

California Behavioral Health Planning Council

Executive Committee Agenda

WebEx Meeting link:

<https://dhcs.webex.com/dhcs/j.php?MTID=mb92ffc0fd77f9e712062f6bd49cf0815>

To Join by Phone Only

Call-In Number: 1-415-655-001 Access code: 927 863 249

Wednesday, June 17, 2020

8:30am to 10:00am

8:30am	Welcome and Introductions <i>Lorraine Flores, Chairperson</i>	
8:35am	Approve January 2020 Meeting Minutes <i>Lorraine Flores, Chairperson</i>	Tab 1
8:40am	Overview of Council Operations under State of Emergency <i>Jenny Bayardo, Chief of Operations</i>	Tab 2
8:55am	Public Comment <i>Lorraine Flores, Chairperson</i>	
9:00am	Committee Report Out of Current Activities <i>Dale Mueller, Workforce and Employment Committee</i> <i>Walter Shwe, Patients' Rights Committee</i> <i>Gerald White, Legislation Committee</i> <i>Vera Calloway, Housing and Homelessness Committee</i> <i>Liz Oseguera, Systems and Medicaid Committee</i> <i>Susan Wilson, Performance Outcomes Committee</i>	
9:40am	Public Comment <i>Lorraine Flores, Chairperson</i>	
9:45am	Report from CA Coalition for Mental Health <i>Daphne Shaw</i>	
9:50am	Wrap-Up and Plan for Next Meeting	
10:00am	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 Gabriella Sedano at 916.701.8211 by June 10, 2020** in order to meet the request.

California Behavioral Health Planning Council

Executive Committee Members

Officers: Lorraine Flores, Chairperson Noel O’Neil, Chair-Elect Susan Wilson, Past Chair

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

Legislation Cmte: Gerald White, Chairperson Tony Vartan, Chair-Elect

Patients’ Rights Cmte: Walter Shwe, Chairperson Catherine Moore, Chair-Elect

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

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

Performance Outcomes Cmte: Susan Wilson, Chairperson

At-Large: Arden Tucker

Liaisons: **CBHDA:** Veronica Kelley **DHCS:** Vacant **CCMH:** Daphne Shaw

**California Behavioral Health Planning Council
Executive Committee
Wednesday, June 17, 2020**

Agenda Item: Approve January 2020 Meeting Minutes

Enclosures: Draft January 2020 Executive Committee Minutes

Background/Description:

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

DRAFT

CBHPC Executive Committee Meeting

**January 15, 2020
Meeting Minutes**

Committee Members present:

Lorraine Flores, Noel O'Neill, Deborah Starkey, Vera Calloway, Monica Caffey, Gerald White, Walter Shwe, Catherine Moore, Veronica Kelly, Liz Oseguera, Dale Mueller, Susan Wilson, Daphne Shaw.

Staff Present: Jane Adcock and Jenny Bayardo

Welcome and Introductions

Members were welcomed and introductions were completed.

October and December 2019 Meeting Minutes

Susan Wilson moved and Noel O'Neill seconded to approve the minutes of October 16, 2019. Motion approved with abstentions from Arden Tucker and Lorraine Flores.

Susan Wilson moved and Noel O'Neill seconded to approve the minutes of December 6, 2019. Motion approved with abstention from Arden Tucker.

Review Council Membership/Recruitment Needs

Committee members were advised of the departure of Raja Mitry effective January 1, 2020. With this departure, the Council has 4 vacancies. Two vacancies are in the Family Member Parent of Child with SED category, one vacancy in the Consumer category and now one Consumer-Related Advocate vacancy.

Staff reported that having a table at specific conferences which are targeted to needed categories has been effective. Committee members recommended contacting some organizations created by and for parents such as Parents Helping Parents and NAMI to seek applicants for the Family Member Parent of Child with SED category. Staff will also plan to secure (or share) a table at upcoming conferences focused on services for children and students this Spring. Council

continues to seek diversity of its membership to reflect the diversity of the population.

Public Comment

None

Review 2019 Year End Report

Staff provided an overview of the draft report for committee members. Staff stated that photos will be taken during the Council meetings and a picture taken of the staff to be used in this and future reports.

Several committee members had minor editing suggestions that would be shared with staff separately.

A question was raised regarding to whom the report will be sent and shared. Discussion produced a list of suggested recipients as well as possible personal presentations to the MHSOAC, Director of DHCS and County Behavioral Health Directors Association.

Public Comment

None

Review Proposed Amendments to Operating Policies

During the previous Executive Committee meeting, Committee members developed three options for Quarterly Meeting Attendance Requirements to go in the Council's Operating Policies and Procedures. Those options were included in the meeting materials for discussion and final decision.

Members discussed the implications of each of the options. It was stated that a member could miss an entire meeting once a year under Option 3. Other points were made about the importance of the committee meetings, that the bulk of the Council's work is done in committee and that often committee meeting attendance is low.

Motion was made by Catherine Moore and seconded by Veronica Kelly to combine options 2 and 3. New requirement would read as: "Council members are to attend all quarterly meetings in full. Full attendance is defined as, at a minimum, 1) one committee meeting and both days of General Session or 2) two committee meetings and one full day of General Session. When a pattern of non-participation occurs, it will be addressed by the Council Chairperson and Executive Officer. Should the non-participation continue, the member will not be eligible for reappointment." A roll-call vote was taken:

Lorraine Flores, no	Daphne Shaw, no	Walter Shwe, yes
Noel O'Neill, yes	Susan Wilson, no	Veronica Kelly, yes
Deborah Starkey, yes	Dale Mueller, no	Monica Caffey, yes
Vera Calloway, yes	Gerald White, no	Catherine Moore, yes

Liz Oseguera, not present during vote

Motion passed.

The Operating Policies and Procedures Manual will be amended to reflect the new attendance policy.

Public Comment

New Council member, Christine Frey, asked about orientation of new members and whether the policies and procedures are provided? Council staff indicated they will arrange an orientation for her prior to April meeting.

Stacy Dalglish asked to receive the meeting notices for the Council's Legislation and Workforce committees.

Report from CA Coalition for Mental Health

Daphne Shaw reported no news from the Coalition because they had not met since her last report in October. She did report that the Coalition will be meeting the following week in Sacramento and that the state Budget, Solitary Confinement, and Parity and Medical Necessity are topics of discussion.

Wrap Up and Plan for Next Meeting

The Executive Officer (EO) asked the committee members whether they would like to specify some goals to be worked on and then addressed in the 2020 Year End Report. Committee members directed the EO to use the goals set forth in the committee work plans for the 2020 report.

Concern was expressed over a proposal seeking signatures for an initiative to go on the November ballot that would essentially criminalize homelessness.

The EO was asked to get more information and a presenter to inform about the "MHSA Refresh" for the April General Session agenda.

Meeting adjourned 10:02am.

**California Behavioral Health Planning Council
Executive Committee
Wednesday, June 17, 2020**

Agenda Item: Overview of Council Operations under State of Emergency

Enclosures: None

Background/Description:

As of March 17, 2020 all CBHPC staff were granted remote access to all files and programs required to do Council work in order to be in compliance with local and “state stay at home” orders during the COVID-19 pandemic. We plan to continue working remotely through June 30, 2020 at minimum. When we do return to the office, it will be on a rotating telework schedule.

COVID-19 Related Administrative Duties

CBHPC management must provide information daily about COVID-19 related absenteeism via survey monkey to DHCS management that is reported to the Governor’s Office daily.

CBHPC staff also report all COVID-19 related activities for cost reporting regularly. Initially this was reported for Mid-March through the first week of April. Now it is done weekly by noon every Friday via survey monkey.

The categories for this report are as follows:

- Program policy/guidance development and communication
- Related operational activities (e.g., provider enrollment special handling, TARs, system changes necessary to implement policy changes)
- Information Technology (telework)
- Other administrative activities

CBHPC Staff Expectations

Telework expectations were established and communicated with staff verbally and in writing. Our Emergency Telework Expectations document is updated and regularly reviewed during our weekly team meetings. Staff are maintaining their regular work hours remotely and all phones have been redirected to the phone of their choice.

CBHPC TEAM Communication

In order to ensure regular and consistent communication while we work remotely, we have increased the frequency of our meetings. We had conference calls by committee every Monday to update Jane on committee activities, weekly 1:1's, office hours and team video calls every Friday.

As of June 1, 2020 we will have committee check-in's every other Monday, ALL staff Meetings every other Wednesday and brief team video "check-In's" every Friday.

Staff Resources

CBHPC management has encourage staff to take advantage of the resources DHCS and the state of California have provided for staff during this challenging time which includes access to LinkedIn Learning, Healthier U activities, Employee Assistance Program (EAP) services and programs/apps that have courses on stress management, meditation and coping skills.

Quarterly Council Meetings

In person meetings were cancelled for April and June. In April all committees except the Executive Committee and the Performance Outcomes Committee meet via conference call or WebEx. In June all committees are meetings virtually via WebEx. At this time, we plan to resume regular in-person Council meetings in October.

The contract with Hilton Oakland Airport Hotel was amended due to the pandemic and our meeting "postponed" to minimize fiscal impact. The October Council meeting dates were moved to October 21-23, 2020 due to hotel availability. This slight change in date allows us to change venues for October and not lose any deposits secured.

The June 2020 in-person meeting set to occur at the Mission Inn Riverside was cancelled and the hotel worked with us to amend the contract for our June 2021 meeting.

In the coming months we will do what we can to work with hotels as needed should local ordinances prevent future in person meetings.

Staffing Changes

Eva Smith and Linda Dickerson have been temporarily redirected to statewide contact tracing efforts. All Council members received notification of this on May, 27, 2020 in an Upcoming Meeting notice sent by Gabriella Sedano. Naomi Ramirez will cover the Housing and Homelessness Committee and Justin Boese and Ashneek Nanua will assist Jane with the 2020 Data Notebook.