



**Client and Family Leadership Committee  
Minutes  
February 20, 2013  
2:00 AM – 5:00 PM  
1500 Capitol Avenue  
Hearing Room 72-167  
Sacramento, CA 95811**

**Committee Members:**

**Staff:**

**Other Attendees:**

<p>*Commissioner Ralph Nelson, Commissioner Tina Wooton, Vice Chair Maggie Walker Khatera Aslami Carmen Diaz *Ivan Anderson *Sandy Villano *Wendy Nguyen *Ruth Tiscareno *Shannon Jaccard *Darlene Prettyman *Greg Wright *Sandra Wortham Richard Krzyzanowski</p>	<p>Sandy Lyon Matt Lieberman Jose Oseguera Kevin Hoffman Filomena Yeroshek *Dee Lemonds Keely Connelly</p>	<p>*Jessica Cruz Emily Whitcomb Steve Leoni *Vicki Mendoza *Raja Mitry *Beverly Scott</p>
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\*Participation by phone

Committee members absent: Ignacio Ibarra, Abby LuBowe, Loretta Winchester

**Welcome/Introductions**

Commissioner Tina Wooton, Committee Vice Chair, convened the meeting at 2:20 pm.

- All meeting participants were welcomed and introductions were made.
- Vice Chair Wooton thanked everyone for their participation on the committee and outlined the agenda for the meeting.

### **Review /Approve Minutes**

Vice Chair Wooton asked all to look over the minutes of the January 15, 2013 meeting. The Minutes were approved as written.

### **Update and Discussion on Pertinent Items from Community Forum Workgroup Meetings**

Highlights of the discussion regarding the report from the January 30, 2013 and February 20, 2013 Community Forum Workgroup meeting:

- Broad consideration was given as to where the Community Forum location would be held, such as the Mission Inn, Lancaster, Barstow, Loma Linda University, Victor Valley, etc., and that consideration also be given to making sure that mass transit options were available.
- Stakeholder groups should be contacted to assist with outreach.
- Community centers were suggested as an option to encourage participation from underserved populations.
- A recommendation was made to contact NAMI for suggestions regarding community center locations.
- Confirmation of workgroup members that will be attending the San Bernardino Forum was provided by Kamila, Monica, Darlene, Ruth, Greg and Raja.
- Stakeholder groups to be contacted for outreach efforts in San Bernardino County for broader attendance were suggested, such as mental health boards, any groups involved in mental health, advocacy groups, such as California Mental Health Planning Council (CMHPC), veteran groups, Crisis Intervention Training representatives for the county, universities, faith and interfaith communities, different disparity and underserved groups, alcohol and drug programs, non profits such as Mental Health America (MHA), family advocates and patient advocacy groups.
- A timeline for charter activities is available that will guide the committee with timelines so that tasks are met.

Highlights of the recommendations for the Community Forum Summary presentation:

- The Workgroup recommended that a PowerPoint be presented to the Commission that summarizes the major themes and trends of each Community Forum.
- A summary of each of the breakout groups will be included in the presentation.
- It was recommended that a workgroup member from both the CFLC and CLCC present to the Commission.

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- A list of volunteer presenters needs to be compiled for each Community Forum Summary Report.
- A suggestion was made that leadership development should be incorporated to foster others to participate.
- Commissioners appointed Richard Krzyzanowski to the Community Forum Workgroup to replace Abby Lubowe, since she had resigned.
- The summary will be presented in a PowerPoint format and 15 minutes will be allocated for the presentation.

Highlights of the Report on the San Luis Obispo Community Forum held on November 29, 2012:

- It was a very successful forum with 120 participants and the total audience number represents a good showing for a small county.
- There were 8 breakout groups that were facilitated.
- During the report out segment from the breakout groups, it was reported that most of what they were hearing was positive.
- There was good resource material available that was provided by various organizations.
- The County was well represented.
- There were over 40 providers in attendance; however, not as many client and family members were present. It was unclear as to why there was not broad participation from client and family members.
- There was a small but very active Latino group that reported they would like resources available that are translated in Spanish and would prefer representatives at various mental health organizations that could speak Spanish.

Public Comment was received and incorporated in with the committee member discussion.

**Update on Progress Regarding Crisis Intervention Training (CIT)**

- On August 12, 2012 staff sent out statewide surveys to law enforcement and mental health agencies to ask about CIT.
- Staff received 29 responses from law enforcement agencies and 69 responses from mental health agencies.
- Staff asked law enforcement agencies to send their course curricula for CIT and four were received.
- Staff sent follow up letters to law enforcement agencies under Commissioner Nelson's signature, asking for their course curricula and only a few responses were returned.
- The follow-up survey asked if there was any other emergency response program in that county and to provide additional details on the specific program.

- Staff plans to conduct phone surveys to see if that will generate more responses from the law enforcement and mental health communities.
- There will be a report completed that will be posted on the MHSOAC website of the final CIT findings.

### **Discussion Regarding CFLC/CLCC Members Attending Community Forums**

- The Community Forum Workgroup members that go to community forums will be reimbursed for their travel and are eligible for per diem.
- The CFLC and CLCC members that are invited to attend the community forums to help with the focus groups and assist with other duties will also receive reimbursement for travel expenses.
- The members that attend the Community Forums that are not identified as Community Forum Workgroup Members or are not specifically invited to assist, are not eligible for reimbursement. However they are welcome to attend and will have to pay for their own expenses.

### **Presentation Regarding Travel Reimbursement Rules**

- An overview of the State's travel reimbursement rules was provided by Gina Van Nes, Travel Claim Coordinator.
- A new rule for 2013 is that the mileage reimbursement rate has increased from 55.5 cents per mile to 56.5 cents per mile effective January 1, 2013.
- The Travel Profile and the Payee Data Record need to be completed and submitted.
- The physical address of the claimant must be provided on the Payee Data Record and not the P.O. Box. This is necessary so mileage reimbursement can be calculated based on verification of the distance from the claimant's actual address.
- The Payee Data Record is required by Accounting to create a profile for claimants to get reimbursed by the State Controller's Office.
- The Travel Worksheet is to be filled out completely so that the Travel Coordinator can use this information to transfer travel information to the STD 262 Travel Expense Claim.
- If a rental car is used, receipts from the rental car company must be submitted with the claim and the vehicle must be refueled before it's returned. Fuel charges can also be reimbursed, as long as receipts are provided. If the vehicle is not refueled by the claimant, the MHSOAC will need to be reimbursed by the claimant for any fuel charges billed to the MHSOAC.
- Any travel by personal vehicle being claimed for reimbursement at the 56.5 cents per mile rate must be verified by indicating on the travel claim where the trip began and ended.
- The MHSOAC will pay the hotel directly for any overnight expenses incurred by the claimant, but a check-out receipt must be submitted with

the claim to verify the stay and account for any per diem reimbursement the claimant is eligible to receive.

- The claimant must sign the Travel Expense Claim in blue ink only.

### **Charter Activity Timeline**

- Commissioner Wooton gave a brief overview of the Activity Timeline based on the 2013 CFLC Charter.
- It was noted that the Activity Timeline is to be a working timeline for the completion of deliverables and that modifications might be necessary in the future.

### **Discussion of Possible Future Agenda Items**

- Increase outreach efforts so that all stakeholders have an opportunity to go to the forums.
- Leadership opportunities to encourage stakeholders to be present at the Commission meetings.
- Update on the CIT survey.

### **General Public Comment**

No public comment.

### **Adjournment**

Meeting adjourned at 4:23 pm.