

Summary of Substantive Changes to the CMHPC Operating Policies and Procedures

Page No.	Section title	Previous language	Proposed language	Reason for change
2	Frequency of Planning Council Meetings	Each functional committee is entitled to have four one day meetings which would generally be scheduled in between each Planning Council meeting.	Each committee schedules monthly meetings in addition to the quarterly Planning Council meetings.	To be consistent with the current process of the committees
3	Election and Term, subsection a.	A Nominating Committee appointed by the Chairperson and ratified by the Planning Council...	A Nominating Committee appointed by the Chairperson...	The previous written process was not practiced in the past 2 years. The new process will provide active mentorship and development of members to facilitate their serving in leadership roles. It will also provide easier transition each year for the chair position. This structure is consistent with full Council service of officers.

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5	Committee Policies and Procedures, section #2	NEW LANGUAGE	<p>Each standing committee has three officers: Chairperson, Chairperson-Elect, and Past Chairperson. Planning Council leadership will appoint a committee chair, vice chair, and chair elect annually by the January meeting.</p> <p>a. Chairperson The Chairperson is the Chief Officer of each committee. He or she has the general powers and duties of management usually invested in the office of the chairperson of the Council and has other powers and duties as prescribed by the committee. He or she is the official spokesperson of the standing committee and presides at all committee meetings.</p> <p>b. Chairperson Elect The Chairperson-Elect becomes the next Chairperson after the current Chair-person completes his or her term of office. The Chairperson-Elect performs the duties of the Chairperson in his or her absence and performs additional duties as the Chairperson may designate.</p> <p>c. Past-Chairperson The Past-Chairperson performs additional duties as the Chairperson may designate.</p>	To be consistent with the structure of electing officers for the full Council, we propose electing committee officers in the same manner
6	Representing the Planning Council	NEW LANGUAGE	Council members should explore whether their employer will fund or reimburse for traveling and attending these events. Council members are expected to share the information/knowledge gained from these events with their committee.	

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7	Attendance Policy	NEW LANGUAGE	<p>Attending a committee meeting on Wednesday or one of the full Council sessions on Thursday or Friday does not constitute being in full attendance. Full attendance means attending the general session all day on Thursday through Friday afternoon.</p>	<p>Per discussion at Executive Committee meeting on January 15, 2014, language changed to establish a more clear attendance policy</p>
8	Leave of Absence	NEW LANGUAGE	<p>A request for a leave of absence must be submitted in writing to the Executive Officer. The request must include the duration of the leave, and must be approved by the leadership team.</p>	<p>To provide an option for temporary absence from the Council</p>

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8	Reimbursement, sections #2 and #3	NEW LANGUAGE	<p>Reimbursement is governed by California Department of Personnel Administration and DHCS Travel Rules and Policy Memos, and applicable Government Code.</p> <p>Reimbursement amounts are limited to the rates specified at the following link: http://www.calhr.ca.gov/employees/Pages/travel-reimbursements.aspx. This website includes information on lodging, meals and incidentals, and personal vehicle mileage reimbursement. All expenses over \$25 require receipts and must be original and pre-printed with the name of the business. The State Controller’s Office (SCO) requires all receipts show a zero balance or a minus credit balance. Reimbursement for parking is for actual costs only. No receipt is required if parking is less than \$10 for one continuous period of parking. Long-term parking is suggested and preferred for overnight stays.</p>	For clarity, to include language from the DHCS travel manual
9	Positions on Legislation	NEW LANGUAGE	A flowchart on the Planning Council's process for analyzing and supporting bills is at Attachment C	Flowchart was inserted to provide more information and clarity on the Council's process
9	Positions on Legislation, section 1	At the beginning of each calendar year, the Executive Committee will recommend a legislative platform to be adopted by the Planning Council.	At the beginning of each calendar year, the Advocacy Committee will recommend a legislative platform to be adopted by the Planning Council.	