

California Behavioral Health Planning Council

Executive Committee Agenda

Wednesday, April 17, 2024

9:00 am to 10:15 am

Holiday Inn Sacramento Downtown - Arena

300 J Street, Sacramento, CA 95814

Granada/Hermosa

[Zoom Meeting Link](#)

Join by phone: + 1 669 900 6833

Meeting ID: 828 7773 0764 Passcode: 956013

9:00 am	Welcome and Introductions <i>Deborah Starkey, Chairperson</i>	
9:05 am	Approve January 2024 Meeting Minutes (Action) <i>Tony Vartan, Chairperson-Elect</i>	Tab 1
9:10 am	Council Membership Update <i>Naomi Ramirez, Chief of Operations</i>	Tab 2
9:15 am	Expenditures Report & Budget Updates <i>Naomi Ramirez, Chief of Operations</i>	Tab 3
9:20 am	RDW Questions for Presenters <i>Deborah Starkey, Chairperson & Uma Zykofsky, RDW</i>	Tab 4
9:25 am	Appointment Categories Discussion <i>Deborah Starkey, Chairperson</i>	Tab 5
9:35 am	Council Priorities Updated Documents Review <i>Tony Vartan, Chairperson Elect</i> <i>Jenny Bayardo, Executive Officer</i>	Tab 6
9:45 am	Public Comment	
9:50 am	CBHPC Mentorship Program <i>Jenny Bayardo, Executive Officer &</i> <i>Naomi Ramirez, Chief of Operations</i>	Tab 7
9:55 am	Report from CA Coalition for Mental Health <i>Daphne Shaw</i>	
10:00 am	Report from CA Association of Local Behavioral Health Boards and Commissions <i>Theresa Comstock</i>	

California Behavioral Health Planning Council

10:05 am	Updated Transparency Statement Approval <i>Naomi Ramirez, Chief of Operations</i>	Tab 8
10:10 am	Wrap-Up and Plan for Next Meeting <i>Deborah Starkey, Chairperson</i>	
10:15 am	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, 2024,** in order to meet the request.

Executive Committee Members

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

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

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

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

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

Workforce and Employment: Walter Shwe, Chairperson

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

Reducing Disparities Workgroup: Uma Zykovsky

Children & Youth Workgroup: Vandana Pant

Substance Use Disorder Workgroup: Javier Moreno

At-Large: Arden Tucker

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

CCMH: Daphne Shaw

**California Behavioral Health Planning Council
Executive Committee**

Wednesday, April 17, 2024

Agenda Item: Approve January 17, 2024 Meeting Minutes

Enclosures: Draft Executive Committee Minutes for January 17, 2024 Meeting

Background/Description:

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

CBHPC Executive Committee Meeting

January 17, 2024

Committee Members Present:

Deborah Starkey
Tony Vartan
Karen Baylor
Uma Zykovsky
Noel O'Neill
Barbara Mitchell
Ronnie Kelley

Monica Caffey
Daphne Shaw
Mike Phillips
Susan Wilson
Erika Cristo*
Arden Tucker

*=Remote Attendance

Committee Members Absent: Monica Caffey

Staff Present: Jenny Bayardo, Naomi Ramirez

Welcome and Introductions

Chairperson Deborah Starkey called the meeting to order, welcoming Council Members. Attendees introduced themselves. A quorum was established.

Approval of the January 2024, Executive Committee Meeting Minutes (Action)

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

Council Membership Update

Naomi Ramirez, Chief of Operations, provided an update on Council member appointment and recruitment efforts. Naomi reviewed the separations noted in the meeting packet including Vera Calloway and Christine Frey who resigned after the printing of the October meeting packet. Additional separations included Cindy Wang from the Department of Social Services.

New Council Member appointments since the October meeting include:

- Susie Baker, Parent/Family Member of SED Child
- Kimberly Chen, Health & Human Services Agency (State Representative)
- Bill Stewart, Consumer
- Danielle Sena, Consumer
- Jason Bradley, Department of Housing & Community Development (State Representative)

New member orientation was December 11-12, 2023, in Sacramento California. This was a two-day overview of the Council. The next new member orientation is planned for March of 2024.

The vacancies as of today are as follows:

- One (1) Parent
- Two (2) Direct Consumers
- Two (2) State Representatives (CA Department of Education and the Department of Social Services)

The areas of expertise the Council is interested in targeting include youth/Transitional Age Youth (TAY), justice-involved, and formerly unhoused. The Chief of Operations has been working with some of our partners to recruit including the California Youth Empowerment Network and the Council on Criminal Justice and Behavioral Health.

Council Member Arden Tucker asked for clarification on the areas of expertise. Naomi Ramirez stated we are considering all applications, we are just trying to include these areas of expertise in our recruitment efforts as we do not currently have these populations represented on the Council.

Council Member Barbara Mitchell acknowledged the staff for their efforts in filling the council vacancies and went on to state that this is the best it has been in a long time.

Report from CA Coalition for Mental Health

Daphne Shaw reported that the next CA Coalition for Mental Health (CCMH) meeting is on January 31st. CCMH will discuss changing its name to the CA Coalition for Behavioral Health now that the landscape continues to change. At the meeting, the California Health Care Foundation will share about the project on Behavioral Health beds and housing. The annual report was provided to committee members, it can be found on the CCMH website.

Noel O'Neill asked how many of the organizations listed on CCMH attend. Daphne Shaw responded that most attend. She shared that the biggest change is that when CCMH was founded, members came to the meeting and now Executive Directors or other paid employees attend. The CA Nurses Association was one of the founding members as was NAMI; both are no longer active.

Report from CA Association of Local Mental Health Boards

Executive Director, Theresa Comstock, provided a quick overview introduction of the CA Association of Local Mental Health Boards (CALBHB/C) for those who may not be familiar with the organization. CALBHB/C supports the 59 local mental and behavioral health boards by providing training, resources, and technical assistance. CALBHB/C has suggested legislation that would allow for tiered funding for Adult Residential Facilities. There is no legislative sponsor yet. Theresa Comstock stated that she hopes

the housing and homelessness committee can work on this legislative proposal as well. There is also a budget request in progress. The governing board is looking at priority issues for 2024 and will have those to report at a later date.

Attendance Policy

Chairperson Deborah Starkey opened the discussion about the proposed attendance policy by identifying one of the major changes which is that currently Council Members are expected to “fully participate” in all Council meetings. Both proposed options for consideration include the allowance of one missed meeting per year. Executive Officer Jenny Bayardo notes the options are listed in the tab for this agenda item. The packet also includes DHCS legal teams’ responses to questions the committee had in October.

Option 1: All meetings are hybrid.

Option 2: Committee meetings are hybrid and General Session is in-person.

The Executive Committee reviewed and discussed the options. Committee members asked clarifying questions about the options proposed and the proposed language that accompanies it.

The Committee discussed and took into consideration the following:

- If the Council applies the teleconference rules and allows participation by Council Members at the General Session, we must also allow full public participation including virtual public comment.
- Bagley-Keene does allow teleconference attendance at in-person meetings in specific instances.
- There is no longer a requirement to list addresses for individuals provided there is a quorum of the body in person.

Noel O’Neil asked the Executive Officer, Jenny Bayardo if Council staff have a preferred option. Jenny Bayardo responded that option one would be a little more difficult to manage logistically. Approving virtual attendance and maintaining quorum would also be more difficult with this option. In addition, due to the complex and sometimes difficult nature of the issues we are discussing right now, in person appears to be a more effective approach.

MOTION: Council Member Susan Wilson moved to adopt option 2 as the new attendance policy, seconded by Noel O’Neill.

Council Member Barabara Mitchell asked for confirmation that disability accommodations are allowed in this option for virtual attendance when needed. Naomi Ramirez confirmed that the Bagley-Keene Open Meeting Act does have an allowance for disability accommodation. There was no comment from the public on the motion.

ROLL-CALL VOTE: The motion passed unanimously.

Expenditure Reports & Allotment Updates

Naomi Ramirez reviewed the budget information provided in the January meeting packet. Naomi shared that we are trying to secure a contract for a project related to the Data Notebook with the Performance Outcome Committee. CBHPC anticipates spending funds available in all categories except training due to the Governor's expenditure freeze. The Council will not send members to conferences for training purposes at this time. We will continue to participate in required conferences when we are presenting or recruiting members at exhibit tables. We do anticipate some of the funds designated for training to be used for unexpected and required expenses such as legal costs.

Naomi Ramirez provided an update on a recent meeting with DHCS regarding Mental Health Block Grant funds. On Monday, October 23, 2023, Naomi Ramirez and Jenny Bayardo met with the DHCS budgets and the federal grants branch to discuss CBHPC allotments. CBHPC staff inquired about the increased funds to the state as previously the CBHPC received increased allotments when the state received increases. DHCS confirmed they did receive an increase but did not disclose the percentage. They committed to discussing a possible increase in CBHPC funding. In early January, DHCS provided an e-mail response to Naomi Ramirez which stated, "Due to the uncertainties about future allocations and concerns about exceeding the state operations cap, they will not be increasing our funding at this time." DHCS also stated that they are open to considering increasing allotments in the future. Naomi Ramirez shared that we also submitted a Budget Change Proposal requesting a policy position for the council. The BCP was not submitted this time, but we were encouraged to re-submit the proposal as part of the 2025-26 Governor's Budget.

As of January 1, state per diems for meals have increased resulting in up to \$59 per day. Lodging rates have also increased based on going rates in each county.

Council Member Karen Baylor asked a few clarifying questions:

- What is the line-item Departmental Services?
- Do we have discretion in what we charge to MHSA versus the Block Grant?
- Does the Council receive general funds?
 - Since the Council does not, does any of the money saved go back into the General Fund?
- Karen encouraged the Council to utilize funds allotted for the intended purposes as much as possible.

Naomi Ramirez responses

- Department Services is for overhead charges from the Department, it does not include legal expenses.
- CBHPC does have discretion over what charges are billed to each account.
 - We typically charge 60% of meetings to MHBG and 40% to MHSA

- On occasion we change this based on the content of the meetings, for example, the current (January) meeting will be charged 100% to MHBG due to the content.
- When we hold Public Forums the funding source charged is determined based on the subject and its relevancy.
- Council Members are “tied” to a fund source and their expenses are charged to the appropriate funding based on their area of expertise/focus.
- The Council does not receive General Funds. The money we save is not placed back into the General Fund but used by the department.

CBHPC will use the unspent funds in training to help offset the cost of legal expenses we will incur this year as we address some long-standing questions and issues impacting our operations such as Bagley-Keene requirements and legality of some of the questions asked in the application for appointment to the Council.

Tony Vartan commented that when talking about financial management and funding shortages statewide, the Council is a part of that “tightening up” and we have a responsibility to decrease expenses along with the rest of the state.

Noel O’Neill asked the Executive Officer, Jenny Bayardo if the seasonal clerk position is one, we are hoping to request in the future through the BCP process. Jenny Bayardo shared that the seasonal clerk is a part-time position we can use as long as we have DHCS approval and the funds available in our budget. The positions we will ask for are specialist-level positions for policy consultation-related work of the Council. Noel then asked about benefits for seasonal clerk. Jenny states after a set number of hours, temporary staff do have some benefits with the state.

Annual Report

Naomi Ramirez provided an update on the Annual Report. The 2023 Annual Report will be completed and e-mailed to the Executive Committee in late January. The report will be sent to the CBHPC partners list, the MHSOAC, the Department of Health Care Services, and Health and Human Services by January 31, 2024. Susan Wilson requested Council staff share the Annual Report with all mental and behavioral health boards. Susan Wilson requested we also share with legislators on the mental health committees. Naomi Ramirez agreed to add appropriate legislators to the list of recipients.

General Public Comment

There was no public comment.

Transparency Statement

Naomi Ramirez, Chief of Operations, shared that several Council Members were appointed after the 2023-2024 Transparency Statement was approved in June of 2023. The Executive Committee accepted the Transparency Statement as presented. Barbara Mitchell asked how Council Members report activity and when they report. Naomi Ramirez read the transparency statement. Naomi shared that she would send an email notification in 2024 when the annual update is required.

Corrections required on the Transparency Statement include:

- Tony Vartan- add “and recovery services” at the end of his transparency statement.
- Barbara Mitchell- add agencies she is contracting with to the list.
 - San Benito County, non-profit agencies contracted with various counties.

Wrap-Up and Plan for Next Meeting

The next meeting is on April 17, 2024, in Sacramento California.

Adjourn

The meeting was adjourned at 10:05 a.m.

**California Behavioral Health Planning Council
Executive Committee**

Wednesday, April 17, 2024

Agenda Item: Council Membership Update

Enclosures: [Council Appointment List](#) (as of March 11, 2024)

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 is currently one (1) Parent of a Child with SED, two (2) Direct Consumer, and two (2) State Representative vacancies. The Chief of Operations continues to meet with partner organizations to request assistance with recruitment for parent and consumer vacancies.

Activities after the January 2023 meeting:

- Sent formal request for Department of Social Services representative to replace Cindy Wang (position vacated October 2023).
- Contacted California Alliance of Child and Family Services (CACFS) to seek assistance recruiting Transition-Age Youth & parent applicants.
- Followed up with the California Youth Empowerment Network on potential Transition-Age Youth applicants.
- Requested assistance from Chair Mara Madrigal-Weiss from the Mental Health Oversight and Accountability (MHSOAC) to fill the vacant Department of Education position.

April 2024 Summary of Council Member Activity:

Separations

Joanna Rodriguez, Parent/Family Member of SED Child

New Members

Lynne Martin Del Campo, Parent/Family Member of SED Child

**CALIFORNIA BEHAVIORAL HEALTH PLANNING COUNCIL
BREAKDOWN OF PLANNING COUNCIL APPOINTMENTS
2024**

	First Name	Last Name	Appointment Category	County	Gender	Ethnicity	Appointm ent Date	Expiration Date
1	VACANT	VACANT	Family Member Parent of SED Child	VACANT	VACANT	VACANT	VACANT	VACANT
2	Susie	Baker	Family Member Parent of SED Child	Kern	Female	Caucasian/ Latina	01/01/2024	01/31/2027
3	Lynne	Martin Del Campo	Family Member Parent of SED Child	Tulare	Female	Native American	04/01/24	04/31/27
4	Darlene	Prettyman	Family Member	Fresno	Female	Caucasian	01/01/14	01/31/26
5	Vandana	Pant	Family Member	Santa Clara	Female	South Asian Indian	04/01/22	4/30/25
6	Deborah	Starkey	Family Member	Sacramento	Female	Caucasian	01/01/17	01/31/26
7	Jessica	Ocean	Family Member	San Francisco	Female	Not Specified	10/1/23	10/31/26
8	Maria	Sierra	Family Member	San Joaquin	Female	Latina	10/1/23	10/31/26
9	Donald	Morrison	Direct Consumer	Butte	Male	Caucasian	10/01/23	10/31/26
10	Bill	Stewart	Direct Consumer	San Diego	Male	African American	01/01/24	01/31/2027
11	Danielle	Sena	Direct Consumer	Orange	Female	Caucasian/ Latina	01/01/24	01/31/2027
12	David	Cortright	Direct Consumer	Santa Clara	Male	Not Specified	04/01/24	04/31/27
13	Arden	Tucker	Direct Consumer	Sacramento	Female	African American	05/14/14	05/31/26
14	VACANT	VACANT	Direct Consumer	VACANT	VACANT	VACANT	VACANT	VACANT
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	African American	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	01/31/25
23	Erin	Franco	Profess/Provider	San Bernadino	Female	African American	12/21/22	12/31/25

Breakdown of Planning Council Appointment

	First Name	Last Name	Appointment Category	County	Gender	Ethnicity	Appointm ent Date	Expiration Date
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	Amanda	Andrews	Dept. of Social Services	Statewide	Female	African American	State Employee	N/A
34	Sarah	Poss	Dept. of Housing & Community Development	Statewide	Female	Not Specified	State Employee	N/A
35	Marina	Rangel	Dept. of Corrections & Rehabilitation	Statewide	Female	Latina	State Employee	N/A
36	Kimberly	Chen	Health & Human Services Agency	Statewide	Female	Not Specified	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	Caucasian	State Employee	N/A
40	Erika	Cristo	Dept. of Health Care Services	Statewide	Female	Caucasian	State Employee	N/A

**California Behavioral Health Planning Council
Executive Committee**

Wednesday, April 17, 2024

Agenda Item: Expenditures Report & Budget Updates

Enclosures: Fiscal Year 23-24 Expenditure Report

BL 23-27 Budget Freeze

Background/Description:

The Fiscal Year 23-24 expenditure report to date is enclosed for your review. The Chief of Operations, Naomi Ramirez, will provide an overview of this report.

The Department of Finance (DOF) issued Budget Letter (BL) 23-27 outlining the current year expenditure freeze. The freeze is due to the State anticipating significant General Fund budget deficits in fiscal years 2023-24 and 2024-25. Naomi Ramirez will explain the impacts the budget freeze has on the Council including:

- Limited travel with prior approval from the Department of Health Care Services.
- Conferences not being offered for training purposes.
- Limited contracts with prior approval from the Department of Health Care Services.
- No trainings being offered.

CBHPC SAMHSA Expenditures FY 2023-24																	
PERSONAL SERVICES	Allotment	Projected Budget	July	August	September	October	November	December	January	February	March	April	May	June	Close-out	Total	Balance Remaining
Salaries	\$276,816	\$222,242	\$16,653	\$16,653	\$16,653	\$16,703	\$16,703	\$16,703	\$16,703	\$16,703	\$16,703	\$0	\$0	\$0	\$0	\$150,177	\$72,065
Temporary Help	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Overtime	\$0	\$23,412	\$1,951	\$1,951	\$1,951	\$1,951	\$1,951	\$1,951	\$1,951	\$1,951	\$1,951	\$0	\$0	\$0	\$0	\$17,559	\$5,853
Staff Benefits	\$140,720	\$164,802	\$8,462	\$8,462	\$8,462	\$8,435	\$8,435	\$8,435	\$8,435	\$8,435	\$8,435	\$0	\$0	\$0	\$0	\$75,996	\$88,806
Total Personal Services	\$417,536	\$410,456	\$27,066	\$27,066	\$27,066	\$27,089	\$27,089	\$27,089	\$27,089	\$27,089	\$27,089	\$0	\$0	\$0	\$0	\$243,732	\$166,724

OPERATING EXPENSES & EQUIPMENT(O&E)	Allotment	Projected Budget	July	August	September	October	November	December	January	February	March	April	May	June	Close-out	Total	Balance Remaining
General Expense ¹	\$156,723	\$151,207	\$13,423	\$985	\$6,000	\$13,423	\$27,016	\$0	\$16,737	\$29,630	\$9,000	\$0	\$0	\$0	\$0	\$116,213	\$34,994
Printing ²	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Communications	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Postage	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Travel In-State	\$60,000	\$70,000	\$2,750	\$6,076	\$481	\$0	\$13,296	\$5,057	\$16,801	\$0	\$0	\$0	\$0	\$0	\$0	\$44,460	\$25,540
Training	\$30,000	\$10,000	\$0	\$3,450	\$0	\$0	\$399	\$0	\$0	\$1,150	\$0	\$0	\$0	\$0	\$0	\$3,849	\$6,151
Facility Operations	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Consultnt & Prof, External ³	\$9,999	\$9,583	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$9,583
Legal	\$0	\$0	\$0	\$0	\$0	\$333	\$53	\$12,726	\$885	\$0	\$0	\$0	\$0	\$0	\$0	\$13,996	-\$13,996
Equipment	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Unallotted	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Total OE & E	\$256,722	\$240,790	\$16,173	\$10,511	\$6,481	\$13,756	\$40,763	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$87,683	\$153,107

DEPARTMENTAL SERVICES	Allotment	Projected Budget	July	August	September	October	November	December	January	February	March	April	May	June	Close-out	Total	Balance Remaining
All Departmental Services	\$268,116	\$112,906	\$0	\$0	\$0	\$333	\$0	\$5,048	\$4,090	\$0	\$0	\$0	\$0	\$0	\$0	\$9,471	\$103,434

TOTAL DIRECT BUDGET	Allotment	Projected Budget
Total Direct Budget	\$942,374.00	\$829,468

MHBG funded employees (1 EO, 1 SMHS, 1 HPS I)

1 This line item covers supplies, equipment, 60% of October 2023 meeting venue and A/V costs, 100% of January 2024 meeting venue and A/V costs, 60 %Public Forums , and 60% Exhibits.

2 Computer-related office supplies (i.e. toner) and copy machine maintenance agreement deliverables

3 This line item has the following encumbrances for FY23-24 cost for OSP services for new marketing materials

Allotments based on BFS

CBHPC SAMHSA Expenditures FY 2023-24																	
PERSONAL SERVICES	Allotment	Projected Budget	July	August	September	October	November	December	January	February	March	April	May	June	Close-out	Total	Balance Remaining
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Temporary Help	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Overtime	\$0	\$23,412	\$1,951	\$1,951	\$1,951	\$1,951	\$1,951	\$1,951	\$1,951	\$1,951	\$1,951	\$0	\$0	\$0	\$0	\$17,559	\$5,853
Staff Benefits	\$140,720	\$164,802	\$8,462	\$8,462	\$8,462	\$8,435	\$8,435	\$8,435	\$8,435	\$8,435	\$8,435	\$0	\$0	\$0	\$0	\$75,996	\$88,806
Total Personal Services	\$417,536	\$410,456	\$27,066	\$27,066	\$27,066	\$27,089	\$27,089	\$27,089	\$27,089	\$27,089	\$27,089	\$0	\$0	\$0	\$0	\$243,732	\$166,724

OPERATING EXPENSES & EQUIPMENT(O&E)	Allotment	Projected Budget	July	August	September	October	November	December	January	February	March	April	May	June	Close-out	Total	Balance Remaining
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Printing ²	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Communications	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Postage	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Travel In-State	\$60,000	\$70,000	\$2,750	\$6,076	\$481	\$0	\$13,296	\$5,057	\$16,801	\$0	\$0	\$0	\$0	\$0	\$0	\$44,460	\$25,540
Training	\$30,000	\$10,000	\$0	\$3,450	\$0	\$0	\$399	\$0	\$0	\$1,150	\$0	\$0	\$0	\$0	\$0	\$3,849	\$6,151
Facility Operations	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Consultnt & Prof, External ³	\$9,999	\$9,583	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$9,583
Legal	\$0	\$0	\$0	\$0	\$0	\$333	\$53	\$12,726	\$885	\$0	\$0	\$0	\$0	\$0	\$0	\$13,996	-\$13,996
Equipment	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Unallotted	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Total OE & E	\$256,722	\$240,790	\$16,173	\$10,511	\$6,481	\$13,756	\$40,763	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$87,683	\$153,107

DEPARTMENTAL SERVICES	Allotment	Projected Budget	July	August	September	October	November	December	January	February	March	April	May	June	Close-out	Total	Balance Remaining
All Departmental Services	\$268,116	\$112,906	\$0	\$0	\$0	\$333	\$0	\$5,048	\$4,090	\$0	\$0	\$0	\$0	\$0	\$0	\$9,471	\$103,434

TOTAL DIRECT BUDGET	Allotment	Projected Budget
Total Direct Budget	\$942,374.00	\$829,468

MHBG funded employees (1 EO, 1 SMHS, 1 HPS I)

1 This line item covers supplies, equipment, 60% of October 2023 meeting venue and A/V costs, 100% of January 2024 meeting venue and A/V costs, 60 %Public Forums , and 60% Exhibits.

2 Computer-related office supplies (i.e. toner) and copy machine maintenance agreement deliverables

3 This line item has the following encumbrances for FY23-24 cost for OSP services for new marketing materials

Allotments based on BFS

BUDGET LETTER

	NUMBER: BL 23-27
SUBJECT: CURRENT YEAR EXPENDITURE FREEZE	DATE ISSUED: December 12, 2023
REFERENCES: N/A	SUPERSEDES: N/A

TO: Agency Secretaries
Department Directors
Department Budget and Accounting Officers
Departmental Human Resources and Labor Relations Officers
Departmental Business Services Officers
Department of Finance Budget and Accounting Staff

FROM: DEPARTMENT OF FINANCE

Budget Officers are requested to forward a copy of this budget letter (BL) to departmental Human Resources, Labor Relations, and Business Services Officers.

The State of California anticipates significant General Fund budget deficits in fiscal years 2023-24 and 2024-25. Accordingly, this BL directs all entities under the Governor's direct executive authority to take immediate action to reduce current-year General Fund expenditures. Departments shall also take measures to ensure more prudent spending from other state funds given the fiscal outlook. Statewide Constitutional Officers are strongly encouraged to comply with the provisions of this BL.

It is vitally important that state government is efficient, effective, and only expends funds that are necessary to the critical operation and security of the state. As such, all state entities must take immediate action to reduce expenditures and identify all operational savings achieved. These immediate actions consist of, but are not necessarily limited to, the following:

- **New Goods and Services Contracts**—Departments shall not enter into any new contracts or agreements to lease or purchase equipment, issue purchase orders for goods or services, or make changes to existing contracts if the change would increase costs, except to meet a time-sensitive or critical need.
- **IT Equipment**—All discretionary and non-essential IT purchases, unless specifically related to a critical IT security need or a mission-critical need, shall be halted. This includes all planned IT equipment refreshes, copier or printer replacements, or any new equipment purchases (e.g., cell phone refreshes).
- **Fleet Vehicles**—Only mission-critical or emergency-related vehicles shall be purchased. All other planned vehicle replacements should be halted.

- **Office Supplies**—Minimal office supplies shall be ordered and kept in stock. Each department's purchasing managers should heavily scrutinize all office supply orders to ensure the need. Departments shall, to the extent possible, use all existing supplies before additional supplies are ordered.
- **Other**—All areas of department operations shall be evaluated and scrutinized to decrease costs including, but not limited to, subscription renewals, training costs, or furniture purchases.
- **Travel**—State entities shall cancel all plans for non-essential travel, such as participation in seminars, conferences, and training both in-state and out-of-state. Only travel that is **required** for the conduct of official state business is allowed.
- **Leave Buy-Back**—The annual leave buy-back of accrued vacation or annual leave in 2023-24, including for excluded employees is cancelled. An exception is noted for Bargaining Unit 6.
- **Architectural Revolving Fund (ARF)**—State entities shall delay or defer any requests to transfer funds to the ARF unless for a demonstrated critical need due to an ongoing project.

Additionally, entities shall re-evaluate expenses related to current IT projects:

- Review existing IT maintenance and operations contracts to validate services, subscriptions, equipment, and /or software licenses are still in use and necessary. Any items not meeting that criteria shall be terminated.
- Review pending procurement/solicitations to determine if the effort can be paused or delayed.
- Reevaluate any IT projects in the Project Approval Lifecycle process to determine if the project can be paused or delayed.
- If necessary to continue efforts, consider whether costs can be spread over several years or if financing is a viable option.

Agency Secretaries and Cabinet-level Directors are authorized to make exemptions from these prohibitions only in the following limited instances:

- Addressing a declared emergency.
- Providing 24-hour medical care.
- Avoiding a significant revenue loss.
- Achieving significant net cost savings.

Lastly, Agency Secretaries and Cabinet-level Directors will be required to report monthly to Finance and the Governor's Office on all approved exemptions as well as achieved savings. Reporting instructions will be sent via a subsequent BL.

If you have any questions regarding this BL, please contact your assigned Program Budget Manager.

/s/ Joe Stephenshaw

JOE STEPHENSHAW

Director

**California Behavioral Health Planning Council
Executive Committee**

Wednesday, April 17, 2024

Agenda Item: Reducing Disparities Workgroup – Questions for Presenters

Enclosures: [Reducing Disparities Workgroup Questions for CBHPC Presenters](#)

Background/Description:

The California Behavioral Health Planning Council has a Reducing Disparities Workgroup (RDW) that meets each quarter and focuses on identifying ways the Executive Committee and the full Council can address disparities in the public behavioral health system. Recently the Reducing Disparities Workgroup developed questions they would like all committee and General Session organizers to use when securing presenters to ensure they speak to how they are addressing health disparities in the public behavioral health system.

The Executive Committee will have the opportunity to comment and/or ask clarifying questions about the usage of these questions for future presentations.

Reducing Disparities Workgroup Questions for CBHPC Presenters

The RDW has developed the questions below for presenters who attend CBHPC meetings to address in their presentations.

- 1) How does your organization guard against unconscious bias in administering your program? Please provide your mission statement in your presentation.
- 2) What is the demographic data of the individuals you serve? Please compare that to similar data in your community. What is the demographic data of your staff?
- 3) How is your program designed to reduce structural or systematic racial and cultural disparities?
 - *Give presenter examples of systemic inequity and inequalities.
 - *Include language about interpreters and language translation.

**California Behavioral Health Planning Council
Executive Committee**

Wednesday, April 17, 2024

Agenda Item: Appointment Category Discussion

Enclosures: Council Composition Requirements

Background/Description:

The California Behavioral Health Planning Council is mandated in public law to exist for the state to receive Mental Health Block Grant funds. The composition of the Council is outlined in Public Law 103-321 and Welfare and Institutions Code section 5771. The Substance Abuse and Mental Health Services Administration (SAMHSA) also has requirements for the Council's composition.

The current appointment categories are as follows:

- Family Member Parent of Severe Emotional Disturbance (SED) Child
- Family Member
- Direct Consumer
- Consumer Related Advocate
- Professional Provider
- Representative from the California Coalition on Mental Health
- State Representative

The term "Direct Consumer" does not accurately describe persons in this category. This language is dated and does not include persons who may not currently receive services but have been served by the public behavioral health system in the past. The term the Council uses for the appointment categories should describe persons currently living with a serious mental health condition who receive services from California's public behavioral health system as well as persons who have utilized services previously as part of their recovery journey. In 2018 the Council changed from the "Mental Health" Planning Council to "Behavioral Health" to integrate Substance Use Disorder (SUD). The "Direct Consumer" category now also includes persons with lived experience of SUD and the public behavioral health system.

To use person-centered language that honors the lived experience of Council Members appointed to this category, CBHPC leadership decided to change the name of this appointment category. The new proposed category is a “Person with Lived Experience of Serious Mental Illness (SMI) and/or Substance Use Disorder (SUD)”.

Language about the requirements for the Council’s composition is included to inform the Executive Committee and aid in supporting this decision to change the name of the appointment category. There are no changes to the requirements that exist for the Council’s composition.



California Behavioral Health Planning Council

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Council Composition Requirements

State Requirements

WELFARE AND INSTITUTIONS CODE – WIC DIVISION 5. COMMUNITY MENTAL HEALTH SERVICES 5771.

(a) Pursuant to Public Law 102-321, there is the California Behavioral Health Planning Council. The purpose of the planning council shall be to fulfill those mental health planning requirements mandated by federal law.

(b) (1) The planning council shall have 40 members, to be comprised of members appointed from both the local and state levels in order to ensure a balance of state and local concerns relative to planning.

(2) As required by federal law, eight members of the planning council shall represent various state departments.

(3) Members of the planning council shall be appointed in a manner that will ensure that at least one-half are adults with serious mental illness, including persons who are dually diagnosed with serious mental illness and substance use disorders, family members of persons with serious mental illness, including adults who are dually diagnosed with serious mental illness and substance use disorders, family members of children with emotional disturbance, and representatives of organizations advocating on behalf of persons with mental illness, including persons who are dually diagnosed with mental illness and substance use disorders. Persons with serious mental illness, including persons who are dually diagnosed with serious mental illness and substance use disorders, and family members shall be represented in equal numbers.

(4) The Director of Health Care Services shall make appointments from among nominees from various constituency organizations for mental health or mental health and substance use disorders, which shall include representatives of consumer-related advocacy organizations, representatives of professional and provider organizations for mental health or mental health and substance use disorders, and representatives who are direct service providers from both the public and private sectors. The director shall also appoint one representative of the California Coalition on Mental Health.



California Behavioral Health Planning Council

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Federal Requirements

42 USC 300x-3 PUBLIC LAW 102-321-JUL. 10, 1992 - SEC. 1914. STATE MENTAL HEALTH PLANNING COUNCIL

(c) Membership In general a condition under subsection (a) of this section for a Council is that the Council be composed of residents of the State, including representatives of:

1. The principal State agencies with respect to:
 - Mental health, education, vocational rehabilitation, criminal justice, housing, and social services; and
 - the development of the plan submitted pursuant to title XIX of the Social Security Act [42 U.S.C. 1396 et seq.];
2. Public and private entities concerned with the need, planning, operation, funding, and use of mental health services and related support services.
3. Adults with serious mental illnesses who are receiving (or have received) mental health services
4. the families of such adults or families of children with emotional disturbance.

SAMHSA Requirements

SAMHSA STATE PROGRAM IMPROVEMENT TECHICIAL ASSISTANCE PROJECT- STATE BEHAVIORAL HEALTH PLANNING COUNCILS- INTRODUCTORY MANUAL- APRIL 2023

People who are neither state employees nor providers of mental health services must, by statute, make up at least 50 percent of the council. The statute specifies that the membership must include people who meet the following criteria:

- Adults with SMI who are receiving (or who have received) services
- Families of such adults or children with SED

Further, the statute specifies that the planning council must include adequate representation of parents of children with SED in relation to other members of the council. SAMHSA recommends that councils include more than one parent representative.

**California Behavioral Health Planning Council
Executive Committee**

Wednesday, April 17, 2024

Agenda Item: Council Priorities Documents/Discussion

Enclosures: CBHPC Priorities Crosswalk

Draft Updated Priorities Visual

CBHPC Detailed Crosswalk Draft Template

CBHPC MHSOAC Functions Historical Document

Background/Description:

In 2018 the Council evaluated committee projects and identified key priority areas of focus. Council committees were restructured around these priority areas which include Performance Outcomes, Patients Rights', Legislation and Public Policy (formerly Legislation), Workforce and Employment, Housing and Homelessness, and Systems and Medicaid. Ad-hoc work groups at that time included Reducing Disparities and Children & Youth. In 2023, we added the Substance Use Disorder work group.

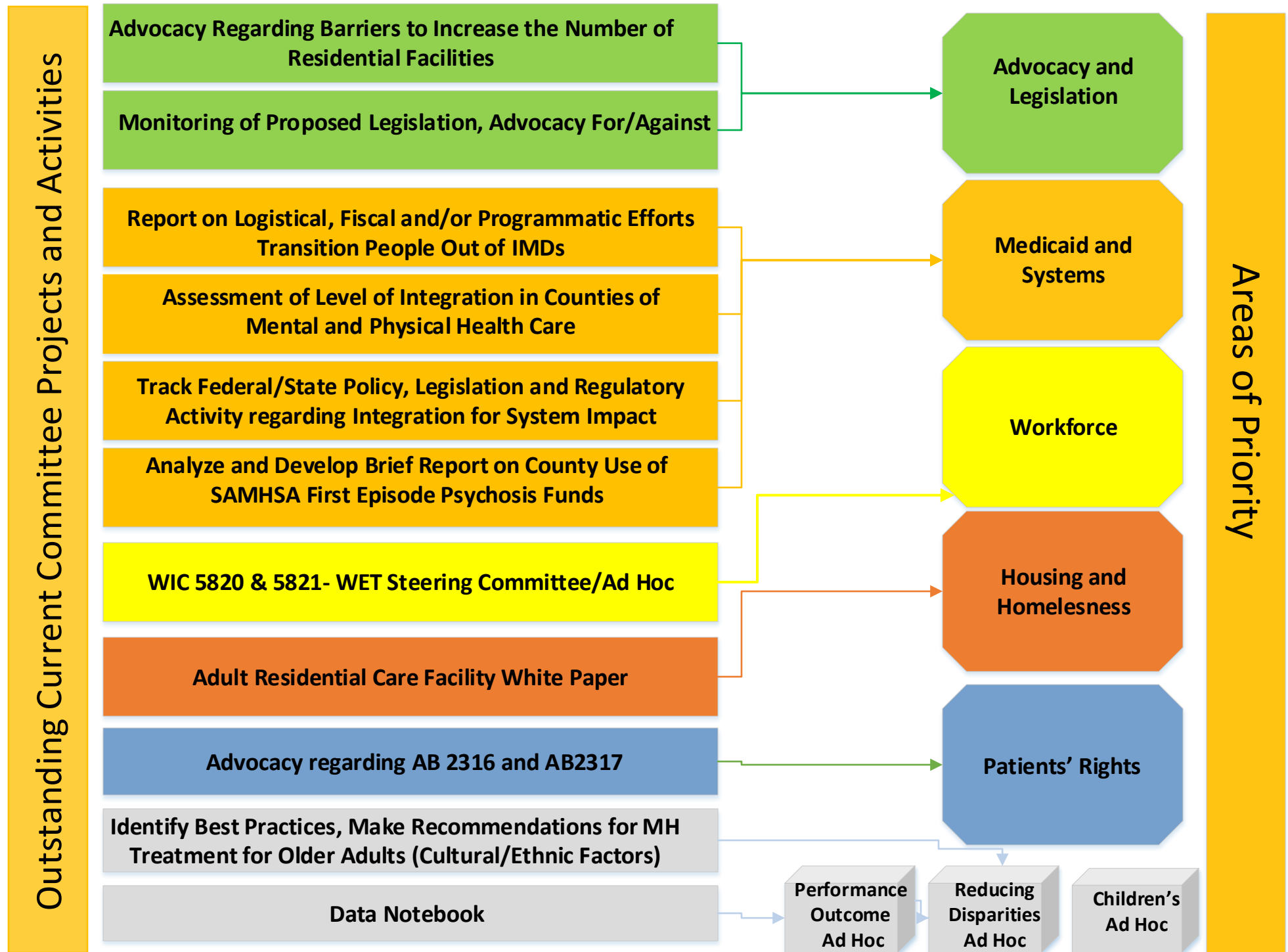
During the January 2021 General Session, Council members shared their priorities for the CBHPC committees and/or for themselves. In April 2021, the Executive Committee reviewed and discussed the summary of priorities to identify areas of focus for the Council. These themes were worked into committee work and General Session agenda items. The Executive Committee continues to regularly review and discuss the Council's roles and mandates to ensure committee activities align with the mission, vision, and guiding principles of the Council. In October of 2023, Council Members reviewed and discussed the 2018 priorities document and provided feedback. It was determined the priorities document needed to be updated to reflect current activities.

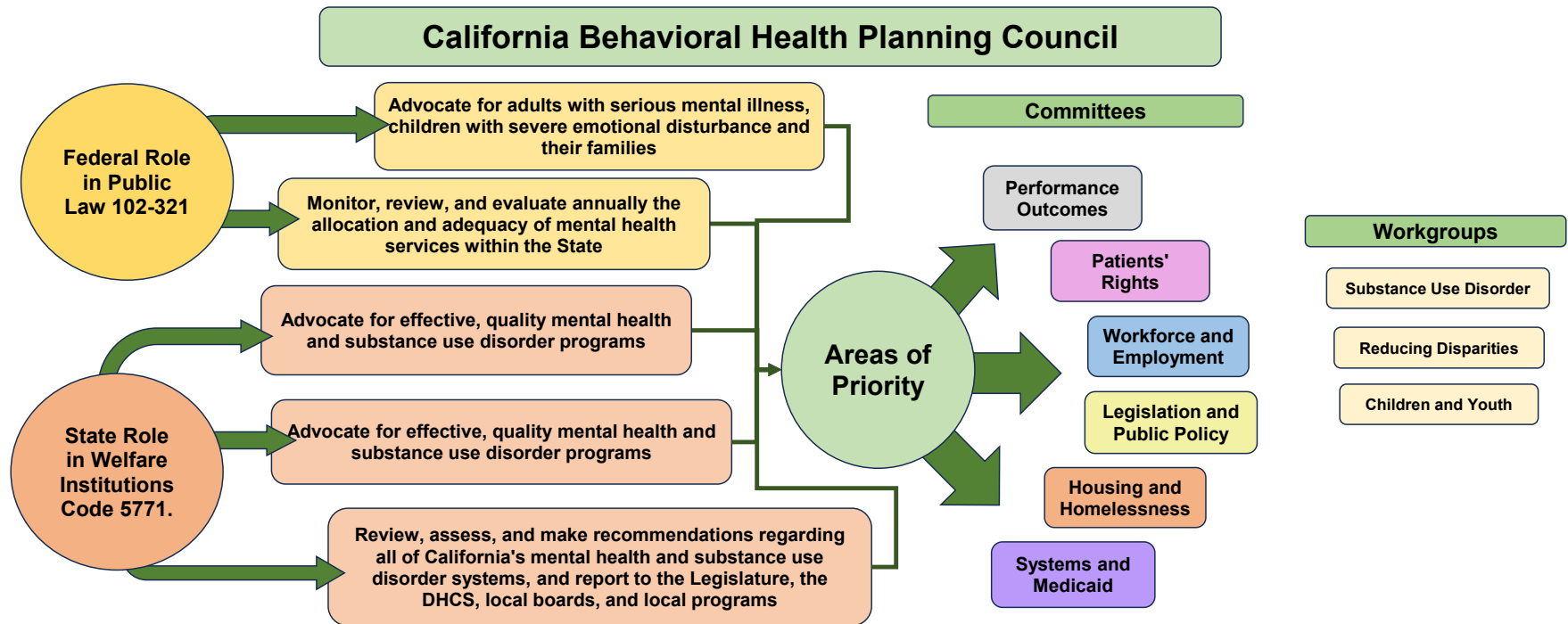
The purpose of this agenda item is to review and discuss the updated council priorities document which highlights current mandates, responsibilities, and priority areas. A historical document with CBHPC and Mental Health Services Oversight & Accountability Commission (MHSOAC) mandates is provided to aid in the discussion. A proposed

detailed crosswalk of the Council's priorities, committees, and mandates is included for review and comment.

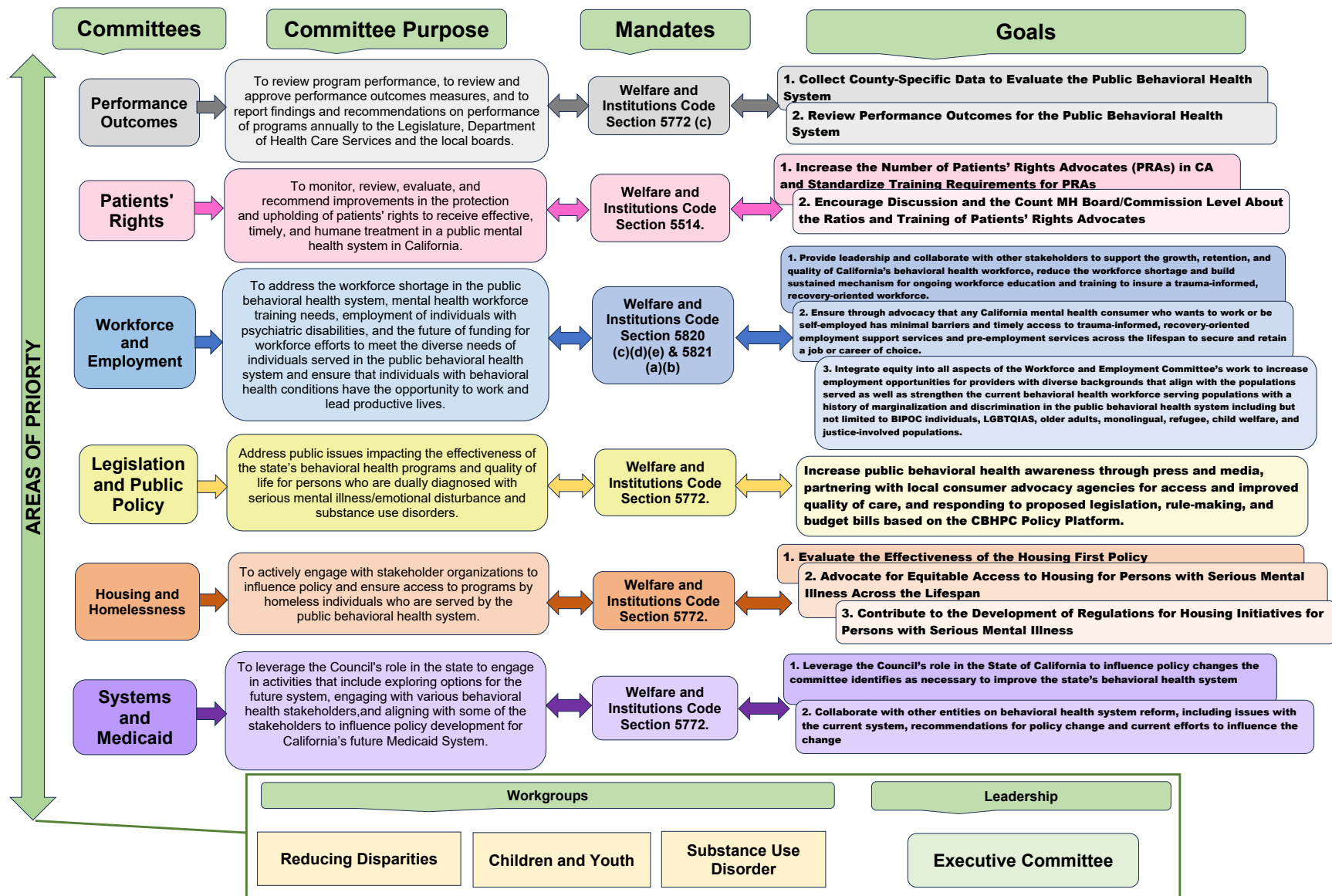
For a copy of the CBHPC MHSOAC Functions Historical Document please contact Gabriella Sedano at Gabriella.Sedano@cbhpc.dhcs.ca.gov

California Behavioral Health Planning Council Priorities Crosswalk





DRAFT: 03-2024



**California Behavioral Health Planning Council
Executive Committee**

Wednesday, April 17, 2024

Agenda Item: CBHPC Mentorship Program

Enclosures: Mentor Guide (First Draft)

Background/Description:

The California Behavioral Health Planning Council has mentorship opportunities for newly appointed Council members to assist in acclimating them to their role. New Council Members are assigned a mentor. New members and their mentors attend the mentorship forum that occurs on Thursday of the quarterly meetings immediately following General Session. Traditionally this has been an informal relationship. To provide more guidance to mentors and set expectations for new members, CBHPC staff have developed a draft guide for the mentorship program.

The Executive Committee will discuss the proposed document and provide suggested edits, additions, or deletions to the Chief of Operations who is responsible for new member activities. The final document will be distributed to all Executive Committee Members, assigned mentors and new Council Members once finalized.



California Behavioral Health Planning Council

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Mentorship Program

Purpose

The purpose of the mentorship programs is to connect new members (mentees) with the Council's knowledge bearers (mentors) to provide an opportunity for them to learn more about their role as Council Members and the responsibilities of the Council.

A mentor will be identified for new members before their first meeting. Factors such as committee assignments, appointment categories, and areas of expertise are taken into consideration when making the assignment.

Mentor Role

Mentors are experienced and helpful veteran Council Members who have often served in leadership positions within the Council. The role of the mentor is to assist new members in becoming acclimated with the culture and functions of the Council through the establishment of a one-on-one relationship. The role requires a two-year active commitment and an ongoing informal relationship.

Mentor Responsibilities

The mentor is responsible for helping guide the mentee. The mentor is not a substitute for the Council's leadership team or staff but is someone who can answer the new members' questions at meetings and provide guidance, feedback, and support.

Required Activities

- Sit next to the assigned mentee in committee meetings and/or workgroups to provide support and guidance on meeting processes including;
 - Motions
 - Requests to speak during the meeting (name tent)
 - General decorum
- Attend the mentorship forum together.

Suggested Activities

- Welcome call or email before the first meeting.
- Schedule a time to meet at the first meeting (coffee/lunch/dinner).
- Attend networking opportunities together to help connect your mentee to other members.
- Connect by phone or virtually between meetings to "check-in"

**California Behavioral Health Planning Council
Executive Committee**

Wednesday, April 17, 2024

Agenda Item: Transparency Statement (Action Item)

Enclosures: 2023-24 Transparency Statement

Background/Description:

We were notified of a Council Member's new position after the 2023-2024 Transparency Statement was approved in January of 2024. Enclosed is the updated Transparency Statement for Executive Committee review and approval.

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.

Motion: To approve the updated Transparency Statement.

**California Behavioral Health Planning Council
2023-24 Transparency Statement**

Date Reported	Council Member Name	Activity	Date of Executive Committee Approval
6/14/23	John Black	Contractor, MHSA-funded project, Merced County	6/14/23
6/14/23	Walter Shwe	Employee, Behavioral Health Concepts, EQRO Contractor of DHCS	6/14/23
6/14/23	Veronica Kelley	Director, Orange County Mental Health & Recovery Services	6/14/23
6/14/23	Steve Leoni	Contractor, Progress Foundation San Francisco	6/14/23
6/14/23	Deborah Starkey	Employee, Turning Point Community Programs contracts with Butte, Nevada, Placer, Sacramento, San Joaquin, Stanislaus, Solano, Sonoma and Yolo counties.	6/14/23
6/14/23	Tony Vartan	Director, Stanislaus County Behavioral Health and Recovery Services	4/17/24
6/14/23	Arden Tucker	Employee, Behavioral Health Concepts, EQRO Contractor of DHCS	6/14/23

**California Behavioral Health Planning Council
2023-24 Transparency Statement**

Date Reported	Council Member Name	Activity	Date of Executive Committee Approval
6/14/23	Barbara Mitchell	Consultant, California Association of Social Rehabilitation Agencies (CASRA), San Benito County, non-profit agencies contracted with various counties	4/17/24
6/14/23	Javier Moreno	Employee, Aegis Treatment Centers LLC contracted with 44 (3/4) of the counties statewide	6/14/23
12/20/23	Don Morrison	Employee, Youth For Change, program contracted to Sutter-Yuba Behavioral Health	1/17/24
12/20/23	Maria Sierra	Employee, Victor Community Support Services, a contractor for San Joaquin County	1/17/24
12/20/23	Susie Baker	Employee, Kern Behavioral Health and Recovery Services	1/17/24
12/20/23	Danielle Sena	Employee, SoCal Detox,	1/17/24
3/8/24	Karen Baylor	Independent Reviewer, Alameda County Behavioral Health	4/17/24