

California Behavioral Health Planning Council

Executive Committee Agenda

Wednesday, June 16, 2021

8:30am to 10:00am

Zoom Meeting Link:

<https://us02web.zoom.us/j/85417893926?pwd=WVRFbDczWjQ1aDZXNkw3V1pOYTdDQT09>

Meeting ID: 854 1789 3926 **Passcode:** CBHPCEC

Join by Phone: 1-669-900-6833 **Passcode (Phone):** 4741260

- | | | |
|---------|--|-------|
| 8:30am | Welcome and Introductions
<i>Noel O'Neill, Chairperson</i> | |
| 8:35am | Approve April 2021 Meeting Minutes
<i>Noel O'Neill, Chairperson</i> | Tab 1 |
| 8:40am | Review Council Membership/Recruitment Needs
<i>Jenny Bayardo, Chief of Operations</i> | Tab 2 |
| 8:45am | Public Comment
<i>Noel O'Neill, Chairperson</i> | |
| 8:50am | Review Virtual Meeting Procedures
<i>Jane Adcock, Executive Officer</i> | Tab 3 |
| 9:00am | Vote to Approve Virtual Meeting Procedures
<i>Noel O'Neill, Chairperson</i> | Tab 4 |
| 9:05am | Approve 2021-22 Transparency Statement
<i>Noel O'Neill, Chairperson</i> | Tab 5 |
| 9:15am | Break | |
| 9:20am | Review Council Procedures vs Legal Requirements
<i>Noel O'Neill, Chairperson and Jane Adcock</i> | Tab 6 |
| 9:40am | Public Comment
<i>Noel O'Neill, Chairperson</i> | |
| 9:45am | General Session Present: Future Meeting Format
<i>Noel O'Neill, Chairperson</i> | Tab 7 |
| 10:00am | Report from CA Coalition for Mental Health
<i>Daphne Shaw</i> | |
| 10:05am | Wrap-Up and Plan for Next Meeting | |

California Behavioral Health Planning Council

10:15am

Adjourn

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 required, please contact Gabriella Sedano at 916.323.4501 by June 7, 2021** in order to meet the request.

Executive Committee Members

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

Housing/Homelessness: Vera Calloway, Chairperson Monica Caffey, Chair-Elect

Legislation: Tony Vartan, Chairperson Iris Mojica de Tatum, Chair-Elect

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

Systems and Medicaid: Liz Oseguera, Chairperson Karen Baylor, Chair-Elect

Workforce and Employment: Dale Mueller, Chairperson John Black, Chair-Elect

Performance Outcomes: Susan Wilson, Chairperson

At-Large: Arden Tucker

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

**California Behavioral Health Planning Council
Executive Committee
Wednesday, June 16, 2021**

Agenda Item: Approve April 2021 Executive Committee Meeting Minutes

Enclosures: Draft Executive Committee Minutes for April 2021 meeting

Background/Description:

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

DRAFT

CBHPC Executive Committee Meeting

**April 14, 2021
Meeting Minutes**

Committee Members present:

Noel O'Neill, Lorraine Flores, Deborah Starkey, Vera Calloway, Monica Caffey, Iris Mojica de Tatum, Catherine Moore, Karen Baylor, Dale Mueller, Susan Wilson, Daphne Shaw Veronica Kelley, and Jim Kooler.

Staff Present: Jane Adcock and Jenny Bayardo

Welcome and Introductions

Members were welcomed and introductions were completed.

Approve January 2021 Meeting Minutes

Lorraine Flores moved and Susan Wilson seconded to approve the minutes of January 2021. Motion passed with Iris Mojica de Tatum and Deborah Starkey abstaining.

Review of Council Membership/Recruitment Needs

Jenny Bayardo, Chief of Operations to the Council, stated she would give a quick update, per agreement, for quarterly updates on Council appointments and vacancies.

There are no changes in membership since the committee last met. There continues to be one vacancy for a parent of a child and two vacancies now for state representatives from Department of Education and Department of Rehabilitation. We are awaiting for official appointments from the respective state departments to fill those vacancies. Jenny explained the process for appointments of state representatives.

Noel acknowledged the difficulty in filling the vacancy for a parent of a child. He asked Executive Committee members if they have any ideas for recruiting a parent. Karen Baylor mentioned that CAMHCY was coming up in May and asked whether we could advertise, stating that it would be a good place to distribute a flyer.

Susan Wilson asked whether a caregiver such as a Foster Parent or grandparent could fill the vacancy or whether there are strict rules. Jane clarified that SAMHSA does have criteria for a parent and will check whether Foster or Grand qualifies.

Public Comment

None

Review Virtual Meeting Procedures

Jane Adcock provided an overview of the draft proposed virtual meeting procedures under Tab 3 of the meeting materials. Jane acknowledged that virtual format is new to the Council and indicated that procedures and guidelines could serve as a resource tool for committee and Council chairpersons.

Suggestions and additions were presented during the overview regarding use of the chat feature and establishing rules for chat, naming committee/Council members to promote identification.

It was agreed that the Virtual Meeting Procedures be added to Council Operating Policies and Procedures. Also, that the virtual meeting procedures will be brought to the June meeting as an action item for the Executive Committee to vote to approve.

Catherine Moore asked whether the Council plans to include/continue virtual meetings when Californians are able to safely meet in-person in the future. Jane Adcock responded that staff will be working with the Council Officer Team to identify possibilities for hybrid of meeting formats. Noel indicated this will be on the agenda for June meeting.

Public Comment

Steve Leoni commented that public comment is to happen prior to any vote. Also, that the first section of Virtual Meeting Procedures does not address those who join by phone line only. The tips for phone users should be added. The last section of the document addressing recordings of meetings, he asked that when we have an extraordinary presentation that we preserve the presentation and post that section of the meeting to Council website like a podcast.

Performance Outcomes Committee Public Forum

Susan Wilson acknowledged the excellent meeting the day before. She reported that we have a final draft of 2020 Data Notebook Report on Telehealth and are in process of developing recommendations.

Susan referred to the Council's responsibility to look at performance measures for the state. The committee is thinking of pulling together the data collectors and find where there is good, solid data that can be put together in a sensible way. Discussed possibility of having a forum including people who collect data such as DHCS, CBHDA, EQRO and MHSOAC to talk about what data they collect and how they use it. We are seeking to create a structure for the discussion of system-wide measures and to inform on efforts already underway and provide an opportunity for stakeholders to learn about, ask questions, provide input and increase communication between key organizations on performance measures. It would be nice to be able to say CA is getting better because we have met "X" performance measure, that people have shown improvement in outcomes based on reliable data.

In the first event we would like to have invitees present what data they collect and what they do with it around performance outcomes. Subsequent events would engage consumers of the data along with the producers of the data. A draft agenda has been created as starting point for discussion and is included in meeting materials.

Due to temporary loss of 3 staff, resources are lacking to allow for progress on implementation of the event. We do hope to identify a date for the event later in the year, if possible.

Jane Adcock mentioned there is current legislation, sponsored by CBHDA that would create an advisory body, headed by CA Health and Human Services Agency, to identify cross-system outcomes measures to measure success in school, criminal justice, foster care, and employment for persons served in the public behavioral health system. They see our event as complementary to their legislative effort.

Noel O'Neill mentioned that there are so many experts out there already collecting data. And the unique position of the Council is to bring the consumer and family member voice to this effort and while there are professional things happening, it is critical that the consumer and families have equal understanding. That's why so many support such a forum to bring an understanding to the entire system and to the users of the system. Including their voice in shaping these performance outcomes is essential to the success.

After the break, Noel asked whether a topic for the 2021 Data Notebook has been identified. He acknowledged the success of the 2020 project with the request from DHCS to assist them in collecting data and information to support their vision to continue the use of telehealth in delivery of services. Susan echoed the success of the project and the actions of Jim Kooler in helping us refine the questions all of which served to solidify our partnership with the department. Susan then indicated that the topic for 2021 will be a revisit to the topic in the first Data Notebook.

Jane confirmed that the first Data Notebook, issued in 2014, explored access and retention in services by racial/ethnic groups and the committee thought that to do a comparison from then until now would be interesting and informative. Susan confirmed that we would adapt the 2021 project to be done in survey monkey again and to update the questions for current relevancy.

Karen Baylor mentioned that EQRO looks at Medi-Cal claims data and that the Council needs to ensure we include other funding sources in our data analyses. She also stated that recent EQRO reviews are showing a significant under-representation of Asian/Pacific Islanders in accessing services which indicates this topic is very timely.

Daphne Shaw pointed to the Council's statutory responsibility to review and approve any performance outcome measures for the system. She inquired whether the other entities are considering the Council's role. Jane expressed CBHDA's intention to include the Council in its efforts to establish system-wide measures.

Review and Discuss Council Member Priorities

Noel reviewed the Executive Summary of the priority areas identified by members during the January 2021 General Session. Noel addressed the 7 key areas in which the majority of the priorities fall.

Dale Mueller confirmed the UC and CSU systems' inclusion of mental health curriculum and asked if we have lost connection with the Community College system? She would like to draw them into the discussion of workforce development.

Iris stated her interest is in embedding Mental Health First Aid into the teacher curriculum so they are prepared upon graduation/certification for entry into the classroom.

Noel asked Jane how the Council can make these priorities into action items within the Council's work. Jane spoke to a number of the key areas in which the Council's committees are already engaged and about a new effort by CBHDA with the University of San Francisco to develop a 10-year workforce strategic plan for both mental health and substance use in which the Council has been invited to participate. She also stated that the Council is not able to address all the areas of the system and suggested the Executive Committee could discuss further and set priorities.

Public Comment

Steve Leoni cautioned about not looking at the system as it is now but to what it could be in the future. Also, the creation of TAY was supposed to provide a ramp for youth who were transitioning into the adult system. Now it seems it has morphed into something else and isn't providing the transition into adult system of care as intended. He asks what kind of education we are advocating for in developing the workforce and creating a pipeline. For example, in rural areas, see success in creating a pipeline for persons who live in the area and provide supports for them to obtain education and then return to their community to be a provider.

Report from CA Coalition for Mental Health

Daphne Shaw reported the Coalition met in March via virtual meeting. The Coalition meeting was devoted to discussing a number of bills. Only one bill, SB 221 (Weiner) which addresses timely access to care, has the Council put up for review during the Legislation Committee meeting tomorrow. We lost our mental health champion, Senator Beall, when he termed out last year, and Senator Scott Weiner is now going to be the Chairperson of the Select Committee on Mental Health and he will also take a leadership role in the Senate Caucus on Mental Health and Senator Susan Eggman is going to be the Vice Chairperson. Another bill discussed was SB 21 (Glazer) on license plates.

Noel asked Daphne to provide a bit of background on the Coalition, Daphne indicated the Coalition came to be in 1982 with 5 organizations coming together including CA

Nurses Assoc, Mental Health Assoc, County Mental Health Director's Assoc, and a couple others. It has grown over the years. At this point, it consists of a number of organizations who have a statewide presence and have interest in mental health. We take on a number of issues, wrote response to Vice President on his Task Force on Mental Health, they held a number of rallies in Sacramento on steps of Capitol before the passage of the MHSA. Right now Adrienne Shilton is the President. Try to cover things that the members can agree on and when we know some members will not be in agreement, then we do not address those issues, e.g., involuntary treatment.

Wrap Up and Plan for Next Meeting

Noel wrapped up the meeting by thanking the members and acknowledging the importance of the voice of each and every one of the members on the Executive Committee. He expressed that the weaving together of all of the perspectives brought by the members is critical to our success.

Meeting adjourned 9:58am.

DRAFT

CBHPC Executive Committee Meeting

**May 19, 2021
Meeting Minutes**

Committee Members present:

Noel O'Neill, Arden Tucker, Vera Calloway, Catherine Moore, Karen Baylor, Susan Wilson, Daphne Shaw

Staff Present: Jenny Bayardo

Welcome and Introductions

Members were welcomed by Chairperson Noel O'Neill and introductions were completed.

2021 Quarterly Meetings Update

Executive Officer Jane Adcock was not present so Noel O'Neill provided the update. The Officer Team and CBHPC staff have decided to continue the current virtual meeting platform through the remainder of 2021 due to the pandemic. Although things appear to be improving, the lead time needed to book venues and plan for the transition back to in-person meetings prevents the Council from being able to confidently book a venue for October 2021. Thus, the meetings in June 2021 and October 2021 will be held via Zoom.

2022 and Future Quarterly Meetings Discussion

Chairperson Noel O'Neill shared that the Council currently has contracts in place for January 2022 and June 2022. These are amended contracts that were delayed to avoid penalty fees and the loss of deposits paid for meetings planned to occur during the state of emergency (COVID-19 pandemic). To avoid any confusion, it is proposed that CBHPC staff secure a venue for April 2022 in the traditional meeting platform. The proposal is to return to the traditional in-person meeting structure for January, April and June of 2022. Starting in October of 2022, the Council can start a new Hybrid model for the quarterly meetings that combines in-person meetings and virtual committee meetings.

The Executive Committee discussed the Hybrid Model proposed by the officer team. The discussion was facilitated by Noel O'Neill. All members were provided the opportunity to share their thoughts on the proposed model.

Proposed Hybrid Meeting Schedule in Month of Quarterly Meetings:

2nd week of quarterly meeting month all virtual:

Tuesday PM:

- Performance Outcomes Committee- 2:00 pm to 4:00 pm

Wednesday:

- Executive Committee- 8:30 am to 10:00 am
- Patients' Rights Committee- 10:30 am to 12:00 pm
- Legislation Committee- 1:30 pm to 3:30 pm
- Workforce and Employment Committee- 1:30 pm to 3:00 pm

Thursday AM:

- Housing and Homelessness Committee- 8:30 am to 10:00 am
- Systems and Medicaid Committee- 8:30 am to 10:00am

3rd week of quarterly meeting month in-person:

Wednesday: General Session- 8:30 am to 12:00 pm then 1:30 pm to 5:00 pm

Thursday: General Session- 8:30 am to 12:00 pm

After a lengthy discussion of the proposed model, the Executive Committee members present proposed a modified version of the suggested Hybrid model. Committee members unanimously supported doing most committee meetings via Zoom and the Wednesday/Thursday General Session in-person meetings.

All committee members present felt the Executive Committee needed to meet in person due to their critical leadership role. In addition, Council Members Susan Wilson, Catherine Moore and Daphne Shaw all expressed concern about the Patient's Rights Committee (PRC) not meeting in-person. PRC is the only committee mandated in law and they have membership that extends outside of the committee resulting in the need for in-person meetings. The Committee discussed additional options for meeting days and times for the Executive Committee and Patient's Rights Committee. All agreed that General Session could be shortened to allow for the addition of an Executive Committee meeting on Wednesday of the in-person meetings.

REVISED Proposed Hybrid Meeting Schedule in Month of Quarterly Meetings:

2nd week of quarterly meeting month all virtual:

Tuesday PM:

- Performance Outcomes Committee- 2:00 pm to 4:00 pm

Wednesday:

- Legislation Committee- 1:30 pm to 3:30 pm
- Workforce and Employment Committee- 1:30 pm to 3:00 pm

Thursday AM:

- Housing and Homelessness Committee- 8:30 am to 10:00 am
- Systems and Medicaid Committee- 8:30 am to 10:00am

3rd week of quarterly meeting month in-person:

Tuesday: Patients' Rights Committee TBD

Wednesday: Executive Committee- 8:30 am to 10:00 am
General Session- 10:30 am to 12:00 pm then 1:30 pm to 5:00 pm

Thursday: General Session- 8:30 am to 12:00 pm

The committee voted on the revised Hybrid Model for meetings starting in October of 2022. Committee members unanimously voted on this model. Chairperson Noel O'Neill will present this revised Hybrid Meeting model at the June 2021 Executive Committee Meeting and at the General Session meeting in June of 2021.

Public Comment

There was no public comment.

.

Meeting adjourned.

**California Behavioral Health Planning Council
Executive Committee
Wednesday, June 16, 2021**

Agenda Item: Council Membership Update

Enclosures: Current Council Appointment List

Background/Description:

At each quarterly meeting, to ensure fulfillment of the provisions in Welfare and Institution Code Section 5771, the Executive Committee will review the membership needs and any actions to occur by the next quarterly meeting. CBHPC will provide quarterly reports on membership activity. CBHPC will provide quarterly reports on membership activity and an annual summary.

As of May 2021, there is one vacancy in the Family Member Parent of child with SED category and One State Representative vacancies.

2021 Summary of Council Member Activity:

January-February

No Changes

March

Appointments: None

Separations: Kathi Mowers-Moore (State Rep Department of Rehabilitation)

April

Appointments: Kim McCoy Wade (interim State Rep CA Department of Aging)

Separations: Irene Walela (State Rep CA Department of Aging)

May

Appointments: Elena Gomez (State Rep Department of Rehabilitation)

Separations: None

**CALIFORNIA BEHAVIORAL HEALTH PLANNING COUNCIL
BREAKDOWN OF PLANNING COUNCIL APPOINTMENTS
2021**

	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		
3	Deborah	Starkey	Family Member Parent of SED Child	Sacramento	Female	Caucasian	01/01/17	12/31/22
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	Iris	Mojica de Tatum	Family Member	Merced	Female	Latina	08/01/19	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	12/31/21
16	John	Black	Direct Consumer	Stanislaus	Male	Caucasian	8/14/18	12/31/21
17	Susan	Wilson	Cons-Rel. Advocate	Shasta	Female	Caucasian	01/13/10	12/31/21
18	Gerald	White	Cons-Rel. Advocate	Sacramento	Male	Latino/Caucasian	01/01/18	12/31/21
19	Monica	Caffey	Cons-Rel. Advocate	San Bernadino	Female	Afr. Amer.	05/08/09	12/31/22
20	Liz	Oseguera	Cons-Rel. Advocate	Sacramento	Female	Latina	02/01/17	12/31/22

	First Name	Last Name	Appointment Category	County	Gender	Ethnicity	Appointment Date	Expiration Date
21	Noel	O'Neill	Profess/Provider	Mendocino	Male	Caucasian	07/27/14	12/31/22
22	Barbara	Mitchell	Profess/Provider	Monterey	Female	Caucasian	01/01/00	12/31/21
23	Christine	Costa	Profess/Provider	Orange	Female	Asian	8/14/18	12/31/21
24	Sokhear	Sous	Profess/Provider	Stanislaus	Female	Asian	1/01/19	12/31/21
25	Veronica	Kelley	Profess/Provider	San Bernadino	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	12/31/20
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	Brendan	McCarthy	Health & Human Services Agency	Sacramento	Male		State Employee	N/A
37	Elena	Gomez	Dept. of Rehabilitation	Sacramento	Female		State Employee	N/A
38	VACANT	VACANT	Dept. of Education	VACANT	VACANT	VACANT	State Employee	N/A
39	Kim	McCoy Wade	CA Commission on Aging	Sacramento	Female		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 16, 2021**

Agenda Item: Review Proposed Virtual Meeting Procedures

Enclosures: Draft Virtual Meeting Procedures

Background/Description:

For the 2020-21 fiscal year and into 2021-22, the meeting format for the Council's quarterly meetings and committee meetings has changed to a virtual format.

These proposed virtual meeting procedures have been developed to provide Council members and Chairpersons with easy-to-follow guidelines and procedures to support the operations and mechanics of Council meetings when meeting by virtual format.

Executive Committee members reviewed and suggested changes during its April meeting. The committee will review them again and vote to approve these procedures prior to them being added to the Council's Operating Policies and Procedures.

CBHPC Virtual Meeting Procedures

DRAFT

Before the Meeting:

Staff will create the meeting agenda and include the virtual meeting link, passcode and call-in telephone number on the agenda. Simply click on the link either on the agenda, in your calendar invitation, or dial the phone number to join the meeting. All meeting agendas, are posted on the Council website. The meeting details are also posted on committee webpages.

When staff create the meeting link, certain features will be enabled including:

- Recording the meeting
- Allowing participants to join anytime
- Sharing of documents/screen by host/staff permission only

Plan to join the meeting a few minutes before the start time to allow sufficient time to ensure connection and for resolution of any technical difficulties. Make sure you have meeting details, a passcode is required for security reasons.

Starting the Meeting

Start on time.

Staff will add the committee acronym to the beginning of committee members' names for easy identification of committee members.

Chairperson starts the meeting by welcoming all. To save time and confusion during introductions, call out names of committee members and they can introduce themselves to the meeting participants.

Chairperson publicly confirms with staff that there is a quorum.

Chairperson should then briefly review the below guidelines before starting the agenda.

Meeting Guidelines and Instructions:

Recording: The meeting will be recorded, so please state your name before you speak, only one person speak at a time, do not use acronyms and speak clearly.

Mute Function: Please mute yourself when you are not speaking. This will reduce the level of background noise and interference during the meeting. You can do this by clicking on the microphone icon. The icon will appear red or have a red slash when you are muted. Please note, if you do not mute yourself and there is interference coming from your line, staff will mute you. If you are calling in, you may press *6 to mute yourself.

CBHPC Virtual Meeting Procedures

DRAFT

Group Discussion: If Council members have questions during a presentation/discussion, you can click the “raise hand” function to show that you would like to make a comment. If you are using a computer, this function should be displayed as a hand icon next to your name when you click on the “participant” icon at the bottom of the screen. If you cannot locate this function, please let us know and we will help you. Those calling in can press *9 to raise their hand.

Staff will help keep track of the order of members as they raise their hand and will call on people in that order.

Please state your name before speaking. Once you have stated your question or comment, please lower your hand by clicking on the hand icon again. Staff will lower the hand if not done by the speaker.

Chat Feature: Under Bagley-Keene, transparency of discussion is paramount. The Chat feature is enabled so messages can be sent to either “Everyone” or to the Host/staff only.

If you are having an issue and need assistance then use the Chat feature to quietly secure needed assistance from staff.

As a reminder, at the beginning of each meeting staff will insert the above Chat rules into the Chat box for all meeting attendees to see.

Time permitting, the Chairperson should read/mention/refer meeting participants to what has been written in Chat, as relevant to the current discussion.

Public Comment: Members of the public attend the virtual meetings and are provided the opportunity to speak during the public comment portion of the agenda. Ask them to use the “raise hand” function and staff will call out names in the order received. Ask that they state their name before speaking.

If you are a Council member participating in a Committee meeting of which you are not a member, you will have the opportunity to make comments prior to public comment. Unrestricted participation in committee business is reserved for committee members.

Respect: Virtual meetings are professional and deserve the same etiquette as an in-person meeting. Please mute your phone/computer notifications, minimize disruptions, give your full attention and limit multitasking.

Things for Chairpersons to keep in mind:

Breaks & Public Comment: Taking the scheduled break is not optional, it is mandatory and considerate for the closed captioner and fellow Council members.

CBHPC Virtual Meeting Procedures

DRAFT

Allowing time for public comment is also mandatory and time limits are used only when a large number of persons wish to make comment. Public comment is ALWAYS taken just prior to a vote (except minutes)

Meeting Facilitation: Virtual meetings do not have the same personal connection that in-person meetings can have. There are things you can do to promote engagement such as calling on each member for input, asking for a show of hands from the group and keeping the agenda moving.

When possible, keep the sharing of documents/screen to a minimum in order to allow for maximum face-to-face interaction of Council members.

Engage committee members first. Committee members will have the committee acronym on their name for easy identification, so that non-committee members or non-Council members (public) are not included in discussions inappropriately. We seek a balance between honoring the appointment of Council members and being inclusionary/welcoming of others.

As you conclude the agenda, identify any follow-up items that came up to keep everyone on the same page.

Motions: When a motion is made and a vote is to be taken, have staff do a roll-call vote after taking public comment, the only exception is motions made to approve meeting minutes.

Recordings: Meeting recordings are for staff use only to create meeting minutes. Recordings are not normally shared and requests are handled on a case by case basis by the Executive Officer. Recordings are deleted once the minutes are approved at the next meeting.

STAFF ARE YOUR RESOURCE. If you have any questions about process or are having any difficulties, contact staff via the Chat. There is usually more than one staff person at each committee meeting so feel free to reach out as needed.

**California Behavioral Health Planning Council
Executive Committee
Wednesday, June 16, 2021**

Agenda Item: Vote to Approve Virtual Meeting Procedures

Enclosures: See tab 3 for proposed Virtual Meeting Procedures

Motion: To approve the Virtual Meeting Procedures and add to the Council's Operating Policies and Procedures.

**California Behavioral Health Planning Council
Executive Committee
Wednesday, June 16, 2021**

Agenda Item: Review and Approve CBHPC's Transparency Statement

Enclosures: Proposed 2021-2022 CBHPC Transparency Statement

How This Agenda Item Relates to Council 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 public, the behavioral health constituency, and legislators.

This agenda item provides the Council an opportunity to demonstrate credibility and transparency in disclosing any potential, or perceived, conflicts of interest due to financial tie(s) to the public behavioral health system.

Background/Description:

The members of the Council often have ties to county or state behavioral health systems. Often it is those ties and experience that bring a rich diversity of perspective and input to the Council's work. It would be very difficult to appoint a membership with absolutely no connection to state or county operations. To mitigate any actual, or perceived, conflict the Council publishes a Transparency Statement to publicly disclose all the financial connections of the membership. This is in addition to the annual Form 700 required by the Fair Political Practices Commission.

Attached is the proposed Transparency Statement for FY 2021-22 for Executive Committee review and approval.

**California Behavioral Health Planning Council
2021-22 Transparency Statement**

Date Reported	Council Member Name	Activity	Date of Executive Committee Approval
05/11/21	John Black	Contractor, MHSA-funded project	06/16/21
05/12/21	Noel O'Neill	Interim Director, Colusa County	06/16/21
05/11/21	Karen Baylor	Employee, Behavioral Health Concepts, EQRO contractor with DHCS	06/16/21
05/18/21	Walter Shwe	Consultant to Behavioral Health Concepts, EQRO contractor of DHCS	06/16/21
05/09/19	Veronica Kelley	Director, San Bernardino County Dept of Behavioral Health	06/16/21
05/11/21	Barbara Mitchell	Executive Director, Interim Inc., contracts with Dept. of Rehabilitation and County of Monterey, Behavioral Health Division	06/16/21
05/20/21	Steve Leoni	Contractor, Progress Foundation San Francisco	06/16/21
05/11/21	Angelina Woodberry	Employee, CalVoices, MHSA-funded contractor	06/16/21
05/12/21	Deborah Starkey	Employee, Turning Point Community Programs contracts with Butte, Nevada, Placer, Sacramento, San Joaquin, Stanislaus, Solano, Sonoma and Yolo counties.	06/16/21
05/11/21	Vera Calloway	Contractor, LA County DMH	06/16/21
05/11/19	Tony Vartan	Director, San Joaquin County Behavioral Health	06/19/19

**California Behavioral Health Planning Council
Executive Committee
Wednesday, June 16, 2021**

Agenda Item: Review Council Procedures vs Legal Requirements

Enclosures: Bagley Keene Open Meeting Act

https://oag.ca.gov/sites/all/files/agweb/pdfs/publications/bagleykeene2004_ada.pdf

Motion Process at the CBHPC

Background/Description:

The purpose of the **Bagley-Keene Act**: The “people’s business” is to be conducted openly. It is a statutory mandate that requires:

- 10-day notice
- Public comment
- No “behind the scenes” discussion (chat, texting, emailing, etc.)
- Public accessibility to meetings (in-person and teleconference)

Use of **Robert’s Rules of Order** is a choice. Not a legal mandate.

Organizations use Robert’s Rules of Order to help:

- Run the meeting efficiently
- Provide order, fairness and decorum
- Facilitate the decision-making process

The Planning Council has chosen to use a modified Robert’s/Rosenberg’s Rules of Order to provide a consistent structure to the motion/vote process. No other processes under those rules has been adopted by the Council.

“The Planning Council will make its decisions at full Planning Council meetings by making motions and voting according to procedures outlined in Robert’s Rules of Order. Motions shall be decided by a simple majority of the quorum. All votes, except to accept minutes, will be done by a roll-call vote.”

A copy of the modified process is included in these meeting materials.

MOTION PROCESS AT THE CBHPC

The CBHPC has adopted a modified Roberts/Rosenberg's Rules of Order process as explained below. Roll call votes are required for motions per the Bagley-Keene Open Meeting Act (except minutes).

To make a motion:

- When recognized by the Chairperson, the member clearly states the motion. Whenever possible, Council staff will type the motion for viewing on the big screen to ensure all members understand the language in the motion.
 - Any member may call out "second" to support the motion. The member making the second does not change the motion. If there is no second, the motion dies
- If there is a second, the Chairperson reads the motion out loud as a way to open discussion of the motion: "The motion on the floor is..."
 - The Chairperson first recognizes the member who made the motion: "Do you wish to speak to your motion?"
 - Following discussion from the originator of the motion, the chairperson opens debate on the motion among all the members

If a member wishes to amend the motion:

A member, who has the floor, may state they wish to make a 'friendly amendment' to the motion and states the change or addition. If the motion originator, and member who seconded the motion, accept the amendment then that becomes the motion on the floor.

However, if the friendly amendment is not accepted, then the amendment can be proposed formally:

- A member may state "I wish to amend the motion to insert/strike the words... The amendment must be seconded or it dies.
- The Chairperson reads the (amended) motion out loud and recognizes the maker of the proposed amended motion for discussion.
- Following input from the maker of the amended motion, the Chairperson opens debate on the amended motion among all the members.
- The Chairperson will then open the floor for public comment.
- Concluding public comment, the Chairperson will re-read the amendment to the motion out loud and a vote is taken whether to accept the amended motion language.
- If a majority votes to approve the amendment, then the final language of the motion on the floor is considered settled. If the majority vote denies approval of the amendment, then the original motion is taken up following the process herein.

If a member wishes to end the debate:

A member can ask to end the debate (aka Call the Question). The Chairperson can consider this a 'request' to end the discussion and inquire, "Any further discussion?" if no member wishes to have further discussion then the Chairperson can move to public comment prior to the vote on the motion on the floor.

MOTION PROCESS AT THE CBHPC

However, if at least one member wishes to discuss the motion further, then the Chairperson will consider the "Call the Question" to be a formal motion and proceed:

- If the motion to Call the Question is seconded, then discussion ends and a vote is taken whether to end discussion. Members in favor to end the discussion say "yes", those opposed say "no".
- The results of the motion to end debate are tallied: If a simple majority voted in the affirmative then the discussion ends and the Chairperson proceeds to next step below.

Public Comment is conducted prior to a vote of the motion on the floor.

For the vote on the motion on the floor:

The Chairperson reads the motion out loud for final time. A roll call vote is then taken.

- Voting options are: "yes", "no", or "abstain". Note that abstentions go with the majority.
- The Chairperson announces the results of the vote. If the majority voted in the affirmative, e.g.: "The ayes have it and the motion is approved."