



CONTRA COSTA HEALTH SERVICES

CPAW MEETING

Date of Meeting: Thursday, November 3rd 2011

3:00 PM to 5:05 PM

2425 Bisso Lane, Suite 100, Concord, CA 94520



Staff Lead: Mary Roy

Staff Support: Jeromy Collado

Facilitator: Grace Boda, Leigh Marz

AGENDA

TIME	TOPIC	PRESENTER	DESIRED OUTCOMES	MINUTES
3:00 PM	1. Opening, Agenda Review Announcements: o Planning Committee	<i>Grace, Leigh</i>	<i>On-Time Start</i>	10"
3:10 PM	2. Acting Mental Health Director's Report	<i>Suzanne Tavano</i>	<i>Informational Update</i>	25"
3:35 PM	3. Membership Committee Recommendation re: membership, attendance, and structure	<i>Kathi</i>	<i>Approval</i>	20"
3:55 PM	4. Planning Committee o Attendance (10") o Designated Seats (20") o Voting Process (5")	<i>Grace, Leigh Molly Grace</i>	<i>Discussion to increase understanding</i>	35"
4:30 PM	5. PEI Program 3 Update:	<i>Susan Medlin</i>	<i>Informational Update</i>	30"
5:00 PM	1. Public comment			5"
5:05 PM	2. Close	<i>Grace, Leigh</i>		

CPAW Ground Rules

1. Agendas and minutes of the previous meeting will be emailed before each meeting,
2. Meetings will start and stop on time.
3. One speaker at a time; allow the facilitator to "direct traffic."
4. Speaker's remarks should be brief to allow for others to speak.
5. Listen to and value other points of view, even if they differ from yours.
6. To the greatest extent possible, system interests should trump personal interests.



7. Declare potential conflicts of interest before the topic is discussed.
 - *The person(s) having a conflict with a topic being discussed will refrain from participating in any group discussion on the matter and will physically leave the room for the period of time the topic is considered.*
8. Focus on past stakeholder processes to the extent that it helps the CPAW move forward.
9. When the group makes a decision, seek consensus 1st; a simple majority is the second option.
10. Turn off cell phones, unless your job requires you to be readily available.