

California Behavioral Health Planning Council

Executive Committee Agenda

Wednesday, June 15, 2022

Mission Inn Riverside

3649 Mission Inn Avenue, Riverside, CA 92501

Santa Barbara Room

8:30am to 10:15am

8:30am	Welcome and Introductions <i>Noel O'Neill, Chairperson</i>	
8:40am	Approve April 2022 Meeting Minutes <i>Noel O'Neill, Chairperson</i>	Tab 1
8:45am	Review Council Membership <i>Jenny Bayardo, Chief of Operations (COO)</i>	Tab 2
8:50am	Council Allotment Update <i>Jenny Bayardo and Jane Adcock</i>	Tab 3
9:10am	Public Comment <i>Noel O'Neill, Chairperson</i>	
9:15am	Discussion of Executive Officer Transition <i>Noel O'Neill, Chairperson and Jenny Bayardo</i>	Tab 4
9:25am	Public Comment <i>Noel O'Neill, Chairperson</i>	
9:30am	Break	
9:40am	Review Council Member Requirements <i>Noel O'Neill, Chairperson</i>	Tab 5
9:55am	Public Comment <i>Noel O'Neill, Chairperson</i>	
10:00am	Report from CA Coalition for Mental Health <i>Daphne Shaw</i>	
10:10am	Wrap-Up and Plan for Next Meeting <i>Noel O'Neill, Chairperson</i>	
10:15am	Adjourn	

California Behavioral Health Planning Council

Notice: All agenda items are subject to action. Scheduled times on the agenda are estimates and subject to change. **For questions or if Reasonable Accommodation is needed, please call 916.323.4501 by June 3, 2022** in order to meet the request.

Executive Committee Members

Officers: Noel O'Neill, Chairperson Deborah Starkey, Chair-Elect Lorraine Flores, Past Chair

Housing/Homelessness: Monica Caffey, Chairperson Lorraine Flores, Chair-Elect

Legislation: Tony Vartan, Chairperson Veronica Kelley, Chair-Elect

Patients' Rights: Catherine Moore, Chairperson Daphne Shaw, Chair-Elect

Systems and Medicaid: Karen Baylor, Chairperson Uma Zykofsky, Chair-Elect

Workforce and Employment: John Black, Chairperson Vera Calloway, Chair-Elect

Performance Outcomes: Susan Wilson, Chairperson

At-Large: Arden Tucker

Liaisons: **CBHDA:** Veronica Kelley **DHCS:** Jim Kooler **CCMH:** Daphne Shaw

TAB 1

**California Behavioral Health Planning Council
Executive Committee
Wednesday, June 15, 2022**

Agenda Item: Approve April 2022 Meeting Minutes

Enclosures: Draft Executive Committee Minutes for April 20, 2022 meeting

Background/Description:

Attached are the draft meeting minutes for Executive Committee review and approval.

DRAFT

CBHPC Executive Committee Meeting

**April 20, 2022
Meeting Minutes**

Committee Members present:

Noel O'Neill, Deborah Starkey, Vera Calloway, Monica Caffey, Catherine Moore, Susan Wilson, Daphne Shaw, Karen Baylor, John Black, Arden Tucker, Veronica Kelley, Uma Zykofsky and Jim Kooler.

Staff Present: Jane Adcock, Jenny Bayardo and Naomi Ramirez.

Welcome and Introductions

Members were welcomed and introductions were completed.

Approve Prior Meeting Minutes

Susan Wilson moved to approve the meeting minutes of January 19, 2022. The motion was seconded by Daphne Shaw. Motion passed with John Black abstaining.

Review Council Membership

Jenny Bayardo, Chief of Operations for the Council, gave a quick update on Council member appointments and vacancies.

Two new members were recently appointed in the Professional/Provider category, Javier Moreno of Kern County and Vandana Pant of Santa Clara County. We continue to have vacancies in the Parent of Child category. Jenny stated she will be attending the CA Mental Health Advocates for Children and Youth (CMHACY) conference next week in order to reach out to, and promote interest in, parents to serve on the Council. CHMACY was one of the Conferences identified by the Executive Committee pre-pandemic for which the council should have staff and member representation. CBHPC staff will focus our recruitment activities on parents for now since it is the category with the most vacancies at this time. We also are experiencing a couple of vacancies among state departments including Education, Health and Human Services Agency, and Housing and Community Development.

Noel O'Neill asked Javier Moreno to introduce himself to Executive Committee. Javier stated that he is the California Director of Government Relations at Aegis Treatment Centers. Aegis operates several programs in 17 counties and delivers medication assisted treatment (MAT). He serves on several associations and bring the SUD provider perspective and experience.

Public Comment

None.

Discussion of Executive Officer Transition

Noel O'Neill acknowledged the announcement of Jane Adcock's retirement after 11 years with the Council and 37 years in public service. Noel reviewed a timeline of steps from when Officers were notified and when Council members and staff were notified. He also indicated there is a state process to be followed and Jenny Bayardo will interface with leadership at DHCS.

Jenny Bayardo discussed the need to revise the Executive Officer (EO) duty statement to reflect the current duties including the expansion of substance use disorders to the Council scope as well as new expectations for the future. She reviewed the process to initiate the recruitment process, the receipt of confirmation from budgets for necessary funding and the plan to have a new EO onboard by September 1, 2022.

Jenny indicated the plan is to establish an interview panel of Council members with representation from each appointment category at each stage of the interviews. Noel has asked Jim Kooler from DHCS to participate in the panel as well. Selection of other panelists will be done in the near future.

Noel quoted from Welfare and Institutions Code Section 5771.5, which says in part, the Chairperson of the CA Behavioral Health Planning Council, with the concurrence of majority of members of the Council, shall appoint an executive officer who shall have those powers delegated to him/her by the council in accordance with this chapter. The executive officer shall be exempt from civil service.

Jenny then reviewed some areas of change for the EO duty statement to integrate the mission and vision of the Council, removal of some duties now handled by other staff such as the Chief of Operations and Legislative Coordinator, as well as integration of substance use disorders.

Karen Baylor asked about qualifications for a new EO, whether looking for someone with prior experience in mental health? Jenny responded that minimum qualifications have not yet been created but we are looking for someone with knowledge of the current behavioral health system. Looking for someone with subject matter expertise to guide staff and assist the Council in its work.

Noel confirmed they are seeking input from members about qualities the EO should possess. Daphne Shaw indicated the need for someone who is familiar with working with volunteers. Committee members went on to point out several items of import including:

Coordination of work of the Council committees to mitigate duplication and redundancies.

Liaison with DHCS to bring information back and forth between the department and the Council. Ensuring input to DHCS is cogent and meaningful.

Leadership skills and an awareness of environment in terms of identification of opportunities and threats.

Ability to work with diverse populations and having cultural awareness and responsiveness.

Knowledge of SAMHSA's requirements and ability to promote our relationship with DHCS to achieve an intimate involvement with California's MHBG plan development and the required program reviews.

Bringing consumer voice to broader sources of funding and other areas of need such as problem gambling.

Attitude of advocacy in relation to workforce needs and employment of consumers including knowledge of elements of Peer Support Specialist.

Noel wrapped up the discussion with assurances of a thoughtful process and engagement of all appointment categories in the process.

Public comment

Christine Marie Frey, Council member, asked the committee to consider the importance of finding someone who genuinely cares about the members and demonstrates kindness and respect.

Stacy Dalglish thanked the EO for her guidance and support.

Steve McNally expressed his appreciation for the welcomeness and openness to public comment. He asked members to be aware that a new EO will bring a new culture to the Council. He also indicated there is power in the Welfare and Institutions Code (WIC) but the inter-connectedness between organizations isn't working as well as it should.

Discuss Strategies to Raise Council Visibility

Noel O'Neill reviewed the Council mission statement and duties under the WIC to evaluate performance outcomes of mental health and substance use disorder programs. Noel pointed to the need to focus on the evaluation piece of Council's role. In the context of the mission and duties, he asked members to think about what the Council has done that is successful and could do in the future. He then opened up discussion among the committee members regarding raising the profile of the Council.

Susan Wilson stated the Data Notebook assists the Council in collecting good information but we need to think about how we use this information. She asked how can we take the Data Notebook to the next level and share the information back with the boards and use it to inform recommendations.

Daphne Shaw brought some historic information about the Council to the members. Prior to 1991 Realignment, there were several organizations listed in WIC including the CA Council on Mental Health which was a 15-member body appointed by the Senate Pro Tem, Speaker of the Assembly and the Governor. The Legislature decided to sunset a number of the organizations including the Council. When SAMHSA instituted the requirement for states to have a Planning Council in order to receive mental health block grant funding, the CA Mental Health Planning Council was created in state statute and carried over many of the duties of the original council along with the federal responsibilities.

Vera Calloway indicated a concern about consumers and stakeholders and members of the public having no idea that they can have a voice in public policy, disability rights, in what's going on in the legislature. I want our organization to be visible and who can express these concerns. Vera also acknowledged the need for youth voice.

Catherine feels we can reinstitute our approach when we attend conferences and events and recruiting new members. It also serves as a vehicle to inform about the Council and increase our visibility. Also the presentation made at the annual Patients' Rights Advocate Training where most of the advocates were unaware of the Council or what we do. Social media could be a good way to reach certain groups who mainly utilize social media for information and communication.

Jim Kooler pointed out that the CA Dept of Aging director has been doing some really good work in social media and reaching folks by pushing out information about her department and the work they are doing.

Monica Caffey also mentioned that the platform YouTube has been a good portal for the visibility and provides opportunity for individuals to learn about our committees and what we are doing so maybe establishing a YouTube channel would be a good idea to leverage our visibility in a broader context.

Noel closed the discussion by mentioning the Council's role in evaluating performance outcomes and when we don't have the data; and thinking outside the box we can do quality reviews such as via public forums. We can gather historical and narrative stories through forums with the intention for presentation in white papers with recommendations.

Public Comment:

Christine Marie Frey stated the most important thing to remember is that the committees are doing really good work and thus, if the Children/Youth Workgroup could be made into a committee, then more great work could be done for that population.

Steve McNally asked the Council to consider how often the Data Notebook is referenced in MHSOAC work and whether it supports the investments in mental health in counties. Steve indicated the Council membership touches about 20 counties where there could be a connection between the county board and the Council. However, most

counties do not offer contact information for its board members. So, if want to make it work, it helps to eliminate frustrations such as communication and contact barriers.

Report from CA Coalition for Mental Health

Daphne Shaw reported that Coalition met on March 30th via Zoom. Many of the members indicated preference to meet by Zoom instead of using gas to go to Sacramento. Tom Insel was the primary speaker and spoke about his philosophies and his new book.

Also, Mental Health Matters Day will occur in person at the Capitol on May 25th.

Wrap Up and Plan for Next Meeting

Vera asked her fellow Council members whether any of them are familiar with the Behavioral Health Task Force, what they do, who's on it, when they meet, have they submitted any reports? Ronnie Kelley responded that it started but meetings have been sporadic, membership is not clear, and the pandemic seems to have put things on hold. Jane Adcock stated that Ashneek Nanua, Council staff person, monitors the meetings of the Task Force and reports back to the Systems and Medicaid Committee.

Noel asked Executive Committee members to send in any topic the members would like to discuss at the June meeting.

Meeting adjourned 10:10am.

**California Behavioral Health Planning Council
Executive Committee
Wednesday, June, 2022**

Agenda Item: Council Membership Update

Enclosures: Current Council Appointment List

Background/Description:

To ensure fulfillment of the provisions in Welfare and Institution Code Section 5771, the Executive Committee is updated on Council appointments at each quarterly meeting in order to review the membership needs and identify any actions needed on a regular basis.

There are no changes since the last Executive Committee Meeting. The current Appointment list provided reflects Council Members appointed after April meeting materials were distributed.

The Council continues to focus recruitment efforts on the "Parent of a Child" category.

**CALIFORNIA BEHAVIORIAL HEALTH PLANNING COUNCIL
BREAKDOWN OF PLANNING COUNCIL APPOINTMENTS
2022**

	First Name	Last Name	Appointment Category	County	Gender	Ethnicity	Appointment Date	Expiration Date
1	Joanna	Rodriguez	Family Member Parent of SED Child	Los Angeles	Female	Latina	09/01/20	12/31/23
2	VACANT	VACANT	Family Member Parent of SED Child	VACANT	VACANT	VACANT	VACANT	VACANT
3	VACANT	VACANT	Family Member Parent of SED Child	VACANT	VACANT	VACANT	VACANT	VACANT
4	Darlene	Prettyman	Family Member	Fresno	Female	Caucasian	01/01/14	12/31/22
5	Lorraine	Flores	Family Member	Santa Cruz	Female	Latina	01/01/13	12/31/22
6	Deborah	Starkey	Family Member	Sacramento	Female	Caucasian	01/01/17	12/31/22
7	Celeste	Hunter	Family Member	San Diego	Female	Afr. Amer.	01/01/97	12/31/22
8	Karen	Hart	Family Member	Monterey	Female	Caucasian	03/30/95	12/31/22
9	Hector	Ramirez	Direct Consumer	Los Angeles	Male	Native Amer./ Latino	09/17/19	12/31/22
10	Steve	Leoni	Direct Consumer	Contra Costa	Male	Caucasian	01/01/14	12/31/22
11	Christine	Frey	Direct Consumer	San Diego	Female	Caucasian	10/07/19	12/31/22
12	Angelina	Woodberry	Direct Consumer	Sacramento	Female	Afr. Ameri.	12/10/20	12/31/23
13	Arden	Tucker	Direct Consumer	Sacramento	Female	Afr. Amer.	05/14/14	12/31/22
14	Vera	Calloway	Direct Consumer	Los Angeles	Female	Asian/ Afr. Amer.	03/01/16	12/31/22
15	Walter	Shwe	Direct Consumer	Yolo	Male	Asian	10/23/03	12/31/22
16	John	Black	Direct Consumer	Stanislaus	Male	Caucasian	8/14/18	12/31/24
17	Susan	Wilson	Cons-Rel. Advocate	Shasta	Female	Caucasian	01/13/10	12/31/24
18	Monica	Caffey	Cons-Rel. Advocate	San Bernadino	Female	Afr. Amer.	05/08/09	12/31/22
19	VACANT	VACANT	Cons-Rel. Advocate	VACANT	VACANT	VACANT	VACANT	VACANT
20	Liz	Oseguera	Cons-Rel. Advocate	Sacramento	Female	Latina	02/01/17	12/31/22
21	Noel	O'Neill	Profess/Provider	Mendocino	Male	Caucasian	07/27/14	12/31/22

	First Name	Last Name	Appointment Category	County	Gender	Ethnicity	Appointment Date	Expiration Date
22	Barbara	Mitchell	Profess/Provider	Monterey	Female	Caucasian	01/01/00	12/31/24
23	Vandana	Pant	Profess/Provider	Santa Clara	Female	Asian	04/01/22	4/30/25
24	Javier	Moreno	Profess/Provider	Kern	Male	Not Specified	04/01/22	4/30/25
25	Veronica	Kelley	Profess/Provider	Orange	Female	Asian/ Caucasian	01/01/17	12/31/22
26	Dale	Mueller	Profess/Provider	San Bernadino	Female	Caucasian	04/06/01	12/31/22
27	Karen	Baylor	Profess/Provider	Alameda	Female	Caucasian	08/01/19	12/31/22
28	Tony	Vartan	Profess/Provider	San Joaquin	Male		03/01/19	12/31/22
29	Uma	Zykofsky	Profess/Provider	Sacramento	Female	Asian	08/01/20	12/31/23
30	Deborah	Pitts	Profess/Provider	Los Angeles	Female	Caucasian	01/01/13	12/31/23
31	Catherine	Moore	Profess/Provider	San Diego	Female	Caucasian	02/01/17	12/31/22
32	Daphne	Shaw	CA Coalition for MH	San Joaquin	Female	Caucasian	01/01/93	12/31/22
33	Cheryl	Treadwell	Dept. of Social Services	Sacramento	Female	Afr. Amer.	State Employee	N/A
34	Tim	Lawless	Dept. of Housing & Community Developm't	Sacramento	Male		State Employee	N/A
35	Marina	Rangel	Dept. of Corrections & Rehabilitation	Sacramento	Female	Latina	State Employee	N/A
36	VACANT	VACANT	Health & Human Services Agency	Sacramento	VACANT	VACANT	State Employee	N/A
37	Jessica	Grove	Dept. of Rehabilitation	Sacramento	Female		State Employee	N/A
38	VACANT	VACANT	Dept. of Education	VACANT	VACANT	VACANT	State Employee	N/A
39	Sutep	Laohavanich	Dept. of Aging	Sacramento	Male		State Employee	N/A
40	Jim	Kooler	Department of Health Care Services	Sacramento	Male		State Employee	N/A

**California Behavioral Health Planning Council
Executive Committee
Wednesday, June 15, 2022**

Agenda Item: Council Allotment Update

Enclosures: FY 21-22 Allotments, FY 18-19 Allotments and FY 17-18 Allotments

Background/Description:

Historically, the Department of Health Care Services (DHCS) provided annual allotments that the CBHPC used to establish the budget and plan annual spending. In Fiscal Year (FY) 2018-19, the DHCS budget office implemented Zero Based Budgeting methodology. At that time, we were instructed to continue to spend as usual and were assured that there would not be any changes to our funding allocations due to the new budgeting process.

In FY 19-20 and FY 20-21, DHCS did not provide allotments.

In December of 2021, DHCS provided the CBHPC with FY 21-22 allotment amounts shown in the chart below. These amounts do not include actual or anticipated spending. The Chief of Operations then met with the DHCS team that handles budgets and allotments to gather more information and express our concern about the FY 21-22 allotments. In May of 2022, the Executive Officer called another meeting to discuss budget concerns with DHCS staff involved in our allotments. At this time, the current allotment amounts remain unchanged.

Summary of Allotments for the Past Five Years

Fiscal Year	MHSA Total Allotment	SAMHSA Total Allotment
21/22	\$ 497,364	\$ 274,269
20/21	No Allotments Given	No Allotments Given
19/20	No Allotments Given	No Allotments Given
18/19	\$ 507, 711	\$ 1,081,787
17/18	\$ 745,475	\$ 1,032,891

Please contact Jenny Bayardo at Jenny.Bayardo@cbhpc.dhcs.ca.gov for copies of the allotments provided by DHCS and listed as enclosures.

**California Behavioral Health Planning Council
Executive Committee
Wednesday, June 15, 2022**

Agenda Item: Discussion of Executive Officer Transition

Enclosures: None

Background/Description:

At the April 2022 meeting, the Executive Officer (EO) and Chairperson Noel O'Neill announced the retirement of the current Executive Officer, Jane Adcock. The Chairperson and Chief of Operations provided an overview of the transition along with a written timeline. The committee had the opportunity to discuss and provide input to the Officer Team on the hiring process steps and transition plan. At that time, the Council was waiting on DHCS for the details of the recruitment process.

CBHPC Executive Officer Hiring Policies and Procedures

The California Behavioral Health Planning Council is exempt from state hiring practices in regards to the selection and recruitment of the Executive Officer. Per Welfare and Institutions Code 5771.5. (a) (1) The Chairperson of the California Behavioral Health Planning Council, with the concurrence of a majority of the members of the California Behavioral Health Planning Council, shall appoint an executive officer who shall have those powers delegated to him or her by the council in accordance with this chapter. (2) The executive officer shall be exempt from civil service.

As such, per DHCS, we have options in how we execute the recruitment of the next Executive Officer. The two options available to the Council are as follows:

Option 1: The Council can select an individual that the Chairperson submits directly to DHCS for appointment.

Option 2: The Council can utilize the state hiring system to recruit and select an Executive Officer. DHCS can assist the Chief of Operations in this process but no DHCS approval of hiring documents nor the candidate selected are required.

Proposed 2022 Recruitment Process for Upcoming Executive Officer Vacancy

CBHPC will use the statewide hiring system, ECOS, for the Executive Officer recruitment. The Chief of Operations will oversee the recruitment process under the direction of the Chairperson. Applications will be screened by Jenny Bayardo, Chief of Operations, Noel O'Neil, Chairperson, and possibly Jane Adcock, outgoing Executive Officer. The selection criteria will be based on the previous recruitment as well as Council Member input from the April and June Executive Committee meetings.

First Interview: Consists of a five member panel

- 1 Officer Team member-Lead (Family Member)
- 4 volunteers from Executive Committee (selected to represent all appointment categories)
 - Interviews will be conducted via Zoom
 - A post-interview meeting will be required to make recommendations for 2nd interviews

Second Interview: Consists of a five member panel

- 2 Officer Team members (Family Member & Provider) and 1 CBHPC staff (may substitute for State Rep)
- 1 Consumer Volunteer
- 1 Provider Volunteer
 - Interviews will be conducted in-person in Sacramento
 - A post-interview meeting will required to select candidate for appointment

Action

The committee will discuss the proposal and provide feedback. The Chairperson will solicit volunteers who are encouraged to reach out to the Chief of Operations immediately as they will coordinate the selection and finalization of the hiring committee.

**California Behavioral Health Planning Council
Executive Committee
Wednesday, June 15, 2022**

Agenda Item: Review Council Member Requirements

Enclosure: Current and Proposed Language

Background/Description:

The nationwide shut down in response to the public health emergency resulted in the expansion of the use of electronic devices for virtual meetings, transmission of information and documents, and communication overall. How companies and government conduct their business has forever changed. The Planning Council has been affected by these changes and must balance the new ways of doing business with existing Open Meeting laws. Thus, the Council Officers are considering establishing some additional minimum requirements to be considered for member appointment and reappointment.

Current minimum requirements that must be met at time of appointment include:

- Connection to behavioral health community as a consumer, family member, professional/provider, or consumer-related advocate
- Participation in at least two committees
- Ability to travel to Council Quarterly Meetings
- Ability to sit for long periods, speak publicly, and read meeting materials
- Completion of annual Form 700 Conflict of Interest documents
- Submit timely and accurate travel reimbursement claims with required receipts

Proposed additional requirements include:

- Attend a minimum of 2 quarterly meetings in-person each year, unless on an approved leave of absence, and
- Have access to an electronic device with internet connection (to send and receive emails, to receive and respond to Council materials, meeting notices and member announcements, as well as for communication with Council staff), and
- Have telephone access to receive calls as well as leave/receive voicemail messages, and

- Have a mailing address where documents, including large packets, can be delivered, and
- Be able to independently analyze and think through items on meeting agenda(s) and if discussion is needed outside of the meeting, to contact fellow committee members to discuss.

Should deficiencies in the ability of a Council member to meet these minimum requirements occur after initial appointment, all options to assist the member will be explored to restore functionality. However, the ability of the member to meet the minimum requirements will impact the member's eligibility for reappointment. The member has the option to create a functional arrangement that is acceptable to the EO and the Chairperson of the Council to meet eligibility.

Current Language in the Application Packet:

BACKGROUND

The California Behavioral Health Planning Council (CBHPC) is mandated by federal and state statutes to:

- advocate for children/youth with serious emotional disturbances and adults and older adults with serious mental illness
- review and report on the adequacy and performance of California's public mental health system
- advise the Governor and the Legislature on priority issues and participate in statewide planning

There are 40 members on the Council. The Director of the Department of Health Care Services (DHCS) appoints Council members to three-year terms. Planning Council members represent the diverse viewpoints of California's behavioral health community and bring specific expertise and insight from their experiences and organizations. They are not required, however, to provide input nor make decisions on issues based on the position of their organization. Several members represent state departments whose mission affects the behavioral health community such as Education, Vocational Rehabilitation, Social Services and Housing while others may work for a nonprofit organization or have consumer or family member lived experience.

PARTICIPATION EXPECTATIONS

The Planning Council meets face-to-face four times per year. These meetings are scheduled for three days. Planning Council members are expected to attend all Council meetings because their voice is essential to the work of the Council.

The Planning Council has six committees:

- Legislation Committee
- Workforce and Employment Committee
- Housing and Homelessness Committee
- Patients' Rights Committee
- Performance Outcomes Committee
- Systems and Medicaid Committee

The committees work on behavioral health issues that the Planning Council considers to be of the highest priority. Committee work is an integral part of a members' responsibility. Committee members are to review and respond to committee materials, as requested, in a timely manner. Council members are expected to attend and participate in two of the above committees and may also:

- volunteer for work groups, as the need arises
- attend conferences and trainings that are relevant to committee and Council work
- assist with the preparation of written documents for consideration by the Council
- complete assignments by committee-established deadlines

From time to time Council members may have an opportunity to serve on committees sponsored by other state, federal or legislative entities to work on key areas of policy development. Members are notified of these opportunities to volunteer. If a Council member accepts, he/she serves as a representative of the Planning Council and will be responsible for accurately representing the Council's position. If travel is required, the costs will be reimbursed by the Council in accordance with state travel guidelines.

TIME COMMITMENT

Council member appointments are made for a three-year term. Members can request reappointment for subsequent three-year terms. These are unpaid, volunteer appointments.

Quarterly face-to-face meetings are held in January, April, June and October. The quarterly meetings are scheduled for 3 days because they include both committee meetings as well as full Council General Sessions. Meeting agendas and materials are sent out to members 10-14 days in advance in either electronic or hardcopy format. Member preparation for the meeting and review of materials can take up to 2.5 hours. It is expected that Council members review the meeting materials prior to the meeting in order to fully participate in committee discussions and decisions.

Committees may determine additional meetings are needed to complete work or projects in-between the quarterly meetings. These meetings last 1-2 hours and may occur in Sacramento. Members are expected to prepare for and attend these meetings, as much as possible, as a quorum is needed to conduct business. In-between committee meetings are scheduled to accommodate all committee members and meeting materials will be sent no less than 10 calendar days prior to the meeting date.

TRAVEL

Because the Planning Council represents all of California, the quarterly face to face meetings are held in locations around California. Typically two meetings are held in Southern California, one in the Bay area, and one in Sacramento.

- Council members are reimbursed for their travel expenses, and in some cases, provided with travel advances. Reimbursement amounts are made pursuant to established state travel rates.
- Council staff will assist members in making their travel arrangements and accommodations.

- Council members are required to submit timely and accurate travel expense claims for reimbursement with necessary receipts.
- It is expected that Council members will communicate with Council staff immediately if there are any problems with reimbursement, travel arrangements or barriers to their travel.

Proposed Minimum Requirement Language to be added:

MINIMUM REQUIREMENTS

To be eligible for appointment or for reappointment to the Council, a member must:

- Attend at least 2 quarterly meetings in-person, unless on an approved leave of absence, and
- Have access to an electronic device with internet connection to send and receive emails regarding Council materials, meeting notices and member announcements, as well as for communication with Council staff, and
- Have telephone access to receive calls as well as leave/receive voicemail messages, and
- Be able to independently analyze and think through items on meeting agenda(s) and if discussion is needed prior to the meeting, to contact fellow committee members to discuss.