



May 31, 2013

To: California Mental Health Planning Council

From: Jane Adcock
Executive Officer

Subject: April 2013 Planning Council Meeting

Enclosed is the packet for the June 19-21 Planning Council meeting at the Hilton San Francisco Airport Bayfront in Burlingame, CA. The hotel is located at 600 Airport Blvd., Burlingame, CA 94010. The hotel provides discounted self-parking for \$6.00 per car, per day.

Issue Request Form

You have several copies of Issue Request Forms provided in this packet. We are enabling Planning Council members to request that committees on which they are not members address issues that are of concern to them. We have set aside the first five minutes of each committee meeting for Planning Council members to go to other committee meetings and briefly submit their issue requests. You will find Issue Request Forms in the front of this packet for your use. Please promptly return to your committee after presenting your issue request so the regular agenda items can be handled.

Mentorship Forum

A Mentorship Forum will be held the evening of **Thursday, June 20**, immediately following the general session. Planning Council officers and all committee chairs and vice-chairs are specifically requested to attend. Other Planning Council members who wish to benefit from the discussion are welcome to attend.

The purpose of this forum will be to discuss the process issues involved in chairing the committees and the Planning Council. For example, experienced chairs can explain the techniques they used during the day to keep the agenda moving and manage the discussion. Vice-chairs can ask questions about techniques they observed or how to handle various problems that might occur during the course of a meeting. It is hoped that, through this process, the Planning Council will enable more members to feel qualified to serve as committee chairs or officers.

Committee Reports

We have allocated 50 minutes for committee reports on Thursday morning. The focus of the committee reports is to be what tasks or objectives the committee has completed on its projects on its work plan. In addition, the committee should report any action items that it has adopted.

Please call me at (916) 319-9343 if you are unable to attend the Planning Council meeting so we can determine if we will have a quorum each day. See you soon!

Enclosures

CHAIRPERSON
John Ryan
EXECUTIVE OFFICER
Jane Adcock

- Advocacy
- Evaluation
- Inclusion