



**Client and Family Leadership Committee
Minutes
January 15, 2013
10:00 AM – 12:00 PM
MHSOAC Conference Room
1300 17th Street, Suite 1000
Sacramento, CA 95811**

Committee Members:

Staff:

Other Attendees:

Commissioner Ralph Nelson, Jr., M.D., Chair Commissioner Tina Wooton, Vice Chair* Maggie Walker Sandra Villano Gregory Wright Carmen Diaz* Ivan Anderson* Darlene Prettyman* Sandra Wortham* Wendy Nguyen* Shannon Jaccard* Richard Krzyzanowski* Ruth Tiscareno* Ignacio Ibarra*	Matt Lieberman Sandy Lyon Dee Lemonds Jose Oseguera Filomena Yeroshek	Beverly Scott*
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*Participation by phone

Committee members absent: Khatera Aslami, Abby Lubowe, Loretta Winchester

Welcome/Introductions

Commissioner Ralph Nelson, Committee Chair, convened the meeting at 10:06 am.

- All meeting participants were welcomed and introduced themselves.
- Chair Nelson stated the main purpose of the meeting is to review the draft Client and Family Leadership Committee (CFLC) Charter for 2013.

Review of Draft 2013 CFLC Charter

Chair Nelson led the discussion regarding the draft 2013 CFLC Charter based on the Commission’s 2013 Work Plan.

Highlights of the discussion:

- It was recommended that the summary report of the Community Forums be presented to the Commission at the next feasible scheduled meeting.

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- A suggestion was made to focus on themes when presenting to the Commission of the Community Forum outcomes.
- It was noted that each Community Forum summary report should be placed on the MHSOAC website after it is presented to the Commission.
- A comment noted that it is important for the annual forum report to be presented to the Commission in time to be considered for the next coming year's work plan so that any policy implications can be addressed timely.
- It was also suggested that the stakeholder orientation be conducted by CFLC members.
- The recovery scale model should be used to identify populations for whom services have not been successful in the past.
- It was suggested that the communication of lessons learned and best practices from evaluations be made to the Commission and/or staff.

Review of Roles and Responsibilities of Committee Membership

The roles and responsibilities of the CFLC membership was reviewed and discussed. The attached document titled, "Roles and Responsibilities of MHSOAC Committee Members" provides a summary of the presentation that was provided by Filomena Yeroshek, MHSOAC Chief Counsel and is part of the presentation the Committee requested.

Highlights of the discussion:

- The CFLC Ground rules are a resource to advise committee members on responsibilities of membership.
- The Rules of Procedure that were adopted by the Commission in June 2009 and amended in July 2012 provides rules regarding committee meeting attendance. Committee members are urged to maintain regular attendance.
- The Chair has the discretion to decide whether it is in the best interest of the committee to have a committee member replaced when that committee member, without notice, misses more than one committee meeting or three meetings in a calendar year with notice.
- Committee members should provide feedback and perspective on committee topics and should not lobby for their organization's best interest.
- Committee members should not use their membership on the committee to express larger views on behalf of the Commission.

Review of Draft 2013 CFLC Meeting Schedule

The draft 2013 CFLC meeting schedule was provided at the meeting and reviewed. It was noted that the Community Forum Workgroup meeting start time will be reduced by a half hour since the business of the Workgroup will now focus on enhancements. The main structure of the Community Forum architecture has

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already been put in place. The currently assigned Workgroup members will continue to be assigned for the year.

General Public Comment

There was no general public comment received.

Adjournment

Meeting adjourned at 11:32 am.