

California Behavioral Health Planning Council

Executive Committee Agenda

Wednesday, October 16, 2019

Courtyard Marriott Sacramento Midtown

4422 Y Street, Sacramento, CA 95817

Camellia Room

8:30am to 10:15am

8:30am	Welcome and Introductions <i>Lorraine Flores, Chairperson</i>	
8:35am	Approve June 2019 Meeting Minutes <i>Lorraine Flores, Chairperson</i>	Tab 1
8:40am	Review FY 2018-19 & 2019-2020 Budget and Expenditures <i>Jenny Bayardo, Chief of Operations</i>	Tab 2
8:45am	Review Council Membership <i>Jenny Bayardo, Chief of Operations</i>	Tab 3
8:50am	Discuss Creation of a Council Year End Report <i>Noel O'Neill, Chair-Elect</i>	
9:00am	Meet New Deputy Director of Behavioral Health, DHCS <i>Kelly Pfeifer, MD</i>	Tab 4
9:35am	Public Comment	
9:40am	Review Proposed Amendments to Operating Policies <i>Jenny Bayardo and Jane Adcock</i>	Tab 5
10:00am	Public Comment	
10:05am	Liaison Report for CA Coalition for Mental Health <i>Daphne Shaw</i>	
10:10am	Wrap-Up and Plan for Future Meeting Agenda	
10:15am	Adjourn	

Executive Committee Members

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

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

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

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

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

Workforce and Employment Cmte: Deborah Pitts, Chairperson Dale Mueller, 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

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

Executive Committee Meeting
DRAFT

June 19, 2019
Meeting Minutes

Committee Members Present:

Lorraine Flores	Deborah Pitts
Noel O’Neill	Liz Oseguera
Raja Mitry	Veronica Kelley
Deborah Starkey	Dale Mueller
Vera Calloway	Susan Wilson
Gerald White	Walter Shwe
Catherine Moore	Daphne Shaw

Staff Present:

Jane Adcock, Jenny Bayardo, Naomi Ramirez

Welcome and Introductions:

Members were welcomed and introductions were completed.

April and May 2019 Meeting Minutes:

Susan Wilson motioned to approve minutes from the April meeting, Raja Mitry seconded. Motion approved.

Susan Wilson motioned to approve minutes from the May meeting, Noel O’Neill seconded. Motion approved with Daphne Shaw, Deborah Starkey, and Vera Calloway abstaining.

Review FY 2018-2019 Budget and Expenditures:

Jenny Bayardo provided members an update on expenditures for FY 18/19 through December 31, 2018. She reported that the Department just released the expenditures for two more months and those actuals will be included in the materials for the next meeting. Additionally, she provided worksheets that included MHSA and SAMHSA Grant spending projections for the remainder of the fiscal year. The projections included staff salaries, benefits and all known expenses. Members felt the worksheets were very helpful and requested to receive the same information in the future to ensure the Council is fully utilizing the resources made available through the two funding sources.

Review Council Membership

Jenny Bayardo reviewed a list of the Council membership for review. The list is provided as a follow up to the prior conversation about the Recruitment Plan. The list is intended to assist the Executive Committee in staying current on membership needs and identify any actions to occur by the next quarterly meeting.

The following updates on membership activity were provided:

March 2019:

Appointments: Tony Vartan

Resignations: None

April 2019:

Appointments: None

Resignations: Robert Blackford and Patricia Bennett

May 2019:

Appointments: Iris N. Mojica de Tatum and Karen Baylor

Resignations: None

Review Council's Modified Robert's/Rosenberg's Rules of Order Motion Process

Jane Adcock and Susan Wilson provided a review of the simplified version of Robert's Rules/Rosenberg's Rules of Order to be used by the Council. A process outline and flow chart have been developed for easy reference. With the increased public attendance at meetings and the nature of the current committee work, the refresher and handouts are intended to assist the Chairpersons in providing structure and orderliness to the process of motions with discussions, amendments and voting while maintaining a level of informality and inclusiveness. Jane recognized that it is important for Committee Chairpersons and Council Officers to have a solid foundation in the process to ensure consistent use in Council meetings, she also acknowledged that the simplified version was created to avoid a restrictive level of formality and complexity. She also assured members that staff have been trained on the process to assist them during meetings.

Jane informed the committee that the use of a motion is at the Chairperson's discretion, usually for more high profile decisions. It was requested that general guidance on when a motion should be utilized be incorporated in the process outline document and be included in the meeting packets until all members are more comfortable with the process. Additionally, members felt it would be helpful for staff to identify when an agenda will require a motion on the tab for the item.

Public Comment

Steve Leoni supported member's comments/recommendations in regards to identifying when the simplified version of Robert's Rules/Rosenberg's Rules of Order should be used and would like to ensure that consensus building takes place prior to motions being made.

Review and Approve CBHPC Transparency Statement

Jane Adcock stated that members of the Council often have ties and/or financial connections to county or state behavioral health systems. To mitigate any actual, or perceived, conflict of interest a process of publishing a Transparency Statement on the Council's website to publicly

disclose all the financial connections of the membership. This statement is separate from, and in addition to, the annual Form 700 filing required by the Fair Political Practices Commission.

Members were sent the current Transparency Statement for their review and input on their connections. Two members requested updates to their information.

A motion was made by Catherine Moore and seconded by Noel O'Neill to accept the Transparency Statement with the changes. The motion was approved.

Discuss Guiding Principle Statements

Members reviewed the proposed statements that were developed as a follow-up to the May Executive Committee meeting and provided additional feedback. The following statements were selected to be presented to full Council membership for approval on June 20, 2019:

Mission

To review, evaluate and advocate for an accessible and effective behavioral health system.

Vision

A behavioral health system that makes it possible for individuals to lead full and purposeful lives.

Guiding Principles

1. Wellness and Recovery: Wellness and recovery may be achieved through multiple pathways that support an individual to live a fulfilled life and reach their full potential.
2. Resiliency Across the lifespan: Resilience emerges when individuals of all ages are empowered and supported to cope with life events.
3. Advocacy and Education: Effective advocacy for policy change statewide starts with educating the public and decision makers on behavioral health issues.
4. Consumer and Family Voice: Individuals and family members are included in all aspects of policy development and system delivery.
5. Cultural Humility and Responsiveness: Services must be delivered in a way that is responsive to the needs of California's diverse populations and respects all aspects of an individual's culture.
6. Parity and System Accountability: A quality public behavioral health system includes stakeholder input, parity and performance measures that improve services and outcomes.

Public Comment

Steve Leoni recommended using the word person, rather than individual in the Guiding Principles statements. He also highlighted that lived experience isn't limited to mental illness, but also includes prolonged poverty, disempowerment, and stigma. Lastly, he suggested adding cultural humility to the statement on cultural competence.

Liaison Reports for CA Association of Local Behavioral Health Boards Commissions (CALBHB/C) and CA Coalition for Mental Health (CCMH)

Jane Adcock reported that Stephanie Welch, Executive Director for the Council on Criminal Justice and Behavioral Health (CCJBH) presented at the last CCMH meeting. During her presentation she informed the group that CCJBH is embarking on a robust stakeholder process

to solicit input on the process for awarding grants to community organizations for their Lived Experience Project. The coalition also spent time continuing to modify and pare down their Agenda for Fairness. Lastly, they had a robust discussion and presentation by Ann MacRae on the role of Occupational Therapists in behavioral health services including their roles and functions in assisting people in recovery.

Susan Wilson reported that CALBHB/C had their annual meeting April 9th at which they elected their new board and partnered with NAMI for a lobbying day.

Theresa Comstock provided CALBHB/C's newsletter and highlighted that they have had teleconferences with 42 mental board including their chairperson, the board of supervisors and at times the behavioral health directors. The top four issues reported through the phone calls are listed on the newsletter. Additionally, CALBHB/C has uploaded Napa County's mental health plan for disasters. Theresa informed the group that the Council's Older Adult Data notebook has been uploaded on CALBHB/C's website and encouraged members to look at the MHSOAC's updated dashboards.

Wrap-Up and Plan for Future Meeting Agenda

Deborah Pitts recommended having a designated seat for public comment at one of the table top microphones in the future.

Meeting Adjourned at 10:20 am

**California Behavioral Health Planning Council
Executive Committee
Wednesday, October 16, 2019**

Agenda Item: Approve June 2019 Executive Committee Meeting Minutes

Enclosures: Draft June 2019 Executive Committee Minutes

Background/Description:

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

**California Behavioral Health Planning Council
Executive Committee
Wednesday, October 16, 2019**

Agenda Item: FY 2018-19 and 2019-2020 Budget and Expenditures Discussion

Enclosures: None

Background/Description:

At this time, there is no new expenditure information available to report.

On September 10, 2019, the Council's Chief of Operations and Executive Officer met with DHCS Budget staff to review the fiscal year 2019-2020 budgets. At that time, staff were informed that DHCS would not be providing allotments for budget categories this year and that the Council should just spend on what it needs. We were told that the Director's Office will be making the budgeting decisions. Additionally, the expenditure information will be reviewed throughout the year so that expenditure authority can be adjusted, as needed. Additionally, the year-end totals in expenditures will be used to inform the fiscal year 2020-2021 budgets.

DHCS has centralized a number of budget areas including Facility items, Health & Safety, Training and Communications. Thus, prior to making purchases in these areas, the Council will need to check in to ensure it hasn't already been purchased centrally. It will be a process this year to identify what costs we pay vs. what costs are centralized.

**California Behavioral Health Planning Council
Executive Committee
Wednesday, October 16, 2019**

Agenda Item: Discuss Council Membership/Recruitment Needs

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.

2019 Member Activity:

January 2019:

Appointments: Sokhear Sous

March 2019:

Appointments: Tony Vartan

April 2019:

Resignations: Robert Blackford and Patricia Bennett

May 2019:

Appointments: Iris N. Mojica de Tatum and Karen Baylor

August 2019:

Appointments: Jessica Rodriguez

September 2019:

Appointments: Hector M. Ramirez

**CALIFORNIA BEHAVIORAL HEALTH PLANNING COUNCIL
BREAKDOWN OF PLANNING COUNCIL APPOINTMENTS
2019**

	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	08/13/19	12/31/22
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	12/31/19
4	Darlene	Prettyman	Family Member	Fresno	Female	Caucasian	01/01/14	12/31/19
5	Lorraine	Flores	Family Member	Santa Cruz	Female	Latina	01/01/13	12/31/19
6	Iris	Mojica de Tatum	Family Member	Merced	Female	Latina	08/01/2019	12/31/22
7	Celeste	Hunter	Family Member	San Diego	Female	Afr. Amer.	01/01/97	12/31/19
8	Karen	Hart	Family Member	Monterey	Female	Caucasian	03/30/95	12/31/19
9	Hector	Ramirez	Direct Consumer	Los Angeles	Male	Native Amer./ Latino	09/17/2019	12/31/22
10	Steve	Leoni	Direct Consumer	Contra Costa	Male	Caucasian	01/01/14	12/31/19
11	VACANT	VACANT	Direct Consumer	VACANT	VACANT	VACANT		
12	VACANT	VACANT	Direct Consumer	VACANT	VACANT	VACANT		
13	Arden	Tucker	Direct Consumer	Sacramento	Female	Afr. Amer.	05/14/14	12/31/19
14	Vera	Calloway	Direct Consumer	Los Angeles	Female	Asian/ Afr. Amer.	03/01/16	12/31/19
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	Raja	Mitry	Cons-Rel. Advocate	San Mateo	Male	Middle Eastern	10/03/14	12/31/20
18	Gerald	White	Cons-Rel. Advocate	Sacramento	Male	Latino/Caucasian	01/01/2018	12/31/21
19	Monica	Caffey	Cons-Rel. Advocate	San Bernadino	Female	Afr. Amer.	05/08/09	12/31/19
20	Liz	Oseguera	Cons-Rel. Advocate	Sacramento	Female	Latina	02/01/17	12/31/19

	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	12/31/19
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	12/31/19
26	Dale	Mueller	Profess/Provider	Los Angeles	Female	Caucasian	04/06/01	12/31/19
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	Susan	Wilson	Profess/Provider	Shasta	Female	Caucasian	01/13/10	12/31/21
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	12/31/19
32	Daphne	Shaw	CA Coalition for MH	San Joaquin	Female	Caucasian	01/01/93	12/31/19
33	Cheryl	Treadwell	Dept. of Social Services	Sacramento	Female	Afr. Amer.	State Employee	N/A
34	Niki	Dhilon	Dept. of Housing & Community Developm't	Sacramento	Female	Caucasian	State Employee	N/A
35	Marina	Rangel	Dept. of Corrections & Rehabilitation	Sacramento	Female	Latina	State Employee	N/A
36	Julie	Souliere	Health & Human Services Agency	Sacramento	Female	Caucasian	State Employee	N/A
37	Kathi	Mowers-Moore	Dept. of Rehabilitation	Sacramento	Female	Caucasian	State Employee	N/A
38	Monica	Nepomuceno	Dept. of Education	Sacramento	Female	Latina	State Employee	N/A
39	VACANT	VACANT	CA Commission on Aging	VACANT	VACANT	VACANT	State Employee	N/A
40	VACANT	VACANT	Department of Health Care Services	VACANT	VACANT	VACANT	State Employee	N/A

**California Behavioral Health Planning Council
Executive Committee
Wednesday, October 16, 2019**

Agenda Item: Meet New Deputy Director of Behavioral Health at DHCS

Enclosures: None

Background/Description:

In July 2019, DHCS announced the hiring of a new Deputy Director for Behavioral Health, Kelly Pfeifer, MD.

Kelly Pfeifer, of San Francisco, has been appointed deputy director of mental health and substance use disorder services at the California Department of Health Care Services. Pfeifer has been director of high-value care at the California Health Care Foundation since 2014. She was chief medical officer of San Francisco Health Plan from 2008 to 2014, medical director at Petaluma Health Center from 2003 to 2008 and medical director for access at the Redwood Community Health Coalition from 2006 to 2008. She practiced as a family physician at Petaluma Health Center from 2000 to 2017. Pfeifer has been a volunteer physician at Planned Parenthood Great Plains since 2017. She completed family medicine training at the Sutter Santa Rosa Family Medicine Residency Program in 2000. Pfeifer earned a Doctor of Medicine degree from the Medical College of Pennsylvania. This position requires Senate confirmation and the compensation is \$170,004. Pfeifer is a Democrat.

The Executive Committee will have an opportunity to meet Dr. Pfeifer and discuss the Council's relationship with DHCS, what would be useful to DHCS and the vision for our publicly-funded behavioral health system.

California Behavioral Health Planning Council
Executive Committee
Wednesday, October 16, 2019

Agenda Item: Review Proposed Amendments to Operating Policies

Enclosures: Council Operating Policies and Procedures (in Track Changes)

Background/Description:

Several changes have occurred since the last review of the Operating Policies and Procedures by the Executive Committee, such as the formation of new committees, establishment of a Recruitment Plan and the Council's name change. Proposed amendments, to update the current Operating Policies and Procedures, are presented for Executive Committee discussion and approval.

Proposed edits for review and approval include

- Changes to Council Name and Acronym where appropriate
- Addition of Recruitment Plan
- Updated Legislation Flow Chart

Items related to or included in the Operating Policies and Procedures to discuss and consider adding/changing are

1. **Quorum:** Shall quorum be announced and written into the minutes? For committees and for General Session? Once quorum is established, does it remain established until recess or adjournment regardless of the number of members who have departed?
2. **Attendance:** "Full Attendance" is referenced in the operating procedures and in other Council documents and must be changed to reflect the current quarterly meeting structure. With the removal of general session on Wednesday afternoon, Council members are required to attend Thursday and Friday General Session to be counted as in attendance of a quarterly meeting. Should we re-define this to include committee attendance?
3. **Chair-Person Term:** The Council has an informal process of rotating nomination for chairperson among the appointment categories. At times, there is no candidate for a category. A suggested addition to the policy is to allow the Nominating Committee the option of nominating the current chairperson (and officer team) for a second term. Discuss and consider revising operations manual to allow flexibility in appointing a Chair-Person for two consecutive terms, when appropriate.

Contact Jane Adcock for a copy of the Legislation Flow Chart at
Jane.Adcock@cbhpc.dhcs.ca.gov

CBHPC OPERATING POLICIES AND PROCEDURES

Values

All provisions of the Operating Policies and Procedures should be evaluated to determine whether they further the Planning Council's principal goal: to empower direct consumers and family members and to assist in creating an effective consumer-driven mental health system.

Deliberations and Decision Making

All members of the Planning Council act as individuals in the deliberation of issues. Although members bring expertise and insight from their organizations, they are not required to make decisions on issues based on the position of their organization.

Full Planning Council Meetings

The Planning Council is subject to the Bagley-Keene Open Meeting Act and will conduct its meetings and business in accordance with the provisions of that statute.

A quorum must be present for the Planning Council to transact business. A simple majority of the current Planning Council membership shall constitute a quorum. The Chair will recognize a quorum at the commencement of the meeting. The quorum will be formally acknowledged and so noted in the minutes.

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 by roll-call vote. The Chairperson will assure that discussions of motions permit a full expression of the views of Planning Council members.

A Planning Council member may use a proxy if he or she has participated in a discussion and has to leave prior to the vote. The member will submit the proxy in writing to the Executive Officer.

Committee Meetings

Committees may employ consensus as the method of decision-making. A quorum must be present for the committee to transact business. A simple majority of committee members shall constitute a quorum. The Committee Chairperson will recognize quorum at the beginning of the committee meeting. Quorum will be formally acknowledged in the meeting notes. In the Chairpersons' absence, the Chair-Elect will proxy the meeting. In the absence of both the Chair and Chair-Elect, CBHPC staff will proxy the committee meeting.

CBHPC OPERATING POLICIES AND PROCEDURES

Requests from Members for Issues To Be Placed on Agenda

A Planning Council member may request that an issue be discussed during a Planning Council meeting through the following process:

- The member should consult with the Executive Officer or other staff prior to submitting a written request to place an item on the agenda
- The member must make a written request to the Executive Officer
- The member should provide background and any written material necessary to explain the issue
- The Executive Officer will consult with the Chairperson of the Planning Council who will place the issue on the agenda of the full Planning Council or refer the issue to the Executive Committee or to one of the standing committees

Frequency of Planning Council Meetings

The full Planning Council meets quarterly. Additional meetings may be authorized by the Executive Committee if sufficient funds are available and there is an immediate need that cannot wait until the next quarterly meeting

The Planning Council's standing committees meet during each full Planning Council meeting if the agenda permits. Each committee schedules meetings in addition to the quarterly Planning Council meetings, as needed. Additional in person meetings may be authorized by the Executive Officer, if sufficient funds are available.

The Executive Officer will establish a meeting schedule for each ad-hoc, workgroup or committee on a case-by-case basis as a project dictates and as the budget permits.

Officers

The Planning Council has three officers: Chairperson, Chairperson-Elect, and Past Chairperson also known as Officer Team

1. Responsibility

a. Chairperson

The Chairperson is the Chief Executive Officer (CEO) of the Planning Council. He or she has the general powers and duties of management usually invested in the office of the chairperson of a council, and has other powers and duties as prescribed by the Planning Council. He or she is the official spokesperson of the Planning Council. The Chairperson presides at all meetings of the Planning Council and the Executive Committee. Attachment A contains a job description for this position.

b. Chairperson Elect

The Chairperson-Elect becomes the next Chairperson after the current Chairperson completes his or her term of office. The Chairperson-Elect performs the duties of the Chairperson in his or her absence and performs additional duties as the Chairperson may designate.

CBHPC OPERATING POLICIES AND PROCEDURES

c. Past-Chairperson

The Past-Chairperson is a member of the Executive Committee and performs additional duties as the Chairperson may designate.

2. Selection Criteria for Nominating Officers

- a. The Chairperson must meet the minimum qualifications in the job description contained in Attachment A. The Chair-Elect must be able to meet the minimum qualifications in the Chairperson's job description in one year's time.
- b. A nominee must be willing to serve as an officer.
- c. It is recommended that a nominee have served as a chair, vice-chair, or alternate chair of a committee or subcommittee for at least one year.
- d. The nominee should be active in the Planning Council with a good attendance record for Planning Council meetings and committee meetings.
- e. Consistent with the Planning Council's values, the Nominating Committee should consider including a direct consumer or family member in the slate of officers.

3. Election and Term

- a. A Nominating Committee appointed by the Chairperson and ratified by the Executive Committee will nominate officers. The Nominating Committee shall consist of five members with one from each appointment category: direct consumers, family members, consumer-related advocates, professionals/providers, and state employees.
- b. Prior to the October Planning Council meeting, the Nominating Committee will review the Operating Policies and Procedures, including the job description for the Chairperson. The job description will contain both minimum and desirable qualifications for each office.
- c. During the October meeting, the Nominating Committee will approach Planning Council members and encourage them to consider serving as officers.
- d. During the January Planning Council meeting, the Nominating Committee will present its proposed slate of officers. Additional nominations may be made from the floor at that time.
- e. At each January meeting, the Planning Council will vote for the Chair-Elect. The newly elected officer will take office immediately at the opening of the January meeting.
- f. The term of each office shall be one year.
—If the Nominating Committee determines the best recommendation is for a second term of the current Officers, and the Officers agree, then the term of office can be extended to two years pursuant to Council vote at the January meeting.

4. Member Development/Mentorship Forum

CBHPC OPERATING POLICIES AND PROCEDURES

On Thursday afternoon of the quarterly face to face meeting, after both committee meetings and General Session has occurred, there will be a Mentorship Forum open to all interested Council members. All Committee Chairpersons, Chair-elects and the Officer Team must attend. The purpose of the Mentorship Forum is to provide development opportunities for members who are interested in becoming a chair of their committee and maybe eventually serving as Chair of the Council. Members can attend and ask questions, receive guidance on handling common facilitation situations and participate in discussions about topics for agendas, creating committee work plans and fulfilling statutory responsibilities. Roles and responsibilities of chair positions are discussed and materials are shared.

Committees

The Planning Council has an Executive Committee, standing committees, and ad hoc committees or workgroups. The Executive Committee will review and evaluate the committee structure annually.

1. Executive Committee

The Executive Committee consists of the following 12 members:

1. Chairperson
2. Chairperson-Elect
3. Past-Chairperson
4. Standing Committee Chair and Chair-Elect -- Legislation
5. Standing Committee Chair and Chair-Elect – Workforce and Employment
6. Standing Committee Chair and Chair-Elect – Systems and Medicaid
7. Standing Committee Chair and Chair-Elect- Housing and Homelessness
8. Standing Committee Chair and Chair-Elect- Performance Outcomes
9. Standing Committee Chair and Chair Elect – Patient’s Rights
10. Liaison with DHCS
11. Liaison with CBHDA
12. Liaison with CALMHB/C
13. Executive Officer
14. At-large

The goal of the Planning Council, consistent with its value to empower direct consumers and family members, is that the Executive Committee should meet the following composition requirements: five members who are either direct consumers, family members, or consumer-related advocates and four members who are either providers/professionals or state employees. The one at-large position will be used to achieve a balance, if needed, such as additional consumer or family member representation, ethnic diversity, geographic balance, or target population expertise. Attachment B contains the definitions of each appointment category.

The Executive Committee is responsible for all Planning Council decisions made between full Planning Council meetings. The Executive Committee sets agendas for meetings; makes recommendations to the full Planning Council; and, as necessary, takes interim actions consistent with Planning Council policy.

2. Standing Committees

The Executive Committee, with consensus of the Council Members, recommends establishing standing committees to work on specific topics or issues that are not time-limited. Standing committees can be abolished or created as needed. The standing committees are:

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

- Performance Outcomes

3. Ad Hoc

Ad hoc committees and workgroups are formed to work on specific issues or tasks that are time-limited. Current workgroups are:

- Children/Youth
- Reducing Disparities

Committee Policies and Procedures

1. Each Planning Council member is required to serve on two standing committees. Planning Council leadership will make assignments to the committees based on expertise and an attempt to most evenly distribute consumers, family members, providers, consumer-related advocates, and state representatives amongst the committees.
2. Each standing committee shall have a Chair and a Chair-Elect, who shall serve as Vice Chair. During the October committee meeting, the committee members shall nominate a new Chair Elect. The nominees will be submitted to the Officer Team for appointment. The appointments will be effective starting at the January meeting.
3. To assist them in their work, committees may invite individuals to serve as consultants who are not Planning Council members but who possess special knowledge, skill, or background relative to the committee's jurisdiction. The Executive Officer must approve such invitations. Subject to the approval of the Executive Officer and availability of travel funds, a committee chair may offer to pay for travel expenses for consultants to present at a committee meeting.
4. The committee Chairperson, Chair-Elect, or Planning Council staff may decide on the need for meetings in addition to quarterly in-person meetings. Planning Council staff will make meeting arrangements and notify committee members and the public of the meetings.. Planning Council staff will support committee activities by providing issue analyses, background documents, and other necessary materials.
5. Between committee meetings, committee chairs will inform Planning Council staff of any significant developments relating to the committee's projects.
6. Non Council Members who have voting status at committee meetings do not have voting rights at the General Session of the Planning Council.

Representing the Planning Council

Selection of Planning Council Members to Attend Training/Conferences

The Planning Council maintains a list of various organizations' annual trainings, conferences, and events. The Council will periodically solicit volunteers to travel to these events on behalf of the Planning Council. Once all interested members have submitted their names, the Officer Team will evaluate and select a representative(s) based on how closely he or she matches the scope and purpose of the event. The following criteria will be used in making this determination:

- Experience and seniority (for policy development)
- Council member's attendance at previous trainings, conferences, and events
- New member (for training purposes)
- Regular attendance and active participation
- Subject matter expertise
- Specific criteria required by the requesting organization

Council members should explore whether their employer will fund or reimburse for traveling and attending these events.

Council members are expected to share the information/knowledge gained from these events with their committee. Members should be prepared to address the following questions after attending these events:

1. What three things did you learn from this event?
2. How does what you learned relate to the work of the Council and/or your committee?
3. Is there any action the Council should take as a result of the information you learned? (If yes, please explain)

Roles and Accuracy of Planning Council Positions

Individual members may be called upon to represent the Planning Council before the Legislature, state departments, or other groups. In addition, individual members may wish to represent the Planning Council at particular forums.

In any forum, members must indicate whether they are representing the Planning Council or are speaking as individuals. Individuals may represent the Planning Council only when authorized by the Chairperson or Executive Officer, and are responsible for representing the Planning Council's positions accurately.

Personal Projects

Planning Council members are to use their status as Planning Council members only when doing official business of the Planning Council. Members are not authorized to use their positions as Planning Council members to obtain information for personal projects.

Media Policy

The Planning Council will refer all media inquiries to the Executive Officer. The Executive Officer will use the steps outlined below when contacted by the media:

- Provide the reporter with the information sought if she possesses that information or refer to other staff as appropriate based on expertise
- Arrange for an interview with the appropriate Planning Council member who is the best source of information provided that the member knows he or she is speaking on behalf of the Planning Council and must accurately represent the position of the Planning Council
- Work with the Department's Public Information Officer if the request for information is politically sensitive

Attendance Policy

During the quarterly meetings, the full Planning Council meets half of the day Thursday and half of the day on Friday. Committee meetings are held on Wednesday and on Thursday morning. Planning Council meetings are an integral part of how the Planning Council conducts business because the bulk of the council's work is done during these times. As such, attendance at full council and committee meetings is essential. The purpose of having an attendance policy is to ensure that the Planning Council can operate effectively and efficiently. Attendance records for full council meetings and committee meetings are maintained by the Executive Officer.

Planning Council Attendance

The Planning Council has established a policy of meeting in person four times per year (quarterly). All members will be notified a year in advance of the meeting schedule for the year. Planning Council members are expected to attend all quarterly meetings each year. Attending a committee meeting on Wednesday or Thursday or one of the full Council sessions on Thursday or Friday does not constitute being in full attendance. Full attendance means attending the general session Thursday through Friday afternoon. If a Planning Council member misses two meetings in a 12-month period, the Chairperson of the Planning Council will send a letter to that member with a copy to the Director of the Department of Health Care Services (DHCS). The letter should clearly state that, by missing two meetings in a year, the member is not participating in 50 percent of the Planning Council's activities, and therefore, cannot adequately contribute. A member who misses three meetings in a 12-month period or does not actively participate in the Planning Council's activities will be referred to the Director of DHCS, who may ask that member to resign. If a member is planning to miss a quarterly meeting, he or she must contact the Executive Officer as soon as possible.

Attending a committee meeting on Wednesday or Thursday, and one of the full Council sessions does not constitute being in full attendance. Full attendance means attending the general session Thursday afternoon through Friday afternoon.

Committee Attendance

Committee meetings are held both during the quarterly Planning Council meetings and monthly, as needed. Meetings held independently from the quarterly Planning Council meetings are usually scheduled based on a poll to determine the date that most members can attend. Committee members are expected to attend as many committee meetings as possible.

Attendance records from each committee meeting will be maintained. If a committee has difficulty achieving a quorum due to the continued absence of a committee member, the committee chairperson will discuss with the member the reasons for his or her absence. If the problem persists, the committee chair can request that the Executive Committee remove the member from the committee.

Leave of Absence

A request for a leave of absence must be submitted in writing to the Executive Officer. The request must include the duration of the leave, and must be approved by the Officer Team.

Reimbursements

The Executive Committee is charged with reviewing and monitoring the travel budget. Planning Council members are reimbursed for expenses incurred within the following parameters:

1. The Planning Council's budget may necessitate limitations on travel and require the Executive Officer, in consultation with the Chairperson, to prioritize the types of travel that are authorized.
2. Reimbursement is governed by California Department of Personnel Administration and DHCS Travel Rules and Policy Memos, and applicable Government Code. Reimbursement amounts are limited to actual and necessary expenses as specified at the following link:

<http://www.calhr.ca.gov/employees/Pages/travel-reimbursements.aspx>.

This website includes information on lodging, meals and incidentals, and personal vehicle mileage reimbursement.

3. All receipts must be original and pre-printed with the name of the business. The State Controller's Office (SCO) requires all receipts show a zero balance or a minus credit balance. Reimbursement for parking is for actual costs only. No receipt is required if parking is less than \$10 for one continuous period of parking. Long-term or economy parking is suggested and preferred for overnight stays.

4. Planning Council members are reimbursed only for approved Planning Council business, which is defined as follows:
 - a. attending Planning Council meetings;
 - b. attending Planning Council committee meetings; and
 - c. representing the Planning Council at other forums when the Chairperson authorizes the Planning Council member to do so. Reimbursement is limited to occasions when the Planning Council member is participating as a representative of the Planning Council. The Planning Council member must make the request to the Executive Officer, who will consult with the Chairperson, no less than two weeks prior to the event. Whenever possible, members shall request reimbursement from other sources.
5. The Executive Officer will provide written confirmation to the Planning Council member authorizing reimbursement for travel to meetings pursuant to subsection "c".
6. Planning Council members shall submit travel claims within 60 days of each incident of travel. This enables the Chief of Operations to monitor the travel budget effectively. All proof of payment documents should be submitted with your claim. Tape and label all small receipts to a blank 8 ½" by 11" sheet of white paper. Several receipts can be taped on each page.
7. Planning Council members shall use the least expensive airfare possible for Planning Council business. Generally, the least expensive rates are those the State negotiates each year with air carriers. Council staff will book travel for Council Members using the state approved travel booking system.
8. Planning Council members shall use the least expensive ground transportation possible for Planning Council business. Use of rental cars must be approved in advance in writing by the Executive Officer. The Executive Officer may authorize the use of rental cars as a reasonable accommodation under special circumstances. However, in general, the least expensive mode of transportation will be approved.

Positions on Legislation

A flowchart on the Planning Council's process for analyzing and supporting bills is at Attachment C.

1. At the beginning of each new legislative session (every two years), the Legislation Committee will review the Council's Policy Platform to determine if any changes are necessary. This platform is based on mental health policy and program issues on which the Planning Council has consensus. Any changes the Committee makes will be presented to the full Planning Council for approval and adoption.
2. Staff will utilize the Policy Platform to identify newly introduced bills that fall within the Planning Council's legislative platform, these bills will be placed on the Consent Agenda for the Committee's vote at the next meeting without discussion of each bill.
 - a. If a member feels discussion is needed on any of the bills on the Consent Agenda, he/she may request removal of that bill from the consent agenda for separate discussion. Removal enables the bill to be considered and voted upon separately,

- if discussion is needed.
3. Staff will analyze legislation impacting the public mental health system that does not fall within the purview of the Policy Platform and make recommendations on positions to the Legislation Committee. The legislation will be placed on a list titled "Pending Legislation". These positions will be presented to the Legislation Committee for deliberation at the next meeting.
 - a. The list will include: (1) the bill number and author (link to bill), (2) a brief summary of the bill, and (3) a suggested position based on prior positions, Policy Platform, or recommendations from partner organizations.
 - b. When available, staff will provide a Fact Sheet for each bill under consideration. Legislation Committee members have the option to request hardcopies of any of the bills under consideration, otherwise electronic access is available for reading of the bill in its entirety, if so desired.
 - c. When available, staff will provide the positions of the California Behavioral Health Directors Association (CBHDA) and other relevant mental health organizations.
 4. The Legislation Committee adopts positions on all bills by consensus. The potential positions that can be taken are:
 - Support
 - Support if Amended
 - Oppose
 - Oppose unless Amended
 - Watch (neutral)
 - Work with Author
 5. Staff will draft a position letter and send it to the Chairperson of the Council for review and approval for signature.
 6. Staff will distribute the signed position letter as follows:
 - a. A copy will be sent to the author(s) and sponsor(s) of the bill.
 - b. An electronic copy is posted to the CBHPC website.
 7. Staff will move the bill information to a list titled "Decided Legislation". This list will include: (1) the bill number/author, (2) a brief synopsis of the bill, (3) position taken, and (4) current location of the bill. This list will:
 - a. Be posted to the Council's website.
 - b. Be shared with all Committee members at Quarterly meetings.
 - c. Serve as a tool for members and staff to use in attending outside meetings and reporting out of Council positions.
 - d. Serve as a summary for an annual report.
 8. Bills the Legislation Committee takes a "Watch" position on, will remain on the "Pending Legislation" list and be monitored by staff for any amendments.
 9. If substantial edits are made to any bill the Legislation Committee has taken a position on, staff may move the bill back to the "Pending Legislation" for reconsideration by the Committee.
 10. Planning Council members are responsible for reviewing positions. s.
 11. Planning Council members who are concerned about a position taken on a bill should

contact the Legislation Committee Chair. If, after evaluating the bill, a Planning Council member is still opposed to the position adopted by the Legislation Committee, the Legislation Committee will communicate those concerns about the bill to the Executive Committee for action.

12. The Executive Committee will evaluate the position on the bill and discuss the issue with the Planning Council member who has the objection. If the Committee upholds the original position, that position will stand. The member may then opt to draft and send a letter of minority dissent which clearly outlines points of departure from the Council's majority position. In the interim, the decision of the Executive Committee will stand so that the Planning Council may be active in advocating for the bill.

The Planning Council does not endorse individuals for employment or public office. The Planning Council will consider supporting requests for endorsements of grants from organizations to which the Planning Council is required by statute to give advice, from organizations whose requests are consistent with the principles and values in the *California Mental Health Master Plan*, and from organizations whose requests are consistent with our Policy Platform. The Officer Team will be consulted on all requests.

Funding of CBHPC Functions and Activities by Outside Entities

This policy is adopted pursuant to the following statutory authority of the Planning Council:

Welfare and Institutions Code §5772--The California Behavioral Health Planning Council shall have the powers and authority necessary to carry out the duties imposed upon it by this chapter, including, but not limited to, the following:

- (q) To accept any gift, donation, bequest, or grants of funds from private and public agencies for all or any of the purposes within the purview of the California Behavioral Health Planning Council, subject to the approval of the Department of Finance.

This policy also applies to funds not directly received by the CBHPC that are solicited on behalf of projects sponsored by the CBHPC but administered by an outside fiscal agent.

The CBHPC and its committees may accept funding from outside entities or individuals under the following guidelines and conditions:

1. Any committee or project soliciting financial donations or in-kind assistance must receive approval from the CBHPC Executive Committee prior to final acceptance of the donation.
2. The Executive Committee shall use the following criteria when deciding whether a donation, either financial or in-kind, should be accepted:
 - The proposed donation will not result in a direct financial, regulatory, or

“influence” benefit to the donor or to an individual who is affiliated with the CBHPC.

- The proposed donation does not present a conflict of interest or create a potential negative public perception of conflict or impropriety for the CBHPC or its affiliated committees.
- The donation must be “unrestricted” and should not dictate program content for the activity or event or imply any anticipated effect on the policy decisions of the CBHPC.

**JOB DESCRIPTION: CHAIRPERSON CALIFORNIA BEHAVIORAL
HEALTH PLANNING COUNCIL**

Availability and Visibility

The Chairperson should be able to devote a substantial amount of time to Council activities, including:

- attending Planning Council meetings;
- attending meetings with Director of Department of Health Care Services in Sacramento every other month;
- attending statewide meetings of major constituency groups;
- testifying at legislative hearings periodically; and
- having frequent telephone contact with the Executive Officer and the Chairperson- Elect.

Leadership

The Chairperson should possess the following knowledge, skill, and attributes:

- understand the Planning Council's statutory duties and role in state government;
- demonstrate a commitment to the Planning Council's mission and goals;
- serve as a consensus builder to unify the diverse membership of the Planning Council on issues of common concern;
- be skilled at conducting meetings and leading a group towards satisfactory decision making.

Being a recognized participant in mental health issues with various local, state, or national mental health constituency groups is desirable but not required.

Political Skills

The Chairperson should possess the following political skills:

- understand the State's legislative process and demonstrate a willingness to participate in the legislative arena; and
- understand the role of the State's Administration and how it functions, and demonstrate a willingness to work with the Administration;

Knowing key legislators and Administration officials is desirable but not required. Possessing all the above skills on the federal level is desirable but not required.

Interpersonal Skills

The Chairperson should possess the following qualities:

- openness to change;
- the capacity to be flexible on issues; and
- conducting himself or herself in a way that is sensitive to and respectful of the diverse sensibilities of Planning Council members and persons in the audience

DEFINITIONS OF APPOINTMENT CATEGORIES

WIC Section 5571 (b)(2) -- State Department Representatives

PL 102-321 defines these state departments as follows:

the principal State agencies with respect to --

- (i) mental health, education, vocational rehabilitation, criminal justice, housing, and social services; and
- (ii) the development of the plan submitted pursuant to title XIX of the Social Security Act; (State Medi-Cal Plan)

WIC Section 5771 (b)(3) -- Direct Consumer, Family Members, and Advocates

1. Persons with mental disabilities

PL 102-321 defines this group as "adults with serious mental illnesses who are receiving (or have received) mental health services."

2. Family members of persons with mental disabilities

PL 102-321 defines this group as "families of such adults or families of children with serious emotional disturbance."

3. Representatives of organizations advocating on behalf of persons with mental disabilities

Organizations whose purpose is to advocate for the rights of persons with mental disabilities or for their access to high quality mental health services. To comply with the requirement of PL 102-321 that "not less than 50 percent of the members of the Council are individuals who are not State employees or providers of mental health services," this category must exclude organizations composed of providers of mental health services.

WIC Section 5771 (b)(4) -- Representatives of Mental Health Constituency Organizations

PL 102-321 generally describes this category as "public and private entities concerned with the need, planning, operation, funding, and use of mental health services and related support services."

1. Mental health professional organizations

Organizations composed of members possessing graduate degrees and licenses qualifying them to provide mental health services.

2. Mental health providers' organizations

Organizations composed of public or private entities providing mental health services.

3. California Coalition for Mental Health

Council Member Recruitment Plan

The recruitment plan will be complete and in effect by June 21, 2019. All Council Members and staff will be familiar with the recruitment plan and current appointment needs. The primary goal is to fill current vacancies timely with qualified candidates whose strengths align with the Mission and Vision of the Council. This recruitment plan will also aid the Council in filling future vacancies as they become available. The Executive Committee will monitor the effectiveness of the plan quarterly and revise as needed.

Current Vacancies: As of May 2019, we have the following vacancies; 2 Family Member Parent of SED child, 3 Direct Consumer, 1 State Representative for CA Commission on Aging and 1 State Representative for the Department of Health Care Services.

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

Vision: A behavioral health system that makes it possible for individuals to lead full and purposeful lives.

Mission: To review, evaluate and advocate for an accessible and effective behavioral health system.

Recruitment Process

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

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

Recruitment Strategies

Immediate:

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

Ongoing:

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

Council Member Recruitment Plan

Attachment D

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

Recruitment tools and other deliverables:

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