

MHSA CPAW
September 5, 2013
3:00 – 6:00 PM
2425 Bisso Lane Concord, CA

Members attending: Sam Yoshioka, Lori Hefner, Kathi McLaughlin, Dave Kahler, Kimberly Kirsch, Tony Sanders, John Hollander, Molly Hamaker, Susanna Marshland, John Gragnani, Lisa Bruce, Teresa Pasquini, Mariana Moore, Ryan Nestman, Stephen Boyd, Susan Medlin,

Members of the Public: Connie Steers, Ann Cevallos, Glen Arnold, Carwen Spencer, Linnea Stanley, Gina Swarsding, Jay Mahler, Karen Smith

Staff attending: Maria Pappas, Steven Grolnic-McClurg, Warren Hayes, Ken Gallagher,

Excused from Meeting: Courtney Cummings

TOPIC	Information/Conclusions	ACTION/RECOMMENDATION	PARTY RESPONSIBLE
1. Welcome, Introductions, Announcements, Public Comment	Announcements: SPIRIT Applications are available, Crestwood is accepting clothing donations	N/A	Maria Pappas
2. Finalize Minutes	No edits, additions or deletions to the August 1 meeting minutes	Minutes will be posted online	Cassie Brown

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3. Planning Committee Recommendations	<p>The Planning Committee met 8/20/13 and recommends that the Planning Committee become a standing Steering Committee that elects a Chair and Co-chair. Its role would be to provide leadership to CPAW by setting the CPAW meeting agendas and to consider and act upon those items that CPAW recommends to the Steering Committee. The meeting would be open; however, CPAW members who do attend should make a commitment to attend and participate on a regular basis.</p>	<p>Recommendations were unanimously approved.</p> <p>The next Steering Committee is Thursday, September 19th from 3-5 P.M.</p> <p>Agenda and meeting notice will be sent to CPAW members</p>	<p>CPAW</p> <p>Ryan Nestman</p> <p>Warren Hayes</p>
4. Membership Committee Recommendations	<p>The Membership Committee met 8/19/13 and recommends that the committee 1) meet on a regular basis and consider new applications (there is one new application pending), 2) finalize the draft update of the CPAW web site, application instructions and application, 3) confirm the priority and outreach to strive for full inclusion of the diversity of stakeholders, and 4) develop a plan for ongoing training and mentoring of CPAW members.</p> <p>The discussion clarified that the 51% requirement should be defined as individuals and their family members who are or have received mental health services. However, a recruiting priority is to outreach to individuals and their family members who are or have received services from Contra Costa Mental Health.</p>	<p>Recommendations, with recruitment priority clarification, were unanimously approved.</p> <p>A doodle poll will be sent to members for availability to attend the next Membership Committee; a date and time will be sent out.</p> <p>The Membership Committee will consider new applications, finalize draft documents, and develop a training and mentoring plan. Lori Hefner requested that her glossary of terms be added to the web site.</p>	<p>CPAW</p> <p>Cassie Brown</p> <p>Membership Committee</p>
5. Mental Health Director's Report	<ul style="list-style-type: none"> The Mental Health Director clarified his role with CPAW to be that of sharing developments within Contra Costa Mental Health, accepting 	<p>CPAW will be notified of when the plan will go to the Board of Supervisors.</p>	<p>Warren Hayes</p>

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	<p>input and advice from CPAW, and utilizing dedicated time on the CPAW agenda to hear from individuals who are receiving services.</p> <ul style="list-style-type: none"> • The contractors for adult and transition age youth full service partnerships in East County and the Crisis Residential Center have been selected • Contra Costa Mental Health is preparing its response to the Mental Health Commission's recommendations for the FY 13-14 Plan Update. 		
6. Recommendation for use of Public Comment Period	The Director recommends that the CPAW proactively invite selected individuals or groups who are currently receiving services to attend and dialogue with the Mental Health Director and other appropriate mental health staff.	<p>Recommendation was unanimously approved.</p> <p>CPAW to consider at next meeting</p>	<p>CPAW</p> <p>Steering Committee to agendize.</p>
7. Three year Plan Update	<p>Warren Hayes updated the MHSA Three Year Plan Milestones and Timeline.</p> <ul style="list-style-type: none"> • Potential consultants will meet September 18th to provide input on the consultant scope of work for the stakeholder planning process. A Request for Proposal will follow. • County and contract sites will be visited in September and October to obtain input from staff and consumers on what they perceive county mental health needs to be. • John Gragnani announced that Local 1 is not in 	<p>It was requested that the Request for Information sent out to prospective consultants be shared with CPAW members.</p> <p>CPAW members will be asked to join MHSA staff when visiting sites. It was requested that the schedule for site visits be shared.</p>	<p>Warren Hayes</p> <p>Warren Hayes</p>

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	support of hiring consultants.		
8. MHSAs Finance Committee Report	<p>Teresa Pasquini reported on the MHSAs Finance Committee that met on September 4th.</p> <ul style="list-style-type: none"> • The Mental Health Commission will be recommending that Contra Costa Mental Health will provide a deadline for resolution of concerns involving MHCC. • Audit #1 results were published, which indicated that MHSAs funds received by the County were spent on MHSAs cost centers that represent MHSAs programs and services. • Deliverables for Audit #2 are being drafted this month that will be a program and fiscal compliance review of MHSAs programs. 	<p>It was recommended that the fiscal audit findings be shared with CPAW members.</p> <p>CPAW would like to be kept informed regularly of the progress of Audit #2.</p>	<p>Warren Hayes</p> <p>Steering Committee to agendize</p>
9. Sub-committee Discussion	<p>There was a discussion at the 8/20/13 Planning Committee meeting regarding the current state of sub-committee meetings. In the coming months there will be a need to clarify what committees CPAW will support, under what conditions they are formed and sustained, and which committees will be afforded staff support with MHSAs resources. It was clarified that current active sub-committees are now Steering, Membership, Innovation, Children’s, Older Adults, Housing, Social Inclusion and Suicide Prevention. Sub-committees that are not meeting due to lack of attendance are Adults, Data and Transition Age Youth.</p>	<p>CPAW requested that they be sent a weekly reminder of upcoming sub-committee meetings. Also, that the sign-in sheet add a column for CPAW members to indicate which sub-committee meetings they are attending.</p>	<p>Cassie Brown</p>
10. Suggestions for CPAW Meeting Changes	<p>The Planning Committee shared their 8/20/13 discussion of potential changes to the CPAW meeting structure to improve CPAW’s role in the community planning process.</p>	<p>CPAW took this under advisement for potential future recommendations.</p>	

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11. Review of Meeting	<p>The facilitator engaged both CPAW members and the audience to comment on lessons learned from the meeting. Comments included:</p> <ul style="list-style-type: none"> • There was good facilitation of discussions and action decisions in order to keep the group on topic and on time. • There was no break • The bathroom code did not work; thus the bathrooms were not accessible after five o'clock • The room set up physically put non-members on the perimeter <p>Facilitator ended meeting at 6:00 PM</p>	<p>This will be considered in setting future agendas. The bathrooms will need to remain open for the duration of the meeting time.</p>	<p>Steering Committee Cassie Brown</p>