

Advisory Committee Meeting AGENDA

November 17, 2011
10:00 am – 1:00 pm

Dial-in Number: 877-339-2412
ACCESS CODE: 2250381321

CSAC-Excess Insurance Authority – Conference Room
75 Iron Point Circle, Suite 200
Folsom, CA 95630

CalMHSA ADVISORY COMMITTEE MEETING

November 17, 2011
10:00 am – 1:00 pm

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75 Iron Point Circle, Suite 200
Folsom, CA 95630¹**

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The Committee welcomes and encourages public participation in its meetings. Following each item, time is reserved for members of the public to address the Committee. Items not on the agenda are reserved for the end of the meeting.

Comments will be limited to three minutes per person and twenty minutes total. Each interested party is to complete the Public Comment Card and provide it to CalMHSA staff prior to start of item. When it appears there are several members of the public wishing to address the Committee on a specific item, at the outset of the item, the Committee Chairs may announce the maximum amount of time that will be allowed for presentation of testimony on that item. Comment cards will be retained as a matter of public record.

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|----------|----|--|
| 10:00 am | 1. | Ralph M. Brown Act Overview |
| 10:05 am | 2. | Introductions and Review Committee Charter |
| 10:30 am | 3. | Clarifying Roles of Advisory Committee vs. Exec. Committee vs. Statewide Evaluation Expert Team (SEE) <ul style="list-style-type: none">• Public Comment |
| 10:45 am | 4. | SDR Program Two: Values, Practices and Policies Program (VPPP), Component Four: Promoting Mental Health in the Workplace <p>Goal: Discuss and make a recommendation for approval by the CalMHSA Board.</p> <ul style="list-style-type: none">• Public Comment |

¹ In compliance with the Americans with Disabilities Act, if you are a disabled person and you need a disability-related modification or accommodation to participate in this meeting, please contact Laura Li at (916) 669-4098 (telephone) or (916) 859-4805 (facsimile). Requests must be made as early as possible, and at least one full business day before the start of the meeting.

Materials relating to an item on this agenda submitted to this Board after distribution of the agenda packet are available for public inspection at 3043 Gold Canal Drive, Suite 200, Rancho Cordova, CA, 95670, during normal business hours.

11:30 am **5. Implementation Work Plan Status Update**

- Overview of Current Program Status
- Public Comment

12:00 pm **Break – Working Lunch**

This is a working lunch; therefore we will be providing lunch for committee members.

[Public is encouraged to bring a bagged lunch.](#)

12:00 pm **6. CalMHSA Communications Work Plan**

Goal: General discussion of committee members communicating back to the regions and/or stakeholders.

- Public Comment

12:30 pm **7. Schedule for December Teleconference and 2012**

Goal: Discuss and determine a schedule for teleconference/meetings for 2012.

- Public Comment

12:45 pm **General Public Comment(s)**

1:00 pm **Adjourn Meeting**

BROWN ACT

Agenda Item 1

SUBJECT: Review of the Ralph M. Brown Act

BACKGROUND AND STATUS:

As a California JPA, CalMHSA must comply with the Brown Act open meeting laws. With its continued growth and increased public involvement, it is important that the JPA conduct its meetings, prepare and post its agendas, and interact with the public, in accordance with this Act. Doug Alliston of Murphy, Campbell, Guthrie and Alliston, and counsel for CalMHSA, will lead today's review of the Brown Act.

RECOMMENDATION:

Information only

REFERENCE MATERIALS ATTACHED:

- What is a Legislative Body?

What is a Legislative Body?

A JPA is a local public agency to which the Brown Act applies. The governing board of a local public agency is a legislative body, per Government Code 54952, subdivision (a):

As used in this chapter, “legislative body” means:

(a) The governing body of a local agency or any other local body created by state or federal statute.

Per subdivision (b), a committee of the board is also a legislative body in many cases:

(b) A commission, committee, board, or other body of a local agency, whether permanent or temporary, decision making or advisory, created by charter, ordinance, resolution, or formal action of a legislative body. However, advisory committees, composed solely of the members of the legislative body that are less than a quorum of the legislative body are not legislative bodies, except that standing committees of a legislative body, irrespective of their composition, which have a continuing subject matter jurisdiction, or a meeting schedule fixed by charter, ordinance, resolution, or formal action of a legislative body are legislative bodies for purposes of this chapter.

What is a Meeting?

Government Code section 54952.2, subd. (a) provides:

(a) As used in this chapter, “meeting” includes any congregation of a majority of the members of a legislative body at the same time and location, including teleconference location as permitted by Section 54953, to hear, discuss, or deliberate, or take action on any item that is within the subject matter jurisdiction of the legislative body.

This doesn’t just mean regular meetings. Anytime a majority meets and discusses specific items of JPA business, it’s a meeting subject to the Brown Act. That includes collective briefings, retreats, study sessions, and serial meetings.

Serial meetings. Section 54952.2, subd. (b) provides:

(1) A majority of the members of a legislative body shall not, outside a meeting authorized by this chapter, use a series of communications of any kind, directly or through intermediaries, to discuss, deliberate, or take action on any item of business that is within the subject matter jurisdiction of the legislative body.

(2) Paragraph (1) shall not be construed as preventing an employee or official of a local agency, from engaging in separate conversations or communications outside a meeting authorized by this chapter with

members of a legislative body in order to answer questions or provide information regarding a matter that is within the subject matter jurisdiction of the local agency, if that person does not communicate to members of the legislative body the comments or position of any other member or members of the legislative body.

Serial meetings can occur through repeated calls, one to the next, or by one person calling a majority of the board and disclosing what others are thinking. Other examples:

- Conference calls
- Emails, especially when Reply All is used

Staff briefing of members is OK if there is no consensus-building discussion.

Exceptions: Under subdivision (c) of section 54952.2, the Brown Act does not apply to the members’:

- Attendance at conferences open to the public regarding matters of public interest, if there is no discussion among themselves of business of a specific nature that is within the public entity’s subject matter jurisdiction
- Attendance at community meetings that are publicized and open to public, so long as the members do not discuss among themselves, other than as part of the scheduled program, business of a specific nature that is within their subject matter jurisdiction
- Attendance at open and noticed meetings of other agencies, so long as the members do not discuss among themselves, other than as part of the scheduled meeting, business of a specific nature that is within their subject matter jurisdiction
- Attendance at purely ceremonial or social functions, so long as the members do not discuss among themselves business of a specific nature that is within their subject matter jurisdiction
- Attendance, as observers without participation, at open and noticed meetings of a standing committee of the body of which they are members

Agendas and Notices

Agendas for regular meetings must meet the following requirements (§ 54954.2(a)):

- Posted at least 72 hours before meeting
- Posting in a place accessible to public around the clock (weekend hours count, but location must be accessible at all times during the 72 hour period)
- Posting must list time and place of meeting
- Posting must include a brief general description of each item of business to be discussed
- Description of proposed transaction should identify work, price, and contracting parties
- Closed session items must be described (we’ll tackle closed sessions in the future)

- Opportunity for public to address legislative body about item must be included, per § 54954.3, before or during consideration of item (exception for matters opened for comment at prior meeting of a committee of the current legislative body). Applies to special meetings too. Public must be allowed to address any matter within jurisdiction of legislative body.

Special Meetings (§ 54956):

- May be called any time by presiding officer or by majority of members
- Called by delivering written notice to each member and each local newspaper of general circulation and radio or television station that has requested notice of such meetings
- Notice can be waived by member of legislative body
- Notice must be delivered at least 24 hours before meeting
- Notice must be posted at least 24 hours before meeting in publicly accessible place
- Notice must specify time and place of meeting and business to be transacted or discussed
- Notice must provide opportunity for members of public to address legislative body concerning item that has been described in the notice before or during consideration. No requirement that they be allowed to address anything else.
- No other business allowed

INTRODUCTION AND REVIEW OF COMMITTEE CHARTER

Agenda Item 2

SUBJECT: Review of Committee Charter

BACKGROUND AND STATUS:

The Advisory Committee approved by the CalMHSA Board on August 11, 2011, is a standing committee, subject to the Ralph M. Brown Act and will serve as advisory to the CalMHSA Executive Committee and/or Board. The first meeting of the Advisory Committee is on November 17, 2011.

The committee consists of twelve (12) members; (five (5) board members representing the five (5) CMHDA regions and one (1) member of the CalMHSA Executive Committee —and five (5) stakeholders—representing the five CMHDA (5) regions and one (1) co-chair. Board members serving on the Advisory Committee are as follows:

Co-Chair - Maureen Bauman, CalMHSA Vice President
Anne Robin, MFT, Representative of the Superior Region
Michael Kennedy, MFT, Representative of the Bay Area Region
Michelle Callejas, MFT, Representative of the Central Region
Jerry Wengerd, LCSW, Representative of the Southern Region
William Arroyo, M.D., Representative of the Los Angeles Region

On October 13, 2011 the CalMHSA Board approved the following individuals to serve on the Advisory Committee as Stakeholder Members:

Co-Chair - Joseph Robinson, CASRA
Superior Region – Donna Jensen, CSU Chico
Central Region – Justin Louie Lock, Mental Health America of Northern California
Bay Area Region – Molin Malicay, Sonoma County Indian Health Project
Southern Region – Donna Ewing-Martó, Family & Youth Roundtable of San Diego County
Los Angeles Region – Keris Jän Myrick, Project Return Peer Support Network

SELECTION CHRONOLOGY:

On August 29, 2011, staff released a solicitation for stakeholder member representation on the committee. The focus was on recruitment of a diverse pool of stakeholders over a 30 day period, effective August 29, 2011 and concluding September 30, 2011.

A Selection Committee, consisting of the five (5) Implementation Ad Hoc Committee (IAHC) Members and one (1) stakeholder, Tina Wooton, consumer leader and MHSOAC Commissioner, was created to assist in selecting a slate of members for recommendation to the CalMHSA Board.

At close of business on Friday, September 30, 2011, staff received a total of 60 applications. Applications were reviewed and forwarded to the Selection Committee for analysis and further review.

On Monday, October 3, 2011, the Selection Committee convened to discuss the applications received and select a slate for recommendation to the Board for approval at the October 13, 2011, Board Meeting.

The criterion for selecting Stakeholder Members (as stated in the letter soliciting applications) requires that:

- *Stakeholder occupies a position of influence and is empowered to speak for his/her organization*
- *Stakeholder contributes to a diverse representation of consumers and families, cultural groups, age span and geographic regions*

In addition, applications for the Stakeholder Member positions were reviewed to ensure potential members were qualified, committed and provided a wide representation of individuals. This slate of recommended members includes, but is not limited to the following: professional expertise, lived experience, consumer perspective, family member, a perspective parent of a child receiving CMH services, age span, cultural/ethnic perspective, educational expertise, survivor and LGBTQ. Along with reviewing the applications and/or talking to applicants, staff received recommendations from current Board members and/or Professional Organizations familiar to CalMHSA.

RECOMMENDATION:

Information only

REFERENCE MATERIALS ATTACHED:

- Committee Charter

California Mental Health Services Authority Program Advisory Committee Proposal

Adopted on August 11, 2011

Advisory Committee Proposal

This document describes the proposed structure for creating a new committee of CalMHSA called the Program Advisory Committee. The conceptual framework for the Advisory Committee was developed based on stakeholder feedback received at the July 14, 2011 CalMHSA Board meeting, Board discussion and an informal stakeholder meeting held on July 27, 2011.

Overview of Advisory Committee

Structure/Membership

- Advisory Committee to the CalMHSA Executive Committee and/or Board
- Membership consists of 12 members: 6 standing members of the Board of Directors (1 member of the Executive Committee and 5 representing CA regions), and 6 stakeholder members (Co-chair and 5 representing CA regions)
- Committee members serve two-year terms
- Advisory Committee (AC) to be co-chaired by one Board Member and one stakeholder
- A committee subject to the Ralph M. Brown Act, open to public participation

Purpose

- Serves as a hub of communication and disseminates all program information to stakeholders, partners, Board of Directors, etc.
- Has Board advisory authority for:
 - Ongoing oversight of regular reporting from Program Partners in key areas related to Core Principles adopted by CalMHSA
 - Development and administration of a system for compiling, analyzing and reporting stakeholder feedback on the statewide PEI and other programs
 - Ongoing oversight related to new programs or structures to be created, including program monitoring, compliance, and reporting of results
 - Provide input on member services and expansion of CalMHSA services

Decision Making

- Advisory only
- Adopts decisions by consensus
- When consensus not possible, opposing positions are reported to the Board as a report from the committee

Meeting Commitment(s)

- First meeting will be in person and include a discussion of proposed meeting schedule
- Includes a budget for travel/stipend

Stakeholder Membership Application and Selection Process

- Application process is consistent with the existing process for selecting SME/SEE panel members. Optional webinar on how to submit an application for membership and expectation of committee members.
- Application process is open to any stakeholder recognizing when there is a conflict of interest that member must recuse him/herself

- CalMHSA is to have a selection committee (to include stakeholder representation) which is responsible for reviewing applications, conducting interviews and selecting candidates
- Criteria for selecting the six stakeholder members requires that:
 - Stakeholder occupies a position of influence and is empowered to speak for his/her organization
 - Stakeholder contributes to diverse representation of consumers and families, cultural groups, and age spans and geographic regions

Expectations for Stakeholder Members

- Members serve in person (no alternates)
- Members are prepared for and participate regularly in CalMHSA meetings, teleconference calls, etc. as appropriate
- Members develop a clear understanding of the CalMHSA organization
- Members will be provided training to ensure a clear understanding of CalMHSA mission

Estimated Time Frame

- August 2011 - Present proposal to the Board of Directors
- August/September 2011 - Stakeholder application process open for 30 days
- September 2011 - CalMHSA Selection Committee reviews and selects stakeholder members
- October 2011 - First meeting of the Advisory Committee

ROLES OF THE VARIOUS COMMITTEES

Agenda Item 3

SUBJECT: Clarifying Roles of Advisory Committee vs. Executive Committee vs. Statewide Evaluation Experts Team (SEE)

BACKGROUND AND STATUS:

Role of the CalMHSA Executive Committee: To facilitate the expeditious handling of transactions relating to the Authority's operations, an Executive Committee is established.¹

- The Executive Committee shall have the same authority as that of the Board except for those authorities specifically reserved unto the Board in Article 4.1.3.
- The Executive Committee may also exercise the authority delegated by a vote of the majority of the participants in a Program.

Role of the Advisory Committee: Advisory Committee to the CalMHSA Executive Committee and/or Board, serving as a hub of communication and disseminates all program information to stakeholders, partners, Board of Directors, etc. ²

Has Board advisory authority for:

- Ongoing oversight of regular reporting from Program Partners in key areas related to Core Principles adopted by CalMHSA
- Development and administration of a system for compiling, analyzing and reporting stakeholder feedback on the statewide PEI and other programs
- Ongoing oversight related to new programs or structures to be created, including program monitoring, compliance, and reporting of results
- Provide input on member services and expansion of CalMHSA services

Role of the Statewide Evaluation Experts Team (SEE): The CalMHSA Statewide Evaluation Experts (SEE) Team will develop measurable performance standards, promote quality and improve statewide data collection activities through continuous quality improvement efforts. Data collection instruments will be identified or developed by the CalMHSA SEE Team. Statewide evaluation primary partners will include CalMHSA, the MHSOAC Evaluation Committee, California Department of Mental Health Office of Suicide Prevention, CalMHSA Statewide Panel of Subject Matter Experts and the CMHDA MHSA Committee. ³

RECOMMENDATION:

Information only

REFERENCE MATERIALS ATTACHED:

- None

¹ CalMHSA Bylaws

² Adopted at the CalMHSA Board Meeting of August 11, 2011

³ January 5, 2011 CalMHSA Addendum Implementation Work Plan

REQUEST for PROPOSAL STIGMA and DISCRIMINATION REDUCTION

Agenda Item 4

SUBJECT: Stigma and Discrimination Reduction (SDR) Program Two: Values, Practices and Policies Program (VPPP), Component Four: Promoting Mental Health in the Workplace

BACKGROUND AND STATUS:

On February 14, 2011 CalMHSA released the Statewide Stigma and Discrimination Reduction Programs Request for Proposal with a 30 day posting ending on March 30, 2011.

The RFP required letters of intent (LOI) to be submitted by March 8, 2011 with proposals due on March 30, 2011. Of the LOIs and proposals received, not one was submitted for Program Two: Values, Practices and Policies Program (VPPP), Component Four: Promoting Mental Health in the Workplace.

Program Two: Values, Practices and Policies Program (VPPP), Component Four: Promoting Mental Health in the Workplace requires that it includes (but is not limited to) the following:

- Identify and disseminate best practices for incorporating mental and emotional wellness in the workplace
- Engage employers and employer organizations in partnerships to address the importance of promoting mental wellness and reducing stigma
- Conduct training statewide for employers on the importance of mental health wellness for all employees and best practices for promoting wellness.

Promoting Mental Health in the Workplace should target at a minimum:

- Employers
- Human Resources staff.

Promoting Mental Health in the Workplace Seeks:

- Increased awareness of the importance of mental health within organizations
- Increased respect and awareness of the rights of people identified with mental health challenges
- Education of employers on the importance of mental health wellness for all employees.

RECOMMENDATION:

Staff recommends re-issuing the Request for Proposal for Program Two: Values, Practices and Policies Program (VPPP), Component Four: Promoting Mental Health in the Workplace to include limited revisions which do not change intent or scope of work.

REFERENCE MATERIALS ATTACHED:

- For additional information on existing Request for Proposal please visit our website at www.calmhsa.org or use the following link: <http://www.calmhsa.org/programs/stigma-discrimination-reduction.htm>

CalMHSA STATEWIDE PREVENTION and EARLY INTERVENTION
IMPLEMENTATION WORK PLAN
Agenda Item 5

SUBJECT: CalMHSA Statewide Prevention and Early Intervention Implementation Work Plan Status Update

BACKGROUND AND STATUS:

In May and June 2011, the CalMHSA Board approved staff entering into contract negotiations with various contractors in implement the Statewide PEI programs.

CalMHSA has fully executed twenty-one of the twenty-four contracts. The last three are in final stages of contract execution with completion estimated by November 30, 2011.

RECOMMENDATION:

Information only

REFERENCE MATERIALS ATTACHED:

- List of approved Program Partners (Contractors)

Suicide Prevention – Approved Programs

Program	Provider
1 Suicide Prevention Network Program	Didi Hirsch Community Mental Health Services
2 Regional Local Suicide Prevention Capacity Building Program	
A Ventura, San Bernardino, Riverside, Orange, San Diego, Imperial & Los Angeles	Didi Hirsch Community Mental Health Services
B San Luis Obispo, Santa Barbara & Kern	Transitions Mental Health Association
C Monterey & Santa Cruz	Family Services Agency of the Central Coast
D Marin, Sonoma, Napa, Lake, Mendocino & Solano	Family Services Agency of Marin
E San Francisco, Santa Clara, San Mateo & Contra Costa	San Francisco Suicide Prevention
F Sacramento, El Dorado, Placer, Yolo, Sutter/Yuba, Amador, Butte, Colusa, Glenn, Trinity, Humboldt, Siskiyou , Tuolumne, Calaveras & Modoc	Institute on Aging Center
G Fresno, Madera, Merced & Stanislaus	Kings View
3 Social Marketing	AdEase
4 Suicide Prevention Training Workforce Enhancement Program	LivingWorks

Stigma & Discrimination Reduction (SDR) Approved Programs

Program		Provider
1	Strategies for a Supportive Environment Program	
1	Stigma Discrimination Consortium	TBD
2	Social Marketing	Runyon, Saltzman & Einhorn
3	Capacity Building	United Advocates for Children & Families
2	Values, Practices and Policies Program	
1	Resource Development	Mental Health Association of San Francisco
2	Partnering with Media and the Entertainment Industry	Entertainment Industries Council, Inc
3	Promoting Integrated Health	Community Clinics Initiative
4	Promoting Mental Health in the Workplace	<i>No proposals submitted for this component</i>
5	Reducing Stigma and Discrimination in Mental Health and System Partners	National Alliance on Mental Health
3	Promising Practices Program	Mental Health Association of San Francisco
4	Advancing Policy to Eliminate Discrimination Program	Disability Rights California

Student Mental Health – Approved Programs

Program	Provider
California State University	California State University Office of the Chancellor
California Community Colleges	California Community Colleges Office of the Chancellor
University of California	Regents of the University of California
Statewide K-12	California Department of Education
Regional K-12	California County Superintendents Educational Services Association

CalMHSa ADVISORY COMMITTEE COMMUNICATIONS WORK PLAN
Agenda Item 6

SUBJECT: CalMHSa Advisory Committee Communications Work Plan

BACKGROUND AND STATUS:

The membership of the Advisory Committee was purposefully selected to represent the various geographic regions and diverse populations of California. CalMHSa takes responsibility to follow Brown Act requirements and use our website for communication of CalMHSa activities. Stakeholders have access to the website. In addition, there is significant value in disseminating information and receiving feedback from regions and/or diverse stakeholders through our Advisory Committee members. CalMHSa and the Advisory Committee members play important roles in ensuring stakeholders can express opinions to CalMHSa. Each member has a voice and the responsibility to use his/her voice to inform and receive feedback from others. Communication with diverse communities requires a thoughtful discussion of ways to communicate committee activities and important information.

Staff requests Committee members come prepared to discuss communicating with stakeholders. The following questions may serve as guidance for members to think about for discussion during the Advisory Committee Meeting on Thursday, November 17th.

1. As a member of the Advisory Committee how will you solicit community input regarding Advisory Committee activities?
2. What are cost-effective and efficient ways to communicate Advisory Committee actions?

RECOMMENDATION:

Information only

REFERENCE MATERIALS ATTACHED:

- None

CalMHSA ADVISORY COMMITTEE SCHEDULE OF MEETINGS

Agenda Item 6

SUBJECT: Schedule for December Teleconference and 2012

BACKGROUND AND STATUS:

Since this is the CalMHSA Advisory Committee’s first meeting. It is important to adopt a schedule of meetings and to post this schedule for the benefit of committee members and public. A pre-set schedule of meetings will allow members to make appropriate travel and schedule arrangements for participation.

Staff proposes the following schedule for future meeting and teleconferences:

- Quarterly in-person meetings on the third Thursday of the month, 10:00 A.M. - 12:00 P.M.
- Teleconferences every six weeks, on the third Thursday of the month, time: 9:00 A.M. – 10:00 A.M.

INPERSON MEETING

February	16	2012	10:00 A.M. – 12:00 P. M.
May	17	2012	10:00 A.M. – 12:00 P. M.
August	16	2012	10:00 A.M. – 12:00 P. M.
November	15	2012	10:00 A.M. – 12:00 P. M.

TELECONFERENCES

December	29	2011	9:00 A.M.
March	29	2012	9:00 A.M.
June	28	2012	9:00 A.M.
September	27	2012	9:00 A.M.

RECOMMENDATION:

Staff recommends the above schedule be adopted by the committee for future meetings.

REFERENCE

- None