

**CPAW - Innovation Workgroup Meeting Agenda
September 11, 2009
1:00-3:00 p.m.**

Mental Health Administration – Main Conference Room, 1340 Arnold Drive, Ste. 200, Martinez

Attendees: Sherry Bradley, David Carrillo, Brenda Crawford, Cindy Downing, John Hollender, Anna Lubarov, Susan Medlin, Rich Weisgal, Tony Sanders, Aida Shirazi, Karen Shuler

TOPIC/AGENDA ITEM	ISSUE/CONCLUSION	ACTION/RECOMMENDATION	PARTY RESPONSIBLE
1. Review and Approve Minutes from July 13, 2009	The Minutes were not copied for the meeting.	Notes received from Nancy Frank were accepted.	
2. Innovation Social – Status – No longer Under Consideration	After reconsideration, given the economic climate, it would not be wise to have a party.	The Workgroup will move forward with planning.	
3. Review Materials Developed to Date (Supportive Documents, Resources): a. Innovation Principles b. Report Card c. Previous Recommendations d. Mind Map of Focus Areas e. Defining of Innovations Tool f. Other?	The Alameda and Santa Clara County Proposals were reviewed. Alameda County set up an innovation grant funding body, building on traditional RFP/RFI model and grant awarding in a series of phases -- educating the community, how to get projects, how to pick projects -- more about setting up infrastructure to give out grants. Lends itself to partnering with innovative, non-traditional collaborators along with traditional. Alameda set up small and large grant processes. Also includes long-range plans – sharing innovative successes as well as non-successes. Santa Clara County did an Innovation launch,	d. Distribute copies of focus themes. e. On “Defining Innovation” for MHSa Proposal, at bottom of page, change "community" to "setting".	d. Karen

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	<p>soliciting ideas -- educating the community and then putting seeking innovative ideas on their website, using a team to make selections.</p> <p>e. Handout: Defining Innovation: Using it as part of our foundation</p>		
<p>4. Review of other Important, Additional Materials to be Considered:</p> <p>a. Example Innovations from MHSOAC</p> <p>b. Kern County's <u>Approved by MHSOAC</u> Innovation Plan</p> <p>c. Evaluation Materials – Presentation of “Application” or Workplan – Application of this Tool to the Innovation Project Selection Process – Aida Shirazi, Innovation Planner/ Evaluator</p>	<p>b. Kern County's Plan is the only plan approved to date.</p> <p>c. Innovation Proposal Guidelines Because the word “Guidelines” cannot be used, change title to “Innovation Proposal Process” for now.</p> <p>It was suggested that under Section 1., the words “or more” be removed. Under Section 2., it was suggested that information on the link to what CCR, Title 9, section 3320 be added.</p> <p>For clarification, the Workgroup reviewed Pages 1 and 2 of Example Innovations, looking at “increase access to services” and “increase access to underserved groups”.</p> <p>Form for proposals needs to ask: why it fits the guideline -- not necessarily change program or</p>	<p>c. Develop Innovation Proposal Process and take back to CPAW.</p>	<p>c. Aida and David</p>

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	<p>plan, just re-write it. Each project can choose from all 4 of the purposes, but projects selected may only have 1 focus to measure and study, even if it can cover more. #2 include definition and/or link</p> <p>#9 Reporting -- may have to be more frequent than annual Suggestions: Need to think in terms of "performance-based" contract; Break out the reporting requirement; Have a paragraph at the top to summarize the process; Highlight what worked in the PEI RFP; Always place MHSA logo on it.</p>		
<p>5. "Soliciting" Project Ideas – Brainstorming, Based Upon Discussion of Items 3 and 4</p>	<p><u>Brainstorming:</u> Innovation Proposal Guidelines (Innovation Proposal Process):</p> <ol style="list-style-type: none"> 1. Recommend change in the focus – not just focusing on one area. maximum 2. Have a matrix to show the breakdown of how they are distributed 3. Make list showing core values 4. State up front: Regional? Age Group related? Unserved populations? 5. Looking for biggest impact for this small 	<p><i>See below</i></p>	

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	<p>amount of money.</p> <p>6. Ask for ideas then take idea and run with it</p> <p>7. Sort through ideas -- which focus does it fall into, then RFP process?</p> <p>8. On idea form, ask "Where did you hear about this?"</p> <p>9. Get word out to staff by going to all-staff meetings</p> <p>-Dr. Wiesgal will handle children</p> <p>-David will check with Vic</p> <p>-All-staff e-mail</p> <p>-Develop flyer to post "Come up with innovative ideas!"</p>		
6. Recommendations to CPAW and Next Steps	<p>Do we want to have some sort of a "launch"?</p> <p>David work with Aida on form and fact sheet</p> <p>Brenda will present it to CPAW</p>	<p>Develop Fact Sheet</p> <p>Recommendations to CPAW:</p> <p>1. Change focus areas for innovation proposals</p> <p>2. Consensus that we go out for innovative ideas first to keep things open. If CPAW agrees, post on website.</p> <p>3. Have Outreach Ambassadors Partner with MHC to do outreach to the communities for innovative ideas. If CPAW accepts, do outreach at October MHC meeting</p>	<p>David and Aida</p> <p>Brenda</p>
7. Set Next Meeting Date	Monday, October 12, 10:30-12:00.		

Materials Distributed:

Agenda

Previous Meeting Notes from Nancy Frank

Innovation Principles

Report Card

Previous Recommendations

Defining of Innovations Tool

Example Innovations from MHSOAC

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Kern County's Approved by MHSOAC Innovation Plan

Santa Clara County Innovation Plan

Evaluation Materials – Presentation of “Application” or Workplan – Application of this Tool to the Innovation Project Selection Process – Aida Shirazi, Innovation Planner/Evaluator