

CMMC Emerging Leaders Committee Call Agenda

June 9, 2015

9:00 am – 10:30 am

Conference Line: (800) 410-3590 - Passcode: 7201208#

Facilitator: Mari Radzik

In Attendance: Mari Radzik, Michael Helmick, Jessica Le Pak,

Not In Attendance: Shaista Jaffri, Christina Quinones, Nga Le

- 9:00am Roll Call & Changes to the Agenda
- 9:10am Review and Approve April 14th Minutes
- Date was changed on the minutes to reflect the correct date.
- 9:20am Data Analysis Training
1. Update
 - Michael contacted Two Feathers and Masa, and will contact them again so that they can be prepared for the data analysis conference call on Friday June 12, 2015.
 - Alicia will participate in the data analysis if Masa and Two Feathers are not able to participate.
 - Michael will reach out to Shaista to see if she is going to be participating in the data analysis project.
- 9:30am Potential Mentorship Calls
1. Ideas
 - Michael could send out conversation prompts if the CMMC decides to implement check-in calls with Emerging Leaders
 - Engage with Emerging Leaders using various technology, such as texting
 - Mari will talk about implementing check-ins at the CMMC in-person meeting
 2. What would be required?
 - Monthly mentorship calls with documentation that the calls happened
 3. Other:
 - Need to present explanation as to why Brandon will no longer be participating as an Emerging Leader. This information will be put into the Emerging Leader Committee Report.
- 10:00am Conference Call Time
1. Do we want to keep it here or move it to another time
 - A doodle poll will be sent out to Emerging Leaders to find out better days and times for Emerging Leader Committee calls to take place. Fridays at 9:00am, Mondays at 12:00pm, Monday at 10:00 am, Monday at 11:00 am (except the second Mondays of the month) are now open on Mari's schedule.

10:20am Upcoming Dates of Importance

- **Next CMMC Emerging Leaders Conference Call**
Tuesday, 14th, 2015
9:00 am – 10:30 am
- **CMMC In-person Meeting**
Tuesday, June 23rd-Wednesday June 24th, 2015
Times: **June 23**-10:00am-4:00pm
5:00-6:00pm: Bios and Pictures
6:30-7:30pm: Dinner
June 24- 9:00am-3:00pm

CMMC MAC Committee Call AGENDA

Rescheduled- Friday, May 1, 2015

3:00-4:30pm

Dial: 1 (800) 410-3590 – Passcode: 7201208

Facilitator: Michael Helmick

In Attendance: Michael Helmick, Katherine Elliot, Emma Oshagan, Gulshan Yusufzai

Not in Attendance: Beatrice Lee, Christina Quinonez, Jamila Guerrero-Cantor, Michelle Alcedo

1:30 pm

Roll Call

1:35 pm

Review & Approve March 20th Meeting Notes

March 20th meeting notes approved. No changes made.

Other: We would like to hold MAC conference calls on the 3rd Friday of every month from 3:00pm-4:30pm due to the religious obligations of some committee members. Motion for the new date and time to hold the conference calls was approved. The next meeting will be on May 15th 2015.

1:40 pm

State of the State V Update

- Elberta Erickson: The last expert interview with Elberta Erickson needed to be rescheduled. It has been rescheduled for two weeks from now, on May 13th 2015. The topic interview is on Women and Older Adults. She is the expert in regard to older adults. Michael will be facilitating that interview. Once that is done, Katherine will be able to complete the State of the State report.
- Key Informant Interviews We would like to use the Emerging Leaders in regard to the data analysis. Three of the emerging leaders are interested in participating, and Michael will check in with the others to see if they have any interest in participating as well
- Check in on Jamila's Poster: Since Jamila was not able to attend the conference call today; we will push this check-in on to the next meeting's agenda. Thanks to Katherine for assisting Jamila in constructing her poster.
- Other: Emma had a meeting with CLCC on Wednesday and she suggested that the reports be presented to OAC. There are two presentations that have to be made at the OAC and CLCC wants to make one of those presentations. The presentations: 45 minutes of presentation followed by 16 minutes of questions. Emma suggested presenting the report. There were some suggested topics that Emma thought might be appropriate to include the reports in such as the immigrant, refugee, cultural identity. The first topic has

been selected: TAY and Transitional Age Adults (defined as 55-65 years of age.) They still need to choose a second topic which will be immigrants, refugees, or cultural identity.

1:50 pm

Dissemination Plan – Creating a plan and moving forward

It is a mandate of our new contracts to disseminate our reports. Considering we only have a small portion of our group today, Michael will just give a general description of what is required today.

- Target Audience Discussion: is something that will need to take place within the larger group. We would like to do the dissemination plan in collaboration with the larger meetings
- State of the State Dissemination Email – Discuss Imagery
 - Previously drafted graphics for email announcement
 - Option 1 had faces of people from different communities. Jamila did not like the DHH community photo. There was a suggestion that everyone be solution based in regard to choosing the graphics—so if someone does not like a graphic, please send information of some examples that might be better. It might be useful to ask each community representative how they would each like to be portrayed, and to select the photos that they would like to represent themselves.
 - Option 2
 - Draft email (you will need to download this file to view it): Michael will include information in regard to which photos we would like to choose so that everyone can have a change to contribute their point of view.

Note: we have been given permission to have these reports finalized and will be removing the draft watermark. We also received approval to put this on the Office of Health Equity website. All reports can currently be found on the REMHDCO.org website.
 - Need emails for distribution list:
- State of the State Panel Presentation Draft Agenda: The special report has approval from CMMC and the MAC committee to have PEI regulations as the topic. Stacie will create the draft for that, which we will send over to Katherine.

- Possible Conference Opportunity: A couple of options include CPHAN during their strategic planning conference (possibly in Los Angeles in the fall, this is all tentative.) Their meeting is designed to present and announce the finalized strategic plan. Stacie and Michael would like to piggyback onto a large conference. Another idea is a Mental Health Policy forum which is scheduled to take place September 30th-October 2nd in Los Angeles. Stacie and Michael have tentative approval to do a presentation on September 29th in Los Angeles. We may be able to advertise the presentation on their marketing materials to attract community members, county officials, and mental health workers. We need to move forward in choosing our presentation format; World Café or via panel discussion? Michael will develop a tentative draft agenda for the World Café model and then seek feedback from the MAC after that has been completed. He will also check in with the individuals who are not for the World Café model to see what kind of input that those individuals might have. We will have eight populations for this World Café if we choose to go that route.

2:50 pm

Announcements & Upcoming Meetings

- Next MAC Call:
Discussion needed: On May 14th, Michael will be on vacation and will not be on the May 15th call. Stacie will facilitate the call instead.
May 15, 2015
3:00-4:30pm
- CMMC In-person Meeting: According to our new contract, the meeting needs to be two days. Planning is still in the tentative stages, but as of now we are planning to begin our meetings on the 23rd in the afternoon, and have a full day of meetings on the 24th.
June 23-24, 2015

3:00 pm

Adjourn

CMMC MAC Committee Call AGENDA

Friday, May 15, 2015

3:00-4:30pm

Dial: 1 (800) 410-3590 – Passcode: 7201208

Facilitator: Stacie Hiramoto

In Attendance: Stacie Hiramoto, Katherine Elliot, Emma Oshagan, Christina Quinonez, Michelle Alcedo

Not in Attendance: Beatrice Lee, Poshi Mikalson, Jamila Guerrero-Cantor

1:30 pm **Roll Call**

1:35 pm **Review & Approve** May 1, 2015 Notes (*Meeting rescheduled from April 17*)

1:40 pm **Dissemination Plan – Creating a plan and moving forward**

- Presentations
 - New opportunity for presentation at statewide Mental Health Policy Forum in Los Angeles on Wednesday, September 30, 2015, 9:00 a.m. – 12:00
 - Could start at 8:00am if needed.
 - At the policy forum all county behavioral health directors gather to discuss policy, attend trainings, and connect with CCCMHA (exec directors of all nonprofit mental health agencies.)
 - There will be 150-200 attendees and top staff members. Including ESMs
 - Great opportunity to publicize the CMMC and the State of the State reports.
 - Stacie has given a tentative confirmation and would like feedback from all of the group members.

- The original plan was to put together a World Café model, but that has proven to be too complicated for this kind of event.
- There are about eight reports and we need to figure out how we want to use these three hours. Not everyone has to participate.
- We can afford to pay for travel, so if you would like to send one person from each report that is fine.
- **Feedback:**
 1. Maybe we could combine some of the reports such as immigrants and refugees.
 2. It probably needs to be a more traditional panel or presentation. Maybe we could have 8 people, one from each group, and then it would be 3 people presenting per hour.
 3. Which committee members might be able to present?
 4. Maybe they could pick the community and report that they feel most comfortable with and present that.
 5. Once the strategic plan is finalized, we can have world café trainings in conjunction with that so this isn't our only chance to present.
 6. Hopefully these directors will come, but realistically we are hoping for the publicity, a couple of directors, and ESMs because the meeting for them begins the next day.

Action item: Stacie will send out email to MAC members asking for volunteers to present and choose which community that they would like to focus on. *The email going out needs to let committee*

members know that they will have first choice, and ask that they make a commitment so that arrangements can be made.

7. We may only be able to present a few communities depending on availability. We can touch on the other communities that we researched, but focus on the ones that we have representation for at the forum. The committee members should be able to choose first.
8. After that, do we want to extend this to people from those reports?
 - a. Yes, but after figuring out who can participate from the committee. An email will go out, and we will give everyone two weeks to respond and then we can go from there.
 - b. We are going to need to be very strategic about the time that we have because three hours is a long time so it would be nice to mix it up.
 - c. We might want to do something fun, so please keep that in mind as we try to figure this out.
 - d. We really want the committee to come to a consensus instead of having REMHDCO direct things. We need to connect with the public policy forum soon so that they can create the publicity materials, and we can get travel and accommodations taken care of.

Action item: Stacie to connect with the public policy forum so that she can figure out what kind of deadline they would like to have in place.

9. They will probably want something a little more definite sometime in June.
10. The email going out needs to let committee members know that they will have first choice, and ask that they make a commitment so that arrangements can be made.
11. A subcommittee will need to be made so that everyone can figure out what we are doing.
12. Stacie would prefer that it not be a panel, so that the audience is not exhausted by the time report seven or eight have their time to present. Four to five of the reports should be done by September.

Action item: Stacie (or someone else from the staff) would like to have some time (15 minutes) to talk about the world café trainings will be covering if we have not had them by that time for promotional reasons and to explain why we like that training model.

13. Suggestion: To talk about the reports by talking about the communities that we worked with, followed by going over issues that we saw across each of the groups, and then examining groups in more detail to show examples. We do have to include something about the reports (don't have to cover the whole report) but we must disseminate that information.

14. The penetration rate is important to present or at least talk about, so that people can go and find the information later.

15. We will find a place for Christina to present especially because she is an emerging leader as well as a community leader, and an individual who is involved in the data analysis.

Action item: We would also like to send out a separate flyer for the community so that community members can come if they want to, but Stacie needs to connect with the forum organizers to get permission from them to open the panel up to community members.

16. Goals of the forum: the goal that has to be accomplished has been done already in that the contract deliverable item was to publicize and disseminate the knowledge of these reports.

17. What is it that we want people to take away from this? We want them to read and use the reports. Maybe go to one of the World Café trainings.

- World Café presentations (adjacent to or in conjunction with the Strategic Plan Conference)
 - World Café: At first we thought that we would do two sets of world cafes on the same day. Stacie thinks that it would be too difficult to do more than three groups per day. Maybe we could do all the groups over a two day period. Maybe they could be done adjacent to something else, or we could do a stand-alone. The World Cafes have not been

scheduled at all yet but we think that it would be good to do them across the state.

- Panel Presentations
There was a draft of a panel presentation but it seems very big. If there is a conference that anyone hears of, and it might be possible to have a World Café the day before or after then please let us know at least 3-4 months in advance.
- State of the State Dissemination Email – Discuss Imagery
 - Previously drafted graphics for email announcement
 - **This needs to be sent out soon**
 - Option 1
 - Option 2
 1. Emma does not want pictures, and Katherine does. Emma feels like the pictures are not representative of what we are trying to do—she is also not against it either. Emma also felt that the photos were stereotypical representations of the groups.
 2. Stacie would like to use both photographs and not use photographs pending on what representatives feel. These were meant to be an outreach tool and to pique interest into the reports. Action item:

Action item: Michael to design an announcement on CMMC stationary that does not have pictures that Emma could distribute to her community.

3. For printing purposes: we will probably use the photos. Voting to use option 1 or option 2: There was a suggestion to have a color block instead of separate text blocks. Action item: Stacie to send original option to Michelle so that she can put the

text in a single color block. Michelle preferred option 1 as well because it took away from the photographs. Katherine also felt that the photos were a bit stereotypical looking. Maybe the photos could be scrolled on the bottom. If the photos seem stereotypical, then we should use different photos. Emma said that there were symbols, themes, or scenery that evokes ideas of the cultures but is not actual photos of people.

Action item: Michael to create a third option that does not have photos.

Stacie will check in with Michael to make sure that the announcement does NOT need to be sent out soon so that edits can be made to the photos to make the flyer more culturally sensitive—or do these need to be done in time to be submitted as a deliverable?

- Draft email (you will need to download this file to view it)

Action item: The draft email needs the images changed as well.

Michael will send out the draft email to Emma so that she can provide feedback.

Feedback: Tweak the language so that it sounds more exciting. Action item: Michelle will think about things and email her thoughts to Stacie.

This email will be sent to all of the people that we have in our email lists so that we can reach as many individuals as possible.

- Need emails for distribution list

2:40 pm **State of the State V Update**

- Elberta Erickson

- Interview took place May 13
- All interviews are now completed: we finished our final interview and now need to do data analysis. There has been a doodle poll sent out so that we can set up a conference call time to discuss methodology. This will probably take a few weeks. Katherine hopes to have a draft done by June 2015. Note: the strategic plan is due by December 1, 2015. The State of the State report work plan should be submitted by June 2015. The state of the state is due December 1, 2015—hopefully we will be done by July though.
- Key Informant Interviews

Please do not pass out the key informant interview chart. That is for us to view only.

- Check in on Jamila's ADARA Poster Presentation

2:50 pm **Announcements & Upcoming Meetings**

- Next MAC Call:
Friday, June 19, 2015
3:00-4:30pm
- CMMC In-person Meeting
June 23rd-24th, 2015
The Citizen Hotel
926 J St.
Sacramento, CA 95814
On the 23rd the meeting will begin at 10:00am so that people are not so rushed. On the 24th, we may be going fairly late into the evening pending on what Kimberly Knifong says. Action item:

Stacie to check in with Kimberly Knifong to find out what hours constitute as a two-day meeting so that we can make sure we are fulfilling our contract obligations.

Note: In September, the next CMMC meeting after the June meeting will be on the 16th and 17th of 2015, possibly in Los Angeles or San Diego.

- **Adjourn**

The Call for April 2015 was cancelled due to an emergency.

CMMC ADMINISTRATION COMMITTEE

Conference Call
Tuesday, May 19th, 2015
4:00pm – 5:30pm

(800) 410-3590 Passcode: 7201208

DRAFT AGENDA

Call to be facilitated by Co-Chair Ahmed Nemr

**Attendees: Stacie Hiramoto, Raja Mitry, James (Jim) Gilmer,
Ahmed Nemr, Yvette McShan**

Not Attending: Russell

- I. Introductions
 - A. We need to review deliverables to see if they need changing.
 - The committee can approve the report on the June 17, 2015 call, which Stacie will prepare and have the committee read over the report before it is sent out to others or presented to the full CMMC. This report will go to the CMMC later in June 2015.

- II. Review of Meeting Notes from the Conference Call of March 18th 2015.
 - A. Meeting notes were reviewed, no changes were suggested.

- III. Review of Work Plan and Recruitment Plan
 - A. Review the format of the new deliverables for this Committee
 - If any changes need to be made, please email Stacie Hiramoto so that she can make those changes.
 - Recruitment plan was reviewed, and will be presented at the CMMC meeting. The committee would also like to start looking at increasing participation and looking at retention including pushing CMMC social media presence. Ahmed said that he would be willing to create the Facebook and Twitter account. Stacie will email Kimberley to make sure that all those activities are appropriate efforts for the committee to put

forth. If we create a Facebook and Twitter account, it would be appropriate to promote those pages at the CMMC meeting in June 2015. There was also a suggestion for there to be a blog where all CMMC produced materials can be posted.

B. Review what was submitted last year

C. Discuss each item a) through g) individually and whether any change is needed for this year.

- Changes for this year: Jim would like the CMMC committee to start thinking more about marketing, advertising, and communication for the remainder of the year. He asked that members start creating goals, objectives, and action steps, and he is willing to get that project started and will update committee members during the next conference call. He also asked that there be more involvement in social media and our website.
- Stacie will send retreat meeting notes on visibility and marketing to the entire committee.
- Stacie will create a document designed to educate members as to how voting works.

D. At the June 17th Administration Conference Call, the Committee can approve the report that is to go to the full CMMC, and what this committee is going to do to lead the discussion on how to promote what we have done. Please think about developing a brochure or a PowerPoint presentation.

- Stacie will email out the notes from the retreat regarding communication so that everyone can review them.
- The June meeting will probably be the last of the meetings in Sacramento. There will be a CMMC meeting in September and in December, and will be held in southern California, the central valley, or the bay area.
- The committee would like the state of the state report and the CMMC activities shared with forums, conferences, other nonprofit groups, ESMs and other government entities. If members have any ideas as to where this information could be presented, members need to research how to make the arrangements made and then forward that information to Raja and Stacie.

**THE FOLLOWING WAS DISCUSSED AT AN ADDITIONAL
ADMINISTRATION CONFERENCE CALL SET FOR TUESDAY, MAY 19TH**

CMMC MEMBERS PRESENT:

CMMC MEMBERS NOT PRESENT:

IV. Update on Legislation

Since there is not enough time to convene an ad-hoc Policy Committee meeting, the Administration Committee is the logical place for these to be discussed.

A. AB 253 (Hernandez): Summary of the bill was given, along with where it was in the legislative process. All of the committee members agreed to take a position on the bill. A vote was taken: Committee voted to support the bill. Their stance will be presented at the CMMC.

B. SB 614 (Leno): Summary of the bill was given, along with where it was in the legislative process. There was concern from the committee that older adults would not get the best care because the bill only covered three categories. There was also concern that community health workers were not covered in the bill and that concerns pertaining to persons of color were not acknowledged. Committee felt that if these items jeopardized the bill passing, that they would not pursue getting these concerns addressed. They asked to see language put into the bill on how underserved communities would be served. However, they expressed that these groups needed to be further advocated for—if not in this bill, then in another bill. The full CMMC is going to have to weigh in. **Stacie will invite the sponsors of both bills to the CMMC.**

- **Information on the bills needs to be disseminated to members.**
- Does the committee want to take a position on these bills? Any position that is decided upon will be brought to the CMMC.

V. Important Dates and Events Coming Up

A. MHSOAC In-Person Meeting

Thursday, May 28th, 2015

MHSOAC Office

1325 J Street, 17th Floor

Sacramento, CA 95814

B. MHSA Partners Forum

Wednesday, June 3rd, 2015

9:30 a.m. – 12:00 p.m.

Office of UACF (United Advocates for Children and Families)

2035 Hurley Way, Ste 290

Sacramento, CA 95825

[Participation by conference call available]

Toby Ewing has been invited to this MHSA Partners Forum to discuss his plans and vision for changing the MHSOAC.

C. CMMC Administration Committee Conference Call

Wednesday, June 17, 2015

4:00 p.m. – 5:30 p.m.

D. CMMC In-Person Meeting*

Tuesday – Wednesday, June 23rd-24th, 2015

Citizen Hotel

926 J Street

Sacramento, CA 95814

*Please note that this is a two-day meeting

CMMC Administration Committee

Conference Call – May 27th, 2015

The notes for the CMMC Administration Committee Conference Call held on May 27th are included with the notes for the Conference Call held on May 19th (the regular day for the call.)