

Executive Committee Agenda

Wednesday, April 19, 2023

Holiday Inn Downtown Arena

300 J Street

Sacramento, CA 95814

Granada/Hermosa

8:30am to 10:15am

Join by phone: +1 669 900 6833

Meeting ID: 868 9691 4309 Passcode: 324177

8:30am	Welcome and Introductions <i>Deborah Starkey, Chairperson</i>	
8:35am	Approve October 2022 Meeting Minutes <i>Tony Vartan, Chairperson-Elect</i>	Tab 1
8:40am	Review of Council Membership <i>Jenny Bayardo, Executive Officer & Chief of Operations</i>	Tab 2
8:45am	Review of Committee Roles, Mandates, and Goals Discussed at January 2023 Meeting <i>Deborah Starkey, Chairperson</i>	Tab 3
8:55am	Public Comment <i>Deborah Starkey, Chairperson</i>	
9:00am	Motions Process Review <i>Jenny Bayardo, Executive Officer & Chief of Operations</i>	Tab 4
9:10am	Break	
9:25am	Workgroups Discussion <i>Deborah Starkey, Chairperson & Executive Committee</i>	Tab 5
9:30am	Operating Policies & Procedures Additions & Revisions (Action) <i>Jenny Bayardo, Executive Officer</i>	Tab 6
9:45am	Report from CA Coalition for Mental Health <i>Daphne Shaw</i>	
9:55am	Modernizing the Behavioral Health System Proposal (Information) <i>Jenny Bayardo & Naomi Ramirez, Council Staff</i>	Tab 7

- 10:00am** **Public Comment**
Deborah Starkey, Chairperson
- 10:05am** **Wrap-Up and Plan for Next Meeting**
Deborah Starkey, Chairperson
- 10:15am** **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 April 10, 2023** 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 Vacant, Chair-Elect

Legislation: Veronica Kelley, Chairperson Barbara Mitchell, Chair-Elect

Patients' Rights: Daphne Shaw, Chairperson Mike Phillips, Chair-Elect

Systems and Medicaid: Karen Baylor, Chairperson Uma Zykovsky, Chair-Elect

Workforce and Employment: Vera Calloway, Chairperson Christine Frey, Chair-Elect (On Leave)

Performance Outcomes: Susan Wilson, Chairperson Noel O'Neill, Chair-Elect

At-Large: Arden Tucker

Liaisons: **CBHDA:** Veronica Kelley/Tony Vartan **DHCS:** Erika Cristo

CCMH: Daphne Shaw

TAB 1

**California Behavioral Health Planning Council
Executive Committee
Wednesday, April 19, 2023**

Agenda Item: Approve January 2023 Meeting Minutes

Enclosures: Draft Executive Committee Minutes for January 18, 2023 Meeting

Background/Description:

Attached are the draft meeting minutes for the Executive Committee's review and approval.

CBHPC Executive Committee Meeting

January 18, 2023

Draft

Committee Members present:

Arden Tucker, Karen Baylor, John Black, Monica Caffey, Erika Cristo, Christine Frey, Veronica Kelley, Noel O'Neill, Deborah Starkey, Daphne Shaw, Vera Calloway, Catherine Moore, Susan Wilson, and Tony Vartan.

Committee Members Absent:

Staff Present: Jenny Bayardo and Naomi Ramirez.

Welcome and Introductions

Chairperson Noel O'Neill welcomed Council Members and led self-introductions of committee members. A quorum was met with 11 of 14 Executive Committee Members present at the start of the meeting.

Approve January 2023 Meeting Minutes

Deborah Starkey, Chairperson Elect, asked Council Members if any modifications to the minutes were needed. Modifications were requested to members listed as present, Arden Tucker was listed twice, and Tony Vartan is missing. Susan made a motion to approve the minutes as amended, Tony Vartan seconded the motion. Minutes were approved with Christine Frey abstaining.

Minutes Discussion

Chairperson Noel O'Neill opened the discussion regarding CBHPC minutes and requested Executive Officer, Jenny Bayardo, share information researched about minutes procedures. Per Jenny, there is no set structure/template regarding minutes in Robert's Rules or Bagley Keene. Staff have recently been advised to move towards more high-level summaries for committee minutes and General Session minutes will continue to be written in the same manner they have been traditionally, for now. Currently, General Session minutes take a few weeks to complete and committee minutes vary in the staff time required to complete them.

Chairperson Noel O'Neill asked the Executive Committee to consider and discuss whether it is reasonable to spend time creating extremely detailed minutes.

Susan Wilson shared that Robert's Rules only says that minutes must have the date of meetings, motions, and who second the motion with details on the motion. High points are encouraged versus a transcription, as there is trouble when we get in to too much detail. As the POC chair, Susan works closely on minutes and lists the agenda item with a quick review under the agenda item and is able to reduce a 3.5-hour meeting to 4 to 5 pages at the most.

Karen Baylor supports Susan's recommendation and agrees it is not a good use of staff time to have a transcript of what happened.

Vera Calloway believes in simplicity but some things get lost in the minutes. The minutes may not always be a good reflection of what we do. Vera asked about what it takes to get more staff.

Noel O'Neill stated that we are seeking the correct balance for meeting minutes.

Catherine Moore stated that she believes the best minutes give a little more than the motion and include the "why" behind why we did something. The minutes should identify major themes and pivotal data that led to the decision. It may be more work for staff to summarize but it is much easier on the reader.

Tony Vartan shared that minutes should reflect what the business is, what we are trying to do, and summarize the results of an action. If someone has a strong opinion of the discussion they can request the minutes reflect their opposition or varying opinion. Tony recommends minutes that are short and concise.

Monica Caffey pointed out that others are watching the work we do, the minutes are a historical record, and our minutes give context to our work. Not having verbatim minutes leaves a lot of information out. Staffing and minimizing work (and paper) are reasonable considerations, however, we also need to think about the communities we serve and represent their voice. Monica stated she would like the minutes to truly represent what we say.

Noel O'Neill said we will continue this conversation in future meetings. Staff will continue to do minutes as they have been. We will discuss and potentially vote on this item at a future meeting.

Review Council Membership

Jenny Bayardo provided an update on Council member appointments. New Council Member Erin Franco will join the Legislation and Housing and Homelessness committees. Chairpersons were encouraged to keep an eye out for Erin and Jenny will introduce her to members when appropriate.

Many Council appointments ended in December of 2022. Several Council members were reappointed for another three-year term. Two Council Members were not reappointed, Karen Hart and Hector Ramirez.

Jenny then reported there are still two (2) Parent of a Child with SED vacancies, and this category is traditionally hard to fill. Council staff are working with partner organizations to recruit for this position and are highlighting flexibilities, such as remote attendance as an option, in an effort to make it easier for parents to participate on the Council.

Noel O'Neill shared that the last 5 appointments have been of non-Caucasian individuals from diverse communities in an effort to reflect the diversity of the state of California.

John Black asked if Hector Ramirez applied for reappointment, and he acknowledged that the Council may not be able to say. Noel O'Neill responded that DHCS is the appointing authority.

Review Council Mission, Vision, Role & Mandates (Discussion)

Chairperson Noel O'Neill opened the discussion regarding the Council's mission, vision, role, and mandates by acknowledging the work of the committee chairpersons who often respond to information requests and ongoing work of the committees in between our quarterly meetings. Noel provided a quick overview of the structure of the Council for newer Executive Committee members. The Chairperson appoints the Executive Officer and the Chair-Elect acts in place of the Chairperson when needed. The Officer Team is the hiring authority and provides oversight and direction of the Executive Officer who directs Council staff. The Executive Officer will directly supervise the Chief of Operations who will supervise Council Staff. Noel asked Jenny to update the committee on Council changes in the reporting structure.

Jenny Bayardo shared that a review of duties and responsibilities was conducted, and a few positions were redirected based on their work. The Research Analyst II (RA II), Linda Dickerson, will report directly to the Executive Officer, this redirection has already been approved. The Executive Officer is the one responsible for oversight of the Data Notebook in the currently approved duty statement which the RA II is responsible for. The Council Support Analyst, Gabriella Sedano, will also be redirected to the Executive Officer as the Executive Officer has primary responsibilities for the Council Members Gabriella supports. Jenny also shared that committees have steadily increased their deliverables over the past few years and are requesting more from Council staff. In order to keep up with the demands and to expand our scope, we have requested two positions in the Department's Budget Change Proposal. We requested one Staff Services Manager I (Specialist) for legislation and one Research Scientist I so we can strengthen the evaluation component of our work.

Noel stated that the Council hierarchy allows us to do our work and read aloud the Council's mission and vision. He added the Council is doing an excellent job in reviewing and advocating but we are not as strong in evaluation. Council leadership is interested in improving our evaluation. Noel O'Neil shared that in April, General Session will include conversations about performance outcomes, data, and the Council's role in evaluation. He expressed a desire for the Council to have a good relationship with the media to share the work of the Council. He added that the Consumer and Family member voice is critical to the work of the Council and 24 seats are dedicated to consumers and family members.

Noel O'Neill then directed members to the Council's [guiding principles](#) and the [Policy Platform](#) included in the meeting packet. Naomi Ramirez gave an overview of the

Council's existing policy platform that was developed in 2019 when the Council restructured around our current priority areas. Council staff use the Policy Platform when requests come in for advocacy in between the quarterly meetings so we can act quickly on behalf of the Council year-round. The Policy Platform is a good representation of Council policy priorities. Noel then referred members to Welfare and Institution Code 5750 which states DHCS should be consulting with CBHDA and CBHPC. WIC 5772, outlines the duties of the Council and Noel highlighted the work of SMC in responding to policy via responses to DHCS's draft Behavioral Health Information Notices and the Data Notebook which addresses performance outcomes.

The Committee then engaged in a discussion about Council Roles & Responsibilities. Some of the Key points are included below.

- Catherine Moore pointed out that at the end of the Policy Platform, safeguarding behavioral health care parity is a priority. She stated that we should safeguard as a matter of law but we must also strive for it because we are so far from it. An example is that a person who has a hip replacement can get physical therapy at home the next day but a child with behavioral problems for whom an in-home assessment would be appropriate cannot get it.
- Noel O'Neill added parity in Substance Use Disorder (SUD) is also needed. Chairperson Noel stated that the Council leadership decided to add a SUD workgroup that meets at the same time as Reducing Disparities.
- Tony Vartan directed members to WIC 5772 which includes Substance Use and Mental Health, Behavioral Health includes Substance Use and should be embedded in every committee. Committees should have agenda items related to Substance Use at every meeting and the committees can have an individual attend the SUD workgroup that brings the information back to the group. Tony added that we should be striving for parity in new legislation between Substance Use and mental health.
- Noel asked Executive Committee members to identify persons from committees who could go to the SUD workgroup.
- Monica Caffey addressed the issue of equity being missing from the guiding principles and if we can add them. Jenny stated that any edits to the guiding principles would need to go to vote, we do have the Equity Statement. It was agreed that the Equity statement would be added after the guiding principles where listed.
- Vera Calloway asked that we make an effort to say more about Consumer's definition of "ability to thrive" as persons who receive services may define recovery differently. Our language should reflect the consumer's voice. Noel recommended Vera add this item to her committee agenda.

- John Black asked fellow committee members to continue to advocate for the least restrictive services of treatment for consumers as noted in the Policy Platform. Noel added this is also supported in Welfare and Institutions Code.

CBHPC 2022 Annual Report Update

Jenny Bayardo shared that the Annual Report will be completed and distributed by January 31, 2023. This year staff were asked to focus on deliverables. We have been remediating committee deliverables such as letters of recommendations and committee reports to post them on the website so we can link them to the report. The report covers the calendar year, January 2022 to December 2022.

Noel added that he believes it is important for every committee to produce work including recommendations that can be publicly shared and asked the chairpersons of committees to keep this in mind.

Public Comment

Stacy Dagleish brought up that we should be using the word racism, not equity or diversity as these terms hide the issues. Stacy also encouraged the Executive Committee to address the issues that occurred in the October 2022 General Session meeting. Stacy also shared personal knowledge of a recent member's termination of appointment and her personal experiences as a commissioner in LA County.

Steve McNally shared that it is not easy for members of the public to speak to members of the board. He also expressed that he views all persons with a mental health condition as being displaced by the system. He added that minutes should not be burdensome and can just hold decisions but with the technology available we can also share our video recording of the meetings. Steve McNally stated team building for the Council is beneficial.

Noel shared that General Session streams on Facebook and is posted on our page for meetings since April 2022.

Operating Policies & Procedures Update

This item was not addressed due to time constraints.

Report from CA Coalition for Mental Health (CCMH)

Daphne Shaw reported that the California Coalition for Mental Health's next meeting is on January 25, 2023. The CCMH will discuss 988 Implementation and Crisis Care Continuum. The next three meetings will be virtual. The committee hopes to have the September meeting in person. Daphne plans to attend on behalf of the Council.

Public Comment

There was no public comment.

Group Guidelines Follow-up Norms Discuss

Chairperson Noel O'Neill opened the discussion by reminding committee members that during the Mentorship Forum in June of 2022, the members of that group decided there was a need for group guidelines/norms or community agreement for how we conduct our meetings. The Officer Team, with input from staff, drafted some suggestions to assist in the discussion and development of group guidelines.

The Executive Committee reviewed and discussed the suggestions and an updated version was created to be shared at General Session in October of 2022 as a discussion item only. Per Noel O'Neill, the discussion did not get very far so he is bringing this item back to this group. Most Council members do not need a group agreement, however, we must ensure our members, presenters, and guests feel safe in order to be effective in our work.

Executive Committee members were given the opportunity to share their thoughts.

- Vera commented that community agreements are started by the group itself as an organic process, not from the top down.
- Noel acknowledged that if we decide to proceed with this we should step back and take the time to have the group develop the group guidelines.
- Arden Tucker stated she is undecided on the need for this document.
- Catherine Moore shared that most groups have some basic understanding such as not making personal attacks
- Karen Baylor stated that we are Behavioral Health, and we should be the experts in communication modeling the behavioral. Difficult conversations should not be avoided and it is good we are having these conversations. It is difficult to set up a culture where we can have these difficult conversations and she is hopeful the Council can grow from these difficult situations.
- Monica Caffey shared that some groups are marginalized to the point of silence, so when they do speak up, it does not sound like what some of us are familiar with. She recommended that the Council have more unconscious bias training.

Wrap-up and Plan for Next Meeting

The Executive Committee will carry over minutes and group guidelines discussions to future meetings. Noel acknowledged the new leadership, Deborah Starkey, Chairperson, and Jenny Bayardo, Executive Officer.

Meeting adjourned 10:15 am.

TAB 2

**California Behavioral Health Planning Council
Executive Committee
Wednesday, April 19, 2023**

Agenda Item: Council Membership Update

Enclosures: Council Appointment List as of March 23, 2023
Parent Recruitment Flyer
Consumer Recruitment Flyer
State Representative Overview

Background/Description:

To ensure fulfillment of the provisions in Welfare and Institution Code Section 5771, Council staff updates the Executive Committee on appointments at each quarterly meeting. The Executive Committee reviews membership needs and identifies any actions needed.

There are currently two (2) vacancies in the Parent of a Child with SED, one (1) Family Member, two (2) in the Direct Consumer category, and two (3) State Representative vacancies. Council staff continues to meet with partner organizations to request assistance with recruitment for parent and consumer vacancies. The Executive Officer is reaching out to state Department Directors to share about the work of the Council and request participation from these agencies who are critical to our success. Copies of the recruitment materials created are included in this enclosure.

Council staff will host a table at the National Council for Mental Wellbeing Conference [NatCon2023](#) and California Mental Health Advocates for Children and Youth ([CMHACY](#)) Conference to continue to develop relationships with other behavioral health advocacy organizations and recruit potential applicants.

April 2023 Summary of Council Member Activity:

February:

Separations: Setup Laohavanich, Department of Aging (State Representative)

March:

Cindy Wang, California Department of Social Services (State Representative)

Stephanie Blake, Department of Aging (State Representative)

**CALIFORNIA BEHAVIORAL HEALTH PLANNING COUNCIL
BREAKDOWN OF PLANNING COUNCIL APPOINTMENTS
2023**

	First Name	Last Name	Appointment Category	County	Gender	Ethnicity	Appointment Date	Expiration Date
1	Joanna	Rodriguez	Family Member Parent of SED Child	Los Angeles	Female	Latina	09/01/20	12/31/23
2	VACANT	VACANT	Family Member Parent of SED Child	VACANT	VACANT	VACANT	VACANT	VACANT
3	VACANT	VACANT	Family Member Parent of SED Child	VACANT	VACANT	VACANT	VACANT	VACANT
4	Darlene	Prettyman	Family Member	Fresno	Female	Caucasian	01/01/14	01/31/26
5	Vandana	Pant	Family Member	Santa Clara	Female	Asian	04/01/22	4/30/25
6	Deborah	Starkey	Family Member	Sacramento	Female	Caucasian	01/01/17	01/31/26
7	Celeste	Hunter	Family Member	San Diego	Female	Afr. Amer.	01/01/97	01/31/24
8	VACANT	VACANT	Family Member	VACANT	VACANT	VACANT	VACANT	VACANT
9	VACANT	VACANT	Direct Consumer	VACANT	VACANT	VACANT	VACANT	VACANT
10	VACANT	VACANT	Direct Consumer	VACANT	VACANT	VACANT	VACANT	VACANT
11	Christine	Frey	Direct Consumer	San Diego	Female	Caucasian	10/07/19	10/31/25
12	Angelina	Woodberry	Direct Consumer	Sacramento	Female	Afr. Ameri.	12/10/20	12/31/23
13	Arden	Tucker	Direct Consumer	Sacramento	Female	Afr. Amer.	05/14/14	05/31/26
14	Vera	Calloway	Direct Consumer	Los Angeles	Female	Asian/ Afr. Amer.	03/01/16	03/31/25
15	Walter	Shwe	Direct Consumer	Yolo	Male	Asian	10/23/03	10/31/24
16	John	Black	Direct Consumer	Stanislaus	Male	Caucasian	08/14/18	08/31/24
17	Susan	Wilson	Cons-Rel. Advocate	Shasta	Female	Caucasian	01/13/10	01/31/25
18	Monica	Caffey	Cons-Rel. Advocate	San Bernadino	Female	Afr. Amer.	05/08/09	05/31/24
19	Steve	Leoni	Cons-Rel. Advocate	Contra Costa	Male	Caucasian	01/01/14	01/31/26
20	Liz	Oseguera	Cons-Rel. Advocate	Sacramento	Female	Latina	02/01/17	02/28/26
21	Noel	O'Neill	Profess/Provider	Mendocino	Male	Caucasian	07/27/14	07/31/26
22	Barbara	Mitchell	Profess/Provider	Monterey	Female	Caucasian	01/01/00	01/31/24

	First Name	Last Name	Appointment Category	County	Gender	Ethnicity	Appointment Date	Expiration Date
23	Erin	Franco	Profess/Provider	San Bernadino	Female	Black Amer.	12/21/22	12/31/25
24	Javier	Moreno	Profess/Provider	Kern	Male	Not Specified	04/01/22	4/30/25
25	Deborah	Pitts	Profess/Provider	Los Angeles	Female	Caucasian	01/01/13	01/31/24
26	Dale	Mueller	Profess/Provider	San Bernadino	Female	Caucasian	04/06/01	04/30/25
27	Karen	Baylor	Profess/Provider	Alameda	Female	Caucasian	08/01/19	08/31/25
28	Catherine	Moore	Profess/Provider	San Diego	Female	Caucasian	02/01/17	02/28/26
29	Uma	Zykofsky	Profess/Provider	Sacramento	Female	Asian	08/01/20	08/31/23
30	Veronica	Kelley	Profess/Provider	Orange	Female	Asian/Caucasian	01/01/17	01/31/26
31	Tony	Vartan	Profess/Provider	Stanislaus	Male	Not Specified	03/01/19	03/31/25
32	Daphne	Shaw	CA Coalition for MH	Statewide	Female	Caucasian	01/01/93	01/31/26
33	Cindy	Wang	Dept. of Social Services	Statewide	Female	Not Specified	State Employee	N/A
34	VACANT	VACANT	Dept. of Housing & Community Development	VACANT	VACANT	VACANT	State Employee	N/A
35	Marina	Rangel	Dept. of Corrections & Rehabilitation	Statewide	Female	Latina	State Employee	N/A
36	VACANT	VACANT	Health & Human Services Agency	VACANT	VACANT	VACANT	State Employee	N/A
37	Jessica	Grove	Dept. of Rehabilitation	Statewide	Female	Not Specified	State Employee	N/A
38	VACANT	VACANT	Dept. of Education	VACANT	VACANT	VACANT	State Employee	N/A
39	Stephanie	Blake	Dept. of Aging	Statewide	Female	Not Specified	State Employee	N/A
40	Erika	Cristo	Dept. of Health Care Services	Statewide	Female	Not Specified	State Employee	N/A



Apply to be appointed as a Council Member!

ABOUT THE COUNCIL

The California Behavioral Health Planning Council (CBHPC) is a 40-member advisory body that evaluates the behavioral health system for accessible and effective care. It advocates for an accountable system of responsive services that are strength based, recovery-oriented, culturally and linguistically competent, and cost effective. To achieve these ends, the CBHPC educates the general public, the behavioral health constituency, and legislators.

We are actively recruiting for

(2) Two vacancies for Family Member/Parent of SED Child

A family member or parent of a child with the presence of a diagnosable mental, behavioral, or emotional disorder that substantially interferes with or limits the child's role or functioning.

Council Members:

- Are volunteers appointed by the Department of Health Care Services.
- Lead the work of the CBHPC.
- Meet in person quarterly around the state for approximately 3 days (Hybrid options currently available)
- Make recommendations that influence policies and regulations that directly impact persons with SMI and children with SED.

The Council:

- Arranges and covers travel for all Council activities
- Provides meal reimbursements or advances if needed
- Offers opportunities to attend conferences and trainings

For more information about the Council, visit our [website](#). For questions or to request an application, please contact us via email at Inbox@cbhpc.dhcs.ca.gov or by phone at (916) 701-8211.

Apply to be Appointed as a Council Member!



We are actively recruiting for Two (2) Direct Consumer Vacancies

We are seeking persons with lived experience of mental illness who are receiving or have received mental/behavioral health services in California.

Council Members:

- Are volunteers appointed by the Department of Health Care Services.
- Lead the work of the CBHPC.
- Meet in person quarterly around the state for approximately 3 days
- Make recommendations that influence policies and regulations that directly impact persons with SMI and children with SED.

The Council:

- Arranges and covers travel for all Council activities
- Provides meal reimbursements or advances, if needed
- Offers opportunities to attend conferences and trainings

Individuals who represent the areas identified below are **strongly** encouraged to apply.

- *Persons who are justice-involved*
- *Persons with co-occurring substance use disorder*
- *Residents of Counties not currently represented on the Council including:*

- Del Norte	- Butte	- Contra Costa	- Calaveras
- Siskiyou	- Plumas	- Alameda	- El Dorado
- Modoc	- Sierra	- Santa Clara	- Alpine
- Humboldt	- Nevada	- San Mateo	- Tuolumne
- Trinity	- Lake	- San Francisco	- Mono
- Lassen	- Colusa	- San Benito	- Mariposa
- Plumas	- Sonoma	- San Joaquin	- Madera
- Tehama	- Napa	- Amador	- Kings
- Glenn	- Marin		- Inyo

ABOUT THE COUNCIL

The California Behavioral Health Planning Council (CBHPC) is a 40-member advisory body that evaluates the behavioral health system for accessible and effective care. It advocates for an accountable system of responsive services that are strength based, recovery-oriented, culturally and linguistically competent, and cost effective. To achieve these ends, the CBHPC educates the general public, the behavioral health constituency, and legislators.

For more information about the Council, visit our [website](#). For questions or to request an application, please contact us via email at inbox@cbhpc.dhcs.ca.gov or by phone at (916) 701-8211.

CBHPC State Representative Overview and Requirements Summary



About the Council:

The [California Behavioral Health Planning Council](#) (CBHPC) is mandated in [Public Law 103-321](#) to exist as a condition of the Mental Health Block Grant funding distributed by the Federal government to the state of California and receives its authority from [Welfare and Institutions Code \(WIC\)](#).

Key responsibilities of the CBHPC are to:

- Advise the Department of Health Care Services (DHCS), the Administration, and the Legislature on priority issues and provide feedback on behavioral health policy and regulations.
- Review and evaluate the public behavioral health system.
- Advocate on behalf of persons with lived experience of Serious Mental Illness (SMI), children with Serious Emotional Disturbances (SED), and their families.

Council Composition:

To represent the diverse interests of the behavioral health constituency and comply with federal requirements for its composition, the CBHPC consists of thirty-two members appointed by the DHCS and eight state department representatives, as outlined in [Public Law 103-321](#).

Council Meeting Requirements:

Typically, the CBHPC holds three-day meetings four times a year in January, April, June, and October across four different regions of the state including San Diego, Southern California, the Bay Area, and Sacramento. The Quarterly meetings convene on the third Wednesday afternoon of the month in which we meet, and end at noon on that Friday. Currently, there is a virtual option for Council Members due to the exception in place to the Bagley-Keene Act.

State representatives are requested to attend General Session, which is currently two half days, and to actively participate in two committees and/or workgroups relevant to their Department. Currently there are six standing committees and three workgroups organized around the priority areas identified by the Council. The Committees are as follows:

- [Legislation Committee](#)
- [Workforce and Employment Committee](#)
- [Housing and Homelessness Committee](#)
- [Systems and Medicaid Committee](#)
- [Patients' Rights Committee](#)
- [Executive Committee](#)
- [Performance Outcomes Committee](#)

CBHPC State Representative Overview and Requirements Summary

The typical Quarterly Meeting schedule is as follows:

Tuesday:

- Performance Outcomes Committee- 2:00 pm to 5:00 pm

Wednesday AM:

- Executive Committee- 8:30 am to 10:15 am
- Patients' Rights Committee- 10:30 am to 12:15 pm
- Children's Workgroup-10:30 to 12:00 pm

Wednesday PM:

- Legislation Committee- 1:30 pm to 5:00 pm
- Workforce and Employment Committee- 1:30 pm to 5:00 pm

Thursday AM:

- Housing and Homelessness Committee- 8:30 am to 12:00 pm
- Systems and Medicaid Committee- 8:30 am to 12:00 pm

Thursday PM:

- Reducing Disparities Workgroup- 12:10 pm to 1:10 pm
- Substance Use Disorder Workgroup- 12:10 pm to 1:10 pm
- General Session- 1:30 pm to 5:00 pm

Friday AM:

- General Session- 8:30 am to 12:00 pm

The Council is committed to meeting its statutory requirements and strongly believes that participation by the State agencies mandated in Welfare and Institutions Code is essential to the success of the CBHPC. State agency representatives inform the Council of critical issues to consider and their collaboration in developing policy and regulation recommendations adds significantly to the value, quality, and effectiveness of our recommendations.

TAB 3

**California Behavioral Health Planning Council
Executive Committee
Wednesday, April 19, 2023**

Agenda Item: Review of Committee Roles, Mandates, and Goals

Discussed at January 2023 Meeting

Enclosures: January 2023 Quarterly Meeting - New Leadership Committee
Discussions Summary

Background/Description:

Per the Council's [Operating Policies and Procedures](#) (OPP), Section 8.2, the Executive Committee is responsible for establishing standing committees around issues and topics that are not time limited. The Chairperson of the Council is the Chairperson of the Executive Committee and the Chair-Elect of the Council the Chair-Elect of the Executive Committee both with oversight responsibilities for the committees along with the Executive Officer. The Executive Committee is to review and evaluate the committee structure annually per the Operating Policies and Procedures Section 8.

In January 2023, Chairperson Deborah Starkey, Chair-Elect Tony Vartan, and Executive Officer Jenny Bayardo attended each committee meeting to discuss and address the following questions:

1. How does the committee align with the Vision and Mission of the Council?
2. How does this committee align with the Council's mandates in Welfare and Institutions Code?
3. What does the committee hope to accomplish in the coming year?

A summary of the committee discussions is in the enclosure for this tab. This is an opportunity for Executive Committee members to discuss how the committees are functioning and to address issues, concerns, and opportunities.

January 2023 Quarterly Meeting - New Leadership Committee Discussions Summary

Questions Addressed:

- 1) How does the committee align with the Vision and Mission of the Council?
- 2) How does this committee align with the Council's mandates in Welfare and Institutions Code?
- 3) What does the committee (committee chairperson) hope to accomplish in the coming year?

Performance Outcomes Committee (POC)

Responses from POC focused on the role of the Performance Outcomes Committee in helping the Planning Council conduct evaluation of the public behavioral health system, which is a core part of the Planning Council's mandated duties. The three main activities are:

- The Data Notebook project that the committee manages collects information from local behavioral health boards/commissions and behavioral health departments on an annual basis, with a new topic of interest chosen by the committee each year.
- The Data Notebook reports are valuable products that can be shared with the legislature, stakeholders, and the Department of Health Care Services.
- Upcoming panel and forum on performance outcomes for the April 2023 general session to further the conversation on performance outcomes and engage the full planning council on this important topic.

Patients' Rights Committee (PRC)

Committee member responses focused on the state purpose and goals of the PRC, including to monitor, review, evaluate, and recommend improvements in the protection and upholding of patients' rights to receive effective, timely, and humane treatment in the public mental health system in California. The PRC firmly believes that each patient should be afforded the opportunity to receive quality mental/behavioral health care or the option to decline care if appropriate. PRC is the only CBHPC committee to be specifically required in state law, as stated in WIC section 5514.

The goals of the committee in the coming year include:

- completion and distribution of a new report on statewide patients' rights advocacy issues and recommendations,

- work on addressing the need for a formal and adequate patients' rights advocate staffing ratio for California counties.

Workforce and Employment Committee (WEC)

The workforce is integral to the mental, behavioral, and economic health of the state of California. The WEC has three strategic goals in the committee's [2022-2023 Work Plan](#) to support the mission and vision of the Council. There is no empowerment without employment and individuals need jobs to lead productive lives.

Committee responses

- People that want jobs should be trained and be put into difficult-to-fill positions such as clinicians, peers, etc. with the use of recovery and wellness models.
- The system and state are better when there is representation from individuals from diverse backgrounds and individuals with disabilities including behavioral health disabilities. WEC members expressed wanting to see a care delivery system and state where these individuals are represented in the workforce and decision-making as it is a key to effective recovery.
- There are multiple prongs that the WEC is looking at which are a vision for the state, recovery for the individual, and strength of the system that is effective and reflective of the individuals being served.
- Members referred to the committee's detailed Work Plan.
 - Strategic Goal 1.0 supports the behavioral health workforce in all areas,
 - Strategic Goal 2.0 is to offer employment support to behavioral health consumers across the state and Strategic. This goal is centered around the aim to ensure and sustain gainful employment for individuals with seen and unseen disabilities in California.
 - Strategic Goal 3.0 is centered on the broader issue of equity in the behavioral health workforce.
- There is a question on how to give the youth hope for the future
- The committee is also interested in assisting individuals coming out of incarceration into jobs.
- A need for alternative work arrangements for individuals who have creative talents exists.
- The committee hopes to develop a white paper on Peer Support Specialists in the workforce.

Legislation Committee (LC)

The Legislation Committee aligns itself with the Council's mission, vision, and requirements in Welfare & Institutions Codes (WIC) by utilizing the Council's [Policy Platform](#) and [Guiding Principles](#) to advocate for persons with lived experience of serious mental illness and makes policy recommendations on behalf of the Council.

Legislation Committee's Goals

- Become more relevant and inform important legislation during the development stage.
- Review the regulations being developed to implement new legislation and provide input/comment.
- Inform stakeholders about the regulations being developed and urge them to advocate.
- Work with the Legislature to develop legislation to address gaps identified by the Council.
 - Find a champion/organization to partner with and co-sponsor legislation.
- For members to become proficient in the legislative process and clearly understand opportunities for advocacy.
- Look outside the box at issues affecting the behavioral health of low-income individuals.
- Re-name the committee to align with the goals of the established.

Systems and Medicaid Committee (SMC)

The [SMC 2022-23 Work Plan](#) outlines the areas that the committee would like to focus on and guides the work of this committee.

Committee responses

- Funding increases in behavioral health have led to increased implementation of policies and programs. The committee would like to monitor how these initiatives are being implemented at the local level.
- The Chairperson hopes to elevate the work of the committee to the point where DHCS contacts CBHPC for the Council's vision and input on shaping policies.
- The CalAIM initiative transforms how business is done in many ways. SMC has done a considerable amount of analysis and weighed in on these changes to the Medicaid efforts in California.
- The committee brings local speakers to ensure that there are local implementation changes in mind when the committee submits their advocacy to DHCS.

Housing and Homelessness Committee

The committee expressed the idea that Housing is critical to physical and mental well-being and vital to completing the vision and mission of the Council.

Committee Members' Discussion:

- Continue to advocate for more funding for ARFs and produce an updated white paper with recommendations.
- Focus on housing for youth and older adults.
- Participate in writing design regulations for the Behavioral Health Bridge Program (BHBH).
- Look into Housing First policies and assess whom it is working and not working for.
- Review how state laws have impeded on matters contributing to housing and homelessness issues.
- Encourage advocacy for change of federal ruling on the definition of being housed.
- Suggested a possible name change to 'Housing and Houselessness', rather 'Homelessness,' a more appropriate classification for persons who are unhoused.

TAB 4

**California Behavioral Health Planning Council
Executive Committee
Wednesday, April 19, 2023**

Agenda Item: Motions Process Review

Enclosures: How to Make a Motion

Background/Description:

The Executive Committee will discuss the motion process currently used by the Council. Per the Operating Policies and Procedures Section 3,

‘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. All votes, except to accept minutes, will be done by 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 only if they have participated in a discussion and had to leave prior to the vote.’

Each committee has different issues to address while making motions however, there tend to be some common themes that impact all. Based on current guidance in our operations manual and staff input, the Officer Team is providing guidance for Committee Chairpersons on how to make motions during meetings.

- **Motions are the responsibility of the Chairperson & Co-Chair of the committee.** Council staff will support them, particularly if asked the question: *Do we need a motion?*
- **A Vote for Minutes is not Required.** Motions/seconds/votes to manage the minutes are not necessary in Robert's Rules of Order and are not addressed in Bagley Keene. Robert's Rules recommends that the most efficient way of approving minutes is for the chair to assume the motion and obtain unanimous consent that the minutes be approved as distributed or as corrected.

The presiding officer says, *“The minutes have been read (or distributed) to you. Are there any corrections?”* If corrections are offered, the chair handles each by offering the correction to the membership, just to be sure everyone agrees that the correction is accurate. Council Staff then enters

the corrections on the master copy. When no (further) corrections are offered, the presiding officer says, *“If there are no (further) corrections . . . (pause) . . . the minutes are approved as read/distributed/corrected”*.

- **Motions are needed for approval of issues of significance** that
 - impact the election of officers
 - develop the work plan for the committee
 - impact the legislative platform
 - result in letters, reports, or other published work with very public statements
 - represent the Council’s public opinion
 - include decisions about how we spend money

Note: Staff and Council leadership are responsible, in general, for less significant issues that must be addressed in order to advance the work of the Council.

- Before a vote is taken on any motion, **we must call for public comment**. The staff will read an alphabetized (by last name) list of members who vote and record the responses. The staff will report the voting results to the chair and committee/council.

The Executive Committee will review and discuss the items listed above. This guidance provides written clarification of our current process and does not result in a change to Council operations. The “How to Make a Motion” document previously provided to the Executive Committee in 2019 is included for reference.

The CBHPC has adopted a simplified Roberts Rules of Order process as explained below. Roll call votes are required for motions pursuant to the Bagley-Keene Open Meeting Act.

To make a motion:

- When recognized by the chairperson of the Council, the member clearly states the motion. Council staff will type the motion for viewing on the big screen to ensure all members understand the language in the motion.
 - Any member may call out “second” to support the motion. The member making the second does not change the motion. If there is no second, the motion dies.
- If there is a second, the chairperson reads the motion out loud for the Council as a way to open discussion of the motion: “The motion on the floor is...”
 - The chairperson first recognizes the member who made the motion: “Do you wish to speak to your motion?”
 - Following discussion from the maker of the motion, the chairperson opens debate on the motion among all the members

If a member wishes to amend the motion:

- A member may state “I wish to amend the motion to insert/strike the words... (or the paragraph). The amendment must be seconded or it dies.
- Again the chairperson reads the (amended) motion out loud for the Council and recognizes the maker of the motion for discussion.
- Following input from the maker of the motion, the chairperson opens debate on the motion among all the members.

If a member wishes to end the debate:

- The member states “I move the previous question”. If this motion is seconded, then discussion ends and a vote is taken on whether to end discussion. Members in favor to end the discussion say “yes”, those opposed say “no”.
- The results of the motion to end debate are tallied: If two-thirds voted in the affirmative then the chairperson will re-read the amendment to the motion out loud and a vote is taken whether to accept the amended motion language.
- Once the Council has voted to have/not the amendment, the final specific motion language is considered settled.

Prior to the final vote, public comment must be heard.

- For the final vote, chairperson will then read the motion out loud for final time. The vote is then taken.
 - Voting options are: “yes” , “no” or “abstain”, abstentions go with the majority
 - The chair announces the results of the vote. If the majority voted in the affirmative, e.g.: “The ayes have it and the motion is approved.”

TAB 5

**California Behavioral Health Planning Council
Executive Committee
Wednesday, April 19, 2023**

Agenda Item: Workgroups Discussion

Enclosures: Working Notes Template

Background/Description:

The California Behavioral Health Planning Council (CBHPC) forms workgroups or ad-hoc committees to look at special issues or issues requiring a rapid turnaround. In 2019, when the Council adopted the current areas of priority, three standing workgroups were created Performance Outcomes, Children and Youth, and Reducing Disparities. Since that time, the Performance Outcomes workgroup has changed to be a committee. In January of 2023, the Executive Officers, with the consent of the Executive Committee, decided to add the Substance Use Disorder (SUD) workgroup. The current workgroups are Children and Youth, Reducing Disparities, and Substance Use Disorder.

The intent of the workgroups is that they contribute and/or complement the work of the committees and the full council. Workgroups do not typically develop their own deliverables but address issues and make recommendations to committees, the Officer Team, and the Executive Officer. At times, workgroups may contribute to identifying topics, issues, or presenters to bring to the committees or the full Council. They may also work on items that the Council has an interest in but does not have time during the regular committee meetings to address. Currently, the workgroups meet in person during the quarterly meetings and may meet virtually in between when needed.

In January, the Executive Committee agreed that there should be one person from each committee at each workgroup. This allows for more continuity between the committees and workgroups, avoids duplicative efforts, and gives the workgroups an avenue to vet any deliverables should they be required and approved by the Officer Team.

Officer Team Proposal:

- Each committee should designate a “liaison” to attend work group meetings
- Committees set aside 10 minutes on their agenda to report on the workgroups

The Executive Committee will have the opportunity to discuss the proposal, ask clarifying questions or propose other options.

Work Group Attendees:

Name of Lead, List of Attendees confirmed

Item #:1 Title

Brief Description of activity

Notes:

Action/Resolution:

Responsible for Action/Due Date:

Item #2: Title

Brief Description of activity

Notes:

Action/Resolution:

.

Responsible for Action/Due Date:

TAB 6

**California Behavioral Health Planning Council
Executive Committee
Wednesday, April 19, 2023**

Agenda Item: Operating Policies & Procedures Additions & Revisions
(Action Item)

Enclosures: Proposed Edits to the Operating Policies and Procedures

Background/Description:

The Executive Committee requested the new member requirements adopted in October of 2022 be added to the [Operating Policies and Procedures](#) (OPP). The intent was to add the procedures in the most appropriate place in the existing OPP manual. Council staff reformatted the procedures to make it easy to read and locate information. Approved language for the Executive Officer recruitment was added and the updated operating policies and procedures were provided to the Executive Committee at the January meeting. Unfortunately, appointments to the Council are not addressed in the procedure manual.

In order to add the new member requirements, as requested, we must first add a section about Council appointments. The proposed language for the appointment process replaces the current Section 2 of the procedure's manual as the existing section 2 item is a part of the Full Planning Council Meeting Operations and was moved accordingly to make room for the new content. The new appointment process language is followed by the already approved new member's requirements in Section 2.1.

In addition, the Council has an existing Transparency Policy that is provided to all new members and sent out with the annual transparency statements, however, this policy is not included in the Operating Policies and Procedures manual. The existing Transparency Policy was added to Section 10 creating Section 10.5.

Finally, a full review of the CBHPC's Operating Policies & Procedures was conducted. The edits proposed are to clarify or correct existing procedures and do not change the current operations of the Council.

The Executive Committee will review and discuss the addition of the proposed language regarding appointments only as the new member requirements have already been adopted and the transparency statement is an existing policy in effect.

All proposed edits are shown in the existing Operating Policies and Procedures Manual as follows;

- Additions are shown underlined
- Deletions are shown with a ~~strike through~~

Motion: Add the proposed language regarding the appointment process and the existing Transparency Policy to CBHPCs Operating Policies and Procedures and accept proposed revisions to the current procedures.

1. California Behavioral Health Planning Council Mission, Vision, Guiding Principles & Equity Statement

1.1 Values

All provisions of the CBHPC Operating Policies and Procedures should be evaluated periodically 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 behavioral health system.

1.1.1 Vision

A behavioral health system that makes it possible for individuals to lead full and purposeful lives.

1.1.2 Mission

To review, evaluate and advocate for an accessible and effective behavioral health system.

1.2 Guiding Principles

Wellness and Recovery: Wellness and recovery may be achieved through multiple pathways that support an individual to live a fulfilled life and reach their full potential.

Resiliency Across the Lifespan: Resilience emerges when individuals of all ages are empowered and supported to cope with life events.

Advocacy and Education: Effective advocacy for policy change statewide starts with educating the public and decision makers on behavioral health issues.

Consumer and Family Voice: Individuals and family members are included in all aspects of policy development and system delivery.

Cultural Humility and Responsiveness: Services must be delivered in a way that is responsive to the needs of California's diverse populations and respects all aspects of an individual's culture.

Parity and System Accountability: A quality public behavioral health system includes stakeholder input, parity and performance measures that improve services and outcomes.

1.3 Equity Statement

The California Behavioral Health Planning Council members and staff are dedicated to supporting efforts, policies and programs that bring about necessary change to address systemic racism and inequities. This includes reducing the criminalization of mental

illness and substance use disorders, as individuals who experience these conditions are often stigmatized as a threat to society and public safety rather than individuals in need of treatment and supports within their community. The behavioral health system is directly impacted by social injustice leading to far-reaching health disparities and diminished life expectancy.

The nation is experiencing a number of crises; crises which have indisputably highlighted the complex issues of race and inequality across our country. The Planning Council's vision is a behavioral health system that makes it possible for individuals to achieve full and purposeful lives. We are committed to attaining racial and social equity through action and advocacy for an inclusive society in which all community members can realize their full potential regardless of their race, ethnicity, age, gender identity, sexual orientation, diagnosis, ability or economic status. The Planning Council employs a number of Guiding Principles that are foundational to its visionary work.

It must be recognized that certain communities benefit from systemic racism and inequities while other communities suffer greatly. Leaders must look inward to identify unconscious bias as well as understand historical policies and practices that drive inequities. The Planning Council commits to continuing and improving our policies and practices to support and encourage diversity in membership and staff perspectives, to value individual lived experience, and to promote opportunities for ongoing education and growth.

The Council believes we can establish public policies that honor and respect differing backgrounds and life experiences by normalizing conversations about racial and other inequities. By building partnerships among Council members, policymakers, and communities served, we can operationalize the true meaning of equity. Through this process, the Council supports California in achieving the goals to reduce disparities, rebuild the trust lost from communities that have been historically under/inappropriately served, and eliminate social injustice and racial inequities.

2. Council Member Appointments

2.1 Appointment Process

The California Department of Health Care Services (DHCS) appoints members to the Council in accordance with Welfare and Institutions Code 5771(c) which states that members should be balanced according to demography, geography, gender, and ethnicity. The Council also recommends DHCS take into consideration expertise in subjects the Council has identified as priority areas at the time of appointment.

2.1.1 New Member Minimum Requirements

Council Members must have the following to fully participate in Council activities:

- Access to an electronic device with an internet connection and a phone to receive calls as well as leave/receive voicemail messages
- Mailing address where documents, including large packets, can be delivered if electronic delivery of materials is not the selected method of delivery
- Ability to independently analyze and think through items on meeting agenda(s) and if a discussion is needed outside of the meeting, to contact fellow committee members to discuss

Council staff can assist in securing a device if needed. The Council will provide new members with a mentor that is skilled, experienced, and helpful.

2.1.2 Recruitment

The Council notifies DHCS when a vacancy occurs and engages in recruitment efforts in accordance with the Council's recruitment plan adopted in June 2019.

3. Full Planning Council Meeting Operations

3.1 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.

3.2 Bagley-Keene Open Meeting Act

The Planning Council is subject to the Bagley-Keene Open Meeting Act and will conduct its meetings and business in accordance with the provisions of that statute. 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.

3.3 Robert's Rules of Order

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. All votes, except to accept minutes,

will be done by a roll-call vote. The Chairperson will assure that discussions of motions permit a full expression of the views of Planning Council members.

3.4 Use of a Proxy

A Planning Council member may use a proxy only if they have participated in a discussion and had to leave prior to the vote.

4. 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 prior to submitting a written request to place an item on the agenda
- The member must make a written request to the Executive Officer
- The member should provide background and any written material necessary to explain the issue

The Executive Officer will consult with the Officer Team 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.

5. 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 and there is an immediate need that cannot wait until the next quarterly meeting

The Planning Council's standing committees meet during each full Planning Council meeting if the agenda permits. Each committee may schedule monthly meetings in addition to the quarterly Planning Council meetings, ~~where~~ when needed. Additional in-person meetings may be authorized by the Executive Officer, if sufficient funds are available.

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

6. Planning Council Officers

The Planning Council has three officers: Chairperson, Chairperson-Elect, and Past Chairperson also known as the Officer Team.

6.1 Responsibility

6.1.1 Chairperson

The Chairperson is the President of the Planning Council. They have 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. They are 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.

Per Section 5771.5 of the Welfare and Institutions Code, the Chairperson of the Council, with the concurrence of a majority of the members, shall appoint the Executive Officer of the California Behavioral Health Planning Council.

When the Executive Officer leaves state employment, the Chairperson shall arrange with Human Resources (HR) from the Department of Health Care Services (DHCS), the appointment of an interim Executive Officer for the Council while a selection process begins when the position will be vacant for more than 30 days. The Chairperson shall notify the Behavioral Health (BH) Deputy Director from the Department of Health Care Services (DHCS) of the temporary appointment.

The Chairperson of the Council is responsible for the recruitment and selection of the Executive Officer. The options available to the Council are outlined in the DHCS Policy and Procedures for the Executive Officer Recruitment. The Chairperson may select the most appropriate option. The Executive Committee will provide input on the selection process identified by the Chairperson and assist with the recruitment and selection of the Executive Officer as the recognized “congruence of the majority”.

The Chairperson shall formally notify both DHCS Human Resources and the BH Director of the appointment once the Executive Officer has been offered and accepted the position.

During the period of the interim Executive Officer’s term, and after the appointment of a permanent Executive Officer, the Chairperson, in conjunction with the Officer Team, shall provide direction to ~~direct supervision for~~ the Executive Officer. [Attachment B](#) contains the DHCS Policy and Procedures for the Executive Officer Recruitment.

6.1.2 Chairperson Elect

The Chairperson-Elect becomes the next Chairperson after the current Chairperson completes their term of office. The Chairperson-Elect performs the duties of the

Chairperson in case of absence and performs additional duties as the Chairperson may designate.

6.1.3 Past-Chairperson

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

6.2 Selection Criteria for Nominating the Chairperson-Elect

- a. The Chairperson-Elect nominee must meet the minimum qualifications in the job description contained in [Attachment A](#). The nominee must be able to meet the minimum qualifications in the Chairperson's job description in one year's time. The job description will contain both minimum and desirable qualifications for the office.
- b. A nominee must be willing to serve as an officer.
- c. It is recommended that a nominee have served as a chairperson of a committee for at least one year.
- d. The nominee should have been on the Council for at least one year and 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.
- f. In the fall, the Executive Officer will solicit volunteers to serve on the Nominating Committee.
- g. A Nominating Committee, appointed by the Officer Team, will nominate a Chairperson-Elect. The Nominating Committee shall consist of five members with one from each appointment category: direct consumer, family member, consumer-related advocate, professional/provider, and state department representative.
- h. The Nominating Committee will review the Operating Policies and Procedures, including the job description for the Chairperson, Council roster and list of prior Chairpersons to begin the discussion to identify potential nominees.
- i. Prior to the January meeting, the Chairperson of the Nominating Committee will approach identified Planning Council members and inquire if they would consider serving as an officer.

6.3 Election and Term

- j. During the January Planning Council meeting, the Nominating Committee will present its proposed Chairperson-Elect nominee. Additional nominations may be made from the floor at that time.
- k. Election of the Chairperson-Elect will occur at the opening of the January General Session. The newly elected officer will take office immediately after the election.
- l. The term of each office shall be no more than two years. A member may be nominated in the future for the same office.

7. Member Development/Mentorship Forum

On Thursday afternoon of the quarterly face to face meeting, after both the committee meetings and General Session have occurred, there will be a Mentorship Forum open to all interested Council members. All Committee Chairpersons, Chairperson-elects and the Council Officers must attend.

The purpose of the Mentorship Forum is to provide development opportunities for members who are interested in becoming a chairperson of a committee and maybe eventually serving as Chairperson of the Council. Members can attend and ask questions, receive guidance on handling common facilitation situations and participate in discussions about topics for agendas, creating committee work plans and fulfilling statutory responsibilities while incorporating Council Vision, Mission and Guiding Principles. Roles and responsibilities of chairperson positions are discussed and materials may be shared.

8. Committees

The Planning Council has an Executive Committee, Standing committees, and ad hoc committees or workgroups. The Executive Committee will review and evaluate the committee structure annually. The activities of the committees are based on the Council's mission, vision, guiding principles, and Welfare and Welfare and Institutions Codes.

8.1 Executive Committee

The Executive Committee consists of the following members:

1. Chairperson
2. Chairperson-Elect
3. Past-Chairperson
4. Legislation Committee Chairperson and Chair-Elect

5. Workforce and Employment Committee Chairperson and Chair-Elect
6. Systems and Medicaid Committee Chairperson and Chair-Elect
7. Housing and Homelessness Committee Chairperson and Chair-Elect
8. Performance Outcomes Committee Chairperson and Chair-Elect
9. Patients' Rights Committee Chairperson and Chair-Elect
10. Liaison with DHCS
11. Liaison with CBHDA
12. Liaison with CCMH
13. Executive Officer
14. At-large

The goal of the Planning Council, consistent with its value to empower direct consumers and family members, is that the Executive Committee should meet the following composition requirements: five members who are either direct consumers, family members, or consumer-related advocates and four members who are either providers/professionals or state employees. The one at-large position will be used to achieve a balance, if needed, such as additional consumer or family member representation, ethnic diversity, geographic balance, or target population expertise. [Attachment C](#) contains the definitions of each appointment category.

The Executive Committee is responsible for all Planning Council decisions made between full Planning Council meetings. The Executive Committee sets agendas for meetings; makes recommendations to the full Planning Council; and, as necessary, takes interim actions consistent with Planning Council policy.

8.2 Standing Committees

The Executive Committee recommends establishing standing committees to work on specific topics or issues that are not time-limited. Standing committees can be abolished or created, as needed, with the approval of full Council membership. The standing committees are:

- Legislation
- Workforce and Employment
- Performance Outcomes
- Systems and Medicaid
- Housing and Homelessness
- Patients' Rights Committee

8.3 Ad Hoc Committees/Workgroups

The Executive Committee can establish ad hoc committees and workgroups to work on specific issues or tasks that are time-limited. Current workgroups are:

- Children/Youth
- Reducing Disparities
- Substance Use Disorder

9. Committee Policies and Procedures

1. Each Planning Council member is required to serve on two standing committees. The Officer Team will make assignments of new Council members to the committees based on expertise and an attempt to most evenly distribute consumers, family members, providers, consumer-related advocates, and state representatives amongst the committees. Members who wish to change committees must email their request to the Executive Officer and receive approval from the Officer Team.
2. Each standing committee shall have a Chairperson and a Chairperson-Elect, who shall serve as Vice Chair. During the October committee meeting, the committee members shall nominate a new Chairperson Elect. The nominees will be submitted to the Council Officer Team for appointment. The appointments will be effective starting at the January meeting. The term of office shall be one year with the option of a second year as determined by a majority of the committee members. A Council Member may not serve as an officer on more than two committees or workgroups at a time to ensure all Council Members have an opportunity to lead.
3. To assist them in their work, committees may invite individuals to serve as subject matter consultants who are not Planning Council members but who possess special knowledge, skill, or background relative to the committee's jurisdiction. The Officer Team must approve such invitations. Subject to the approval of the Executive Officer and availability of travel funds, a Committee Chairperson may offer to pay for travel expenses for consultants to present at a committee meeting. The invited individual is not a member of the committee and has no voting rights.
4. The Committee Chairperson may decide on the need for meetings in addition to quarterly meetings. Planning Council staff will make meeting arrangements and notify committee members of the meetings by email and prepare and post a meeting agenda. Planning Council staff will support committee activities by providing issue analyses, background documents, and other necessary materials at the request of committee chairpersons and with the approval of the Executive Officer.

5. Committees employ consensus as the method of decision-making. A quorum must be present for the committee to transact business. A simple majority of committee members shall constitute a quorum.
6. In the Chairperson's absence, the Chair-Elect will preside over the meeting. In the absence of both the Chairperson and Chair-Elect, either the immediate past Chairperson or CBHPC staff will preside over the committee meeting.
7. Between committee meetings, the Committee Chairperson will inform Planning Council staff of any significant developments relating to the committee's projects. Additionally, the Committee Chairperson is included in all committee business and operations such as agenda development, speaker/presentation preparation and any other matters relating to committee meetings, activities or projects.

10. Representing the Planning Council

10.1 Selection of Planning Council Members to Attend Training/Conferences

The Planning Council maintains a list of various organizations' annual trainings, conferences, and events. The Council will periodically solicit volunteers to travel to these events on behalf of the Planning Council. Once all interested members have submitted their names, the Officer Team will evaluate and select a representative(s) based on how closely they match the scope and purpose of the event. The following criteria will be used in making this determination:

- Experience and seniority (for policy development)
- Council member's attendance at previous trainings, conferences, and events
- New member (for training purposes)
- Regular attendance and active participation
- Subject matter expertise
- Specific criteria required by the requesting organization

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 the Council. Members should be prepared to address the following questions after attending these events:

1. What three things did you learn?

2. How does what you learned relate to the work of the Council and/or your committee?
3. Is there any action the Council should take as a result of the information you learned? (If yes, please explain)

10.2 Roles and Accuracy of Planning Council Positions

Individual members may be called upon to represent the Planning Council before the Legislature, state departments, or 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 may represent the Planning Council only when authorized by the Chairperson or Executive Officer and are responsible for representing the Planning Council's positions accurately.

10.3 Personal Projects

Planning Council members are to use their status as Planning Council members only when doing official business of the Planning Council. Members are not authorized to use their positions as Planning Council members to obtain information for personal projects.

10.4 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 sought if they possess that information or refer to other staff as appropriate based on expertise
- Arrange for an interview with the appropriate Planning Council member who is the best source of information provided that the member knows they are speaking on behalf of the Planning Council and must accurately represent the position of the Planning Council
- Work with the Department's Public Information Office if the request for information is politically sensitive

10.5 Transparency Policy

To facilitate open communication and understanding on all projects conducted by the California Behavioral Health Planning Council (CBHPC) among its members who may or may not be involved in paid employment related to CBHPC business, Planning Council members will notify the Executive Officer, who will place a transparency statement notification on the Executive Committee agenda to be included in the Executive Committee minutes when the following occurs:

- A member is doing paid work for the California Department of Health Care Services (DHCS) or other state agencies whose work may be reviewed by the CBHPC
- A member is doing paid work for the federal government that may be related to federal Substance Abuse and Mental Health Services Administration (SAMHSA) Act Block Grant activities
- A member is doing paid work for a contractor of the DHCS
- A member is doing paid work for a county when that work is likely to be reviewed by the CBHPC

11. Attendance Policy

Planning Council meetings are an integral part of how the Planning Council conducts business, the bulk of the Council's work is done during these meetings. The attendance policy ensures that the Planning Council operates effectively with the voice of the members. Attendance records for Quarterly Council meetings and Committee meetings are maintained by the Executive Officer.

The full Planning Council meets four times a year (quarterly). All members are notified a year in advance of the meeting schedule each calendar year. Planning Council members are expected to attend all quarterly meetings each year which include committee meetings and General Session.

The normal Quarterly Meeting schedule is as follows:

Tuesday:

- Performance Outcomes Committee- 2:00 pm to 5:00 pm

Wednesday:

- Executive Committee- 8:30 am to 10:15 am
- Patients' Rights Committee- 10:30 am to 12:15 pm
- Legislation Committee- 1:30 pm to 5:00 pm
- Workforce and Employment Committee- 1:30 pm to 5:00 pm

Thursday AM:

- Housing and Homelessness Committee- 8:30 am to 12:00 pm
- Systems and Medicaid Committee- 8:30 am to 12:00 pm

Thursday PM:

- General Session- 1:30 pm to 5:00 pm

Friday AM:

- General Session- 8:30 am to 12:00 pm

11.1 Quarterly Meeting Attendance Requirements

- a. All Council members are required to contact the Executive Officer ~~or Chief of Operations~~ if they plan to miss a quarterly meeting. Full attendance at Council meetings is required.
- b. Council Members are to attend all quarterly meetings in their entirety. When a pattern of non-participation occurs, it will be addressed by the Council Chairperson and Executive Officer. Should the non-participation continue, the member will not be eligible for reappointment.

11.2 Committee Meeting Attendance Requirements

In addition to the quarterly committee meetings, committee meetings can be scheduled, as needed. Meetings held outside of the quarterly meetings are scheduled based on members' availability to insure maximum participation. Committee members are expected to attend as many committee meetings as possible.

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 their absence. If the problem persists, the committee chairperson can request that the Officer Team remove the member from the committee.

11.3 Leave of Absence

A request for a leave of absence must be submitted in writing to the Executive Officer and must include the duration of the leave. The request is approved or denied by the Officer Team.

12. Reimbursements

The Executive Committee is charged with reviewing and monitoring the Council's budget and expenditures including travel. 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 Chief of Operations and Chairperson, to prioritize the types of travel that are authorized.

2. Reimbursement is governed by California Department of Personnel Administration and DHCS Travel Rules and Policy Memos, and applicable Government Code. Reimbursement amounts are limited to actual and necessary expenses as specified at the following link:

[CalHR Travel Reimbursements Page](#)

This website includes information on lodging, meals and incidentals, and personal vehicle mileage reimbursement. For this purpose only, Council members are considered represented employees in Bargaining Unit (BU) 4.

3. All receipts 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. Airport long-term or economy parking rate is the rate calculated when the member has flown to their destination.
4. 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, no less than two weeks prior to the event. Whenever possible, members shall request reimbursement from other sources.
5. The Chief of Operations will provide written confirmation via email to the Planning Council member authorizing reimbursement for travel to meetings pursuant to subsection "c".
6. Planning Council members shall submit travel claims within 60 days of each incident of travel. This enables the Chief of Operations to monitor the travel budget effectively. All proof of payment documents should be submitted with your claim. Tape and label all small receipts to a blank 8 ½" by 11" sheet of white paper. Several receipts can be taped on each page.
7. Planning Council staff will book all travel for Council Members in the state approved travel booking system. Air and train travel will be booked ~~for on~~ using the least expensive carrier possible for Planning Council business. Generally, the least expensive rates are those the State negotiates each year with air carriers. The Executive Officer will update Planning Council members as procedures change.

8. 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~~ Chief of Operations. The ~~Executive Officer~~ Chief of Operations 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.

13. Positions on Legislation

A flowchart on the Planning Council's process for identifying, analyzing and taking positions on bills is at [Attachment D](#).

1. At the beginning of each legislative cycle, the Legislation Committee will recommend a policy platform to be adopted by the Planning Council. This platform is based on behavioral health policy, funding and program issues on which the Planning Council has consensus.
 - a. When staff identify newly introduced bills that fall within the Planning Council's policy 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 the list of the legislative bill file that is distributed to Planning Council members at each quarterly meeting.
 - c. Any Planning Council member who is concerned about a position taken on a bill by the Legislation Committee, 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 policy platform. If not, the bill will go back to the Legislation Committee for deliberation.
2. Staff will analyze other legislation that does not fall within the purview of the policy platform and make recommendations on positions to the Legislation Committee. When analyzing legislation, staff will consult with Council members concerning bills in their areas of expertise. Staff will also refer to the positions of California Association of Social Rehabilitative Agencies (CASRA), California Behavioral Health Directors Association (CBHDA), and other relevant behavioral health sources. Staff will recommend positions that are consistent with what they perceive to be the Planning Council's consensus on the issue. These positions will be forwarded to the Legislation Committee for deliberation.
3. The Legislation Committee adopts positions on bills by consensus. Those positions are:
 - Support

- Support if Amended
- Oppose Unless Amended
- Oppose
- Neutral/Watch

4. Staff will draft and send a position letter to the author(s) of the bill and the appropriate legislative committee chair. An electronic copy is also sent to all council members and posted to the CBHPC website. The letter is signed by the Chair of the Legislation Committee.
5. Planning Council members are responsible for reviewing those positions and notifying the Planning Council office of any concerns about the positions.
6. Planning Council members who are concerned about a position taken on a bill should contact the Legislation Committee Chair. If, after evaluating the bill, a Planning Council member is still opposed to the position adopted by the Legislation Committee, the Legislation Committee will communicate those concerns about the bill to the Executive Committee for action.
7. The Executive Committee will reevaluate the position on the bill and discuss the issue with the Planning Council member who has the objection. If the Committee upholds the original position, that position will stand. The member may then opt to draft and send a letter of minority dissention which clearly outlines points of departure from the Council's majority position. In the interim, the decision of the Executive Committee will stand so that the Planning Council may be active in advocating for the bill.
8. When a bill's subject matter is controversial, after following steps from section 2 above, the Legislation Committee may bring the bill to the full Planning Council to decide a position by majority vote.

14. 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 which 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 policy platform. The Officer Team will be consulted on all requests.

15. Funding of CBHPC 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 Behavioral 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:

(p) 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 Behavioral Health Planning Council, subject to the approval of the Department of Finance.

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

The CBHPC 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 CBHPC 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 the CBHPC.
 - The proposed donation does not present a conflict of interest or create a potential negative public perception of conflict or impropriety for the CBHPC or its affiliated committees.
 - The donation must be “unrestricted” and should not dictate program content for the activity or event or imply any anticipated effect on the policy decisions of the CBHPC.

TAB 7

**California Behavioral Health Planning Council
Executive Committee
Wednesday, April 19, 2023**

Agenda Item: Modernizing the Behavioral Health System Proposal (Information)

Enclosures: [Policy Brief: Understanding California's Recent Behavioral Health Reform Efforts](#)
[Fact Sheet: Modernizing our Behavioral Health System](#)

Background/Description:

Governor Gavin Newsom, in partnership with Senator Susan Talamantes Eggman (D-Stockton), proposed an initiative to amend the Mental Health Services Act (MHSA), that will go on the 2024 ballot. This is part of Newsom's Modernizing the Behavioral Health System Proposal.

Three Key Elements of Governor Newsom's Proposal:

- A Bond to Fund Behavioral Health Expansion and Housing for Homeless Veterans
- Modernizing the Mental Health Services Act
- Making Today's System of Care Work Better for All Californians

More information about the Modernizing the Behavioral Health System Proposal, including the Ballot Measure described above, can be found on the California Health and Human Services Agencies [Behavioral Health Reform Page](#).

The Legislation Committee will discuss MHSA advocacy and the Ballot Measure proposal at the April committee meeting. A brief high-level overview will be provided to the Executive Committee including any updated information received.