Department of Health Care Services (DHCS) for initial approval. The plan will then return for review by the Board, community stakeholders, and ultimately the Board of Supervisors for approval, all of which must be completed by July

G. Draft Agenda for March 11, 2026, BHB Meeting

1. Roll Call
2. Public Comment
3. Behavioral Health Board Members Comments
4. Approval of the Minutes
5. Behavioral Health Drug Medi-Cal Organized Delivery System (DMC-ODS)
6. Recovery Inclusion Support & Engagement (RISE)
7. Site Visit Locations & Assignments
8. Announce Recruitments
9. Behavioral Health Director's Report
10. Committee & Workgroup Updates – Hand in Reports
11. CALBH/BC

8. Announcements & Informational Items

- A. Proposed Speaker Schedule for 2025 – 2026
 1. March 11: SUD's - Napa County HHSA – Behavioral Health Drug Medi-Cal Organized Delivery System (DMC-ODS) Recovery Inclusion Support & Engagement (RISE)
- B. Napa County Behavioral Health Board Meeting web page & link: includes EC & BHB meeting Agenda's, Minutes, Description of Board Purpose, Qualifications & Application
[Agenda Center • Napa County, CA • CivicEngage](#)
[Napa County: Boards](#)
- C. Next Behavioral Health Board Meeting March 11, 2026 4:00-6:00pm
- D. Next Executive Committee Meeting: March 26, 2026 Manzanita Conference Room 4:30-5:30pm

9. Adjournment

A motion to adjourn the meeting was made at 5:33 PM by Member Kristine Haataja and was seconded by Member Greg Clark. The motion passed with all Ayes. No *members were opposed.

*See list of members under Roll Call/Introductions.