

California Behavioral Health Planning Council

Executive Committee Agenda

Wednesday, April 17, 2019

Sheraton Fisherman's Wharf

2500 Mason Street, San Francisco, CA 94133

Marina I Room

8:30am to 10:15am

8:30am	Welcome and Introductions <i>Lorraine Flores, Chairperson</i>	
8:35am	Approve January 2019 Meeting Minutes <i>Lorraine Flores, Chairperson</i>	Tab 1
8:40am	Review FY 2018-19 Budget and Expenditures <i>Jenny Bayardo, Chief of Operations</i>	Tab 2
8:55am	Discuss Council Recruitment Plan <i>Jane Adcock and Jenny Bayardo</i>	Tab 3
9:15am	Public Comment	
9:20am	Review Draft Letter to DHCS <i>Jane Adcock and All</i>	Tab 4
9:30am	Discuss Structure of Committee Reports and Council Input To Committee Projects/Work <i>Jane Adcock and All</i>	Tab 5
9:50am	Discuss Council Mission and Vision Statements <i>Lorraine Flores and Jane Adcock</i>	Tab 6
10:00am	Liaison Reports for CA Assoc of Local Behavioral Health Boards/Commissions and CA Coalition for Mental Health <i>Susan Wilson and Daphne Shaw</i>	
10:10am	New Business	
10:15am	Adjourn	

Notice: All agenda items are subject to action. Scheduled times on the agenda are estimates and subject to change. If reasonable accommodation is required, please contact the Council at 916.323.4501 by April 3, 2019 in order to work with the venue to meet the request.

Executive Committee Members

Officers: Lorraine Flores, Chairperson Noel O'Neill, Chair-Elect Raja Mitry, Past Chair

Housing/Homelessness Cmte: Deborah Starkey, Chairperson Vera Calloway, Chair-Elect

Legislation Cmte: Monica Caffey, Chairperson Gerald White, Chair-Elect

California Behavioral Health Planning Council

Patients' Rights Cmte: Walter Shwe, Chairperson TBD, Chair-Elect

Systems and Medicaid Cmte: Veronica Kelley, Chairperson Liz Oseguera, Chair-Elect

Workforce and Employment Cmte: Deborah Pitts, Chairperson Dale Mueller, Chair-Elect

At-Large: Arden Tucker

Liaisons: **CALBHB:** Susan Wilson **CBHDA:** Veronica Kelley **DHCS:** Vacant **CCMH:** Daphne Shaw

**California Behavioral Health Planning Council
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Agenda Item: Approve January 2019 Executive Committee Meeting Minutes

Enclosures: Draft January 2019 Executive Committee Minutes

Background/Description:

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

January Executive Committee Minutes

Members Present: Raja Mitry, Lorraine Flores, Susan Wilson, Barbara Mitchell, Deborah Starkey, Darlene Prettyman, Daphne Shaw, Walter Shwe, Veronica Kelley, Deborah Pitts, Dale Mueller, Arden Tucker, Gerald White, Noel O’Neill, Liz Oseguera

Staff: Jane Adcock, Jenny Bayardo, Naomi Ramirez

Approve October and November 2018 Meeting Minutes

Motion to approve October meeting minutes made by Noel O’Neill and second by Susan Wilson. One correction was proposed on last page to correct the name of the CA Coalition for Mental Health. Minutes were approved with the correction. Dale Mueller abstaining.

Motion to approve November minutes made by Susan Wilson and second by Lorraine Flores. One correction was proposed to remove section titled, Leadership Development Activities/Plan for Future from second page. Minutes were approved with the correction.

Request made to number the pages to facilitate discussion and reference in minutes.

Review FY 2018-19 Budget and Expenditures

Implementation of Fi\$Cal and working out of bugs in the new system to ensure compliance with system requirements have delayed availability of current fiscal year expenditures. For example many of the members’ Payee Data Records did not transition to new system so new forms are having to be completed and submitted resulting in the delay of processing travel claims. This also has an impact on expenditure reporting in Fi\$Cal which the Council relies on for accurate budget projections and reporting.

We are able to extract salary expenditures and the budget shows we are where we expect to be at this point in the fiscal year. We are anticipating higher expenditures in salaries due to having filled all the staff vacancies.

The InterAgency Agreement with the University of California Irvine has been approved by DHCS and sent to the University for signature.

The Legislation and Housing/Homelessness committees have requested a consultant to assist with the project to address the barriers for Adult Residential Care Facilities. We have confirmed the Council has sufficient funding available to contract for a consultant. Next step is to submit the proposed scope of work to both the Block Grant and MHSA managers at DHCS for their review and confirmation that the work falls within the approved uses of the respective funding sources.

Question was raised whether the Council is in support of the concept of increasing the number of licensed residential care beds. Committee members discussed need for choices of housing within the housing continuum and need for effective programs to support individuals with

serious mental illness. It was agreed that the project outputs will also promote effective programming for residents and best practices for operators.

Question raised that while an Issue Paper has been developed by a committee, have the Council members, as a whole, made the decision of whether they are “all in” to advocate for more beds in this type of facility. Could the Council be perceived as moving backwards in advocating for just this one type of residential arrangement. Point made that the rest of the American population does not live communally so would the Council be advocating for a living arrangement for persons with SMI that is different (separate) than everyone else.

It was determined that this is a process question regarding Council operations and should be agendaized for discussion in the Executive Committee at a future meeting.

It was reported that quarterly meeting expenses have been increasing slightly. Current costs range \$30,000 - \$35,000 for meeting rooms, sleeping rooms, audio/visual each meeting. Also, seeking to survey members after the quarterly meetings to solicit feedback on venue, format, content, preparation, etc.

Discuss Council Recruitment Plan

Staff presented an overview of the various sections of the draft Recruitment Plan.

Staff indicated an increased need for members to actively participate in recruitment from around the State as staff are not able to travel. It was stated that Council members need to promote the Council, provide applications and Council brochures in addition to staff when attending events. Concern raised over restriction on travel.

Recommend having a table at conferences, identifying members to be emissaries in specific areas of interest such as housing, LGBTQ, health care, racial/ethnic populations, etc. Recommend going beyond same community, rather expand into other systems such as health policy orgs, business, etc.

Discussion over DHCS’ restrictions on staff travel. Motion made to send a letter of concern over travel restrictions to Jennifer Kent by Daphne Shaw and second by Arden Tucker. Letter to be reviewed and approved by Executive Committee prior to sending. Motion unanimously approved.

Discussion of lack of diversity on Council. People of color do not represent an appropriate proportion of membership. It was stated that continued training for implicit bias is needed. Concern expressed over recruiting persons of color and what to say if they ask what does the Council do for my community? Would I feel welcomed and valued? It was pointed out that Council does not indicate that sign language interpreters would be there which would signal to the deaf and hard of hearing population that they are welcome and our meetings are responsive to their needs without them having to ask.

The Council recently started a Facebook page. The Facebook page and Council website postings must be, and are, ADA compliant. The Council has not set any parameters for what should be posted on the Facebook page, how often, etc. These are included on the Recruitment Plan as tools although more discussion is needed to develop adequate structure and direction.

Decided to continue working on the Recruitment Plan and agendize for next meeting.

Discuss Changes in Bagley-Keene Open Meeting Act

Staff provided an overview of changes to Bagley-Keene Act by Assembly Bill 2958. New option for conference call capability requires a quorum of members to be present at one physical location and the location of members calling in be referenced in the meeting minutes and that the location of any member calling in be disclosed to the public at least 24 hours before the meeting.

Staff will reach out to the bill's author for clarification and research direction provided by other similarly situated organizations. Seeking options for compliance, while continuing Council operations, will be investigated.

Liaison Report for the CA Coalition for Mental Health

The Coalition for Mental Health met last week and discussed the messages from the new Governor in context of what is the Coalition doing now to have an impact on mental health policy coming out of the Administration. The Coalition is developing a paper to indicate its recommendation for the structure and leadership for mental health in the state.

Senator Beall presented to the Coalition regarding three bills he has authored to improve mental health including Peer Support Certification. Senator Chu also presented his bill to establish mental health practitioners in every school K-12. The Coalition voted to support all 4 bills.

The Coalition approved the CA Assoc of Local Mental Health Boards and Commissions to join as a member.

Liaison Report for CA Assoc of Local Behavioral Health Boards and Commissions (CalBHBC)

Theresa Comstock is now the Executive Director and has stepped down as the President. The new President is a board member from Imperial County. The CalBHBC will hold its quarterly meeting on Friday afternoon following the adjournment of the Council meeting. They are publishing a regular newsletter which includes relevant information for board members across the State.

CalBHBC has established some specific goals for the year, one of which is to ensure the boards have necessary training on their role and responsibilities. The California Institute for Behavioral Health Solutions (CIBHS) pays for 1 member of each county board in the region to attend the regional training scheduled each quarter.

The training for the Bay Area will not be held in conjunction with the April 2019 Council meeting. It will be held in March 2020 in Alameda County.

New Business

Staff provided an alert that the Council has had to amend its Conflict of Interest Code due to the name change. Pursuant to the code change process, the amended code will be noticed for public comment for 45 days so an announcement should go out to all members in February once the final proposed language is approved by the Fair Political Practices Commission.

A draft letter to Governor Newsome was shared for Executive Committee member review and input by Friday of the following week.

Report that Arden and Jane attended a recent meeting of Resilient Sacramento to provide an overview of the Council and its work. The meeting attendees were very interested and asked a lot of questions resulting in robust discussion among the group.

Meeting adjourned at 10:20am.

**California Behavioral Health Planning Council
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Agenda Item: Review FY 2018-19 Budget and Expenditures

Enclosures: None

Background/Description:

Complete expenditure reports for FY 2018-2019 are still unavailable. Limited information about expenditures for September through November is available and December through February expenditures have not posted to Fi\$Cal.

The expenditure information we have as of November 2018 is provided below:

Item	Actual Expenditures as of November 2018
Personnel Services	\$68,160.72
Conferences MHSA	\$4,900.00
Conferences MHBG	\$850.00
Delivery Services (cell phones, GSO)	\$306.62
Communications (phone)	\$432.37
Facilities Operation-MHSA	\$3430.04
Facilities Operation-MHBG	\$2524.82
Consultant and Professional Services (recording services, culture comp training)	\$5954.86

**California Behavioral Health Planning Council
Executive Committee
Wednesday, April 17, 2019**

Agenda Item: Discuss Council Member Recruitment Plan

Enclosures: Draft Recruitment Plan Framework

Background/Description:

Currently the Council is experiencing a number of vacancies. There is no identified process to promote the Council across the state nor to seek applications for specific membership needs to fulfill the provisions in Welfare and Institution Code Section 5771.

In January, the Executive Committee reviewed and discussed the proposed initial framework of the draft recruitment plan, recruitment strategies and membership needs. The draft recruitment plan has been revised to include strategies and deliverables identified by the Executive Committee in January.

Follow-up discussion should include:

- Appropriateness of proposed revisions
- Timeline for Recruitment Plan finalization
- How and when the Recruitment Plan will be shared with the full Council
- Identification of next steps

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 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 2 ½ 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. 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.

Committees may determine additional meetings are needed to complete work or projects. 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. 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 are, 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.

Draft Council Member Recruitment Plan

Council Member Recruitment Plan

The recruitment plan will be complete and in effect by **June 19, 2019**. All Council Members and staff will be familiar with the recruitment plan and current appointment needs. The primary goal is to fill current vacancies timely with qualified candidates whose strengths align with the Mission and Vision of the Council. This recruitment plan will also aid the Council in filling future vacancies as they become available. The Executive Committee will monitor the effectiveness of the plan quarterly and revise as needed.

Mission and Vision of the California Behavioral Health Planning Council (CBHPC)

Vision: The CBHPC envisions a behavioral health system that makes it possible for individuals to lead full and productive lives. The system incorporates public and private resources to offer community-based services that embrace recovery and wellness. The services are client and family-driven, responsive, timely, culturally competent, and accessible to ALL of California's populations.

Mission: The CBHPC evaluates the behavioral health system for accessible and effective care. It advocates for an accountable system of responsive services that are strength-based, recovery-oriented, culturally and linguistically responsive, and cost-effective. To achieve these ends, the Council educates the general public, the behavioral health constituency, and legislators.

Recruitment Process

The Executive Officer along with the Officer Team (Chairperson, Past-Chair and Chair-Elect) will regularly assess membership to identify membership composition needs in order to ensure compliance with WIC Sec 5771 and discuss this with the Executive Committee. The Executive Committee will ensure the Council's composition is demographically, geographically and culturally and linguistically balanced and reflects Council priorities and areas of interest. Our recruitment efforts will include:

1. Targeted recruitment efforts for regions under-represented on the Council
 - a. Identify members on the Council in these areas to solicit lists of organizations for potential recruitment
2. Targeted recruitment of members representative of California's diverse population
3. Targeted recruitment of individuals with SMI/SUD and family members of persons with SMI/SUD.
4. Targeted recruitment around areas of membership composition needs identified by the Executive Committee
 - a. Identify, prioritize and come to consensus on current areas of interest to focus on when recruiting new members for current vacancies

Recruitment Strategies

Immediate:

1. Engage all current Council Members in the recruitment process as appropriate and when needed. Council Members are encouraged to:
 - a. Identify opportunities for partnership
 - b. Participate in relationship building
 - c. Make direct referrals
 - d. Post event photos, event announcements or articles of interest to the Council's Facebook Page or submit these items to CBHPC staff for posting
 - e. Assist with staffing CBHPC recruitment tables at conferences and other mental/behavioral health events
2. Identify and develop Council members who will establish new relationships and expand existing partnership within the identified targeted areas in order to assemble a pool of potential applicants for current and future vacancies.
 - a. CBHPC staff will collect information about Council Member's current partnerships
 - b. CBHPC staff will develop a "crosswalk" of Council Member partnerships including organization descriptions and identification of the organizations area of expertise
 - c. Executive Committee can/will utilize "crosswalk" to identify and recruit Council Members to assist with recruitment of new members to be considered for appointment by the Department of Health Care Services (DHCS)
3. Engage existing partners in the recruitment process as appropriate and when needed.

Ongoing:

4. As an ambassador of the California Behavioral Health Planning Council, the Executive Officer **must** have the ability to represent the Council state-wide in order to advance the Mission and Vision of the Council as well as fulfill our federal requirements and state mandates. It is essential that the Council partner with local behavioral health organizations. The Executive Officer will re-establish and strengthen existing partnerships as follows:
 - a. Attend local behavioral health meetings in target areas as appropriate
 - b. Identify and attend mental/behavioral health advocacy meetings across the state
 - c. Develop new relationships with various mental/behavioral health organizations (Consumer run, Tribal, Parent/Family)

5. The CBHPC staff shall engage in recruitment activities by actively participating in meetings, events and conferences identified by the Executive Committee. The Council should have tables at conferences that attract persons with lived experience, SMI/SUD advocates and family members.

Recruitment tools and other deliverables:

- Brochure and other materials to distribute to prospective Council Members
- Facebook Content: CBHPC staff, under the direction of the Chief of Operations, will create pre-approved recruitment post to share when vacancies occur in each appointment category
- CBHPC staff will work with Executive Committee to create standardized messaging about the Council's responsibilities, membership composition and needs
- Photo Library of Council Member activities to use in marketing efforts (social media posts, brochures, website)
- Council Member videos that tell our story and inspire others to get involved that can be posted online or shared via social media
- Letter to DHCS regarding the need for Council staff to engage in state-wide activities directly related to the mission, vision and mandates of the Council.
- Social Media Disclosure Statements and photo consent forms for members

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Agenda Item: Review Draft Letter to DHCS

Enclosures: Draft Letter

Background/Description:

At the January Executive Committee meeting, members decided to write a letter to Jennifer Kent regarding the restriction of travel by Council staff.

Attached is a draft letter for Executive Committee member review and edit.



April 24, 2019

Jennifer Kent, Director
California Department of Health Care Services
P.O. Box 997413, MS 0000
Sacramento, CA 95899-7413

CHAIRPERSON
Lorraine Flores

EXECUTIVE OFFICER
Jane Adcock

Dear Director Kent,

As you know, the Council is under federal and state mandate to advocate on behalf of adults with severe mental illness, including persons who are dually diagnosed with serious mental illness and substance use disorders, as well as children with severe emotional disturbance and their families. We are also statutorily required to advise your department and the Legislature on mental health issues, policies and priorities in California.

- **Advocacy**
- **Evaluation**
- **Inclusion**

Other duties of the Council contained in Welfare and Institutions Code Section 5772 include identifying successful programs; review, assess and make recommendations regarding all components of California's mental health and substance use disorder systems; and to report as necessary to the Legislature, your department, local boards and local programs.

In order to achieve the Council's statutory requirements, the Executive Officer and Council staff need to attend meetings, conferences, site visits and other events around the state. The Council expects they will travel, as necessary, to ensure their education, information gathering and partnership building, on behalf of the Council, are maximized. Council members are unpaid volunteers, and while they bring valuable perspective to the Council's work, it is expected that the paid staff will perform the professional activities to increase their knowledge and expertise to secure pertinent data that informs the Council's deliberations that result in appropriate advocacy, informed review and effective reporting/recommendations. The Council Officers review and approve attendance by staff and Council members at all trainings, events, conferences and site visits to confirm the direct relevancy and ensure mission critical need in order to safeguard the expenditure of public funds.

The Council requests the exemption of our staff from any departmental limitations on travel. If you have any questions, please contact Jane Adcock, Executive Officer, at (916) 322-3807 or via email at Jane.Adcock@cmhpc.ca.gov.

Sincerely,

MS 2706
PO Box 997413
Sacramento, CA 95899-7413
916.323.4501
fax 916.319.8030

Lorraine Flores
Chairperson

**California Behavioral Health Planning Council
Executive Committee
Wednesday, April 17, 2019**

Agenda Item: Discuss Structure of Committee Reports and Council Input to Committee Projects/Work

Enclosures: Current Committee Report Template

Background/Description:

At the January Executive Committee meeting, members discussed a committee's promotion of a policy and whether the remaining Council membership should have an opportunity to weigh in prior to the committee moving forward.

Current practice is that committees work/make decisions autonomously. The membership is advised of committee work/issue advocacy through the verbal Committee Reports presented during the General Session as well as the inclusion of committee agendas in the meeting packets for member information. Additionally, any report issued by a committee is presented for full Council input prior to release.

Also, members of the Officer Team strive to cover participation on the various committees, especially the Legislation Committee, to monitor committee work for alignment and support of Council Mission, Vision and Guiding Principles.

This discussion is included on the agenda to provide Executive Committee members time to further discuss whether a revision of the current practice should be proposed. One option may be to revise the structure of the Committee Reports to the full membership to call out and specifically solicit input on proposed policy/work/project.

Committee Report Out Template

1 **Briefly** describe the **active** projects on your committee's work plan

project title/name

project title/name

purpose/what mandate it is fulfilling

purpose/what mandate it is fulfilling

expected outcome/result

expected outcome/result

2 **Briefly** describe any speakers/presentations that occurred in your committee meeting

who

from where

how relates to work plan

what did you hear/learn

3 List any significant steps to be taken prior to next quarterly meeting

**California Behavioral Health Planning Council
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Agenda Item: Review Council Mission and Vision Statements

Enclosures: Chart of current Non-Profit Mission and Vision Statements
One-Page Vision Worksheet from internet

Background/Description:

In June 2018, the Executive Committee finalized the below revisions to the Vision Statement and approved the Guiding Principles. The next step is to bring these to the full Council for approval. The Executive Officer had a conversation with the Officer Team regarding the length of the Vision and Mission Statements and it was decided to have a final discussion with Executive Committee members whether to revisit both statements prior to taking to full membership.

The proposed Vision Statement is 66 words, 7 lines and Microsoft calculates it to be at a 17.8 grade level. Many organizations have clear, concise, focused statements that members are able to state quickly, as in a 10 second elevator speech.

Vision Statement:

“The CBHPC envisions a behavioral health system that makes it possible for individuals to lead full and productive lives. The system incorporates public and private resources to offer community-based quality services that embrace recovery and wellness. The services are client and family-driven, responsive to meet an individual’s need, timely, in the least restrictive environment, culturally competent, and linguistically appropriate and accessible to all of California's populations.”

Mission Statement:

The CBHPC evaluates the behavioral health system for accessible and effective care. It advocates for an accountable system of responsive services that are strength-based, recovery-oriented, culturally and linguistically responsive, and cost-effective. To achieve these ends, the Council educates the general public, the behavioral health constituency, and legislators.

Guiding Principles:

- Wellness and Recovery
- Resiliency Across the Lifespan
- Advocacy
- Consumer and Family Voice
- Cultural Responsiveness

Contact Jenny Bayardo at jenny.bayardo@cbhpc.dhcs.ca.gov for electronic or hard copies of enclosures for this tab.