



## Legislation Details (With Text)

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**Type:** Action Item      **Status:** Agenda Ready  
**File created:** 6/7/2017      **In control:** BOARD OF SUPERVISORS  
**On agenda:** 6/13/2017      **Final action:**  
**Title:** Approve Request to Close All Behavioral Health Facilities for Staff Training Friday, June 23, 2017  
**Sponsors:** Behavioral Health Services  
**Indexes:**  
**Code sections:**  
**Attachments:**

Date	Ver.	Action By	Action	Result
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## MEMORANDUM

**TO:** Board of Supervisors  
**FROM:** Todd Metcalf, Behavioral Health Administrator  
**DATE:** June 13, 2017  
**SUBJECT:** Approve Request to Close All Behavioral Health Facilities for Staff Training Friday, June 23, 2017

### EXECUTIVE SUMMARY:

I would like to respectfully request Board approval to close all five Behavioral Health facilities to the public (excluding crisis staff that will remain available) on Friday, June 23<sup>rd</sup> from the hours of noon - 5:00pm.

Behavioral Health staff is housed in all five locations around the lake. Due to the number of staff required to serve the public at all locations it will not be possible to offer training for the majority of staff and remain open to the public.

This five-hour training will cover topics including recent critical changes to various policies and procedures, database updates, preparation for upcoming State Triennial Audit, and a HIPAA refresher course. The training will also include lunch (subsidized by utilizing E.A.T.S. funds).

I am confident that approval of this five-hour training will allow Behavioral Health staff to be better

informed and prepared to serve the public in the future.

Thank you for your consideration in this matter.

**RECOMMENDED ACTION:** Approve Request to Close All Behavioral Health Facilities for Staff Training Friday, June 23, 2017