

**Consolidated Planning and Advisory Workgroup (CPAW)  
Thursday, January 8, 2014  
2pm – 4pm**

**Location: 2425 Bisso Lane, First Floor Conference Room, Concord, CA 94520**



Members attending: Dave Kahler, Molly Hamaker, Kathi McLaughlin, Lauren Rettagliata, Sam Yoshioka, Mariana Moore, John Hollender, Ryan Nestman, Connie Steers, Gina Swirsding, Tom Gilbert, Lori Hefner

Staff attending: Lisa Noriega, Michelle Nobori, Jennifer Tuipulotu, Janet Costa, Jill Raye, Quincy Slatten, Roberto Roman

Public Participants: Eric Wagner, Sheri Richards, Carwen Spencer, Cynthia McCants, Doug Dunn, Tess Paoli, Dana Matteri, Bessie Sagaiga, Sylvia Ortega, Phillip Peterson

Facilitator: Maria Pappas

Recorder: Lisa Cabral

Staff Support: Warren Hayes

Excused from Meeting: Laurie Schnider, Susan Medlin, Stephen Boyd, Matt Wilson,

Absent from Meeting: Courtney Cummings, Kimberly Krisch, Susanna Marshland, Karen Smith, Lisa Bruce, Tony Sanders

| <b>TOPIC</b>  | <b>ISSUE/CONCLUSION</b>  | <b>ACTION/RECOMMENDATION</b>   | <b>PARTY RESPONSIBLE</b>                         |
|---|--|--|--|
| 1. Welcome <ul style="list-style-type: none"> <li>• Call to Order</li> <li>• Introductions</li> <li>• Working Agreement</li> <li>• Finalize Minutes</li> <li>• Announcements</li> </ul> | <ul style="list-style-type: none"> <li>• Introductions made.</li> <li>• Warren Hayes reviewed CPAW's Working Agreement</li> <li>• Approved December minutes</li> <li>• Jennifer Morgan, Family Services Coordinator within Behavioral Health Services Admin started</li> </ul> | Information<br><br>Minutes approved. Will be posted to MHSA CPAW website.<br><br>N/A | Warren Hayes<br><br>Lisa Cabral to post minutes. |

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|   | <p>Monday.</p> <ul style="list-style-type: none"> <li>• County Administrators Office sent notification that BOS agenda item regarding Laura’s Law has been postponed from January to February.</li> <li>• Consumer Holiday Party had a record attendance with 400 people.</li> </ul>   |  |                           |
| <p>2. Review County Administrator’s report for the Board of Supervisors’ January 13 meeting regarding Laura’s Law</p> | <ul style="list-style-type: none"> <li>• The Laura’s Law issue was to appear on the Board of Supervisors agenda for Tuesday, January 13. However, it has been postponed until February. Jill Ray, from Supervisor Anderson’s office, reported that it was postponed in order to enable sufficient time on the agenda for this topic.</li> <li>• The presentation of information and analysis provided to the Health Services Director, Finance, and County Administrators Office will be postponed until the next CPAW meeting.</li> <li>• A draft scope, schedule and implementation of the Community Program Planning Process (CPPP) needs to be accomplished before the FY 15-16 Plan Update can be put on the Board of Supervisors’ agenda.</li> </ul> | <p>The Steering Committee will bring to the next CPAW meeting a draft CPPP for FY 15-16.</p> | <p>Steering Committee</p> |
| <p>3. <b>In lieu of the above agenda item:</b> hard copies</p>  | <ul style="list-style-type: none"> <li>• Intended to be used as a reference and source document.</li> </ul>  | <p>Distributed to attendees of CPAW meeting.</p>   | <p>Lisa Cabral</p>        |

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| <p>of the approved MHSA Three Year Program and Expenditure Plan were handed out and the document reviewed.</p> | <ul style="list-style-type: none"> <li>• English and Spanish summaries are posted online.</li> <li>• The FY 15-16 Plan Update will be updating the Budget, program profiles and will be reporting FY 13-14 outcomes.</li> <li>• FY 15-16 Plan Update online document will add hyperlink features.</li> <li>• Unspent funds information will also be updated.</li> </ul>   |  |   |
| <p>4. Proposed Community Program Planning Process for the MHSA Fiscal Year 2015-16 Plan Update</p>             | <ul style="list-style-type: none"> <li>• A draft milestones and time line for accomplishing this year’s Community Program Planning Process was reviewed and discussed, with input from membership obtained.</li> <li>• The draft has a CPPP completion date of May 28.</li> <li>• A more detailed plan for how the CPPP will be completed, to include a community forum, will be presented at the next CPAW meeting.</li> <li>• It was recommended that the community also have the alternate method of providing input by means of a survey monkey.</li> <li>• A parallel process is to develop a plan, as per Board of Supervisor direction, for bringing the MHSA budget in structural balance.</li> <li>• The intent is to solicit input from CPAW on this plan to address the</li> </ul> | <ul style="list-style-type: none"> <li>• Revise Timeline with CPAW recommendations</li> <li>• Steering Committee to review revised document</li> </ul> <p>Work with Behavioral Health Services Finance to draft a plan for</p> | <p>Warren Hayes</p> <p>Steering Committee</p> <p>Warren Hayes</p> |

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|   | <p>structural imbalance at the March CPAW meeting.</p> <ul style="list-style-type: none"> <li>• The proposed time line will only work if the Board of Supervisors make a decision regarding Laura’s Law at their February 3 meeting. If they do, the last week of February will work for holding the community forum.</li> <li>• It is proposed that Maria Pappas facilitate the Community Forum. A structure, format and agenda will need to be developed.</li> <li>• It was recommended that more specificity for milestone events be included.</li> <li>• Item 8 on timeline - Submission of plan for balanced budget will be parallel to submission of Plan Update for FY 15-16. Should have an updated Monthly Budget Report for next month.</li> </ul> | <p>a balance budget for FY 2017-18</p>  |                        |
| <p>5. Review of CPAW sub-committee charters</p> | <ul style="list-style-type: none"> <li>• It has been awhile since committees developed mission/vision/purpose statements.</li> <li>• Asking each committee to review their purpose and develop objectives and goals for the upcoming year.</li> <li>• It was suggested that Contra Costa stakeholders become active in statewide meetings that invite stakeholder participation, such as the Mental Health Services Oversight and</li> </ul>   | <p>Each committee to revise charters and bring to upcoming CPAW meetings.</p> | <p>CPAW committees</p> |

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|   | Accountability Committee (MHSOAC).   |                       |                   |
| 6. Public Comment, Announcements            | <ul style="list-style-type: none"> <li>• Go to the MHSOAC and explain that we are not able to work within confines of MHSA.</li> <li>• Xanax is being discontinued due to people becoming addicted; please contact Connie Steers or Janet Wilson for further information.</li> </ul> |                       |                   |
| 7. Review of Meeting                        | <ul style="list-style-type: none"> <li>• Good overall agenda.</li> <li>• Be more specific about what funds we have as expenditures.</li> </ul>   |                       |                   |
| 8. Next CPAW, Steering, Membership Meetings | <p>CPAW meeting is Thursday, February 5, 2015 from 3-6pm.<br/> Steering will meet on January 15 from 3-5pm.<br/> Membership will meet on January 12 from 3-5pm.</p>  |                       |                   |