



**California  
Behavioral Health  
Planning Council**

**ADVOCACY • EVALUATION • INCLUSION**

# Operating Policies and Procedures Manual

March 2025

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# CBHPC OPERATING POLICIES AND PROCEDURES

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

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### 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 persons with lived experience 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

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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, policy makers, 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

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### 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.

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In accordance with Welfare and Institutions Code Section 5771.1, members of the Behavioral Health Services Oversight and Accountability Commission (BHSOAC) serve as ex-officio members of the Council by virtue of their position. This ex-officio membership does not alter the composition requirements of the Council outlined in Public Law 102-321 and Welfare and Institutions Code Section 5771.

## *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**

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### **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.

Ex-officio members act as representatives of the organization they are appointed by virtue to represent. They can share expert advice, feedback, or insights based on their role within the 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

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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. While ex-officio members may participate in discussions, they do not have voting rights because they represent the opinion of the organization, not their individual perspective.

## 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

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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

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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

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addition to the quarterly Planning Council meetings, 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

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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

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provide direction to 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 person with lived experience 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: person with lived experience, family member, advocate of persons with lived experience, 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.

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- 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

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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. New Council Members must attend with their mentors at their first quarterly meeting.

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

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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

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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 persons with lived experience and family members, is that the Executive Committee should meet the following composition requirements: five members who are either persons with lived experience, family members, or advocates of persons with lived experience 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 person with lived experience 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

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- 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

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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 persons with lived experience, family members, providers, advocates of persons with lived experience, 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

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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

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### 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.

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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

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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

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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 includes 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

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- 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. The Council will apply Bagley-Keene Special Teleconferencing meeting rules outlined in Government Code section 11123.5 to the committee meetings and the regular meeting rules outlined in Government Code section 11122.5 to the General Session meetings. In-person attendance is required at General Session to ensure a quorum of the body is met so the Council may conduct its business. Council members are required to attend three (3) of the four (4) Quarterly meetings each calendar year. Council Members must contact the Executive Officer if they plan to miss a quarterly meeting. Council Members may request to attend committee meetings virtually once per year for any reason with advance approval of the Executive Officer. Approved virtual attendance does not count as an absence for the Council Member. 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.
- b. Council Members may request an exemption from the above in-person attendance requirement as a reasonable accommodation. Accommodations will be approved by the Officer Team in accordance with Government Code 11123.2 and re-evaluated on an annual basis.
- c. Council Members are to attend 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.

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## 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. A leave of absence can only last three meetings.

## 12. Reimbursements

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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.

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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 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 Chief of Operations. The Chief of Operations may authorize the use of rental cars as a reasonable accommodation under special circumstances. In general, the least expensive mode of transportation will be approved.

### 13. Positions on Legislation

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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.

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

# CBHPC OPERATING POLICIES AND PROCEDURES

## 14. Requests for Support or Endorsements

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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

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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.

## CBHPC OPERATING POLICIES AND PROCEDURES

- 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.

# CBHPC OPERATING POLICIES AND PROCEDURES

## Attachment A

### **JOB DESCRIPTION: CHAIRPERSON CALIFORNIA BEHAVIORAL HEALTH PLANNING COUNCIL**

#### **Availability and Visibility**

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

- attending Planning Council meetings;
- attending meetings with Director of Department of Health Care Services in Sacramento when needed;
- attending statewide meetings of major constituency groups;
- testifying at legislative hearings periodically; and
- having frequent telephone contact with the Executive Officer and the Chairperson- Elect.

#### **Leadership**

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

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

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

#### **Political Skills**

The Chairperson should possess the following political skills:

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

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

#### **Interpersonal Skills**

The Chairperson should possess the following qualities:

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

**Attachment B**

**Introduction:**

California's State Constitution provides that members of boards and commissions, appointees of the Governor, and one appointee of each Governor's appointee shall be exempt from civil service. These employees are referred to as "exempt appointees" and are elected, appointed, members of boards and commissions, an appointee of the Governor, or an appointee of each Governor's appointee.

The California Behavioral Health Planning Council (CBHPC) is comprised of 40 members, 32 of which are appointed by the Director of Department of Health Care Services (DHCS) from both local and state levels to ensure a balance of state and local concerns relative to planning. Eight CBHPC members are representatives of various state departments. CBHPC members are required to annually elect both a Chairperson and Chair-elect. The Chairperson of the CBHPC, with the concurrence of a majority of the CBHPC members, appoints an executive officer who has the powers delegated to them by the CBHPC and who is exempt from civil service.

The following outlines options, and processes relative to recruitment and/or appointment of the Executive Officer (EO), California Behavioral Health Planning Council (CBHPC).

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**Authority:**

[Welfare. & Inst. Code 5771.subd.\(a\)\(1\)](#)

[Welfare. & Inst. Code 5771.subd.\(d\)](#)

[Article VII, Section 1-11 of the California Constitution](#)

[CalHR PM 1301](#)

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***Options in filling the EO, CBHPC position:***

Selection of the appointee to the Executive Officer position is at the discretion of the Council. The Council may select any individual without advertisement or criteria. However, at their discretion, the Council may elect to advertise on CalCareers with screening criteria and selection methods.

- CBHPC may select and appoint a qualified and experienced candidate (no advertisement required)
- CBHPC may advertise utilizing recruitment methods on social media, and professional organizations/platforms
- CBHPC may utilize CalCareers to advertise and recruit

**Process:**

1. CBHPC will confer with HRD/C&P on recruitment options
2. HRD/C&P will provide consultation relative to required documentation for RPA processing (i.e., duty statement, org charts, STD 678)
3. HRD will collaborate with DO on completion of EPR, Request to Appoint Exempt memo, and other related hiring documentation

# CBHPC OPERATING POLICIES AND PROCEDURES

## Attachment C

### DEFINITIONS OF APPOINTMENT CATEGORIES

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

PL 102-321 defines these state departments as

follows: the principal State agencies with respect

to --

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

#### **WIC Section 5771 (b)(3) – Person with Lived Experience, Family Members, and Advocates**

1. Persons with mental disabilities

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

2. Family members of persons with mental disabilities

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

3. Representatives of organizations advocating on behalf of persons with mental dis- abilities

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

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

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

1. Mental health professional organizations

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

2. Mental health providers' organizations

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

3. California Coalition for Mental Health

# California Behavioral Health Planning Council Legislation Process

## Attachment D

**Council Member/Staff Identify Bill**

**Review Analysis and Positions of Other Organizations**

MHA-CA	CBHDA	CCJBH
CBHA	CASRA	CSAC

**Analyze Bill/  
Determine Placement**

**Consider Information Shared at Meetings**

Irregulars Access Coalition  
CCMH MHTSA Partners  
Connection Coalition

**Place on Consent Agenda**

**Determine Bill Category**

**Place on Pending Legislation Matrix**

**Bill File Sent in Meeting Packet**

**Bill File Sent in Meeting Packet**

**LC Makes Decision**

**LC Makes Decision**

**Watch**

**Support/  
Oppose**

**Support/  
Oppose**

**Watch**

**Moves to Pending Matrix/No Action**

**Support/  
Opposition Letter Sent**

**Moves to Decided Matrix**

**Support/  
Opposition Letter Sent**

**Moves to Pending Matrix/No Action**

**Copy of Letter Sent to All Council Members**

**Copy of Letter Sent to All Council Members**

# Council Member Recruitment Plan

## Council Member Recruitment Plan

The recruitment plan was adopted in 2019. All Council Members and staff will be familiar with the recruitment plan and current appointment needs. The primary goal is to fill current vacancies timely with qualified candidates whose strengths align with the Mission and Vision of the Council. This recruitment plan will also aid the Council in filling future vacancies as they become available. The Executive Committee will monitor the effectiveness of the plan quarterly and revise as needed.

**Current Vacancies:** As of January 2025 we have the following vacancies: 1 Person with Lived Experience

## Mission and Vision of the California Behavioral Health Planning Council (CBHPC)

**Vision:** The CBHPC envisions a behavioral health system that makes it possible for individuals to lead full and productive lives. The system incorporates public and private resources to offer community-based services that embrace recovery and wellness. The services are client and family-driven, responsive, timely, culturally competent, and accessible to ALL of California's populations.

**Mission:** The CBHPC 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 responsive, and cost-effective. To achieve these ends, the Council educates the general public, the behavioral health constituency, and legislators.

## Recruitment Process

The Executive Officer along with the Officer Team (Chairperson, Past-Chair and Chair-Elect) will regularly assess membership to identify membership composition needs in order to ensure compliance with WIC Sec 5771 and discuss this with the Executive Committee. The Executive Committee will ensure the Council's composition is demographically, geographically and culturally and linguistically balanced and reflects Council priorities and areas of interest. Our recruitment efforts will include:

1. Targeted recruitment efforts for regions under-represented on the Council
  - a. Identify members on the Council in these areas to solicit lists of organizations for potential recruitment
2. Targeted recruitment of members representative of California's diverse population
3. Targeted recruitment of individuals with SMI/SUD and family members of persons with SMI/SUD.
4. Targeted recruitment around areas of membership composition needs identified by the Executive Committee
  - a. Identify, prioritize and come to consensus on current areas of interest to focus on when recruiting new members for current vacancies

# Council Member Recruitment Plan

## Recruitment Strategies

### Immediate:

1. Engage all current Council Members in the recruitment process as appropriate and when needed. Council Members are encouraged to:
  - a. Identify opportunities for partnership
  - b. Participate in relationship building
  - c. Make direct referrals
  - d. Post event photos, event announcements or articles of interest to the Council's Facebook Page or submit these items to CBHPC staff for posting
  - e. Assist with staffing CBHPC recruitment tables at conferences and other mental/behavioral health events
2. Identify and develop Council members who will establish new relationships and expand existing partnership within the identified targeted areas in order to assemble a pool of potential applicants for current and future vacancies.
  - a. CBHPC staff will collect information about Council Member's current partnerships
  - b. CBHPC staff will develop a "crosswalk" of Council Member partnerships including organization descriptions and identification of the organizations area of expertise
  - c. Executive Committee can/will utilize "crosswalk" to identify and recruit Council Members to assist with recruitment of new members to be considered for appointment by the Department of Health Care Services (DHCS)
3. Engage existing partners in the recruitment process as appropriate and when needed.

### Ongoing:

4. As an ambassador of the California Behavioral Health Planning Council, the Executive Officer **must** have the ability to represent the Council state-wide in order to advance the Mission and Vision of the Council as well as fulfill our federal requirements and state mandates. It is essential that the Council partner with local behavioral health organizations. The Executive Officer will re-establish and strengthen existing partnerships as follows:
  - a. Attend local behavioral health meetings in target areas as appropriate
  - b. Identify and attend mental/behavioral health advocacy meetings across the state
  - c. Develop new relationships with various mental/behavioral health organizations (peer run, Tribal, Parent/Family)
5. The CBHPC staff shall engage in recruitment activities by actively participating in meetings, events and conferences identified by the Executive Committee. The

## **Council Member Recruitment Plan**

Council should have tables at conferences that attract persons with lived experience, SMI/SUD advocates and family members.

### **Recruitment tools and other deliverables:**

- Brochure and other materials to distribute to prospective Council Members
- Facebook Content: CBHPC staff, under the direction of the Chief of Operations, will create pre-approved recruitment post to share when vacancies occur in each appointment category
- CBHPC staff will work with Executive Committee to create standardized messaging about the Council's responsibilities, membership composition and needs
- Photo Library of Council Member activities to use in marketing efforts (social media posts, brochures, website )
- Council Member videos that tell our story and inspire others to get involved that can be posted online or shared via social media
- Letter to DHCS regarding the need for Council staff to engage in state-wide activities directly related to the mission, vision and mandates of the Council.
- Social Media Disclosure Statements and photo consent forms for members