

# **CBHPC Executive Committee Meeting**

## **June 19, 2024**

### **Committee Members Present:**

Karen Baylor  
Erika Cristo\*  
Ian Kemmer (for Veronica Kelly)  
Barbara Mitchell  
Noel O'Neill  
Daphne Shaw  
Javier Moreno

Walter Shwe  
Deborah Starkey  
Arden Tucker  
Tony Vartan  
Susan Wilson  
Uma Zykovsky

\*=Remote Attendance

**Committee Members Absent:** Monica Caffey and Vandana Pant

**Staff Present:** Jenny Bayardo, Naomi Ramirez

### **Welcome and Introductions**

Chairperson Deborah Starkey called the meeting to order, welcoming Council Members. Attendees introduced themselves. A quorum was established with 13 of 15 members present.

### **Approval of the April 2024, Executive Committee Meeting Minutes (Action)**

Chairperson Elect Tony Vartan asked if committee members had any changes to the minutes. With no changes requested, Tony Vartan moved to record minutes as accepted. Minutes accepted as written.

### **Expenditure Reports & Budget Updates**

Naomi Ramirez reviewed the expenditure report through the end of April 2024. She reported that the expenses from the April meeting are now reflected on the report provided. The updated allotments from the Department of Health Care Services were provided in the meeting packet and reviewed.

Karen Baylor asked, "What happens to unspent funds". Council staff reported that unspent funds remain with the Department, but we can roll over funds for specific items such as contracts. The Council also charges to previous years when appropriate up to three years. Javier Moreno asked what the difference is between the allotments and projected budget. Naomi Ramirez, Chief of Operations reported that the allotments is the amount DHCS gives the Council for the identified categories and the projected spending is what we plan to spend in the upcoming year. The Council can adjust spending in allotted categories as needed, provided we do not exceed total allotments.

Naomi Ramirez shared that by the next meeting a new tracking sheet will be provided to the Executive Committee that tracks other funds received by the Council such as donations and stipends given on behalf of council members.

### **CBHPC Updated Documents (Action)**

Executive Officer, Jenny Bayardo, reviewed the updated Council priorities document created to reflect the current work of the Council. The updated priorities document includes the Welfare and Institutions Codes that describe the Council's roles and responsibilities. Committee charters are included in the second page of the priorities document. The committee had no questions, concerns. Uma Zykovsky requested a date be added to the document.

The priorities documents will be posted to the Council webpage, used in the New Council Member Orientation Materials, and included in presentations to partners about the California Behavioral Health Planning Council. The document will be updated as committees update their work plans and charter and will always be in alignment with Council priorities and committee work. The committee agreed by consensus to the use and distribution of the Council Priorities document.

Javier Moreno inquired about other written materials about the Council's responsibilities. Executive Officer, Jenny Bayardo, shared that this information is on the Council's website and there is a brochure that also includes this information. Javier suggested we summarize the Council responsibilities in another written document that is less detailed than the priorities document but more detailed than the Council brochure.

### **Committee Meeting Facilitation Discussion**

Chairperson-Elect, Tony Vartan provided a brief overview of the Council committee structure and referenced the "Motion at a Glance" document enclosed in the meeting packets. Tony added that this document should be provided to all Council Members as a reminder of the process. The housekeeping PowerPoint created based on feedback from committee chairs at a prior mentorship forum were reviewed and discussed.

Main points of discussion included:

- Council Member participation in discussions
- Creating space for all members, specifically those with lived experience to speak
- Breaks
- Chairpersons keeping discussions on topic and time.
- Time limits on comments/questions
- Managing Public Comment
- Options for getting Council Members questions answered when there is not enough time to ask every question someone may have (staff can collect and ask speaker for responses then provide after meeting)
- Suggestion: Use 3X5 cards that Council Members can write questions down on and give to meeting facilitator

- The housekeeping page about committee discussion should be on the table visible and can be projected when discussion starts as a reminder.
- How to share this information with committee members-staff will read

### **RDW Questions for Presenters**

The reducing disparities lead, Uma Zykofsky, thanked the committee for the questions and concerns provided at the April 2024 meeting in regard to the questions the workgroup developed. The workgroup worked on these questions over the past two years. The committee engaged in a discussion about the “Reducing Disparities Questions for Presenters” and their use in committee meetings and General Session. Uma agreed to modify the questions to include:

- Statement about the importance addressing disparities to the Council.
- Clarification of presenter expectations.
- Integration of the questions into the presentations, not add time or work.
- Example for presenters of what we are looking for.
- The question about the demographics of the staff should include the demographics of the board as well.
- Separate the mission statement from the question about unconscious bias.

Uma Zykofsky will make the modifications, vet the updated questions through the workgroup and bring them back for approval at the next Executive Committee meeting. The questions will be used for a minimum of six months once approved.

### **Appointment Categories Discussion**

Chairperson Deborah Starkey reminded the committee that in April they discussed changing the name of the direct consumer category. Barbara Mitchell commented on the Welfare and institutions codes requirements. Council Members shared they have heard individuals comment on how dated the term is. Some possible options included person with lived experience, peer, and consumer. The term that came up the most in the last meeting was person with lived experience. Walter Shwe affirmed that person with lived experience is widely used at this time. Multiple Council Members suggested use person with lived experience of serious mental illness and person with lived experience of Substance Use Disorder. Javier Moreno expressed concern in having someone specify what their lived experience is in as they may be in a fragile state in their recovery. Tony Vartan agreed that it would be best to avoid labeling people. Mike Phillips suggested we use a general term but then detail the types of lived experience included.

The committee requested staff look into the federal requirements for the composition of the Council. No decision was made, the topic will be revisited in a future meeting.

### **Council Membership Update (Action)**

Chief of Operations, Naomi Ramirez, reported that the Council currently has 3 vacancies: 1 Parent of a Child with SED, 1 Family Member, and 1 Direct Consumer. The Council staff continues to host tables at relevant conferences and events to recruit for the vacancies. Tony Vartan recommended filling one of the vacancies specifically with youth or Transitional Age Youth (TAY), and Javier Moreno recommended recruiting more members with lived experience of Substance Use Disorder (SUD).

### **Approve Transparency Statement (Vote)**

Chief of Operations, Naomi Ramirez, reported that the Transparency Statement was updated based on a job change reported by Council Member Karen Baylor. Noel O'Neill made a motion to approve the updated Transparency Statement enclosed in the meeting packet. Javier Moreno seconded the motion. A roll call vote was taken. The motion passed unanimously.

### **Council Representation at External Meetings**

Executive Officer, Jenny Bayardo shared that the Council has recently been appointed to multiple state advisory bodies. Council Member are approved by the Officer Team to represent the Council's position and opinion publicly. The Executive Officer worked with staff to create the "Council Representation at External Meetings" document to show the external groups members participate in.

### **Prop 1 Implementation: CBHPC Ad-Hoc Committee Creation (Vote)**

Executive Officer Jenny Bayardo proposed, in agreement with the Officer Team, the creation of an ad-hoc workgroup focused on Proposition 1. Susan Wilson's focus in the proposed ad hoc is stakeholder engagement and Javier Moreno's focus is SUD. Barbara Mitchell expressed interest in joining the ad hoc with her expertise in housing and regulations. The committee did not take a vote but the ad hoc was agreed by consensus for the Officer Team's creation of the ad hoc workgroup.

### **Report from CA Coalition for Mental Health**

Daphne Shaw reported that the CA Coalition for Mental Health (CCMH) has changed to the CA Coalition for Behavioral Health (CCBH), and the next meeting takes place June 26, 2024. The meeting will include a panel on the behavioral health workforce, an overview of Proposition 1, and a presentation by occupational therapists and vocational rehabilitation counselors. Elections to fill vacant positions will also take place.

## **Report from CA Association of Local Behavioral Health Boards (CALBHB/C)**

Executive Director, Theresa Comstock, reported that the CALBHB/C's focus this year is Proposition 1, as well as diversity, equity, and inclusion. Theresa also asked the Council to consider sponsoring Senate Bill 1082.

## **Public Comment**

Steve Leoni commented that the agenda should include public comment after every vote instead of only having general public comment at the end.

## **Wrap-Up and Plan for Next Meeting**

The next meeting is on October 16, 2024, in Milpitas, California.

## **Adjourn**

The meeting was adjourned at 10:16 a.m.