



CHAIRPERSON  
Cindy Claflin

EXECUTIVE OFFICER  
Jane Adcock

➤ Advocacy

➤ Evaluation

➤ Inclusion

February 27, 2015

To: **California Mental Health Planning Council**

From: Chamenique Williams  
Council Support Staff

Subject: **California Mental Health Planning Council Meeting  
April 15, 16, 17, 2015  
Double Tree San Pedro  
2800 Via Cabrillo Marina  
San Pedro, CA 90731**

Reservations: 1-800-222-TREE or reservations at <http://doubletree.hilton.com/>.

It's time to make reservations for the April 2015 Council meeting!

The Committee meetings will take place on Wednesday, and Thursday mornings April 15 and 16. The Committee meetings will be held as follows:

**Wednesday**

- Executive Committee – Portofino Room – 9:00 a.m. to 11:00
- New Member Orientation - Madeo Room - 10:00 a.m. to 12 noon
- Patients' Rights Committee – Santa Rose Room – 11:00 a.m. to 12:30 p.m.

**Thursday**

- Advocacy Committee – Portofino Room – 8:30 a.m. to 12:00 p.m.
- Continuous System Improvement Committee - Santa Rosa Room 8:30 a.m. to noon.

It is expected that you will travel on Wednesday morning to attend the afternoon Committee Meetings. The exceptions are the Executive Committee members who are to attend the Executive Committee meeting that will begin at 9:00 a.m. on Wednesday, April 15; and new Council members who attend the Orientation at 10:00 a.m.

The General Session will begin in the Terrasini Room on Wednesday, April 15 at 1:30 p.m. and recess at 5:00 p.m. On Thursday afternoon the General Session will continue and there will be a Mentorship Forum Thursday evening. The General Session will resume in the Terrasini Room on Friday, April 17 at 8:30 a.m. and adjourn at 12:00 p.m.

**Hotel Reservations**

The Double Tree must receive your room reservation no later than **Tuesday, March 31, 2015**. Making your reservation by this date is essential because we cannot be guaranteed the availability of sleeping rooms at the contracted rate once the hotel releases our block of sleeping rooms. The **contracted rate is \$120.00** for single or double occupancy plus tax and fees. You can make your reservation by calling **1-310-514-3344** or via email at [reservations@doubletree.com](mailto:reservations@doubletree.com).

**When calling, be sure to ask for the "CMHPC Quarterly Meeting" rate.** The hotel's check-in time is 3:00 p.m. and check-out is at 12:00 p.m.

**IMPORTANT:** You need to notify me immediately if you are unable to attend the meeting to avoid the hotel charging us for a room that was not used.

MS 2706  
PO Box 997413  
Sacramento, CA 95899-  
7413  
916.323.4501  
fax 916.319.8030

***Please note that this is a non-smoking hotel. No smoking rooms are available.***

**REMINDER: You must live at least 50 miles away from the hotel in order to be reimbursed for your overnight stay. If you live within 50 miles of the hotel and feel that special circumstances apply such that you need to spend the night at the hotel, please contact me immediately so that we can apply for an exception.**

### **Planning Council Members without Credit Cards**

For those Planning Council members who do not have a credit card to guarantee their sleeping room and are required to pay cash deposit when checking in at the hotel, please let me know. I will make arrangements for the hotel to bill the Planning Council's American Express Corporate Card for sleeping room charges only. The hotel will turn off incidental uses for the room, and you would need to pay for them on a per use basis. We are not able to cover incidental charges on our American Express Corporate Card.

If you need to be on the Council's rooming list to have your sleeping room costs charged to the Planning Council American Express Corporate Card, please contact me by March 10, 2015.

### **Airline Reservations**

Please make be sure to contact me by email or via phone so that I may make flight reservations. [Chamenique.williams@cmhpc.ca.gov](mailto:Chamenique.williams@cmhpc.ca.gov) or 916.552.9560 if you have a preference about flight departure times, please check Southwest Airlines and let me know which flights you prefer.

### **Travel Advances**

Members who require a travel advance should contact me by **Tuesday, March 31, 2015**. If you have already contacted me, you do not need to do so again.

### **Airport Transportation**

The Hotel has 5 mile radius complimentary hotel shuttle service. You will need to use Super Shuttle or a taxi from the airport. If you must use a taxi or rental car, you will require advance authorization from the Executive Officer, Jane Adcock to be reimbursed.

### **Parking**

The Hotel has complimentary self-parking for all attendees.

### **Internet**

The Double Tree provides basic internet access at \$8.00 per room per day within group block.

If you have any questions or need assistance feel free to call me at 916.552.9560 or e-mail me at [chamenique.williams@cmhpc.ca.gov](mailto:chamenique.williams@cmhpc.ca.gov).