

**California Mental Health Planning Council  
Executive Committee Meeting**

**Friday, September 18, 2015**

**9:00 am to 10:30 am**

1501 Capitol Avenue  
Suite 3001  
Sacramento, CA 95814

<b>Item #</b>	<b>Time</b>	<b>Topic</b>	<b>Presenter or Facilitator</b>	<b>Tab</b>
1.	9:00 am	June and July 2015 Exec Committee Meeting Minutes	Cindy Claflin, Chairperson	1
2.	9:05 am	Council Budget and Expenditures for FY 2015-16	Jane Adcock, Executive Officer	2
3.	9:10 am	Proposed Process for Annual Evaluation of Executive Officer	Cindy Claflin and Cynthia Burt, Consultant	3
4.	9:30 am	Proposed EO Evaluation Questions for Current Year	Cindy Claflin and Cynthia Burt	4
5.	9:40 am	Review and Comment on draft Strategic Planning Project Report and Next Steps	Jane Adcock and Cynthia Burt	5
6.	10:10 am	Change in Timing for Selection of Annual Council Focus	Jane Adcock and Susan Wilson	6
7.	10:15 am	Bay Area Meeting Venue	Cindy Claflin and Jane Adcock	7
8.	10:20 am	Public Comment	Cindy Claflin	
9.	10:25 am	New Business	Cindy Claflin	
10.	10:30 am	Adjourn		

**The scheduled times on the agenda are estimates and subject to change. If you are unable to attend in person, call in capability is available by dialing 1-866-742-8921 then code 5900167.**

**Members:**

Cindy Claflin	Chairperson
Monica Wilson	Past Chair
Jo Black	Chair Elect
Susan Wilson	Cont Sys Improvemt
Noel O'Neill	CBHDA Liaison
Susan Wilson	CALMHB/C Liaison
Steven Grolnic-McClurg	Health Care Integration
Adam Nelson	Advocacy
Daphne Shaw	Patients' Rights
Walter Shwe	At-Large Consumer
Jane Adcock	Executive Officer

1   TAB SECTION

DATE OF MEETING 9/18/15

MATERIAL  
PREPARED BY: Adcock

DATE MATERIAL  
PREPARED 8/10/15

<b>AGENDA ITEM:</b>	Minutes from the June 17, 2015 and August 21, 2015 Executive Committee Meetings
<b>ENCLOSURES:</b>	Minutes

## California Mental Health Planning Council

### Executive Committee Meeting

June 17, 2015 9:00am

#### Minutes

1. Minutes from the April 2015 meeting of the Executive Committee were approved.
2. The Executive Committee reviewed Council expenditures through April 30, 2015 for both MHSA funds and SAMHSA MHBG funds.

Discussion about travel claim requirements for transportation receipts. A request was made to obtain the regulatory rule that DHCS is using which requires a receipt for transportation which is issued after the transport (i.e., not internet reservation with credit card transaction made prior to travel). Or, if no transportation receipt, then must submit a copy of the credit card bill showing the charge for the cost. Also discussed ability to reach Travelstore folks after hours (M-F 8am-5pm) when flight needs to be rebooked due to airline cancelation.

3. The 2015 Transparency Statement was reviewed. Three new items were added. The Statement was then approved as revised. The Transparency Statement will be posted on CMHPC website each year.
4. The Executive Officer and Chair of Health Care Integration (HCI) Committee presented some background on the question being posed regarding whether the HCI is an active topic for the Council to dedicate a committee.

It was agreed that health care integration is complex and technical. Subject knowledge is currently limited on the committee, however, the staff should be empowered and enabled to become a subject matter expert.

The Executive Committee discussed the issue of subject matter expertise at length. It was suggested that the rule of balancing committee membership among the appointment categories be suspended to allow for more providers to be on the committee in an effort to bring more expertise. Additionally, it was suggested that outside experts could be appointed to the committee to augment the knowledge and expertise.

It was agreed that the HCI committee is needed and that integration is the trend of the future which deserves the Council's attention, review and reporting. It was also agreed that HCI would not take the lead on the Council's integration of SUD.

5. A draft Scope of Work for a contract to extract the numerous recommendations, goals and objectives from the 2003 Mental Health Master Plan was reviewed by the Executive Committee. The scope of work was approved and suggestions for a maximum timeline and budget amount were made.
6. No public comment.
7. The Executive Officer (EO) advised the Executive Committee members that they will be appointing a Steering Committee to head up the transition to a Behavioral Health Council. The EO also asked the Committee Chairs to keep their committee report out to a high level and to try to stay within the 10 minute allocation. The Chair and EO also presented some background information regarding the new Executive Director, Toby Ewing, at the Mental Health Services Oversight and Accountability Commission from their meeting with him in March.

**California Mental Health Planning Council  
Executive Committee Meeting  
Wednesday, August 21, 2015**

**9:00 am to 10:00 am**

1501 Capitol Avenue

Suite 3001

Sacramento, CA 95814

If you are unable to attend in person, call in capability is available  
by dialing 1-866-742-8921 then code 5900167.

**Members Present**

Cindy Claflin, Chairperson  
Noel O'Neill  
Monica Wilson

**Staff Present**

Jane Adcock  
Tracy Thompson  
Erica Canaan

**June 2015 Exec Committee Meeting Minutes**

No vote due to lack of quorum.

**Council Budget and Expenditures for FY 2015-16 budget**

Jane Adcock provided an overview of the Council Budget and Expenditures for FY 2015-16 budget. We currently have a Request for Proposal for two contracts that will utilize the \$300,00 MHS budget. One is to update the goals and recommendations put forth in the 2003 Master Plan, and the other is for an updated needs assessment.

**Proposed Process for Annual Evaluation of the Executive Officer**

Cynthia Burt provided an overview of the Proposed Process for Annual Evaluation of the Executive Officer. The Officer Team has asked a consultant to propose a process which could be used each year, with an established timetable, to perform the evaluation of the Executive Officer (EO) on an annual basis. The annual evaluation is set in the Council procedures however, neither a system nor timetable were ever established since the appointment of the current EO.

## **Executive Committee Meeting**

Wednesday, August 21, 2015

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### **METHODOLOGY**

*Annual evaluation* is facilitated and compiled by a contract consultant from input by staff and Planning Council members with self-assessment by Executive Officer (EO). Executive Committee reviews and approves evaluation report and the Officer Team delivers it to the EO in January.

*Bi-annual evaluation* includes criteria material covered in the annual evaluation as well as those performance objectives the Council and EO agree cannot be completed within one evaluation year.

The bi-annual evaluation includes the same Annual Evaluation participants. Additionally, includes all relevant outside governmental and collaborating entities as determined by the criteria—(e.g. Department of Health Care Services, Office of Statewide Planning and Development, Mental Health Services Oversight and Accountability Commission, Office of Health Equity, County Behavioral Health Directors, REMHDCO, NAMI, CA stakeholder Process Coalition, with self-assessment by Executive Officer).

### **TIMELINE**

In order to be effective and useful, an evaluation should be completed in a timely and effective manner. The evaluation participants and the person being evaluated (EO) should agree on both the performance objectives, the evaluation criteria, and the time required to meet the objectives. To that end, a proposed timeline is:

October: Executive Officer, Executive Committee and evaluation consultant establish specific performance objectives (annual and bi-annual) and decide on evaluation criteria

November: Begin evaluation process of prior year, distribute documents to respective participants, and establish response timeline for participants

December: Complete evaluation process and prepare evaluation report for Executive Committee review

January: Officer Team meets with Executive Officer to present/review evaluation report

## **Executive Committee Meeting**

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### **Proposed EO Evaluation Questions for Current Year**

Cynthia Burt provided some Proposed EO Evaluation Questions for the current year. A proposed process to annually evaluate the Executive Officer (EO) has been developed for Executive Committee review and adoption. That proposed process requires that performance objectives and evaluation criteria be developed prior to the year of evaluation. It is anticipated that the objectives and criteria will be developed in the fall of 2015 for use in 2016 and repeated thereafter.

The EO would like feedback on an evaluation of her performance in 2015. The attached document presents proposed questions derived from the EO's current duty statement and are general to her duties overall.

These proposed questions would be sent to all Planning Council members for response. A separate questionnaire would be used for the staff which would include the questions contained in the proposed process presented below. This would use a 0 (never) to 5 (always) rating.

### **Annual Evaluation**

#### **General**

#### **Planning Council Criteria**

- Represent CMHPC at various statewide and national meetings (specify)
- Make presentations on behalf of the CMHPC
- Oversee CMHPC legislative advocacy program, including help select legislation to track, review staff analyses, review position papers, attend legislative hearings, testify on legislation as necessary, apprise Council on status of legislation via written report at established intervals
- Facilitate the release of reports prepared by staff through Council member action in committee, or as a whole, which serve to fulfill the Council mandates, to inform public policy and priorities and to advance the Council's role in California's public mental health system

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- Supervise CMHPC staff: prepare meeting agendas, organize presentations, perform research, utilize performance indicators through data collection and interpretation, facilitate committee work plan action/follow up
- Demonstrate improved efficiencies with Council operations (e.g. understanding and inclusion of Council mandates Roberts Rules of Order, quarterly meeting logistics and travel arrangements, member recruitment, orientation and welcome)

### **Staff Criteria**

- Provides clear instructions about assignments
- Provides sufficient technical assistance, resources, and support to complete assignments
- Provide direction to assist with prioritization of workload, interactions with Council members
- Reviews work products and provides edits/direction
- EO is open to ideas from staff about Council activities, processes, direction, workload, etc.
- EO is accessible to staff

### **Executive Officer:**

- Self-assessment on above performance and established criteria, including description of activities to achieve the objectives

### **All of the Above Elements of Annual Evaluation *and***

- Demonstrated progress towards transition to becoming a behavioral health council
- Demonstrated progress towards CMHPC marketing of work, public awareness development
- Demonstrated progress towards collaborative relationships with Department of Health Care Services and other governmental agencies and constituencies
- Demonstrated progress towards ongoing relationship with California legislators/staffers

## **Executive Committee Meeting**

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### **(Proposed) EVALUATION CRITERIA**

Although it may appear subjective, a Likert Scale valuing each of the elements of either the annual or bi-annual performance evaluation may prove useful to the respective evaluators. It has the advantage of eliminating an “all or nothing” approach to an evaluation; while at the same, time allows the evaluator the opportunity to weight their responses. Therefore, on a scale of 1 to 5, the following would apply:

0. Do not know
1. Does not perform
2. Performs minimally well (between 0-25% of the time)
3. Performs occasionally well (between 25% to 50% of the time)
4. Performs relatively well (between 50% and 75% of the time)
5. Performs exceptionally well (between 75% and 100% of the time)

Summing the responses or averaging the responses could be a more empirical method of determining the final score for the evaluation. Of course, this would require the Executive Committee to determine what they consider a “passing”, “needs improvement” or “outstanding” numerical value required for the Executive Officer to be successful.

Additionally, the Executive Committee will have to determine what demonstrated progress means in establishing the bi-annual performance objectives

### **Questions/Comments**

- Noel O’Neill: Is the evaluation anonymous? *Answer:* Yes, the results will go to the consultant.
- O’Neill: Is there an analysis? *Answer:* I think it is a good idea for the Executive Committee to consider what rating system they would like to use. The Consultant will do a brief analysis and the Officer Team will deliver information to the Executive Officer.
- Cindy Claflin: I think this is a good idea.
- O’Neill: I think it would be helpful if all of this information is sent out to members prior to the September Executive Committee meeting

**Executive Committee Meeting**

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**Public Comment**

No Public Comment

**New Business**

O'Neill: The CBHDA has reviewed the Data Notebook. I am formulating a letter regarding those comments.

**Adjourn**

**TAB SECTION 2**

**DATE OF MEETING 09/18/15**

**MATERIAL  
PREPARED BY: Jones**

**DATE MATERIAL  
PREPARED 09/04/15**

<b>AGENDA ITEM:</b>	<b>Review Council Budget and Expenditures</b>
<b>ENCLOSURES:</b>	<ul style="list-style-type: none"><li>MHSA and SAMHSA budget expenditures through July 31, 2015</li></ul>
<b>OTHER MATERIAL RELATED TO ITEM:</b>	

**ISSUE:**

**CMHPC**  
**MHSA EXPENDITURES FY 15-16**  
 Through August 31, 2015

	MHSA FY 2015/16 Projected Budget	MHSAs												Total	Balance
		July	August	Sept	Oct	Nov	Dec	Jan	Feb	March	April	May	June		
<b>PERSONAL SERVICES</b>															
Salaries	\$ 256,691	21,262	21,168											42,430	214,261
Temporary Help															
Overtime															
Staff Benefits	\$ 109,061	10,356	9,733												
<b>Total Personal Services</b>	<b>\$ 365,752</b>	<b>31,618</b>	<b>30,901</b>											<b>62,519</b>	<b>303,233</b>
<b>OPERATING EXP &amp; EQUIP (O&amp;E)</b>															
General Expense	\$ 113,900	0	13,547											13,547	100,353
Printing															
Communications	\$ 7,000	0	0												7,000
Postage	\$ 500														500
Travel In-State	\$ 73,000	174	423											597	72,403
Training	\$ 40,000														
Facility Operations															40,000
Consultant & Prof, External	\$ 158,100	0	1,366											1,366	156,734
Equipment Unallotted															
<b>Total OE &amp; E</b>	<b>\$ 392,500</b>	<b>174</b>	<b>15,336</b>											<b>15,510</b>	<b>376,990</b>
<b>Departmental Services</b>		247	0											247	-247
<b>TOTAL DIRECT BUDGET</b>	<b>758,252</b>													<b>78,276</b>	<b>679,976</b>

**CMHPC  
SAMHSA EXPENDITURES FY 2015-16**

	SAMHSA FY 2015/16 Projected Budget													Balance		
		July	August	Sept	Oct	Nov	Dec	Jan	Feb	March	April	May	June	Close-out	Total	Remaining
<b>PERSONAL SERVICES</b>																
Salaries	\$ 206,124	19,903	19,903												39,806	166,318
Temporary Help																
Overtime																
Staff Benefits	\$ 87,574	9,317	9,272												18,589	68,985
<b>Total Personal Services</b>	<b>\$ 293,698</b>	<b>29,220</b>	<b>29,175</b>												<b>58,395</b>	<b>235,303</b>
<b>OPERATING EXP &amp; EQUIP (O&amp;E)</b>																
General Expense	\$ 45,500	0	5,100												5,100	40,400
Printing																
Communications	\$ 7,000	0	41												41	6,959
Postage	\$ 500															500
Travel In-State	\$ 76,000	885	0												885	75,115
Training	\$ 2,000															2,000
Facility Operations																
Consultant & Prof, External	\$ 20,000															20,000
Equipment																
Unallotted																
<b>Total OE &amp; E</b>	<b>\$ 151,000</b>	<b>885</b>	<b>5,141</b>												<b>6,026</b>	<b>144,974</b>
<b>Departmental Services</b>		228	0												228	-228
<b>TOTAL DIRECT BUDGET</b>	<b>444,698</b>														64649	380049

MATERIAL  
PREPARED BY: Adcock

DATE MATERIAL  
PREPARED 8/11/15

<b>AGENDA ITEM:</b>	Proposed Process for Annual Evaluation of Executive Officer
<b>ENCLOSURES:</b>	Draft Proposal

**BACKGROUND/DESCRIPTION:**

The Officer Team has asked a consultant to propose a process which could be used each year, with an established timetable, to perform the evaluation of the Executive Officer (EO) on an annual basis. The annual evaluation is set in the Council procedures however, neither a system nor timetable were ever established since the appointment of the current EO.

Attached is a proposed process, with timetable, criteria and objectives for the Executive Committee consideration and adoption.

# CALIFORNIA MENTAL HEALTH PLANNING COUNCIL

## EXECUTIVE OFFICER EVALUATION

### **METHODOLOGY:**

*Annual evaluation* is facilitated and compiled by a contract consultant from input by staff and Planning Council members with self-assessment by Executive Officer (EO). Executive Committee reviews and approves evaluation report and the Officer Team delivers it to the EO in January.

*Bi-annual evaluation* includes criteria material covered in the annual evaluation as well as those performance objectives the Council and EO agree cannot be completed within one evaluation year.

The bi-annual evaluation includes the same Annual Evaluation participants. Additionally, includes all relevant outside governmental and collaborating entities as determined by the criteria—(e.g. Department of Health Care Services, Office of Statewide Planning and Development, Mental Health Services Oversight and Accountability Commission, Office of Health Equity, County Behavioral Health Directors, REMHDCO, NAMI, CA stakeholder Process Coalition, with self-assessment by Executive Officer).

### **TIMELINE:**

In order to be effective and useful, an evaluation should be completed in a timely and effective manner. The evaluation participants and the person being evaluated (EO) should agree on both the performance objectives, the evaluation criteria, and the time required to meet the objectives. To that end, a proposed timeline is:

October: Executive Officer, Executive Committee and evaluation consultant establish specific performance objectives (annual and bi-annual) and decide on evaluation criteria

November: Begin evaluation process of prior year, distribute documents to respective participants, and establish response timeline for participants

December: Complete evaluation process and prepare evaluation report for Executive Committee review

January: Officer Team meets with Executive Officer to present/review evaluation report

**(Suggested) PERFORMANCE CRITERIA:**

**Annual Evaluation**

**General:**

**Planning Council Criteria:**

- Represent CMHPC at various statewide and national meetings (specify)
- Make presentations on behalf of the CMHPC
- Oversee CMHPC legislative advocacy program, including help select legislation to track, review staff analyses, review position papers, attend legislative hearings, testify on legislation as necessary, apprise Council on status of legislation via written report at established intervals
- Facilitate the release of reports prepared by staff through Council member action in committee, or as a whole, which serve to fulfill the Council mandates, to inform public policy and priorities and to advance the Council's role in California's public mental health system
- Supervise CMHPC staff: prepare meeting agendas, organize presentations, perform research, utilize performance indicators through data collection and interpretation, facilitate committee work plan action/follow up
- Demonstrate improved efficiencies with Council operations (e.g. understanding and inclusion of Council mandates Roberts Rules of Order, quarterly meeting logistics and travel arrangements, member recruitment, orientation and welcome)

**Staff Criteria:**

- Provides clear instructions about assignments
- Provides sufficient technical assistance, resources, and support to complete assignments
- Provide direction to assist with prioritization of workload, interactions with Council members
- Reviews work products and provides edits/direction
- EO is open to ideas from staff about Council activities, processes, direction, workload, etc.
- EO is accessible to staff

**Executive Officer:**

- Self assessment on above performance and established criteria, including description of activities to achieve the objectives

## **Bi-Annual Evaluation**

### **All Above Elements of Annual Evaluation *and***

- Demonstrated progress towards transition to becoming a behavioral health council
- Demonstrated progress towards CMHPC marketing of work, public awareness development
- Demonstrated progress towards collaborative relationships with Department of Health Care Services and other governmental agencies and constituencies
- Demonstrated progress towards ongoing relationship with California legislators/staffers

### **(Proposed) EVALUATION CRITERIA:**

Although it may appear subjective, a Likert Scale valuing each of the elements of either the annual or bi-annual performance evaluation may prove useful to the respective evaluators. It has the advantage of eliminating an “all or nothing” approach to an evaluation; while at the same, time allows the evaluator the opportunity to weight their responses. Therefore, on a scale of 1 to 5, the following would apply:

0. Do not know
1. Does not perform
2. Performs minimally well (between 0-25% of the time)
3. Performs occasionally well (between 25% to 50% of the time)
4. Performs relatively well (between 50% and 75% of the time)
5. Performs exceptionally well (between 75% and 100% of the time)

Summing the responses or averaging the responses could be a more empirical method of determining the final score for the evaluation. Of course, this would require the Executive Committee to determine what they consider a “passing”, “needs improvement” or “outstanding” numerical value required for the Executive Officer to be successful.

Additionally, the Executive Committee will have to determine what demonstrated progress means in establishing the bi-annual performance objectives

MATERIAL  
PREPARED BY: Adcock

DATE MATERIAL  
PREPARED 8/10/15

<b>AGENDA ITEM:</b>	Proposed EO Evaluation Questions for Current Year
<b>ENCLOSURES:</b>	Proposed Evaluation Questions

**BACKGROUND/DESCRIPTION:**

A proposed process to annually evaluate the Executive Officer (EO) has been developed for Executive Committee review and adoption. That proposed process requires that performance objectives and evaluation criteria be developed prior to the year of evaluation. It is anticipated that the objectives and criteria will be developed in the fall of 2015 for use in 2016 and repeated thereafter.

The EO would like feedback on an evaluation of her performance in 2015. The attached document presents proposed questions derived from the EO's current duty statement and are general to her duties overall.

These proposed questions would be sent to all Planning Council members for response. A separate questionnaire would be used for the staff which would include the questions contained in the proposed process in Tab 3 and presented below.

Using a 0 (never) to 5 (always) rating.

- Provides clear instructions about assignments
- Provides sufficient technical assistance and support to complete assignments
- Provides direction to assist with prioritization of workload, interactions with Council members
- Reviews work products and provides edits/direction
- EO is open to ideas from staff about Council activities, processes, direction, workload, etc.
- EO is accessible, including regarding assignments

## EXECUTIVE OFFICER (EO) EVALUATION

2015

Although it may appear subjective, a Likert Scale, valuing each of the performance criteria, has the advantage of eliminating an “all or nothing” approach to an evaluation. At the same time, it allows the evaluator the opportunity to weight their responses. Therefore, on a scale of 1 to 5, the following would apply:

0. Do not know
1. Does not perform
2. Performs minimally well (between 0-25% of the time)
3. Performs occasionally well (between 25% to 50% of the time)
4. Performs relatively well (between 50% and 75% of the time)
5. Performs exceptionally well (between 75% and 100% of the time)

Please mark (circle) the number that most accurately depicts your opinion.

Performance Criteria 1: Executive Officer effectively directs staff to develop tools for the analysis of performance indicators of data for county mental health programs and for working with local mental health boards to interpret these data.

0	1	2	3	4	5
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Comments, if any.

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Performance Criteria 2: Executive Officer advises the Planning Council in a proactive manner on issues relevant to its role in the mental health community.

0	1	2	3	4	5
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Comments, if any.

Performance Criteria 3: Executive Officer oversees the Planning Council’s legislative advocacy program.

0	1	2	3	4	5
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Comments, if any.

Performance Criteria 4: Executive Officer effectively facilitates the creation and release of Planning Council (and/or Committee) statewide reports.

0	1	2	3	4	5
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Comments, if any.

Performance Criteria 5: Executive Officer effectively manages quarterly meetings (e.g. calendar and venue, agenda and material development, presenters and guests, onsite logistics, and follow-up tasks from meetings, as necessary).

0	1	2	3	4	5
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Comments, if any.

Performance Criteria 6: Executive Officer effectively manages staff to support the work of the Council.

0	1	2	3	4	5
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Comments, if any.

Performance Criteria 7: Executive Officer oversees the Council's responsibilities for the SAMSHA Block Grant.

0	1	2	3	4	5
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Comments, if any.

Performance Criteria 8: Executive Officer is responsive to Planning Council member's requests.

0	1	2	3	4	5
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Comments, if any.

Performance Criteria 9: Executive Officer appropriately defines the job and recruits diverse Planning Council applicants for possible appointment.

0	1	2	3	4	5
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Comments, if any.

Performance Criteria 10: Executive Officer improves efficiencies within Council operations (e.g. understanding and fulfillment of mandates, quarterly meeting logistics, Roberts Rules of Order, new member recruitment and orientation/welcome).

0	1	2	3	4	5
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Comments, if any.

ADDITIONAL COMMENTS: In these sections, please describe something that you think the Executive Officer does well and provide feedback on anything you think needs to be improved upon.


DATE OF MEETING 9/18/15

MATERIAL  
PREPARED BY: Adcock

DATE MATERIAL  
PREPARED 9/03/15

<b>AGENDA ITEM:</b>	<b>Review and Comment on draft Strategic Planning Project Report and Next Steps</b>
<b>ENCLOSURES:</b>	Draft Strategic Planning Project Report
<b>OTHER MATERIAL RELATED TO ITEM:</b>	

**ISSUE:**

In 2014, Consultant Cynthia Burt was hired to:

- Review committee structure and develop a staffing plan to meet the needs of the CMHPC.
- Identify areas of intersection and relationship with other governmental and/or advocacy organizations.
- Develop a cohesive CMHPC focus based on statutory responsibilities, and identify potential CMHPC work products.
- Identify and draft model annual work plan templates for the CMHPC committees and CMHPC work.
- Identify the roles of the CMHPC within and outside the public mental health system; the Executive Officer; and each committee. Identify the relationship between the committees and the overall work plan of the CMHPC.
- Explore and recommend additional mechanisms to explore CMHPC work.
- At the end of the fiscal year, provide a summary progress report/status report (including identification of success and SWOT analysis) to the CMHPC of the work completed for fiscal year 2014-15

Attached for Executive Committee review and comment is the first draft report.

DATE OF MEETING 9/18/15

MATERIAL  
PREPARED BY: Adcock

DATE MATERIAL  
PREPARED 9/04/15

<b>AGENDA ITEM:</b>	<b>Change in Timing for Selection of Annual Council Focus</b>
<b>ENCLOSURES:</b>	
<b>OTHER MATERIAL RELATED TO ITEM:</b>	

**ISSUE:**

In a prior meeting, it was decided that each January Council members would suggest possible areas of focus and in February/March the Executive Committee would select the area of focus for the next cycle.

In April, the focus would be announced to all members so the future meeting agendas and presenters could be scheduled around the new area of focus from June through the following April. The reports on that area of focus would then be written during the summer for review and finalization in October. Release would occur at end of the calendar year.

This schedule is a little late for the Data Notebook Project to be able to include the area of focus. So it is proposed that the suggestions from Council members occur in October and the Executive Committee selection occur in November/December so as to allow design of the Data Notebook in January to include the new area of focus.

DATE OF MEETING 9/18/15

MATERIAL  
PREPARED BY: Adcock

DATE MATERIAL  
PREPARED 9/04/15

AGENDA ITEM:	Bay Area Meeting Venue
ENCLOSURES:	
OTHER MATERIAL RELATED TO ITEM:	

**ISSUE:**

There has been a tradition of meeting in San Diego every January, rotating around Southern California each April (Orange, LA, Sberdo/Ontario), rotating around the Bay Area in June (SF/SMateo, Oakland and San Jose), and meeting in Sacramento every October. This schedule is not codified in our Operating P & P.

At times we have difficulty finding venues in these cities/areas that offer the state rate for sleeping rooms. Our most difficult areas are San Jose and Oakland.

In 2014 and again in 2015 we are unable to find a venue in San Jose that offers the state rate. I reached out to CiBHS and Kim Davidson of Helms Briscoe. CiBHS had no recommendations. Kim books events for big Tech companies in and around the Silicon Valley. The attached chart is the listing she was working from for an event for 500 sleeping nights with food and beverage. As you can see, no hotel offered the state rate of \$125. The least expensive room is \$189.

Oakland has only 2 venues that can meet our specifications and we have been fairly successful there. So our issue at this time is San Jose. We even tried moving the San Jose meeting to April instead of June but to no avail.

I ask the Executive Committee to make a decision whether to leave the San Jose area or to keep meeting there and pay the 'excess lodging'. The latter will negatively impact the CALMHB/C meeting.

**November 2015 GSBC/GPBC**

Property/Website	City	Availability	Proposed Dates	Sleeping Room Rates	F&B Minimum	Meeting Rental Waived?
<a href="#">DoubleTree by Hilton Hotel Campbell - Pruneyard Plaza</a>	Campbell	1st Option	08-Nov-2015 to 21-Nov-2015	USD \$189.00 - Single/Double Split	USD \$500.00	Room rental is significantly reduced from \$1000 to a set-up fee of \$100.
<a href="#">Toll House</a>	Los Gatos	1st Option	08-Nov-2015 to 21-Nov-2015	USD \$229.00	USD \$3,400.00	Yes
<a href="#">DoubleTree by Hilton San Jose</a>	San Jose	1st Option	08-Nov-2015 to 21-Nov-2015	USD \$189.00	USD \$1,000.00	Yes
<a href="#">Fairmont San Jose</a>	San Jose	1st Option	08-Nov-2015 to 21-Nov-2015	USD \$239.00	USD \$600.00	Yes
<a href="#">Hilton San Jose</a>	San Jose	1st Option	08-Nov-2015 to 21-Nov-2015	USD \$389.00 - Nov 8-14 USD \$319.00 - Nov 15-21	USD \$1,500.00	Yes
<a href="#">Hotel De Anza</a>	San Jose	1st Option	08-Nov-2015 to 21-Nov-2015	USD \$289.00	USD \$1,000.00	\$600 per day
<a href="#">Hotel Valencia Santana Row</a>	San Jose	1st Option	08-Nov-2015 to 21-Nov-2015	USD \$269.00 - ROH	USD \$4,080.00	If the group moves forward with us by end of the month, I will waive the room rental.

<a href="#">Hyatt Place San Jose</a>	San Jose	2nd Option	08-Nov-2015 to 21-Nov-2015	USD \$309.00	USD \$3,000.00	Yes
<a href="#">San Jose Marriott</a>	San Jose	1st Option	08-Nov-2015 to 21-Nov-2015	USD \$329.00	USD \$1,700.00	Waived
<a href="#">Biltmore Hotel &amp; Suites</a>	Santa Clara	1st Option	08-Nov-2015 to 21-Nov-2015	USD \$190.00	USD \$500.00	Yes waived Room Rental
<a href="#">Hilton Santa Clara</a>	Santa Clara	1st Option	08-Nov-2015 to 21-Nov-2015	USD \$319.00 - ROH	USD \$3,000.00	Yes
<a href="#">Santa Clara Marriott</a>	Santa Clara	1st Option	USD \$229.00	USD \$229.00	USD \$1,700.00	Waived