



1300 17th Street
Sacramento, CA 95811
(916) 445-8696

Commissioners in Attendance: Eduardo Vega, Chair, and Darlene Prettyman, Co-chair

Interested Attendees: Sally Zinman, Carmen Diaz, Maria Tan, and Ron Schraiber

OAC Staff: Beverly Whitcomb and Greg Griffin

Teleconference Participant: Jim Randal

Agenda Item	Discussion	Action	Individual Responsible
Review agenda	Agenda reviewed by all in attendance	Approved	Chair Eduardo Vega
Past Group Work	It was acknowledged by all attendees upon reviewing past CFTRG documents (paper copies accompanied agenda) that: <ul style="list-style-type: none"> • The workgroup had not met since March, 2007 • Previous timeline and assignments were not relevant to anticipated progress, dates and new membership 	That an initial task was to review the meeting's purpose	
Purpose of meeting	<ul style="list-style-type: none"> • To begin group effort with the materials from the previous meeting's work as much as possible to expedite the effort To establish that the objectives and goals of this workgroup will be kept consistent with it's advisory function to the Commission and the requirements in the Mental Health Services Act	Approved	By all in attendance
Workgroup objectives and goals	<ul style="list-style-type: none"> • To pursue inclusion and maintain the equality of stakeholder representation and participation as primary modes of operation • To be mindful of the requirement for transparency and openness in all efforts To emphasize the importance for members to have relevant client and/or family mental health life-experiences	The present workgroup priority is to start the membership application process	Staff Greg Griffin

Agenda Item	Discussion	Action	Individual Responsible
Applications for Membership	<ul style="list-style-type: none"> • It was agreed upon that the workgroup would use the current MHSOAC generic application for membership into this technical resource group • The text in a previously created workgroup membership invitation flyer for the CFTRG was reviewed and re-written • Applications as they come in will be sent to the Chair and Co-chair in batches of five or more for review • The application due date will be three weeks following when the invitation flyer and application is posted to the web • Printed applications were given to attendees requesting them, as well as email addresses shared to send applications in an electronic format 	Upon chair and co-chair approval, the revised membership invitation flyer and application will be posted on the TRG website the following week	Chair Eduardo Vega Co-chair Darlene Prettyman Staff Greg Griffin
Membership	<ul style="list-style-type: none"> • The TRG decided that it will include nine members, plus the Commissioners. • It was discussed that, as needed, the number of members could total as many as fifteen 	Unanimous agreed upon by all in attendance	Chair Eduardo Vega Co-chair Darlene Prettyman
Future	<ul style="list-style-type: none"> • Suggested in future meetings that MHSOAC staff bring a laptop computer and projector be used to assist in the processes of group writing, ('word-smithing') and creating meeting records • Next meeting is scheduled April 23, 2008, in Bakersfield 	Unanimous agreed upon by all in attendance and meeting adjourned by Chair	Staff Greg Griffin to arrange to bring equipment