

# California Behavioral Health Planning Council

## Executive Committee Agenda

Wednesday, October 19, 2022  
Courtyard by Marriott, Sacramento Midtown  
4422 Y St, Sacramento, CA 95817  
Orchid Room  
8:30am to 10:15am

<b>8:30am</b>	<b>Welcome and Introductions</b> <i>Noel O'Neill, Chairperson</i>	
<b>8:35am</b>	<b>Approve June 2022 Meeting Minutes</b> <i>Noel O'Neill, Chairperson</i>	<b>Tab 1</b>
<b>8:40am</b>	<b>Review Council Membership</b> <i>Jenny Bayardo, Chief of Operations (COO)</i>	<b>Tab 2</b>
<b>8:45am</b>	<b>Executive Officer Recruitment (Action Item)</b> <i>Noel O'Neill, Chairperson</i>	<b>Tab 3</b>
<b>8:55am</b>	<b>New Council Member Requirements (Action item)</b> <i>Noel O'Neill, Chairperson</i>	<b>Tab 4</b>
<b>9:05am</b>	<b>Public Comment</b> <i>Noel O'Neill, Chairperson</i>	
<b>9:10am</b>	<b>Executive Officer Procedures Proposal</b> <i>Noel O'Neill, Chairperson</i>	<b>Tab 5</b>
<b>9:20am</b>	<b>Break</b>	
<b>9:30am</b>	<b>Group Guidelines/Norms Discuss and Develop</b> <i>Noel O'Neill, Chairperson</i>	<b>Tab 6</b>
<b>9:55am</b>	<b>Public Comment</b> <i>Noel O'Neill, Chairperson</i>	
<b>10:00am</b>	<b>Report from CA Coalition for Mental Health</b> <i>Daphne Shaw</i>	
<b>10:10am</b>	<b>Wrap-Up and Plan for Next Meeting</b> <i>Noel O'Neill, Chairperson</i>	
<b>10:15am</b>	<b>Adjourn</b>	

## 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 October 10, 2022** in order to meet the request.

### **Executive Committee Members**

**Officers:** Noel O'Neill, Chairperson   Deborah Starkey, Chair-Elect   Vacant, Past Chair

**Housing/Homelessness:** Monica Caffey, Chairperson   Vacant, 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, October 19, 2022**

**Agenda Item:** Approve June 2022 Meeting Minutes

**Enclosures:** Draft Executive Committee Minutes for June 15, 2022 meeting

**Background/Description:**

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

## **DRAFT**

### **CBHPC Executive Committee Meeting**

**June 15, 2022  
Meeting Minutes**

#### **Committee Members present:**

Noel O'Neill, Deborah Starkey, Vera Calloway, 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 April 2022 Meeting Minutes**

Catherine Moore moved to approve the April 20, 2022 minutes. The motion was seconded by Karen Baylor. Motion passed.

#### **Review Council Membership**

Jenny Bayardo, Chief of Operations for the Council, provided an update on Council member appointments. There were no appointments or separations since the last quarterly meeting. Currently, the focus is on recruiting for the two vacant Parent of a Child with Severe Emotional Disturbance (SED) positions, as traditionally these are hard to fill. In May the Chief of Operations, Jenny Bayardo, attended the annual California Mental Health Advocates for Children and Youth (CMHACY) conference and will attend the National Alliance on Mental Illness (NAMI) CA Conference in August to represent the Council and recruit potential applicants. The Executive Committee agrees that Council staff should focus on attending conferences and other events that target parents, family members and consumers as part of our ongoing recruitment efforts.

#### **Council Allotment Update**

Jane Adcock, Executive Officer, and Jenny Bayardo, Chief of Operations, provided an overview of Council Allotments for the past five years. Prior to Fiscal Year 2019/2020, DHCS Budgets met with CBHPC staff to provide allotments, which we use to create annual spending plans. There were two years in the past five years where allotments were not given. This year the Allotments were significantly reduced as shown in the chart provided with meeting materials.

### Summary of Allotments for the Past Five Years

<b>Fiscal Year</b>	<b>MHSA Total Allotment</b>	<b>SAMHSA Total Allotment</b>
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

Concerned about the cut in funding, Jenny Bayardo met with budgets and allotment team members in December of 2021. The Council worked on a spending plan and supporting documentation to justify “overspending” for FY 21/22, as the allotments granted are not sufficient. DHCS advised the Council to continue to spend as needed and have not denied any expenses to date.

Recently, Jane Adcock requested a meeting with DHCS to discuss the lack of funding needed to pay out the retiring Executive Officer. Jenny Bayardo and Jane Adcock met with the budget analyst, MHSA grant coordinator, SAMHSA grant coordinator, and other DHCS staff to discuss funding. Allotments cannot be adjusted at this point. The Department will work on identifying an appropriate fund source. Per DHCS, the Council does not have its own separate allotment; however, CBHPC was able to provide allotment documents for prior years.

DHCS has agreed to meet with CBHPC staff in the future to learn more about Council activities and funding needs. Jim Kooler suggested a lunch and learn for DHCS staff and offered to assist. Chief of Operations, Jenny Bayardo, will continue to work with the budget analyst to justify our spending and restore previous funding amounts. During the transition of new staff and the dissolution of the unit that supports the Council, there was not sufficient contact or communication with the Council and DHCS budget staff. The Chief of Operations now meets monthly with the budgets team and will continue to do so going forward. Chairperson Noel O’Neill asked Jim to assist in keeping Tyler Sadwith and others in the Department informed. Vera Calloway suggested the Council staff consider hosting an event that provides information about the Council and what we do.

### **Public Comment**

None

### **Discussion of Executive Officer Transition**

Chairperson Noel O’Neill announced that this meeting is Jane Adcock’s last meeting as Executive Officer of the Planning Council. Noel O’Neill is responsible for appointing the Executive Officer per Welfare and Institutions code.

Jenny Bayardo provided an overview of the timeline. Per Jenny, the Officer Team updated the duty statement in February finalizing it in March. The duty statement is final

and approved. Dr. Kelly Pfier, former Deputy Director of Behavioral Health, supported early recruitment in June of this year provided funding was available. At this time, Council staff are uncertain if there is sufficient funding to support an Existing Executive Officer and the new Executive Officer. Per DHCS SAMHSA staff, we are unable to pay “lump sum” retirement amounts out of federal funds. This is being researched more at this time. As of this meeting, the target date to initiate the recruitment is still June/July with a September 1 start date.

Noel O’Neill asked the Chief of Operations, Jenny Bayardo, what the standard length of time is for a state recruitment. Per Jenny, the Council does not have the same restrictions and approval process but typically, it takes about two to three months. The current proposed timeline is based on the average state process timeline. The advertisement will be posted for 10 days and then it should take a few weeks to screen applications and conduct interviews.

Noel O’Neill reviewed the options for hiring the Executive Officer provided in the meeting packet. The Officer team is proposing we allow DHCS to recruit in the state recruitment system, ECOS. There will be three people screening applications and the chairperson will lead the screening of applications. The current Executive Officer volunteered to assist with screening applications. Volunteers from the Executive Committee are needed for the two interview panels. The first round of interviews, chaired by Deborah Starkey, will be conducted via Zoom, and the second round, chaired by Noel O’Neill, will be in person in Sacramento, CA. Noel then asked Executive Committee members to volunteer to serve on the interview panels and submit interest in writing.

Tony Vartan asked if the Council could consider requesting an increase in salary due to the recent changes in the duty statement and scope of work for the Executive Officer position. This would help us attract high-quality candidates. Noel O’Neill deferred to the Chief of Operations regarding the possibility of a salary increase. The Chief of Operations agreed to inquire with the department regarding a request to review the salary.

Catherine Moore inquired about how broadly we plan to advertise the position. Jenny Bayardo stated that the Council plans to create a flyer that will be distributed to our partners list. Council Members are encouraged to share the information. Jane Adcock advised against using platforms such as monster or indeed.

Uma Zykofsky supported the suggestion to increase the salary if possible to bring candidates with unique qualifications needed for this position. She also asked about the timeline and if the salary request could be done ahead of the recruitment. Jenny Bayardo responded that we could potentially do the salary review prior to the job posting. It is also possible to do it simultaneously. The current salary range for this classification, Executive Officer Behavioral Health Planning Council, is \$9,152 to \$10,194 a month.

Jenny Bayardo explained the salary negotiation process for the Exempt position including the ability to hire above the minimum. Noel O'Neill asked Jim Kooler for his input based on his state experience. Jim recommended the Council advocate on the skill set of the applicant and negotiate a salary at the top of the scale.

Walter Shwe asked if the entire Council would be able to vote. Noel O'Neill stated that having the entire Council vote would delay the process and opened up for comment from other Executive Committees. Tony Vartan stated the Executive Committee should give the selection committee the authority to hire. Uma Zykofsky stated that in a competitive labor market we cannot wait long enough to bring the candidate to the full Council for a vote. Walter suggested the full Council grant the Chairperson the authority to hire a new Executive Officer. Catherine Moore suggested we ask the Council to delegate selection to a subgroup of the Executive Committee.

John Black shared that he was on the selection committee for the appointment of the current Executive Officer. The selection committee included volunteers from the full Council but the full Council did not vote on the candidate. The Executive Committee acted on behalf of the full Council, as it is less cumbersome.

Daphne Shaw supports the suggestion that the Council gives authority to the selection committee to hire and select a candidate. Noel O'Neill shared that he will invite all members to be on the selection panel at General Session. Noel stated the Executive Committee will vote at the next meeting to use the proposed process for the selection of the next Executive Officer. The Committee agreed to discuss the process during General Session to get a good sense of how members feel about the proposed process.

### **Public comment**

Steve Mc Nalley stated he is happy to hear the committee discussing salary as the salary in behavioral health administration is very low. This position has the potential to have a large influence in the state despite the small staff size. Steve also recommended that the Council use the Welfare and Institutions Codes and Council by-laws laws when making hiring decisions.

Stacie Dalgliesh addressed the issue of Council membership. She made a recommendation that the Council consider opening up the "Parent of a Child with SED" position to persons who were parents of minors at one time. She also shared that her organization is hiring a new Executive Assistant and it is the same pay as the Council's Executive Officer position.

### **Review Council Member Requirements**

Chairperson Noel O'Neill led a discussion about requirements for new members proposed by Executive Officer Jane Adcock. Over the past few years, there has been a

change in the way we conduct business. During the pandemic, the Council moved to remote meetings. At this time, we are conducting business both in person and remotely. This agenda item was proposed to address the need for new minimum requirements due to the way the council does business now.

The Executive Committee discussed the proposed new member requirements in tab 5 of the meeting packet.

Benefits of the proposed requirements:

- Expectations are stated upfront
- Members are able to fully participate and contribute
- Improved efficiency & timely responses/feedback

Concerns from members:

- Why would we have members come to only two meetings?
- We may not meet quorum if we say members only need to attend in person twice each year as a quorum of the body is required when current Bagley-Keen exemption ends
- Two in-person meetings is significantly less than the current requirement
- Not everyone can afford a computer and good enough Internet access-can the council support this, maybe a loan program
- We do not want to eliminate peer voice by creating barriers to participation

Committee members suggested the Council look into providing devices for members who need it. The Officer Team and Council staff will review comments and concerns from the committee and develop revised new member requirements for consideration and a vote next meeting.

### **Public comment**

None

### **Report from CA Coalition for Mental Health (CCMH)**

There was no update.

Meeting adjourned 10:45 am.



**California Behavioral Health Planning Council  
Executive Committee  
Wednesday, October 19, 2022**

**Agenda Item:** Council Membership Update

**Enclosures:** Current Council Appointment List  
Recruitment Flyer

**Background/Description:**

To ensure fulfillment of the provisions in Welfare and Institution Code Section 5771, Council staff updates the Executive Committee on appointments at each quarterly meeting. The Executive Committee reviews membership needs and identifies any actions needed.

There are currently Two (2) vacancies in the Parent of a Child with SED, one (1) in the Consumer Related Advocate categories and one (1) Professional Provider. Council staff are actively recruiting potential applicants to fill the vacancies.

**2022 Summary of Council Member Activity since June 2022:**

**June**

No Changes

**July**

Appointments: None

Separations: Lorraine Flores

**August**

No Changes

**September**

No Changes

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

	<b>First Name</b>	<b>Last Name</b>	<b>Appointment Category</b>	<b>County</b>	<b>Gender</b>	<b>Ethnicity</b>	<b>Appointment Date</b>	<b>Expiration Date</b>
1	Joanna	Rodriguez	Family Member Parent of SED Child	Los Angeles	Female	Latina	09/01/20	12/31/23
2	<b>VACANT</b>	<b>VACANT</b>	Family Member Parent of SED Child	<b>VACANT</b>	<b>VACANT</b>	<b>VACANT</b>	<b>VACANT</b>	<b>VACANT</b>
3	<b>VACANT</b>	<b>VACANT</b>	Family Member Parent of SED Child	<b>VACANT</b>	<b>VACANT</b>	<b>VACANT</b>	<b>VACANT</b>	<b>VACANT</b>
4	Darlene	Prettyman	Family Member	Fresno	Female	Caucasian	01/01/14	12/31/22
5	Vandana	Pant	Family Member	Santa Clara	Female	Asian	04/01/22	4/30/25
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	12/31/24
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	<b>VACANT</b>	<b>VACANT</b>	Cons-Rel. Advocate	<b>VACANT</b>	<b>VACANT</b>	<b>VACANT</b>	<b>VACANT</b>	<b>VACANT</b>
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

	<b>First Name</b>	<b>Last Name</b>	<b>Appointment Category</b>	<b>County</b>	<b>Gender</b>	<b>Ethnicity</b>	<b>Appointment Date</b>	<b>Expiration Date</b>
22	Barbara	Mitchell	Profess/Provider	Monterey	Female	Caucasian	01/01/00	12/31/24
23	<b>VACANT</b>	<b>VACANT</b>	Profess/Provider	<b>VACANT</b>	<b>VACANT</b>	<b>VACANT</b>	<b>VACANT</b>	<b>VACANT</b>
24	Javier	Moreno	Profess/Provider	Kern	Male	Not Specified	04/01/22	4/30/25
25	Deborah	Pitts	Profess/Provider	Los Angeles	Female	Caucasian	01/01/13	12/31/23
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	Catherine	Moore	Profess/Provider	San Diego	Female	Caucasian	02/1/17	2/1/23
29	Uma	Zykofsky	Profess/Provider	Sacramento	Female	Asian	08/01/20	12/31/23
30	Veronica	Kelley	Profess/Provider	Orange	Female	Asian/Caucasian	01/01/17	N/A
31	Tony	Vartan	CBHDA/Profess/Provider	Stanislaus	Male	Not Specified	02/01/17	N/A
32	Daphne	Shaw	CA Coalition for MH	San Joaquin	Female	Caucasian	01/01/93	N/A
33	Cheryl	Treadwell	Dept. of Social Services	Sacramento	Female	Afr. Amer.	State Employee	N/A
34	Tim	Lawless	Dept. of Housing & Community Development	Sacramento	Male	Caucasian	State Employee	N/A
35	Marina	Rangel	Dept. of Corrections & Rehabilitation	Sacramento	Female	Latina	State Employee	N/A
36	<b>VACANT</b>	<b>VACANT</b>	Health & Human Services Agency	<b>VACANT</b>	<b>VACANT</b>	<b>VACANT</b>	State Employee	N/A
37	Jessica	Grove	Dept. of Rehabilitation	Sacramento	Female	Not Specified	State Employee	N/A
38	<b>VACANT</b>	<b>VACANT</b>	Dept. of Education	<b>VACANT</b>	<b>VACANT</b>	<b>VACANT</b>	State Employee	N/A
39	Sutep	Laohavanich	Dept. of Aging	Sacramento	Male	Asian	State Employee	N/A
40	Jim	Kooler	Dept. of Health Care Services	Sacramento	Male	Not Specified	State Employee	N/A

# The California Behavioral Health Planning Council (CBHPC)

Apply to be appointed by the Department of Health Care Services (DHCS) as a volunteer Council Member today!

## ABOUT THE COUNCIL

The CBHPC is a 40-member advisory body that 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 competent, and cost effective. To achieve these ends, the CBHPC educates the general public, the behavioral health constituency, and legislators.

### Our current vacancies include:

- (2) Two vacancies for Family Member – Parent of SED Child
- (1) One vacancy for Family Member
- (1) One vacancy for Consumer-Related Advocate

For more information about the Council, visit our [website](#).

For questions or to request an application, please contact us via email at [Inbox@cbhpc.dhcs.ca.gov](mailto:Inbox@cbhpc.dhcs.ca.gov) or by phone at (916) 701-8211.



**California Behavioral Health Planning Council  
Executive Committee  
Wednesday, October 19, 2022**

**Agenda Item:** Executive Officer Recruitment (Action Item)

**Enclosures:** Executive Officer Transition Timeline

Officer Team List of Desirable Qualifications

Updated Executive Officer Duty Statement

**Background/Description:**

At the April 2022 meeting, the Executive Officer (EO) and Chairperson Noel O'Neill announced the retirement of the Executive Officer. 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 and overall transition plan.

The California Behavioral Health Planning Council is exempt from state hiring practices in regard 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.

In June, the Officer Team proposed hiring process options to the Executive Committee. The Executive Committee agreed to utilize the state hiring system (ECOS) to recruit and select an Executive Officer. The Chairperson, Noel O'Neill will oversee the recruitment process with the assistance of DHCS Director's Office recruitment staff and CBHPC staff, if needed. **No DHCS approval of hiring documents nor the candidate selected is required.** Noel O'Neill, Chairperson, Deborah Starkey, Chair-Elect, and Naomi Ramirez, Council Staff will screen applications. The interview process is as follows;

First Interview conducted via Zoom: Consists of a five-member panel

- Officer Team lead Deborah Starkey- Family Member
- 4 volunteers from the Executive Committee as of September 16, 2022
  - Karen Baylor-Professional Provider

- Vera Calloway-Direct Consumer
- Jim Kooler- State Representative
- Susan Wilson-Consumer Related Advocate

Second Interview-In Person (Sacramento): Consists of a six-member panel

- Officer Team lead Chairperson Noel O'Neill -Professional Provider
- 1 CBHPC or State staff
- Volunteers from the Council
  - Walter Shwe- Direct Consumer
  - Uma Zykofsky- Professional/Provider
  - Tony Vartan- CBHDA Representative
  - Veronica Kelly-Professional Provider

### **Action**

The Executive Committee will vote to give Noel O'Neill the authority to use the process described above, developed by the Officer Team with input from the Executive Committee, to appoint an Executive Officer once interviews are complete and a candidate is selected. The Executive Committee consists of leadership from every committee plus an At-Large Direct Consumer member and is a majority of members of the California Behavioral Health Planning Council.

### **Motion**

The Chairperson of the California Behavioral Health Planning Council has the authority to appoint an Executive Officer using the hiring process developed by the Executive Committee, as the Executive Committee is, for these purposes, a "concurrence of a majority of the members".

**DUTY STATEMENT**

Civil Service Classification:	
Working Title:	Position Number:
Unit:	COI Classification <input type="checkbox"/> Yes <input type="checkbox"/> No
Section:	Telework Eligible <input type="checkbox"/> Yes <input type="checkbox"/> No
Branch:	Maximum Number of Telework Days:
Division:	Bilingual Fluency (Specify language):
Program:	

This position requires the incumbent maintain consistent and regular attendance; communicate effectively, both verbally and in writing, when interacting with the public and other employees; develop and maintain knowledge and skills related to specific tasks, methodologies, materials, tools, and equipment, complete assignments in a timely and efficient manner, and, adhere to departmental policies and procedures regarding attendance and conduct.

**Job Summary:****Supervision Received:**

- |  |   |
|--|---|
| <input type="checkbox"/> Under close supervision   | <input type="checkbox"/> Under direction                |
| <input type="checkbox"/> Under supervision         | <input type="checkbox"/> Under general direction        |
| <input type="checkbox"/> Under general supervision | <input type="checkbox"/> Under administrative direction |

**Of the (enter supervisor classification):****Supervision Exercised:**

- |  |  |
|--|--|
| <input type="checkbox"/> Multi-disciplinary Staff (Check all that apply) | <input type="checkbox"/> Non-Supervisory Classification / None |
| <input type="checkbox"/> Clerical Staff                                  | <input type="checkbox"/> Professional Staff                    |
| <input type="checkbox"/> Analytical Staff                                | <input type="checkbox"/> Supervisory Staff                     |
| <input type="checkbox"/> Technical Staff                                 | <input type="checkbox"/> Managerial Staff                      |

*The duties contained in this job description reflect general details as necessary to describe the principal functions of this job. It should not be considered an all-inclusive listing of work requirements. The incumbent of this position may perform other duties (commensurate with this classification) as assigned, including work in other functional areas to cover during absences, to equalize peak work periods or to otherwise balance the workload.*

**Description of Duties:**

<b>Percent of Time</b>	<b>Essential Functions</b>



**Description of Duties:**

Percent of Time	Essential Functions
Percent of Time	Marginal Functions

**Special Requirements:**

- Medical Evaluation/Clearance
- Typing Certificate
- Valid CA License (Please Specify Type):
- Background Check/Fingerprinting Clearance
- Other:

**Desirable Qualifications:**

**Working Conditions (Check all that apply):**

Prolonged Periods of:

- Bending
- Kneeling
- Sitting
- Standing

Travel May be Required:

- Occasional
- Call Center
- Over Night

Requires Lifting of Heavy Objects up to:

**Acknowledgements:**

**Human Resources Acknowledgement:** The Human Resources Division has reviewed and approved this duty statement as of \_\_\_\_\_.

**Employee Acknowledgement:** I have discussed with my supervisor the duties of the position and have received a copy of this duty statement.

Print Employee's Name	Employee's Signature	Date Signed

**Supervisor Acknowledgement:** I certify this duty statement represents an accurate description of the essential functions of this position. I have discussed the duties of this position with the employee and provided the employee a copy of this duty statement.

Print Supervisor's Name	Supervisor's Signature	Date Signed

**INSTRUCTIONS**

A duty statement is a description of tasks, functions, and responsibilities of a position to which an employee is assigned, and the percent of time spent on each task. It is based on objective information obtained by thoroughly analyzing the position's functions, the competencies and skills required to accomplish these functions, and the organizational needs of the department.

- Civil Service Classification Title:** Enter the legal title documented in the Classification Specifications which contains a formalized summary of the duties and responsibilities of the positions in a class.
- Working Title:** Enter a working title if there is one. The working title differs from a classification title, as it can be specific to the duties the classification is performing. i.e., Personnel Liaison, Contracts Analyst, etc.
- Unit, Section, Branch, Division, and Program:** Enter the information that is in alignment with where the position is located in the organization. This should also mirror what is presented on the organization chart.
- Position Number:** Enter the agency, unit, class code, and serial number of the vacant position being filled.
- COI Classification:** Check 'yes' if this position is designated under the Conflict of Interest Code. The position is responsible for making or participating in the making of governmental decisions that may potentially have a material effect on personal financial interests. The appointee is required to complete Form 700 within 30 days of appointment. Failure to comply with the Conflict of Interest Code requirements may void the appointment.
- Check 'no' if this position is not designated under the Conflict of Interest Code.
- Telework Eligible:** Check 'yes' if this position is eligible for a telework schedule. Be sure to indicate the maximum number of telework days allowable for the position in the field below.
- Check 'no' if this position is not eligible for a telework schedule.
- Maximum Number of Telework Days:** Enter the maximum number of telework days allowable for this position.
- Bilingual Fluency:** Specify the language for which the position is bilingual certified.
- Job Summary:** Include a brief description of the position, duties performed, reporting structure, and any pertinent information you feel is necessary.
- Supervision Received:** Check the nature of the supervision received and enter the classification of the supervisor. Review the Classification Specifications, and see the descriptions below to help determine the type of supervision this position receives.
- Under close supervision:** Used for entry-level classes in which employee is learning the duties of the class as a trainee or apprentice.
- Under supervision:** The positions in the class are subject to continuous and direct control.
- Under general supervision:** The positions in such a class are subject to a minimum of continuous and direct control.
- Under direction:** Indicates that supervision is general and not close, continuous, or concerned with details. The statement tends to be used with technical and professional positions where the employees are expected to operate with a reasonable degree of independence, or as a journeyperson or fully qualified worker.

Supervision Received (Continued)	<p><b>Under general direction:</b> Usually refers to classes on the division level which receive administrative direction. The guidance is usually set forth in legislation and general rules of the organization.</p> <p><b>Under administrative direction:</b> This is usually used only in classes involving top-level, administrative positions in which the guidance is largely that of overall policy and the requirements of legislation.</p>
Supervision Exercised:	Check the classification type(s) supervised by this position. If it is a non-supervisory position, check Non-Supervisory Classification / None.
Description of Duties:	<p>Provide an itemized listing of the specific job duties and the percentage of time spent on each separate and distinct task. The essential and marginal functions should be identified. Group related tasks under the same percentage with the highest percentage first. Percentages must be listed in descending order and must equal 100%.</p> <p><b>Essential Functions:</b> Assess whether the performance of a function is ‘essential’ by asking yourself why the position exists and what is it the employee is being hired to do. As you review each task, ask yourself whether it is a basic, necessary and integral part of the job, which would make that task essential. Ask yourself, does the position exist solely to perform that function? Are there a limited number of employees available to perform that function? Is it a highly specialized function? If so, the task may be ‘essential’.</p> <p><b>Marginal Functions:</b> Marginal functions are incidental and only account for a minimal part of the job. They are secondary to essential functions and they make-up the remaining duties of the position. Keep in mind that marginal functions can also be absorbed by another staff member so if they were to be removed, it doesn’t change the concept of the position.</p>
Special Requirements:	Enter any requirements that may be necessary per classification specification or specific department, i.e., background check, drug test, medical license, etc.
Desirable Qualifications:	Enter any knowledge, skills and abilities and other desirable qualifications, such as special personal characteristics, interpersonal skills, etc., not required as part of the minimum qualifications but represent additional attributes being sought after by the hiring manager.
Working Conditions:	Describes the working conditions of the job, i.e., physical demands, if the job is indoor/outdoor, if travel is required and how often, varying schedule, transportation information, etc.
Human Resources Acknowledgement:	Completed by Human Resources Division to indicate the last date of review.
Employee Acknowledgement:	Sign the document certifying that the duties of the position were discussed with the supervisor and that a copy of the duty statement was received.
Supervisor Acknowledgement:	<p>Sign the document certifying that the duty statement represents an accurate description of the essential functions of the position, and that the duties of the position were discussed with the employee.</p> <p>Once signatures are obtained, make 2 copies and place a copy in the supervisor’s drop file and provide one to the employee. Send the original to HRD to file in the employee’s Official Personnel File (OPF).</p>

#### Minimum Requirements:

- 5 + years of management experience including direct supervision of staff
- Ability to advocate for mental/behavioral health consumers
- Demonstrated Leadership Skills
- Experience working with and leading volunteers
- Awareness of mental/behavioral health environment and ability to identify areas of opportunity and threats to funding
- Demonstrated experience working with diverse populations in a culturally appropriate and responsive manner

#### Desirable Qualifications:

- Extensive Knowledge of Substance Use and Mental Health Services (SAMHSA) requirements
- Extensive Knowledge of Mental Health Services Act (MHSA)
- Experience working with Behavioral Health Advisory Bodies such as Councils or Commissions

# Executive Officer Retirement Timeline

<u>Date</u>	<u>Activity</u>
January 11 <sup>th</sup>	<b>E.O. Notified Officer Team of retirement via Zoom Mtg</b>
Feb 28 <sup>th</sup>	Staff Notified via Zoom meeting with Officer Team & E.O.
Feb 28 <sup>th</sup>	<b>Council Membership notified of retirement via E-mail</b>
February 2 <sup>st</sup> -28 <sup>th</sup>	E.O. duty statement reviewed/revised by Officer Team & CBHPC management to reflect current & future needs
March 1 <sup>st</sup>	DHCS HR & Budgets notified of E.O. retirement dates
March 15 <sup>th</sup>	Draft recruitment flyer completed
April 20 <sup>th</sup> -22 <sup>nd</sup>	Discuss E.O. retirement with Exec Committee & Full Council
April 1 <sup>st</sup> -29 <sup>th</sup>	Develop Transition Plan (identify tasks, projects & documents to be completed or passed on to staff/new E.O.)
June 15 <sup>th</sup>	Discuss Recruitment needs including desired qualifications & review/approve recruitment flyer (Executive Committee)
June 24 <sup>th</sup>	<b>Last Day performing duties of the Executive Officer (Vacation starts)</b>
June 14-30 <sup>th</sup>	Solicit volunteers & coordinate selection team
<b>Aug 15<sup>th</sup></b>	<b>E.O. submits retirement paperwork</b>
Sept 27 <sup>st</sup>	Initiate hiring Request for Personnel Action with DHCS HR (Start of the hiring process)
<b>Sept 30<sup>th</sup></b>	<b>Executive Officer Official Separation Date</b>
Oct 6 <sup>th</sup> – Oct 16 <sup>th</sup>	Advertise E.O. position in CalCareers (10 Business Days)
Oct 6 <sup>th</sup>	E-mail recruitment flyer to CBHPC partners list with link to job posting (same day advertisement is posted)
Oct 26 <sup>th</sup> - 31 <sup>th</sup>	Applicant Screening (screen applications, select interviewees and set up interviews)
Nov-Dec	Selection Process (interviews, make offer, submit candidate to DHCS HR for appointment)
<b>Jan 6<sup>th</sup></b>	<b>Lump Sum Separation Date</b>
<b>Jan 7<sup>th</sup></b>	<b>New E.O starts in time for January 2023 Meeting</b>

**California Behavioral Health Planning Council  
Executive Committee  
Wednesday, October 19, 2022**

**Agenda Item:** Council Member Requirements (Action Item)

**Enclosure:** None

**Background/Description:**

In June, the Executive Committee discussed establishing some additional minimum requirements for member appointment and reappointment.

Current minimum requirements at the 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 discussed in June included:

- 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.

## Proposed Council Member Requirements as of October 2022:

- Have access to an electronic device with internet connection to receive calls as well as leave/receive voicemail messages
- Mailing address where documents, including large packets, can be delivered
- Ability 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.

Note: The Council will assist members in securing a device if needed and mentorship opportunities will be available.

### **Action Item**

The proposed new member requirements will be added to the Operating Policies and Procedures and the new member application if voted into effect.

### **Motion**

Adopt the proposed Council Member requirements for all future appointments and reappointments.



**California Behavioral Health Planning Council  
Executive Committee  
Wednesday, October 19, 2022**

**Agenda Item:** Executive Officer Appointment Procedures

**Enclosures:** DHCS Policy and Procedures for Executive Officer Recruitment

**Background/Description:**

Section 5771.5 of the California Welfare and Institutions Code makes it clear that the Chairperson of the Council, with the concurrence of a majority of the members, shall appoint an Executive Officer who will have the powers delegated to them by the Council to fulfill the obligations outlined and required in code for the Council to assume. The phrase "Majority of Members" shall be defined as the Executive Committee of the California Behavioral Health Planning Council.

The Executive Committee will use an agreed upon recruitment process, such as the one described in Tab 3 of this meeting packet, in alignment with state procedures and protocols. The Chairperson recommends the Executive Committee establish Council procedures for when the Executive Officer ends their appointment.

The committee will provide feedback on the proposed language regarding the appointment of an Executive Officer for the Operating Policies and Procedures.

## **Proposed Executive Officer Appointment Procedures**

When the Executive Officer leaves state employment, the Chairperson shall arrange with Human Resources (HR) from the Department of Health Care Services (DHCS), the appointment of an interim Executive Officer for the Council while a selection process begins when the position will be vacant for more than 30 days. The Chairperson shall notify the Behavioral Health (BH) Deputy Director from the Department of Health Care Services (DHCS) of the temporary appointment.

The Chairperson of the Council is responsible for the recruitment and selection of the Executive Officer. The options available to the Council are outlined in the DHCS Policy and Procedures for the Executive Officer recruitment. The Chairperson may select the most appropriate option. The Executive Committee will provide input on the selection process identified by the Chairperson and assist with the recruitment and selection of the Executive Officer as the recognized “congruence of the majority”.

The Chairperson shall formally notify both DHCS Human Resources and the BH Director of the appointment once the Executive Officer has been offered and accepted the position.

During the period of the interim Executive Officer’s term, and after the appointment of a permanent Executive Officer, the Chairperson, in conjunction with the Officer Team, shall provide direct supervision for the Executive Officer.

## RECRUITMENT – EXECUTIVE OFFICER, CALIFORNIA BEHAVIORAL HEALTH PLANNING COUNCIL

### **Introduction:**

California's State Constitution provides that members of boards and commissions, appointees of the Governor, and one appointee of each Governor's appointee shall be exempt from civil service. These employees are referred to as "exempt appointees" and are elected, appointed, members of boards and commissions, an appointee of the Governor, or an appointee of each Governor's appointee.

The California Behavioral Health Planning Council (CBHPC) is comprised of 40 members, 32 of which are appointed by the Director of Department of Health Care Services (DHCS) from both local and state levels to ensure a balance of state and local concerns relative to planning. Eight CBHPC members are representatives of various state departments. CBHPC members are required to annually elect both a Chairperson and Chair-elect. The Chairperson of the CBHPC, with the concurrence of a majority of the CBHPC members, appoints an executive officer who has the powers delegated to them by the CBHPC and who is exempt from civil service.

The following outlines options, and processes relative to recruitment and/or appointment of the Executive Officer (EO), California Behavioral Health Planning Council (CBHPC).

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### **Authority:**

[Welfare. & Inst. Code 5771.subd.\(a\)\(1\)](#)

[Welfare. & Inst. Code 5771.subd.\(d\)](#)

[Article VII, Section 1-11 of the California Constitution](#)

[CalHR PM 1301](#)

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### ***Options in filling the EO, CBHPC position:***

Selection of the appointee to the Executive Officer position is at the discretion of the Council. The Council may select any individual without advertisement or criteria. However, at their discretion, the Council may elect to advertise on CalCareers with screening criteria and selection methods.

- CBHPC may select and appoint a qualified and experienced candidate (no advertisement required)
- CBHPC may advertise utilizing recruitment methods on social media, and professional organizations/platforms
- CBHPC may utilize CalCareers to advertise and recruit

### **Process:**

1. CBHPC will confer with HRD/C&P on recruitment options
2. HRD/C&P will provide consultation relative to required documentation for RPA processing (i.e., duty statement, org charts, STD 678)
3. HRD will collaborate with DO on completion of EPR, Request to Appoint Exempt memo, and other related hiring documentation

**California Behavioral Health Planning Council  
Executive Committee  
Wednesday, October 19, 2022**

**Agenda Item:** Group Guidelines/Norms Discuss and Develop

**Enclosures:** Sample Group Norms

Draft Council Norms

**Background/Description:**

At the June 2022 meeting, mentorship forum attendees proposed the Council adopt group guidelines or norms to guide how we interact during Council meetings. The goal is to interact in a way that is respectful, collaborative, effective and efficient. While the Council may currently have unspoken norms, there is value in creating a written document that describes agreed upon guidelines/norms for all current and future Council members.

The Executive Committee will discuss potential guidelines and norms, then create a draft list to be shared with the full Council during the October General Session meeting.

## **NAMI Group Guidelines:**

1. Start and stop on time
2. Time limit for Check In
3. Absolute confidentiality
4. Be respectful
5. Be mindful of others; no monopolizing or cross talk
6. Keep it in the here and now
7. Empathize with each other's situation

## **Expert from Mental Health of America 2016 Support Group Guide:**

Group Etiquette – It is imperative for everyone to understand the expectations for respect and personal responsibility. These guidelines address common courtesies.

- Listening without interrupting
- Avoiding personal or side conversations during the meeting
- Acceptance of differences (including social, cultural, linguistic differences or where an individual is in their recovery journey)
- Respecting each other's opinions
- Refraining from judging people
- Using first-person language ("I" statements)
- Sharing the group's time so that everyone who wishes to share get an opportunity to do so

## **Draft Proposed Council Norms October 19, 2022**

1. Council Members will be respectful to all others.
2. Be recognized by the chair before addressing the full council.
3. When addressing a presenter, be succinct limit background information permitting time for others to speak, assume others understand your advocacy.
4. Give your full attention to presenters by limiting the use of personal devices.
5. Encourage all council members to engage and express themselves; provide positive reinforcement.
6. Be tolerant and patient of others' opinions which will include a diverse and wide range of perspectives.
7. Provide positive and constructive remarks.
8. Be gracious and thankful, even if you disagree with the presentation. State your viewpoint in a polite and respectful manner.
9. Treat council staff respectfully and appreciatively as important support team members.
10. Work to keep our meetings pleasant and restorative and as well as productive.
11. Honor the timeframes of Council sessions, plan to be present for all sessions.