



SAN MATEO COUNTY HEALTH  
**BEHAVIORAL HEALTH  
& RECOVERY SERVICES**

# BEHAVIORAL HEALTH COMMISSION (BHC) ANNUAL RETREAT

Saturday, January 11, 2025 / 10:00 a.m. – 3:00 p.m.

Location Foster City Community Center

Facilitator: Doris Estremera

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**PURPOSE:**

- Get to know each other
- Develop 2025 action plan

**OBJECTIVES:**

1. Understand commission purpose, attendance and participation requirements
2. Learn about the standing committees, liaison roles and leadership opportunities available
3. Identify 2025 goals and begin developing an action plan

**PRE-WORK FOR COMMISSIONERS:**

- 2024 Accomplishments - SurveyMonkey

# AGENDA

Item	Time
<b>Check-In</b>	9:45 a.m. – 10:00 a.m.
<b>1. Welcome &amp; Logistics</b> - Jean, Leti, Yoko <ul style="list-style-type: none"> <li>a. Roll Call</li> <li>b. Agenda Review and Approval</li> <li>c. Facilitator Introduction               <ul style="list-style-type: none"> <li>- Meeting Purpose &amp; Objectives</li> <li>- Group Agreements</li> </ul> </li> </ul>	10:00 a.m. – 10:15 a.m.
<b>2. General Public Comment</b>	10:15 a.m. – 10:20 a.m.
<b>3. Introductions</b> (2 min each) <ul style="list-style-type: none"> <li>a. Name, Pronouns, Commission Seat, Affiliation(s)/Representation(s)</li> <li>b. Ice-Breaker Question: <i>Share 1 word that best describes how you feel this morning and 1 word that best captures what you hope to get out of today?</i></li> </ul>	10:20 a.m. – 11:00 a.m.
<b>4. BHRS Services &amp; Priorities + Q/A</b> - Jei Africa	11:00 a.m. – 11:30 a.m.
<b>5. BREAK - Group Photo</b>	11:30 a.m. – 11:45 a.m.
<b>6. Commission Business:</b> <ul style="list-style-type: none"> <li>a. Purpose of BHC</li> <li>b. Brown Act highlights – meeting requirements, virtual participation</li> <li>c. Bylaws - attendance, expectations, roster, vacancies; approve updates</li> <li>d. Standing committees (led by each co-lead): what, when, 1 thing you are most proud of, leadership opportunities?</li> </ul>	11:45 a.m. – 12:45 p.m.



# AGENDA

e. Other opportunities review (pre-work): CALBHBC, Ad hoc committees - Suicide Prevention Committee, Advocacy Committee: representation needed	
<b>7. Working Lunch</b> a. Gallery Walk – Getting to Know Each Other & 2024 Accomplishments (20 min) b. Sticky Notes – 2025 ideas (10 min)	12:45 p.m. – 1:15 p.m.
<b>8. 2025 Goals</b> a. Small groups: share your ideas with your group, as a group you will prioritize top 2-3 goals for 2025 (30 min) b. Report out (10 min) c. Vote: use sticky dots to select your top 2 goals for the commission (10 min)	1:15 p.m. – 2:05 p.m.
<b>9. 2025 Action Plan</b> a. Action Plan template (5 min) b. Small groups: answer the following questions to help develop an action plan for the top commission goals (30 min) <ul style="list-style-type: none"><li>- What specific activities can the commission take on to advance the goal(s)? What supports/resources will be needed?</li><li>- What presentations or site visits would support the selected goal(s)?</li><li>- What would you consider success(es)?</li></ul> c. Report out (10 min)	2:05 p.m. – 2:50 p.m.
<b>10. Next Steps</b>	2:50 p.m. – 3:00 p.m.
<b>Adjourn</b>	

