

California Behavioral Health Planning Council

Executive Committee In-Between Meeting Agenda

August 8, 2024

1:00 pm - 2:00 pm

1700 K Street, Sacramento, CA 95814

Hybrid/Room 4019, 4th Floor

[Zoom Meeting Link](#)

Join by phone: + 1 669 900 6833

Meeting ID: 825 8060 6183 Passcode: 730462

- 1:00 pm** **Welcome and Introductions**
Deborah Starkey, Chairperson
- 1:05 pm** **Approval of RDW Questions for Presenters (Action)** **Tab 1**
Deborah Starkey, Chairperson & Uma Zykofsky,
Reducing Disparities Workgroup Lead
- *Committee Discussion*
 - *Public Comment*
 - *Vote*
- 1:20 pm** **Prop 1 Implementation: CBHPC Ad-Hoc Update (Action)**
Jenny Bayardo, Executive Officer, Susan Wilson, Council Member
Barbara Mitchell, Council Member, Javier Moreno, Council Member
- *Verbal Update & Recommendations on future activities*
 - *Committee Questions & Discussion*
 - *Public Comment*
- 1:45 pm** **Meeting Facilitation Follow-up Discussion** **Tab 2**
Officer Team and All Council Members
- 1:50 am** **Public Comment**
Members of the public can comment on any non-action agenda item that did not have public comment or any other general item.
- 1:55 am** **Meeting Wrap-up & Adjourn**

Notice: All agenda items are subject to action. Scheduled times on the agenda are estimates and subject to change. **For questions or if Reasonable Accommodation is needed, please call 916.701.8211 by August 3, 2024,** in order to meet the request.

Executive Committee Members

Officers: Deborah Starkey, Chairperson Tony Vartan, Chair-Elect Noel O'Neill, Past Chair

Housing/Homelessness: Monica Caffey, Chairperson Deborah Starkey, Chair-Elect

Legislation: Barbara Mitchell, Chairperson Javier Moreno, Chair-Elect

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Patients' Rights: Daphne Shaw, Chairperson Mike Phillips, Chair-Elect
Systems and Medicaid: Karen Baylor, Chairperson Uma Zykofsky, Chair-Elect
Workforce and Employment: Walter Shwe, Chairperson
Performance Outcomes: Susan Wilson, Chairperson Noel O'Neill, Chair-Elect
Reducing Disparities Workgroup: Uma Zykofsky
Children & Youth Workgroup: Vandana Pant
Substance Use Disorder Workgroup: Javier Moreno
At-Large: Arden Tucker
Liaisons: CBHDA: Tony Vartan **DHCS:** Erika Cristo
CCMH: Daphne Shaw

**California Behavioral Health Planning Council
Executive Committee**

Thursday, August 8, 2024

Agenda Item: Approval of Reducing Disparities Workgroup Questions for Presenters (Action Item)

Enclosures: Reducing Disparities Workgroup Questions for CBHPC Presenters

Background/Description:

In April and June of 2024, the Executive Committee reviewed and discussed the questions developed by the Reducing Disparities Workgroup.

The Executive Committee will have the opportunity to review the questions finalized by the Reducing Disparities Workgroup lead, Uma Zykofsky before approving the questions to be used starting in October of 2024.

Motion: Approve the use of questions for presenters, created by the Reducing Disparities workgroup, in the planning of all committee and General Session presentations.

Reducing Disparities Questions with Introduction

The California Behavioral Health Planning Council (CBHPC) appreciates your time to present at an upcoming meeting. Our Council work is focused on bringing attention to statewide and local efforts that highlight reducing inequities and disparities in behavioral health care. We invite you to include responses to the following questions within your presentation and/or submit the requested information in your written materials. Our goal is to collect and bring attention to emerging successful local efforts and best practices through compiling and appropriately disseminating this information in our work.

Below are questions to help your organization provide the input we are seeking. Please feel free to use them or select others that best highlight your agency contributions. You may already have the requested information as part of grants or reports you already submit to Counties or other funders. Please note that you may send most of this information in advance with your presentation to maximize your time with the committee when you focus on the Council's requested agenda item.

1. Please provide a copy of your organization's mission statement.

2. How does your organization guard against unconscious bias in administering your program?

Example: Any specific policies, procedures or initial (new hire), ongoing trainings or other focused feedback loops or initiatives? These can be provided in writing. This does not have to be an exhaustive list – one or two examples is sufficient.

3. What is the demographic data of the individuals you serve? Please compare that to similar data in your community. What is the demographic data of your staff?

Example: Most recent annual data in one or a total of your programs submitted to funders or county. Any data points that you consistently monitor that help your organization reflect the needs of the community/County you serve. For example: recently a County shared that 90% of their direct service staff are bilingual (Spanish/English) reflective of the ethnic and linguistic diversity of that County. This intentional planning improved both access and quality of services.

4. How is your program designed to reduce structural or systemic racial and/or cultural disparities?

Example: You may highlight a specific program you believe is making a difference. For example -- a Full-Service Partnership for Older Adults; a housing project or program designed to address primary or secondary impacts of behavioral health disparities; an outreach/prevention program for transitional age youth/adults.

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Tuesday, August 8, 2024

Agenda Item: Committee Meeting Facilitation Follow-up Discussion

Enclosures: Motions Cheat Sheet

House Keeping Slides

Background/Description:

The Executive Committee was presented with documents for use at committee meetings starting in June. All committees used the cheat sheet and housekeeping slides. Several committee chairs reported issues and concerns about the guidance provided in the slides intended to assist in smooth facilitation of the meetings.

Executive Committee Members will share about their experiences using the guidance documents at the June meetings as well as general meeting facilitation concerns.

Discussion will/may include:

- Feedback provides to Council Leadership & Staff after June meeting.
- Committee Chairpersons experience with Motions Cheat Sheet.
- Committee Chairpersons experience with Housekeeping slides including Council Member reactions.
- Comments on specific guidance such as,
 - Limiting questions
 - Suggested time limits on Council Member comments
 - Public Comment

The information gathered will be used by the Operations Manager to update the Housekeeping slides and prepare staff before the October 2024 meeting.

CBHPC Motion Process at a Glance

1. When called on, the member clearly states the motion.
2. Any member may call out “second” to support the motion.
If the motion isn’t seconded, it dies.
3. The Chairperson reads the motion out loud and asks the member who made the motion if they wish to speak to the motion to open the discussion.
4. The Chairperson then opens discussion for all members.
5. The Chairperson asks for Public Comment on the motion.
6. The motion is read out loud by the Chairperson or staff person.
7. A roll call vote is then taken by Council staff.
 - Voting options are: “yes”, “no” or “abstain”. Abstentions go with the majority.
8. The Chairperson announces the results of the vote.
 - If the majority vote “yes”, the motion is approved/passes.

If a member wishes to change the Motion being Discussed:

- The member states, “I wish to amend the motion” then clearly states the amendment.
- The person who made the motion can accept the amendment. If accepted, proceed with steps 2-7. If not accepted, a vote is taken on the original motion.

If a member wishes to end the debate during Motion Process:

- The member states “I move the previous question”.
- If this motion is seconded, a vote is taken on whether to end discussion.
- Members in favor of ending the discussion vote “yes”.
- If two thirds of the members vote “yes”, the chairperson proceeds with step 5 of the motion process.

Items publicly representative of Council’s Opinion/Position

Require a Motion including:

- Reports
- Workplans
- Expenditures
- Charters
- Policy Platform
- Letters

Minutes are accepted and do not require a motion.

Housekeeping

Committee Member Participation

- Committee members are expected to actively participate in discussions and contribute to the conversation.
- The Chairperson or meeting facilitator will call on Council members in the order their tents or hands were raised.
- Virtual committee members use the raise hand function on Zoom and remain on mute until called upon.
- In-person committee members, place your name tent upright on the table and wait to be called upon.

Housekeeping

Meeting Etiquette

- Meeting will start and end promptly at the scheduled time.
- Committee members sit at the table.
- There are chairs around the perimeter of the room for the public.
- All members and public attendees must wait to be called on to speak.
- Zoom participants must stay on mute unless they have been called upon.
 - If you are calling in and wish to raise your hand press *9.
 - Dial *6 to mute and unmute yourself.

General

- Breaks- There will be two 10-Minute breaks
- Restroom location
- Snack location

Housekeeping

Committee Member Discussion Guidance

To ensure all members have an opportunity to speak:

- Questions or comments must be directly related to the subject being discussed.
- Committee members are limited to 1 question or comment during each agenda item.
- Questions or comments are limited to 2 minutes maximum but may be adjusted at the discretion of the facilitator.
- The Chairperson or meeting facilitator may call on members that haven't had an opportunity to speak before others that have.
- Committee members can send additional questions or comments to the presenter.

Public Participation

- There are designated times on the agenda for general public comment.
- The Chairperson or meeting facilitator will open the floor for public comment before the committee takes a vote on any action item.
- In-person attendees can raise their hand to provide public comment and committee staff will bring them a microphone.
- Virtual participants must use the raise hand function on Zoom and should remain on mute until called upon.
- The Chairperson or meeting facilitator will call on participants in the order their hands/name tents were raised.
- Participants are limited to 1 question or comment during each comment period to ensure all have an opportunity to speak.
- Public comment is limited to 2 minutes maximum but may be adjusted at the discretion of the facilitator.