



CHAIRPERSON
John Ryan

EXECUTIVE OFFICER
Jane Adcock

September 16, 2014

To: California Mental Health Planning Council

From: Chamenique Williams
Council Support Staff

Subject: **California Mental Health Planning Council Meeting
October 15, 16, 17, 2014
Lake Natoma Inn
702 Gold Lake Drive
Folsom, CA 95630
Reservations: 1-916-351-1500 or reservations@lakenatomainn.com**

It's time to make reservations for the October 2014 Council meeting!

The Committee meetings will take place on Wednesday, October 15 9:30 a.m. to 5:00 p.m. The Committee meetings will be held as follows:

➤ **Advocacy**

- Executive Committee – Boardroom-Folsom – 9:00 a.m. to 11:00
- New Member Orientation- Boardroom Folsom- 11:00 a.m to 12 noon

➤ **Evaluation**

- Patients' Rights Committee – Boardroom-Natoma – Noon to 1:30 p.m.

➤ **Inclusion**

- Advocacy Committee – Boardroom-Folsom – 1:30 p.m. to 5:00 p.m.
- Continuous System Improvement Committee –Boardroom-Natoma – 1:30 p.m. to 5:00 p.m.
- Health Care Integration Committee – Boardroom Placer – 1:30 p.m. to 5:00 p.m.

As such, 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, October 15 and new Council members who attend the Orientation at 11:00a.m.

The General Session will begin in the Sierra Ball Room on Thursday, October 16 at 8:30 a.m. and recess at 5:00 p.m. with a Mentorship Forum to begin immediately following. The Council will resume in the Sierra Ball Room on Friday, October 17 at 8:30 a.m. and adjourn at 12:00 p.m.

Hotel Reservations

The Lake Natoma Inn must receive your room reservation no later than **Friday, October 3, 2014**. 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 \$95.00** for single or double occupancy plus tax and fees. You can make your reservation by calling **1-916-351-1500** or **reservations@lakenatomainn.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 11:00 a.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.

Hotel Reminder
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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 October 1, 2014.

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 or **916.552.9560**

Travel Advances

Members who require a travel advance should contact me by **Friday, September 22, 2014**. If you have already contacted me, you do not need to do so again.

Airport Transportation

Please use the complimentary hotel shuttle service rather than a taxi or rental car in order to keep travel costs as low as possible. 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 Lake Natoma Inn provides complimentary parking.

Internet

The Lake Natoma Inn provides complimentary wireless internet access in each meeting room.

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.