

X ACTION REQUIRED: Approve  
April and June Meeting Format

DATE OF MEETING: 10/18/12

PREPARED BY: Brian Keefer

DATE MATERIAL  
PREPARED: 9/27/2012

AGENDA ITEM: Discussion of Issues in the Restructuring of Planning Council Committees and Meeting Format

- ENCLOSURES:
- CMHPC Restructure Matrix
  - Draft CMHPC Operating Policies and Procedures
  - CMHPC April and June Proposed Meeting Format

OTHER MATERIAL RELATED TO ITEM: June 2012 Meeting Highlights

**ISSUE:**

At the June Meeting, CMHPC members voted on the restructure of the CMHPC. The Motion adopted was the following:

***Motion:** To adopt the recommendations for restructuring as stated by the task force, with the caveat that the task force and any other interested Planning Council members continue to deliberate over the issues raised on June 21, and be prepared at the next Planning Council meeting to provide more recommendations, was moved by Patricia Bennett, seconded by Josephine Black. Motion passed with 1 abstention and 2 noes.*

The discussion that led to the motion has been included in the June Meeting Minutes enclosed in the October CMHPC Meeting Packet, please see pages 1-8 for this discussion. Staff worked with the Restructure Task Force to identify the questions and concerns raised by members concerning the impact of the restructure. A Matrix was developed and has been attached for members to review prior to the October meeting. *Please see the CMHPC Restructure Matrix.*

The Restructure Matrix includes the members’ questions and concerns, background on concerns and issues discussed by members at the June meeting. In addition the Restructure Task Force reviewed member feedback and developed recommendations. Task Force member comments have been italicized to distinguish them from General Session feedback.

Lastly, staff has included the California Mental Health Planning Council Operating Policy and Procedures to address questions and concerns raised by members concerning the ongoing operation of the CMHPC. Staff, also completed a “track changes” revision of the Operating Policy and Procedures based upon the restructure for members to review. *Please see the Draft CMHPC Operating Policy and Procedures.*

**Action:**

- 1) **Review the CMHPC Restructure Matrix.**
- 2) At the June meeting members did not approve a organizational structure for the April and June meeting. In the next few months hotel contract will need to be reviewed and signed. Members need to approve the organizational structure for meeting rooms at the April and June meeting. **Review and Approve the Format of the April and June meetings.** (*See attached Proposed format for April and June*)



**California Mental Health Planning Council  
Restructure Matrix  
October, 2012**

**Mental Health Services Act Guiding Core Principles**

- Cultural Competence
- Wellness, Recovery, and Resilience-Orientation
- Community Collaboration
- Consumer and Family Driven
- Integrated Services as Consumers Experience Them

Questions and Concerns	Discussion	Recommendation
<p><b>1. What is the problem we are trying to resolve?</b></p>	<p>We (CMHPC) have insufficient staff resources and capacity to distribute among nine committees.</p> <p>DMH functions are now annexed among 5 independently functioning state departments. Consequently, staff must engage multiple departments to be effective.</p> <p>CMHPC staffing focus must change from being a facilitator of information to demonstrating a level of expertise, thus a change</p>	<p>Task Force reviewed Strategic Planning Retreat Summary, state/federal statutes and the values of the CMHPC. The Task Force Proposed to Council Members to restructure and expand operational functions of Executive Committee. Lastly, Task Force members recommended using both a Ad Hoc committee and Caucus process to respond to issues and responsibilities. (Please see the Restructure Table)</p> <p><i>The restructure is an observable change the CMHPC can make to address concerns, as well as, maximize staffing resources, and create an opportunity for staff to become more informed on a singular topic. Lastly, it allows</i></p>

Questions and Concerns	Discussion	Recommendation
	<p>from being very broadly informed and to having content specific expertise.</p> <p><i>CMHPC heard numerous concerns directed to both staff and members about how well we were functioning.</i></p> <p><i>9 committees were not enabling staff to keep up with fast-paced activities.</i></p> <p><i>Being more focused and able to move readily was a concern.</i></p>	<p><i>us additional capacity to adapt to the changing environment and mental health field.</i></p>
<p><b>2. There is a loss of understanding in what's happening within the committees and any level of detail on issues they are addressing.</b></p>	<p>Procedural/process issue. PC takes a position on something</p> <p><i>Issue comes out of committee, how do we address it without it taking 3 months to resolve.</i></p> <p><i>Bringing action items to PC after meeting and PC doesn't have material on things. (Jane's looking into monthly conference call)</i></p>	<p><i>More time in general session for report outs.</i></p> <p><i>Especially if we're going to become more action-oriented.</i></p>

Questions and Concerns	Discussion	Recommendation
<p><b>3. Can we bring outside experts in to participate in the Ad Hoc Committees? Whether or not we can pay for their travel?</b></p>		<p>Outside members can participate, however the CMHPC cannot reimburse non-planning council participants for meeting expenses</p> <p><i>Phone connection can be used so non planning council members or presenters can participate in meetings where the cost of traveling to the meeting would prohibit their participation.</i></p>
<p><b>4. How are we (CMHPC) planning to interface with other state departments so that our work influences policy and programming?</b></p>	<p>Have representatives from each state department (departments selected because of statues)</p> <p><i>Have we sat down with those representatives to try to interface?</i></p> <p><i>Would it be responsibility of individual to do so?</i></p> <p><i>Find out what's going on in your dept that you need help from us?</i></p> <p><i>Should not be left to each chair.</i></p> <p><i>Look at initiatives that cross different departments during the year.</i></p>	<p>That will be charted out in the development of new committees.</p> <p><i>If we are going to have reps come to meetings we need to use their time to our fullest ability.</i></p>

Questions and Concerns	Discussion	Recommendation
<p><b>5. We have concerns around federal, state, and regional healthcare issues.</b></p>	<p>In our world, mental health and substance abuse are becoming fully enveloped into behavioral health as one singular delivery system.</p>	
<p><b>6. How will we determine which are the important issues? And, how will we maintain balanced-focus on children and youth, and age-related issues?</b></p>	<p>This is a concern about how we listen to each other, ensure that we are heard, and ensure that we are handling those issues in committees and as a group.</p> <p><i>Caucus.</i></p> <p><i>Make sure everyone's mental health is focused on.</i></p>	
<p><b>7. The Planning Council needs to be more responsive and flexible. How will the Planning Council be able to follow through on projects with long-term effects within the new structure?</b></p>	<p>These are constant goals overall.</p> <p>Staff will be much more focused and able to take on projects.</p> <p>Executive Officer develop guidelines.</p>	<p><b>STOPPED HERE</b></p>
<p><b>8. How has the staffing for the Planning Council changed?</b></p>	<p>Networking with new partners, relationship-building, conferences, legislative caucuses, and so on with the five</p>	<p>We have the same number of staff. Two positions have been reclassified to be data-oriented and performance measurement-oriented positions. This personnel adjustment</p>

Questions and Concerns	Discussion	Recommendation
	different departments who have annexed functions from the Department of Mental Health must now be done in addition to getting regular work done.	had to be done to fulfill our mandates.
9. <b>What about work of existing committees-does it fade into the background, or continue in new committee?</b>		Any committee with delegated authority or mandated functions will be included in the new structure. Also, plan to maintain written products and resources from committees on website and to continue designated work within appropriate committee(s).
10. <b>What are the advantages of current committees? And, how are we going to translate that historical perspective?</b>	The historical perspective remains with each member. The advantage of past committees was that they responded to the broad system of care at that time (children, TAY, older adults, etc.).	
11. <b>Are Ad Hoc Committees temporary? When will they meet?</b>		Yes, they will continue until their work is completed. The task-oriented Restructuring is a good example of what we should aspire toward.
12. <b>What will be the procedure for Caucus?</b>		
13. <b>Will Leadership Forum continue?</b>		Yes, it has been renamed to "Mentorship Forum" to avoid confusion with Leadership. Also, have established a clear description.

California Mental Health Planning Council  
Restructure Matrix

<b>Questions and Concerns</b>	<b>Discussion</b>	<b>Recommendation</b>
<b>14. Where is the work of the HRC going?</b>	The HRC had been delegated to carry out some of the legal mandates of the Planning Council.	The work is still here at the Planning Council. The full Council will have a role in fulfilling statutory mandates with OSHPD. Also, Council members will participate on work groups and Adv Boards.
<b>15. Is the role of the Executive Committee being examined?</b>	It has to develop its own charter and duties for operations, communications, internal processes, and expectations.	Yes, this is a function of Operations Cmte. Leadership will discuss current policy for Exec Cmte membership and propose changes, if needed, for October 2012 meeting.
<b>16. Will subcommittees be staffed separately?</b>	Yes and no. For example, the Nominations Committee will be time sensitive; the Operations Committee will last the longest.	It is anticipated that the subcommittees will be staffed and committee members may take lead on tasks, projects, areas of research, etc.
<b>17. Should Realignment be apart of Healthcare Reform?</b>		
<b>18. Should the new Patient's Right Committee be an ad-hoc committee or an addition to the 3 standing committees?</b>		

## **CALIFORNIA MENTAL HEALTH PLANNING COUNCIL OPERATING POLICIES AND PROCEDURES**

### **Values**

All provisions of the Operating Policies and Procedures should be evaluated to determine whether they further the Planning Council's principal goal: to empower direct consumers and family members and to assist in creating an effective consumer-driven mental health system.

### **Deliberations and Decision Making**

All members of the Planning Council act as individuals in the deliberation of issues. Although members bring expertise and insight from their organizations, they are not required to make decisions on issues based on the position of their organization.

### **Full Planning Council Meetings**

A quorum must be present for the Planning Council to transact business. A simple majority of the current Planning Council membership shall constitute a quorum. The Chair will recognize each day of the meeting that a quorum is established. The quorum will be formally acknowledged and so noted in the minutes.

The Planning Council is subject to the Bagley-Keene Open Meeting Act and will conduct its business in accordance with the provisions of that statute. The Planning Council will make its decisions at full Planning Council meetings by making motions and voting according to procedures outlined in Robert's Rules of Order. Motions shall be decided by a simple majority of the quorum. Any Planning Council member may request a roll-call vote. The Chairperson will assure that discussions of motions permit a full expression of the views of Planning Council members.

A Planning Council member may use a proxy if he or she has participated in a discussion and has to leave prior to the vote. The member will submit the proxy in writing to another Planning Council member.

If time is of the essence in making a decision, staff will contact the Executive Committee by mail or by telephone. Approval of a recommendation will be assumed after the deadline specified unless a majority of the Executive Committee votes against the recommendation. The Executive Committee may also decide to refer the issue to the full Planning Council for a decision.

### **Committee Meetings**

Committees may employ consensus as the method of decision making.

### **Requests from Members for Issues To Be Placed on Agenda**

A Planning Council member may request that an issue be discussed during a Planning Council meeting through the following process:

- The member should consult with the Executive Officer or other staff prior to submitting a written request to place an item on the agenda
- The member must make a written request to the Executive Officer

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- The member should provide background and any written material necessary to explain the issue
- The Executive Officer will consult with the Chairperson of the Planning Council who will place the issue on the agenda of the full Planning Council or refer the issue to the Executive Committee or to one of the standing committees

### **Frequency of Planning Council Meetings**

The full Planning Council meets quarterly. Additional meetings may be authorized by the Executive Committee if sufficient funds are available.

The Planning Council's standing committees meet during each full Planning Council meeting if the agenda permits. Each functional committee is entitled to have four one-day meetings, which would generally be scheduled in between each Planning Council meeting. Additional meetings may be authorized by the Executive Officer if sufficient funds are available.

The Executive Officer would establish a meeting schedule for each ad hoc committee on a case-by-case basis as the project dictates and as the budget permits.

### **Officers**

The Planning Council has three officers: Chairperson, Chairperson-Elect, and Past Chairperson.

#### 1. Responsibility

##### a. Chairperson

The Chairperson is the Chief Executive Officer (CEO) of the Planning Council. He or she has the general powers and duties of management usually invested in the office of the chairperson of a council and has other powers and duties as prescribed by the Planning Council. He or she is the official spokesperson of the Planning Council. The Chairperson presides at all meetings of the Planning Council and the Executive Committee. Attachment A contains a job description for this position.

##### b. Chairperson Elect

The Chairperson-Elect becomes the next Chairperson after the current Chairperson 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.

##### c. Past-Chairperson

The Past-Chairperson is a member of the Executive Committee and performs additional duties as the Chairperson may designate.

#### 2. Selection Criteria for Nominating Officers

- a. The Chairperson must meet the minimum qualifications in the job description contained in Attachment A. The Chair-Elect must be able to meet the minimum qualifications in the Chairperson's job description in one year's time.

- b. A nominee must be willing to serve as an officer.
- c. It is recommended that a nominee have served as a chair, vice-chair, or alternate chair of a committee or subcommittee for at least one year.
- d. The nominee should be active in the Planning Council with a good attendance record for Planning Council meetings and committee meetings.
- e. Consistent with the Planning Council’s values, the Nominating Committee should consider including a direct consumer or family member in the slate of officers.

3. Election and Term

- a. A Nominating Committee appointed by the Chairperson and ratified by the Planning Council will nominate officers. The Nominating Committee shall consist of five members with one from each appointment category: direct consumers, family members, consumer-related advocates, professionals/providers, and state employees.
- b. Prior to the September Planning Council meeting, the Nominating Committee will review the Operating Policies and Procedures, including the job description for the Chairperson, and will recommend any changes to the Planning Council at the September Planning Council meeting. The job description will contain both minimum and desirable qualifications for each office.
- c. The Nominating Committee will encourage Planning Council members to consider serving as officers.
- d. At the first meeting of the calendar year, the Nominating Committee will present its proposed slate of officers. Additional nominations may be made from the floor at that time.
- e. At the first meeting of each calendar year, the Planning Council will elect all officers. The newly elected officers shall take office immediately upon adjournment of the Planning Council meeting.
- f. The term of each office shall be one year. A member may be nominated in the future for the same office as long as it will not result in two consecutive terms.

**Committees**

The Planning Council has an Executive Committee, standing committees, ~~Ad Hoc committees, workgroups, task forces, and issue specific Caucuses.~~ The Executive Committee shall review and evaluate the committee structure annually.

1. Executive Committee

The Executive Committee consists of the following 11 members:

- 1. ~~Chairperson~~
- 2. ~~Chairperson Elect~~
- 3. ~~Past Chairperson~~
- 4. ~~Standing Committee Chair – System of Care~~
- 5. ~~Standing Committee Chair – Quality Improvement~~
- 6. ~~Standing Committee Chair – Human Resources~~

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~~b. Functional Committees~~

- ~~• Quality Improvement Committee~~
- ~~• Policy and System Development Committee~~
- ~~• Human Resources Committee~~
- ~~• Cultural Competence Committee~~
- Healthcare Reform
- Continuous System Improvement
- Advocacy
- Ad Hoc Committees
- Undecided- WET Advisory, Patients' Rights

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3. Ad Hoc Committees

Ad hoc committees and task forces are formed to work on specific issues or tasks that are time limited.

**Committee Policies and Procedures**

1. Each Planning Council member is required to serve on one standing committee and is encouraged to serve on one of the ad hoc committees or workgroups. Planning Council leadership will make assignments to the committees based on expertise as well as balancing the committees as much as possible by distributing consumers, family members, providers, consumer-related advocates, and state representatives.
2. Planning Council leadership will appoint a committee chair and vice chair annually in January.
3. To assist them in their work, committees may use state consultants or other consultants who are not Planning Council members but who possess special knowledge, skill, or background relative to the committee's jurisdiction. The Executive Officer must approve use of paid consultants. Subject to the approval of the Executive Officer and availability of travel funds, a committee chair may offer to pay the travel expenses for consultants.
4. The committee Chairperson, Vice-Chair, or Planning Council staff may decide on the need for a meeting. Planning Council staff will make meeting arrangements and notify committee members of the meetings by telephone or by mail. Planning Council staff will support committee activities by providing issue analyses, background documents, and other necessary materials.
5. Between committee meetings, committee chairs will inform the Planning Council staff of any significant developments relating to the committee's projects.
6. Committees may appoint members who are not Planning Council members to serve on their committees in order to enhance the expertise of the committee. These members are voting members of the committee.
7. Members who have non-voting status at the General Session of the Planning Council are given the right to vote at committee meetings.

- Deleted: functional
- Deleted: system of care
- Deleted: subcommittees

## **Representing the Planning Council**

### **Selection of Planning Council Members**

The Planning Council will solicit volunteers from time to time to travel to various organizations' conferences, trainings, or other events on behalf of the Planning Council. Once all members interested in participating in an event have submitted their names, the Executive Officer and the Chairperson will evaluate and choose a representative or representatives based on how closely he or she matches the scope and purpose of the event. The following criteria will be used in making this determination:

- Experience and seniority (for policy development)
- New member (for training purposes)
- Regular attendance and active participation
- Subject matter expertise
- Ethnic diversity
- Direct consumer/family member parity
- Specific criteria required by the requesting organization

### **Accuracy of Planning Council Positions**

Individual members may be called upon to represent the Planning Council before the Legislature, the Department of Mental Health, and other groups. In addition, individual members may wish to represent the Planning Council at particular forums.

In any forum, members must indicate whether they are representing the Planning Council or are speaking as individuals. Individuals represent the Planning Council only when authorized by the Chairperson or Executive Officer. Members are responsible for representing the Planning Council's positions accurately.

### **Personal Projects**

Planning Council members are to use their status as Planning Council members only when doing official business of the Planning Council. They are not allowed to use their position as Planning Council members to obtain information for personal projects.

## **Media Policy**

The Planning Council will refer all media inquiries to the Executive Officer. The Executive Officer will use the steps outlined below when contacted by the media:

- ◆ Provide the reporter with the information that they seek if she possesses that information or refer to other staff as appropriate based on expertise
- ◆ Arrange for an interview with the appropriate Planning Council member if that person is the best source of information provided that the member knows they are speaking on behalf of the Planning Council and has to accurately represent the position of the Planning Council

- ◆ Work with the Department's Public Information Officer if the request for information is politically sensitive

### **Attendance Policy**

#### **Planning Council Attendance**

The Planning Council has established a policy of meeting four times per year. All members will be notified annually of the meeting schedule for the year. Planning Council members are expected to attend as many meetings as possible. If a Planning Council member misses two or more meetings in a 12-month period, the Chairperson of the Planning Council will send a letter to that member with a copy to the Director of the Department of Mental Health. The letter should clearly state that, by missing two meetings in a year, the member is not participating in 50 percent of the Planning Council's activities, and therefore, cannot adequately contribute. A member who misses three meetings in a 12-month period or does not actively participate in the Planning Council's activities will be referred to the Director of the Department of Mental Health who may ask that member to resign.

Attending a committee meeting or the Executive Committee meeting on Wednesday or one of the committee meetings on Thursday morning does not count as being in attendance at the full session on Thursday afternoon or Friday.

#### **Committee Attendance**

Committee meetings occur during 2-day Planning Council meetings and in between Planning Council meetings. Meetings held independently from the Planning Council meetings are usually scheduled based on a poll to determine the date that most members can attend. Committee members are expected to attend as many committee meetings as possible. The Planning Council's committees are an integral part of how the Planning Council conducts business. The purpose of having an attendance policy is to ensure that the Planning Council's committees can operate effectively and efficiently.

Attendance records from each committee meeting will be maintained. If a committee has difficulty achieving a quorum due to the continued absence of a committee member, the committee chairperson will discuss with the member the reasons for his or her absence. If the problem persists, the committee chair can request that the Executive Committee remove the member from the committee.

### **Reimbursements**

Planning Council members are reimbursed for expenses incurred within the following parameters:

1. The Planning Council's budget may necessitate limitations on travel and require the Executive Officer in consultation with the Chairperson to prioritize the types of travel that are authorized.
2. Reimbursement is governed by Board of Control Rules. Reimbursement is limited to actual and necessary expenses.

3. Planning Council members are reimbursed only for approved Planning Council business, which is defined as follows:
  - a. attending Planning Council meetings;
  - b. attending Planning Council committee meetings; and
  - c. representing the Planning Council at other forums when the Chairperson authorizes the Planning Council member to do so. Reimbursement is limited to occasions when the Planning Council member is participating as a representative of the Planning Council. The Planning Council member must make the request to the Executive Officer, who will consult with the Chairperson, at least two weeks prior to the event. Whenever possible, members shall request reimbursement from other sources.
  - d. The Executive Officer will provide written confirmation to the Planning Council member that reimbursement for travel to meetings authorized by "c" above has been authorized.
4. Planning Council members shall submit travel claims in a timely manner to enable the Executive Officer to monitor the travel budget effectively. The Executive Committee is charged with reviewing the travel budget.
5. Planning Council members shall use the least expensive airfare possible for Planning Council business. Generally, the least expensive rates are those the State negotiates each year with air carriers. The Executive Officer will send instructions for accessing the reduced rates to all members upon appointment. The Executive Officer will update Planning Council members as procedures change.
6. Planning Council members shall use the least expensive ground transportation possible for Planning Council business. Use of rental cars must be approved in advance in writing by the Executive Officer. The Executive Officer may authorize the use of rental cars as a reasonable accommodation under special circumstances. However, in general, the least expensive mode of transportation will be approved.
7. Planning Council members using their personal telephones to make long-distance phone calls concerning Planning Council business can be reimbursed for that expense on their travel claim forms. State travel reimbursement policy requires that a copy of the telephone bill be attached to the travel claim. In addition, the name of the party called must be written on the telephone bill.

#### **Positions on Legislation**

1. At the beginning of each calendar year, the Executive Committee will recommend a legislative platform to be adopted by the Planning Council. This platform is based on mental health policy and program issues on which the Planning Council has consensus.
  - a. When staff identify newly introduced bills that fall within the Planning Council's legislative platform, these bills are assigned approved positions immediately and a position letter is sent to the author and appropriate committee chairs.

- b. These approved positions are noted on a cover sheet of the legislative bill file that is distributed to Planning Council member in a bi-weekly memo.
  - c. Any Planning Council member who is concerned about a position taken on a bill that falls within the purview of the legislative platform may request that it be reevaluated by the Executive Committee
  - d. If a bill is substantially amended, staff reviews the bill to determine if it is still within the purview of the legislative platform. If not, the bill will go back to the Legislation, Regulations, and Funding Committee for deliberation.
2. Staff will analyze other legislation that does not fall within the purview of the legislative platform and make recommendations on positions to the Legislation, Regulations and Funding Committee. When analyzing legislation, staff will consult with Council members concerning bills in their areas of expertise. Staff will recommend positions that are consistent with what they perceive to be the Planning Council's consensus on the issue.
  3. 4. The Legislation Regulations, and Funding Committee adopts positions on all other bills by consensus. Those positions are:
    - Support
    - Support if Amended
    - Oppose
    - Oppose unless Amended
    - Watch (neutral)
  5. Staff will send position letters to legislators.
  6. Planning Council members are responsible for reviewing those positions and notifying the Planning Council office of any concerns about the positions.
  7. Planning Council members who are concerned about a position taken on a bill may request a copy of the bill from staff. If, after evaluating the bill, a Planning Council member is still opposed to the position adopted by the Legislation, Regulations and Funding Committee, staff will communicate those concerns about the bill to the Executive Committee for action.
  8. The Executive Committee will reevaluate the positions on bills to which Planning Council members object. If the Committee upholds its original position, that position will stand. A Planning Council member may request a poll by mail of the whole Planning Council or that the bill be scheduled for discussion at the next meeting. In the interim, the decision of the Executive Committee will stand so that the Planning Council may be active in advocating for the bill.
  9. If a bill is discussed by the full Planning Council, the Planning Council will decide which position to take by majority vote.

#### **Requests for Support or Endorsements**

The Planning Council does not endorse individuals for employment or public office. The Planning Council will consider supporting requests for endorsements of grants from organizations to whom the Planning Council is required by statute to give advice, from

organizations whose requests are consistent with the principles and values in the *California Mental Health Master Plan*, and from organizations whose requests are consistent with our legislative platform. The Executive Committee will be consulted on all requests.

### **Funding of CMHPC Functions and Activities by Outside Entities**

This policy is adopted pursuant to the following statutory authority of the Planning Council:

Welfare and Institutions Code §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:

- (q) To accept any gift, donation, bequest, or grants of funds from private and public agencies for all or any of the purposes within the purview of the California Mental Health Planning Council, subject to the approval of the Department of Finance.

This policy also applies to funds not directly received by the CMHPC that are solicited on behalf of projects sponsored by the CMHPC but administered by an outside fiscal agent.

The CMHPC and its committees may accept funding from outside entities or individuals under the following guidelines and conditions:

1. Any committee or project soliciting financial donations or in-kind assistance must receive approval from the CMHPC Executive Committee prior to final acceptance of the donation.
2. The Executive Committee shall use the following criteria when deciding whether a donation, either financial or in-kind, should be accepted:
  - ◆ The proposed donation will not result in a direct financial, regulatory, or “influence” benefit to the donor or to an individual who is affiliated with CMHPC.
  - ◆ The proposed donation does not present a conflict of interest or create a potential negative public perception of conflict or impropriety for the CMHPC or its affiliated committees.
  - ◆ The donation must be “unrestricted” and should not dictate program content for the activity or event or imply any anticipated affect on the policy decisions of the CMHPC.

**JOB DESCRIPTION: CHAIRPERSON  
CALIFORNIA MENTAL HEALTH PLANNING COUNCIL**

**Availability and Visibility**

The Chairperson should be able to devote a substantial amount of time to Council activities, including:

- attending Planning Council meetings;
- attending meetings with Director of Mental Health in Sacramento every other month;
- attending statewide meetings of major constituency groups;
- testifying at legislative hearings periodically; and
- having frequent telephone contact with the Executive Officer and the Chairperson-Elect.

**Leadership**

The Chairperson should possess the following knowledge, skill, and attributes:

- understand the Planning Council's statutory duties and role in state government;
- demonstrate a commitment to the Planning Council's mission and goals;
- serve as a consensus builder to unify the diverse membership of the Planning Council on issues of common concern;
- be skilled at conducting meetings and leading a group towards satisfactory decision making.

Being a recognized participant in mental health issues with various local, state, or national mental health constituency groups is desirable but not required.

**Political Skills**

The Chairperson should possess the following political skills:

- understand the State's legislative process and demonstrate a willingness to participate in the legislative arena; and
- understand the role of the State's Administration and how it functions and demonstrate a willingness to work with the Administration;

Knowing key legislators and Administration officials is desirable but not required. Possessing all the above skills on the federal level is desirable but not required.

**Interpersonal Skills**

The Chairperson should possess the following qualities:

- openness to change;
- the capacity to be flexible on issues; and
- conducting himself or herself in a way that is sensitive to and respectful of the diverse sensibilities of Planning Council members and persons in the audience

## **DEFINITIONS OF APPOINTMENT CATEGORIES**

### **WIC Section 5571 (b)(2) -- State Department Representatives**

PL 102-321 defines these state departments as follows:

the principal State agencies with respect to --

- (i) mental health, education, vocational rehabilitation, criminal justice, housing, and social services; and
- (ii) the development of the plan submitted pursuant to title XIX of the Social Security Act; (State Medi-Cal Plan)

### **WIC Section 5771 (b)(3) -- Direct Consumer, Family Members, and Advocates**

1. Persons with mental disabilities

PL 102-321 defines this group as "adults with serious mental illnesses who are receiving (or have received) mental health services."

2. Family members of persons with mental disabilities

PL 102-321 defines this group as "families of such adults or families of children with serious emotional disturbance."

3. Representatives of organizations advocating on behalf of persons with mental disabilities

Organizations whose purpose is to advocate for the rights of persons with mental disabilities or for their access to high quality mental health services. To comply with the requirement of PL 102-321 that "not less than 50 percent of the members of the Council are individuals who are not State employees or providers of mental health services," this category must exclude organizations composed of providers of mental health services.

### **WIC Section 5771 (b)(4) -- Representatives of Mental Health Constituency Organizations**

PL 102-321 generally describes this category as "public and private entities concerned with the need, planning, operation, funding, and use of mental health services and related support services."

1. Mental health professional organizations

Organizations composed of members possessing graduate degrees and licenses qualifying them to provide mental health services.

2. Mental health providers organizations

Organizations composed of public or private entities providing mental health services.

3. California Coalition for Mental Health

**Proposed AGENDA  
CALIFORNIA MENTAL HEALTH PLANNING COUNCIL  
April 2013**

Notice: All agenda items are subject to action by the Planning Council. The scheduled times on the agenda are estimates and subject to change.

**Wednesday**

**Room**

**Tab**

**COMMITTEE MEETING**

9:30 a.m. Executive Committee  
to  
12:00 p.m.

12:00 p.m. **LUNCH**

**COMMITTEE MEETINGS**

1:30 p.m. Continuous System Improvement Committee  
to  
5:00 p.m. Advocacy Committee  
Health Care Reform Committee

**Thursday**

**Room**

**Tab**

**PLANNING COUNCIL MEETING – GENERAL SESSION**

8:30 a.m. **Welcome and Introductions**  
*John Black, Chairperson*

8:40 a.m. **Opening Remarks**

9:00 a.m.

9:30 a.m.

**Thursday**

**Room**

**Tab**

**PLANNING COUNCIL MEETING – GENERAL SESSION**

10:00 a.m.    **BREAK**

10:15 a.m.

11:00 a.m.

11:45 a.m.    **Public Comment**

12:00 p.m.    **LUNCH**

1:30 p.m.

1:35 p.m.

2:00 p.m.

2:30 p.m.

3:00 p.m.    **BREAK**

3:15 p.m.

3:45 p.m.

4:15 p.m.

4:35 p.m.    **Public Comment**

**Thursday**

**Room**

**Tab**

**PLANNING COUNCIL MEETING – GENERAL SESSION**

5:00 p.m.     **RECESS**

Mentorship Forum for Council members including Committee Chairs and Vice Chairs will occur immediately following the adjournment of Thursday's General Session.

**Friday**

**Room**

**Tab**

**PLANNING COUNCIL MEETING – GENERAL SESSION**

8:30 a.m.     **Welcome and Introductions**

8:40 a.m.     **Opening Remarks**

9:00 a.m.     **Executive Committee Report**

All items on the Executive Committee agenda posted on our website are incorporated by reference herein and are subject to action.

9:05 a.m.     **Report from the California Association of  
Local Mental Health Boards and  
Commissions**

*Cary Martin, President*

9:20 a.m.

10:00 a.m.

10:15 a.m.     **BREAK**

10:30 a.m.

**Friday (Con't)**

**Room**

**Tab**

**PLANNING COUNCIL MEETING – GENERAL SESSION**

11:15 a.m. **Committee Reports**

Grand  
Ballroom

All items on the following committee agendas posted on our website are incorporated by reference herein and are subject to action

- Advocacy Committee
- Health Care Reform Committee
- Continuous System Improvement Committee

11:30 a.m. **Public Comment**

11:50 a.m. **New Business**

12:00 p.m. **ADJOURN**

<b>2013 MEETING SCHEDULE</b>		
January 2013	January 16, 17, 18	San Diego
April 2013	April 17, 18, 19	San Bernardino
June 2013	June 19, 20, 21	Oakland
October 2013	October 16, 17, 18	Sacramento

**Proposed AGENDA  
CALIFORNIA MENTAL HEALTH PLANNING COUNCIL  
June 2013**

Notice: All agenda items are subject to action by the Planning Council. The scheduled times on the agenda are estimates and subject to change.

**Wednesday**

**Room**

**Tab**

**COMMITTEE MEETING**

9:30 a.m. Executive Committee  
to  
12:00 p.m.

12:00 p.m. **LUNCH**

**COMMITTEE MEETINGS**

1:30 p.m. Continuous System Improvement Committee  
to  
5:00 p.m. Advocacy Committee  
Health Care Reform Committee

**Thursday**

**Room**

**Tab**

**PLANNING COUNCIL MEETING – GENERAL SESSION**

8:30 a.m. **Welcome and Introductions**  
*John Black, Chairperson*

8:40 a.m. **Opening Remarks**

9:00 a.m.

9:30 a.m.

**Thursday**

**Room**

**Tab**

**PLANNING COUNCIL MEETING – GENERAL SESSION**

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3:00 p.m.    **BREAK**

3:15 p.m.

3:45 p.m.

4:15 p.m.

4:35 p.m.    **Public Comment**

**Thursday**

**Room**

**Tab**

**PLANNING COUNCIL MEETING – GENERAL SESSION**

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**Friday (Con't)**

**Room**

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