



CHAIRPERSON
Monica Wilson
EXECUTIVE OFFICER
Jane Adcock

July 31, 2014

To: Executive Committee

From: Jane Adcock, Executive Officer

Subject: **Agenda for Executive Committee Meeting
Friday, August 15, 2014 at 9:00am**

Meeting location: 1501 Capitol Avenue, Suite 3001, Sacramento, CA 95814

The Executive Committee meeting will address the following items. All agenda items are subject to action by the Planning Council. The scheduled times on the agenda are estimates and subject to change.

<u>TIME</u>	<u>AGENDA</u>	<u>TAB</u>
9:00 a.m.	Welcome and Introductions <i>Monica Wilson, Chairperson</i>	
9:05 a.m.	Design a Process to Operationalize WIC 5772(c) <i>Jane Adcock, Executive Officer</i>	1
9:30 a.m.	Confirm Process for Evaluation of Executive Officer <i>Jane Adcock, Executive Officer</i>	2
9:50 a.m.	Review Scope of Work for Consultant to Explore Feasibility of Updating the MH Master Plan <i>Jane Adcock, Executive Officer</i>	3
10:05 a.m.	Public Comment <i>Monica Wilson, Chairperson</i>	
10:10 a.m.	New Business <i>Monica Wilson, Chairperson</i>	
10:15 a.m.	Adjourn	

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For anyone not able to attend in person, conference call capability is available by dialing 1-866-647-2156, then participant code 1875269.

Executive Committee Members

Monica Wilson – Chairperson
John Ryan – Past Chair
Cindy Claflin – Chair Elect
Susan Wilson – CALMHB/C Liaison
Noel O’Neill – CMHDA Liaison
Patricia Bennett – Continuous System Improvement Cmte

Steven Grolnic-McClurg – Health Care Integration Cmte
Barbara Mitchell – Advocacy Cmte
Daphne Shaw – Patient’s Rights Cmte
Walter Shwe – At-Large Consumer
Vacant – DHCS Liaison
Jane Adcock – Executive Officer

INFORMATION

TAB SECTION: 1

X **ACTION REQUIRED:** Approval

DATE OF MEETING: 8/15/14

PREPARED BY: Adcock

**DATE MATERIAL
PREPARED: 8/4/14**

AGENDA ITEM: Design a Process to Operationalize WIC 5772(c)

ENCLOSURES:

- Welfare and Institutions Code Section 5772(c)
- Excerpt from MHSOAC Audit rebuttal from CMHPC

OTHER MATERIAL RELATED TO ITEM:

MHSOAC Reports released in July 2014

http://www.mhsoac.ca.gov/Meetings/docs/Meetings/2014/July/OAC_072414_4A_PriorityIndicatorsTrendsReport_ExecutiveSummary.pdf

http://www.mhsoac.ca.gov/Meetings/docs/Meetings/2014/July/OAC_072414_4A_PriorityIndicatorsTrendsReport_UCLA.pdf

http://www.mhsoac.ca.gov/Meetings/docs/Meetings/2014/July/OAC_072414_Handout_4A_TrendsReport_ InterpretationPaper.pdf

ISSUE:

The Planning Council stated to the State Auditors that, per statutory responsibility, the Council is to review the performance of mental health programs based on performance outcome data and other reports from the DHCS and other sources.

The MHSOAC has released a couple new reports regarding Priority Indicators Trends and Early Intervention programs.

Was there a previous process in place for the Council to review the data reports of other entities and issue its own reports and recommendations? Do we need to create one?

5772. The California Mental 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:

- (a) To advocate for effective, quality mental health programs.
- (b) To review, assess, and make recommendations regarding all components of California's mental health system, and to report as necessary to the Legislature, the State Department of Health Care Services, local boards, and local programs.
- (c) To review program performance in delivering mental health services by annually reviewing performance outcome data as follows:
 - (1) To review and approve the performance outcome measures.
 - (2) To review the performance of mental health programs based on performance outcome data and other reports from the State Department of Health Care Services and other sources.
 - (3) To report findings and recommendations on programs' performance annually to the Legislature, the State Department of Health Care Services, and the local boards.
 - (4) To identify successful programs for recommendation and for consideration of replication in other areas. As data and technology are available, identify programs experiencing difficulties.
- (d) When appropriate, make a finding pursuant to Section 5655 that a county's performance is failing in a substantive manner. The State Department of Health Care Services shall investigate and review the finding, and report the action taken to the Legislature.



July 17, 2013

CHAIRPERSON
John Ryan

EXECUTIVE OFFICER
Jane Adcock

Elaine M. Howle, CPA
California State Auditor
555 Capitol Mall, Suite 300
Sacramento, CA 95814

Dear Ms. Howle,

- **Advocacy**
- **Evaluation**
- **Inclusion**

The California Mental Health Planning Council respectfully submits the following comment in response to the draft report for the audit of the Mental Health Services Act.

The Council agrees with and is taking steps to address the recommendations. As the report has acknowledged, there are insufficient sources of performance outcomes or other data available for the Council's evaluation. Until they become available, the Council will seek alternative, innovative ways to fulfill its statutory responsibility while maintaining its advocacy efforts and identification of successful practices.

Also, it should be noted that while the Council has not recently produced reports on performance outcomes related to the MHSA, the Council did develop and release the Performance Indicators in 2010 which have been subsequently adopted by the MHSOAC and are currently being used in their data analysis and evaluation activities.

Thank you for the opportunity to review and respond to the draft report. Please do not hesitate to contact our Executive Officer, Jane Adcock, at (916) 319-9343 or jane.adcock@cmhpc.ca.gov should you have any questions.

Sincerely,

A handwritten signature in black ink, appearing to read "John Ryan", is written over a horizontal line.

John Ryan, Chairperson

INFORMATION

TAB SECTION: 1

 X **ACTION REQUIRED:** Approval

DATE OF MEETING: 8/15/14

PREPARED BY: Adcock

**DATE MATERIAL
PREPARED: 8/4/14**

AGENDA ITEM: Plan a Process for Evaluation of Executive Officer

ENCLOSURES:

- Executive Officer Duty Statement
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OTHER MATERIAL RELATED TO ITEM:

ISSUE:

In 2013, a 360⁰ evaluation of the Executive Officer was conducted where peers, Council members and staff provided input.

**State of California
DUTY STATEMENT**

Department of Mental Health
Box reserved for Personnel Section

MH3002 (2/93)

3001#	Analyst	Approval	Date
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Employee Name Jane Adcock	Division Department of Health Care Services
Position No / Agency-Unit-Class-Serial 806-500-4431-002	Branch California Mental Health Planning Council
Class Executive Officer	Title Unit
Location Sacramento	Supervisor's Approval (Signature) Date 8/1/11

BRIEFLY (1 or 2 Sentences) DESCRIBE THE POSITION'S ORGANIZATIONAL SETTING AND MAJOR FUNCTIONS

Under the direction of the California Mental Health Planning Council (CMHPC), the Executive Officer ensures that the CMHPC fulfills its statutory mandates pursuant to the Welfare and Institutions Code, administers the office, supervises the employees assigned to staff the CMHPC, and serves as a liaison between the CMHPC, the Department of Health Care Services, the Legislature, and the mental health constituency.

PERCENTAGE OF TIME PERFORMING DUTIES	INDICATE THE DUTIES AND RESPONSIBILITIES ASSIGNED TO THE POSITION AND THE PERCENTAGE OF TIME SPENT ON EACH. GROUP RELATED TASKS UNDER THE SAME PERCENTAGE WITH THE HIGHEST PERCENTAGE FIRST; PERCENTAGE MUST TOTAL 100%. (Use additional sheet if necessary.)
15%	General duties, including supervising 8 FTE staff, managing a budget with two cost centers totaling \$1.2 M, handling phone calls, reading and responding to email, and reading mail
15%	Supervise staff who are responsible for developing agendas; finding presenters; and researching, analyzing, and drafting issue briefs for various CMHPC quarterly meetings and committee meetings. Assist staff with follow-up tasks from meetings as necessary
15%	Represent the CMHPC at various statewide and national meetings with the DMH and constituency groups. Make presentations on behalf of the CMHPC
10%	Oversee the Council's legislative advocacy program, including training staff as needed to do bill analyses, helping to select legislation to track, reviewing staff's analyses and position letters, and conducting conference calls with the Legislation, Regulations, and Funding Committee. Attend legislative committee hearings and testify on major legislation and the Budget, as needed
10%	Supervise staff in the development of tools for analysis of performance indicators of data on county mental health programs and for working with local mental health boards and commissions on how to interpret these data. Assist in preparing statewide reports to the Department of Mental Health, the Legislature, and local programs

10%	Attend quarterly CMHPC meeting, including the Executive Committee meeting, as well as the full council; making presentations on agenda items as appropriate; and performing follow-up tasks as required after the meeting
10%	Complete special projects, including drafting position papers, reports, and plans for the CMHPC
5%	Supervise and monitor staff on the status of committee work plans and long-range planning for projects
5%	Work on the development of the Substance Abuse and Mental Health Services Block Grant Application and review and comment on it and on the Implementation Report
5%	Prepare materials of a confidential and sensitive nature to review with the CMHPC leadership on a weekly basis to develop policy and procedures for the CMHPC

INFORMATION

TAB SECTION: 3

 X **ACTION REQUIRED:** Approve

DATE OF MEETING: 8/15/14

PREPARED BY: Adcock

**DATE MATERIAL
PREPARED: 8/4/14**

AGENDA ITEM: Review and Approve Scope of Work for Consultant to Explore Feasibility of Updating the Mental Health Master Plan

ENCLOSURES: • Draft Scope of Work

OTHER MATERIAL RELATED TO ITEM:

ISSUE:

This agenda item is for discussion and approval of the Scope of Work for the consultant work to explore options for updating the Mental Health Master Plan for presentation to the full Council at the January 2015 meeting.

CONTRACTOR SCOPE OF WORK MASTER PLAN UPDATE

Background:

Since completion of the last California Mental Health Planning Council (CMHPC) Master Plan, 2003, mental health services in California have changed dramatically. Many of the Recommendations put forth in the 2003 Master Plan have come to fruition and have been completed, as the result of the Mental Health Services Act enacted in 2004 and other recent legislative changes. Alternatively, many of the 2003 Master Plan Recommendations are incomplete and avenues to resolve those issues as well as new issues can and should be addressed by the CMHPC and its respective mental health boards and commissions.

Any Master Plan is a valuable resource and should remain relevant. The CMHPC Master Plan is used by California state agency directors and legislators to influence and inform policy and change. A re-envisioning of this Master Plan needs to occur--as a road map in a changed world of mental health policy; as a part of new behavioral health delivery systems and, finally, as a viable standard for performance outcomes and evaluation. The contractor will work in conjunction with many of the Planning Council's members and staff on an *ad hoc* committee in order to develop and present to the full Council various viable options on how best to update the Master Plan. With each option, the contractor will provide that option's methodology, required resources, success metrics and projected costs in order to facilitate the Council's decision making process on how best to proceed.

Assumptions:

- This Scope of Work does not include development of a Request for Proposal to seek a consultant contractor to complete the Mental Health Master Plan Update.
- This Scope of Work should not exceed 90 hours.
- This Scope of Work relies on a contract being fully executed on or before September 1, 2014.
- The written final options document deliverable completed by December 17, 2014.
- In-person PowerPoint presentation to full Council by January 16, 2015.

Deliverables:

1. Draft options derived from *ad hoc* committee input
2. Second Draft of options with draft methodology, required resources, success metrics and projected costs
3. Final options document with methodology, required resources, success metrics and projected costs
4. Presentation of Plan options at January 2015 Mental Health Planning Council Meeting

Budget:

Total of 90 hours at rate of \$125 per hour (all inclusive). Total contract amount: \$11,250.