

# Consolidated Planning and Advisory Workgroup (CPAW) Meeting Changes 2023

- Meetings will be 1.5 hours (instead of 2 hrs) from 3-4:30 pm on the first Thursday.
- Meetings will be held bi-monthly on the even months beginning in February and as follows:
  - 2/2/23
  - 4/6/23
  - 6/1/23
  - 8/3/23
  - 10/5/23
  - 12/7/23
- CPAW meetings will be focused on Mental Health Services Act (MHSA)-related issues only
- CPAW will be changing its name to better reflect the current mission and values of the group. The group is intended to advise the Behavioral Health Director on MHSA related topics. New name will be discussed and voted on the 2/2/23 meeting.
- Currently, meetings will continue virtually, with consideration for in person meetings later in the year, as appropriate
- MHSA Orientations – will be offered upon request. Please contact: [jennfier.bruggeman@cchealth.org](mailto:jennfier.bruggeman@cchealth.org)
- MHSA Sub-Committee Meetings are as follows:

Sub Committee Name	Meeting Frequency	Topics / Focus	MHSA Point of Contact
Reducing Health Disparities	Quarterly Feb, May, Aug, Nov	BHS Cultural Humility and Equity related issues	Geni Zesati <a href="mailto:Genoveva.zesati@cchealth.org">Genoveva.zesati@cchealth.org</a>
Suicide Prevention	Monthly	Countywide Suicide Prevention strategic planning	Jessica Hunt <a href="mailto:Jessica.hunt@cchealth.org">Jessica.hunt@cchealth.org</a>
Youth Suicide Prevention	Quarterly		
Innovation *combined with Systems of Care	Quarterly Jan, Apr, July, Oct	Discuss any new and emerging MHSA projects and proposal ideas	Jennifer Bruggeman / Jessica Hunt <a href="mailto:Jennifer.bruggeman@cchealth.org">Jennifer.bruggeman@cchealth.org</a> <a href="mailto:Jessica.hunt@cchealth.org">Jessica.hunt@cchealth.org</a>
Steering	Bimonthly (odd months)	Develop agendas for main meeting	Jennifer Bruggeman <a href="mailto:Jennifer.bruggeman@cchealth.org">Jennifer.bruggeman@cchealth.org</a>
Membership	As needed	New members interview / orientation	Jennifer Bruggeman <a href="mailto:Jennifer.bruggeman@cchealth.org">Jennifer.bruggeman@cchealth.org</a>

*Changes were developed through the 2022 Community Program Planning Process*



## CONSOLIDATED PLANNING ADVISORY WORKGROUP

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### Background

The Mental Health Services Act (MHSA) provides additional funding to community public mental health with the mandate that these MHSA funded services and supports promote wellness, recovery and resilience, be consumer and family driven, culturally competent, provide an integrated service experience, and provide a process by which mental health clients, their families, and other community members and organizations work together to share information and resources to fulfill shared goals. Contra Costa Mental Health (CCMH) has established the Consolidated Planning Advisory Workgroup (CPAW) in order to ensure that local stakeholders are an integral part of all planning and evaluation of MHSA funded services and supports.

### Purpose

CPAW members are appointed by the Mental Health Director, and represent stakeholders who receive or provide services, or who are otherwise involved in public mental health services in Contra Costa County. CPAW 1) assists in the ongoing development and evaluation of the programs and plan elements that comprise the MHSA Three Year Program and Expenditure Plan, and subsequent yearly Plan Updates, 2) advises on the integration of the values and principles inherent in MHSA into the larger public mental health system, and 3) promotes transparency of effort by sharing information with the stakeholder community.

### CPAW Committees

CPAW meets the first Thursday of every month to discuss and advise, as appropriate, on areas of topical interest, and to receive reports from the following CPAW sponsored sub-committees:

- Steering. Develops the CPAW Committee agenda, and represents CPAW on selected issues.
- Membership. Recommends prospective applicants to the CCMH Director for membership.
- Innovation. Recommends new Innovation Projects and monitors, evaluates existing projects.
- Social Inclusion. Oversees mental health stigma and discrimination reduction initiatives.
- Housing. Plans and advises on new and existing housing and homeless services.
- Age-related Committees. Children's, Transition Age Youth, Adult, and Aging and Older Adult sub-committees advise on planning and evaluation of services and supports specific to the age groups served by CCMH.



# **IMPLEMENTATION OF THE MENTAL HEALTH SERVICES ACT**

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## **CHARTER** of the **CONSOLIDATED PLANNING ADVISORY WORKGROUP**

Approved by CPAW on July 16, 2009

## **Background**

The California Department of Mental Health mandates that a Community Program Planning Process (CPP) serve as the basis for all Mental Health Services Act (MHSA) Planning. To date, there have been multiple MHSA Stakeholder Workgroups in Contra Costa, including: Community Services & Supports, Prevention & Early Intervention, Workforce Education & Training, and Capital Facilities & Information Technology.

The next major planning phase for MHSA in Contra Costa Mental Health (CCMH) is to develop an integrated 3-year plan for all components of MHSA that updates the existing plans, improves their quality, and integrates them into a single planning cycle. CCMH intends to submit its integrated plan to the State Department of Mental Health in April 2010.

The framework for the Integrated Plan consists of five sections:

1. Community Planning Process
2. Community vision and three year goals
3. Report on prior year's MHSA activities
4. Funding request summary for the upcoming year
5. Report of performance indicators

## **Purpose and Role of the Consolidated Planning Advisory Workgroup (CPAW)**

The mission and purpose of the Consolidated Planning Advisory Workgroup (CPAW) is to assist CCMH with integrated planning, as well as to increase the transparency of MHSA efforts. Activities CPAW will be involved in include:

- Serving as the stakeholder group for the MHSA Innovation Component.
- Developing annual updates to existing MHSA plans: Community Services and Supports, Prevention and Early Intervention, Workforce Education and Training, Capital Facilities and Technology, etc.
- Developing an integrated, transformative vision for the CCMH system.
- Advising on integration of MHSA principles/practices into the larger MH system.
- Developing 3-year integrated plans and updates.
- Developing an assessment process for reviewing MHSA components (or building upon existing quality improvement processes in CCMH).
- Reviewing findings from the assessment process.
- Advising of funding opportunities.
- Serve as MHSA ambassadors to the larger community of Contra Costa County.

## Goals (approved for six months through December 2009)

### Goal #I:

Develop an inclusive process to review, revise, recommend and monitor each component plan of MHSA (Community Services & Supports, Innovation, Capital Facilities, Technology, Work Force, Prevention and Early Intervention, PEI Technical Assistance).

### Goal II:

Evaluate the qualitative and quantitative outcomes of individual MHSA Programs.

### Goal III:

Create recommendations to policymakers for transforming the public/private mental health system in Contra Costa County.

## Composition

Members of the CPAW were selected by the CCMH Director of Mental Health in February 2009 and will serve for at least one year. As members leave, every attempt will be made to replace them with individuals with similar skills, knowledge and background. CPAW membership reflects new and past stakeholder involvement, as well as diversity in ethnicity and culture, consumer, family, MH provider, education, health, social services, law, faith, regional representation, etc.

The Mental Health Director would like to maintain the composition at the current level, which is as follows:

<b>Category Represented</b>	<b>Number Required</b>
Previous CSS-Children Stakeholder	2
Previous CSS TAY Stakeholder	2
Previous CSS Adult Stakeholder	2
Previous CSS Older Adult Stakeholder	2
Previous PEI 0-25 Stakeholder	2
Previous PEI 26+ Stakeholder	2
Previous WE&T Stakeholder	2
Previous Capital Facilities Stakeholder	2
Previous IT Stakeholder	2
Not a Previous MHSA Stakeholder	7
Youth Representative (age 14-18)	1
Transition Age Youth Representative (age 18-25)	1
<b>TOTAL MEMBERSHIP:</b>	27
<b><i>REPRESENTATION FOR ABOVE SEATS SHOULD BE TAKEN FROM THE</i></b>	

<b><i>FOLLOWING:</i></b>	
Mental Health Consumer	At least 25% of membership of CPAW must be mental health consumers.
Mental Health Family Member	At least 25% of membership of CPAW must be mental health family members.
MH Provider, County	2
MH Provider, Contractor	2
Education/Schools	2
Social Services	1
Faith Community	1
Health Provider	1
Law Enforcement	1
Mental Health Commission	1
<b><i>ALSO SELECT FOR THE FOLLOWING:</i></b>	
West Region Representative	2
Central Region Representative	2
East Region Representative	2
Native American	2
African American	4
Hispanic/Latino	4
Asian/Pacific Islander	2
LGBTQ	2

Only those members as appointed by the Mental Health Director to one of the representative groups noted, above, will be allowed to vote on items that require action by CPAW. Some members of CPAW may also be County staff, however, they are representing one of the stakeholder interests as noted, above.

Sherry Bradley will serve as the Convener of CPAW meetings. Other CCMH and/or MHSA staff and consultants will serve as resources to the CPAW, but will not be voting members of CPAW.

## **Schedule**

In order to effectively lead the MHSA project and to stay informed and connected to it, the CPAW will meet once per month, starting in March, 2009. Frequency may lessen to bi-monthly or quarterly meetings if workload allows.

## **Ground Rules**

Meetings are most effective when, from the outset, the group has clear expectations for participation and agreement regarding how the meetings will be run. The following preliminary groundrules have been reviewed, finalized, and adopted by the CPAW to ensure that its meetings are engaging, open, collaborative, efficient, and effective:

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.
8. Focus on past stakeholder processes only to the extent that it helps the CPAW move forward.
9. When the group makes a decision, seek consensus first; a simple majority is the second option.
10. Turn off cell phones, unless your job requires you to be readily available.

## **Conclusion**

The CPAW is comprised of individuals who believe in the values and principles inherent in the MHSA and who actively support CCMH’s plan inside the CCMH organization and in the community. The CPAW maintains a high standard of excellence for itself and for all those participating in the MHSA process. For members of the CPAW this is a significant responsibility that calls for active participation, clear expectations, high performance, and outcomes that support the goals of CCMH’s MHSA plans.

# Contra Costa Behavioral Health Stakeholder Calendar February 2023

Sun	Mon	Tue	Wed	Thu	Fri	Sat
			<b>1</b> <b>Mental Health Commission (MHC):</b> <b>4:30 – 6:30 pm</b> <b>(Online/Telephone)</b>	<b>2</b> <b>Council on Homelessness:</b> <b>1:00–3:00 pm</b> <b>(Online/Telephone)</b>  <b>CPAW:</b> <b>3:00–4:30 pm</b> <b>(Online/Telephone)</b>	<b>3</b>	<b>4</b>
<b>5</b>	<b>6</b> <b>Reducing Health Disparities (RHD):</b> <b>3:00–4:30 pm</b> <b>(Online/Telephone)</b>	<b>7</b> <b>Adult:</b> <b>(No meeting)</b>	<b>8</b> <b>Aging /Older Adult COVID-19 Workgroup</b> <b>2:00–3:30 pm</b> <b>(Online/Telephone)</b>	<b>9</b> <b>Social Inclusion:</b> <b>1:30–3:00 pm</b> <b>(Online/Telephone)</b>	<b>10</b>	<b>11</b>
<b>12</b>	<b>13</b>	<b>14</b> <b>Behavioral Health Care Partnership:</b> <b>1:30–3:00 pm</b> <b>(Online/Telephone)</b>	<b>15</b>	<b>16</b> <b>CPAW Steering</b> <b>(No Meeting)</b>	<b>17</b>	<b>18</b>
<b>19</b>	<b>20</b>	<b>21</b>	<b>22</b> <b>AOD Advisory Board:</b> <b>4:00 – 6:15 pm</b> <b>(Online/Telephone)</b>	<b>23</b>	<b>24</b> <b>Suicide Prevention Committee (SP)</b> <b>9:00 – 10:30 am</b> <b>(Online/Telephone)</b>  <b>Youth Sub-committee</b> <b>(No Meeting)</b>	<b>25</b>
<b>26</b>	<b>27</b> <b>Innovation/System of Care Committee:</b> <b>(No Meeting )</b>	<b>28</b>				