

Board of Directors Meeting

AGENDA

February 10, 2011

2:45 p.m. – 5:00 p.m.



**Call-In Information: 1-877-339-2412,
Conference Code: 5682287492 (Listen in only)**

Meeting Location:

Courtyard Marriott Sacramento – Cal Expo
1782 Tribute Road
Sacramento, CA 95815
(916) 576-6606

California Mental Health Service Authority
(CalMHSA)
Board of Directors Meeting
Agenda

Thursday, February 10, 2011

2:45 p.m. – 5:00 p.m.

Call-In Information: 1-877-339-2412
Conference Code: 8850044352

Courtyard Marriott Sacramento – Cal Expo
1782 Tribute Road
Sacramento, CA 95815
(916) 576-6606

In compliance with the Americans with Disabilities Act, if you are a disabled person and you need a disability-related modification or accommodation to participate in this meeting, please contact Laura Li at (916) 669-4098 (telephone) or (916) 859-4805 (facsimile). Requests must be made as early as possible, and at least one full business day before the start of the meeting.

Materials relating to an item on this agenda submitted to this Board after distribution of the agenda packet are available for public inspection at 3043 Gold Canal Drive, Suite 200, Rancho Cordova, CA, 95670, during normal business hours.

1. CALL TO ORDER

2. ROLL CALL AND INTRODUCTIONS

3. INSTRUCTIONS FOR PUBLIC COMMENT AND STAKEHOLDER INPUT - The Board welcomes and encourages public participation in its meetings. This time is reserved for members of the public (including Stakeholders) to address the Board concerning matters on the Agenda. Items not on the agenda are reserved

for the end of the meeting. Comments will be limited to three minutes per person and twenty minutes total.

For Agenda items, public comment will be invited at the time those items are addressed. Each interested party is to complete the Public Comment Card and provide it to CalMHSA staff prior to start of item. When it appears there are several members of the public wishing to address the Board on a specific item, at the outset of the item, the Board President may announce the maximum amount of time that will be allowed for presentation of testimony on that item. Comment cards will be retained as a matter of public record.

4. APPROVAL OF AGENDA AS POSTED (OR AMENDED)

5. CONSENT CALENDAR - If the Board would like to discuss any item listed, it may be pulled from the Consent Calendar

- A. Minutes from the December 9, 2010 Board of Directors Meeting 5
- B. CalMHSA Outreach 32
- C. DMH Assignment Update 33

Recommendation: Staff recommends the Board formally consider approval of the Consent Calendar.

6. NEW COUNTY MEMBERSHIP APPLICATION(S)

- A. CalMHSA New County Membership Application(s) 34

Recommendation: Approve membership to CalMHSA for applying County (ies).

7. FINANCIAL MATTERS

- A. CalMHSA Finance Ad Hoc Committee Update 36

Recommendation:

- 1. Confirmation of Finance Ad Hoc Committee recommendation to renew the Public Officials Errors and Omissions coverage with increased limits as of February 4, 2011.**
- 2. Approval of CalMHSA Policy No. 10-01 Board of Directors Travel Policy and Guidelines and Travel Reimbursement Expense Form.**
- 3. Approval of CalMHSA Policy No 10-02 Staff Travel Policy and Guidelines and Travel Reimbursement Expense Form.**

8. PROGRAM MATTERS

- A. Report from Implementation Ad Hoc Committee Chair – Wayne Clark 49
Recommendation: Formally approve the Addendum to the CalMHSA Work Plan.

9. ADMINISTRATIVE MATTERS

- A. iPad Technology 64
Recommendation: Formally approve the use of iPad technology and CalMHSA iPad Policy.
- B. Meeting Minutes Process and Procedures– Doug Alliston 73
Recommendation: Formally approve the process and procedures for CalMHSA Board and standing Committee meeting minutes.

10. CalMHSA – GENERAL DISCUSSION

- A. Report from CalMHSA Executive Director – John Chaquica 75
Recommendation: For discussion and/or action should action be deemed appropriate.

11. PUBLIC COMMENTS

A. Public Comments Non-Agenda Items

This time is reserved for members of the public to address the Board relative to matters of CalMHSA not on the agenda. No action may be taken on non-agenda items unless authorized by law. Comments will be limited to three minutes per person and twenty minutes in total. The Board may also limit public comment time regarding agenda items, if necessary, due to a lengthy agenda.

B. Stakeholder Non-Agenda Items

This time is reserved for members of the public to address the Board relative to matters of the CalMHSA not on the agenda. No action may be taken on non-agenda items unless authorized by law. Comments will be limited to three minutes per person and twenty minutes in total.

12. NEW BUSINESS

- A. General Discussion Regarding any New Business Topics for Future Meetings

13. CLOSING COMMENTS - This time is reserved for comments by Board members and staff to identify matters for future Board business.

A. Board

B. Staff

14. ADJOURNMENT

CONSENT CALENDAR
Agenda Item 5

SUBJECT: Consent Calendar

BACKGROUND AND STATUS:

The Consent Calendar consists of items that require approval or acceptance but are self-explanatory and require no discussion. If the Board would like to discuss any item listed, it may be pulled from the Consent Calendar.

- A. Minutes from the December 9, 2010 Board of Directors Meeting
- B. CalMHSA Outreach
- C. DMH Assignment Update

RECOMMENDATION:

Staff recommends the Board formally consider approval of the Consent Calendar.

REFERENCE MATERIALS ATTACHED:

- Minutes from the December 9, 2010 Board of Directors Meeting
- Categorized County Outreach
- PEI Statewide Administered Projects Fund Assignment Status

MINUTES

CALIFORNIA MENTAL HEALTH SERVICES AUTHORITY (CalMHSA)

BOARD OF DIRECTORS MEETING – REGULAR MEETING

Sacramento, California

December 9, 2010

Meeting Start at 2:45pm

MEMBERS PRESENT

Allan Rawland, MSW, ACSW, CalMHSA President, San Bernardino County

Wayne Clark, PhD, CalMHSA Vice-President, Monterey County

Karen Baylor, PhD, MFT, CalMHSA Treasurer, San Luis Obispo County

Tom Pinizzotto, Mendocino County (Approved as member under Agenda Item 6)

Lynn Tarrant, LCSW, Placer County (alternate)

William Arroyo, MD, Los Angeles County (alternate)

Scott Gruendl, MPA, Glenn County

Karen Stockton, PhD, MSW, Modoc County

Anne Robin, MFT, Butte County

Noel J. O'Neill, MFT, Trinity County

Mary Ann Bennett, Sacramento County

Jayleen Richards, MPA, HSA, Solano County (alternate)

Michael Kennedy, MFT, Sonoma County

William Cornelius, PhD, Colusa County

Brad Luz, PhD, Sutter/Yuba County

Bruce Gurganus, MFT, Marin County

Jerry Wengerd, LCSW, Riverside County

Bill Walker, Kern County (alternate)

Kristy Kelly, MFT, Lake County

Kim Suderman, LCSW, Yolo County

Karen Markland, Fresno County (alternate)

NON-VOTING ALTERNATE

None

MEMBERS ABSENT

Denise Hunt, MFT, Stanislaus County

Mark Refowitz, MSW, Orange County

Donna M. Wigand, LCSW, Contra Costa County

Meloney Roy, LCSW, Ventura County

Michael Noda, Siskiyou County

Nancy Pena, PhD, Santa Clara County

Michael W. Horn, MFT, Imperial County

Leslie Tremaine, EdD, Santa Cruz County

Janice Melton, LCSW, Madera County

STAFF PRESENT

John Chaquica, CPA, MBA, ARM, CalMHSA Executive Director

Edward Walker, LCSW, CalMHSA Program Director

Kim Santin, CPA, CalMHSA Finance and Administration Director

Laura Li, CalMHSA Program Executive Assistant

Doug Alliston, Legal Counsel, Murphy Campbell Guthrie & Alliston

MEMBERS OF THE PUBLIC

Stacie Hiramoto, Racial and Ethnic Mental Health Disparities Coalition (REMHDCO)

Amber Burkan, CA Youth Empowerment Network (CAYEN)

Stephanie Welch, California Mental Health Directors Association (CMHDA)

Rusty Selix, Mental Health Association of California

Sandra Naylor Goodwin, California Institute of Mental Health (CiMH)

Doretha Williams-Flournoy, California Institute for Mental Health (CiMH)

Betsy Sheldon, California Community Colleges

Enrica Bertoldo, Mental Health Services Oversight and Accountability Commission
(MHSOAC)

Lin Benjamin, California Department of Aging

Sharon Kuehn, CA Network of Mental Health Clients

Kathleen Derby, NAMI California

CaSonya Thomas, San Bernardino

Ann Arneill-Py, CA Mental Health Planning Council

Tara Shepherd, Modoc County

Ansara Lewis, Los Angeles County DMH

Bettie Reinhardt, NAMI California

Asha George, Humboldt County

Pat Ryan, CA Mental Health Directors Association

Karolyn Stein, Humboldt County

Gwen Foster, CA Social Work Education Center

1. CALL TO ORDER

2:47 p.m. The CalMHSA Board Meeting was called to order.

2. ROLL CALL AND INTRODUCTIONS

President Rawland asked the clerk to call the roll.

Laura Li, CalMHSA staff, called roll of the board and confirmed a quorum.

3. INSTRUCTIONS FOR PUBLIC COMMENT AND STAKEHOLDER INPUT

Ms. Li was asked to review the instructions for public comment to include the process of public comment cards. It was also mentioned public comment and stakeholder input on non-agenda items would be taking place at the end of the meeting.

4. APPROVAL OF AGENDA AS POSTED

President Rawland asked if there were amendments to the agenda; none were made.

Action: A motion was made to approve the agenda as posted.

Motion – Scott Gruendl, MPA, Glenn County
Second – William Arroyo, MD, Los Angeles County

Motion passed unanimously.

5. CONSENT CALENDAR

President Rawland acknowledged the consent calendar and asked for comment from Board members.

Action: A motion was made to accept the consent calendar as presented.

Motion – Scott Gruendl, MPA, Glenn County
Second – William Arroyo, MD, Los Angeles County

Motion passed unanimously.

Public comment was heard from the following individual(s):
None

6. NEW COUNTY MEMBERSHIP

John Chaquica, CalMHSA Executive Director, indicated one county (Mendocino) was before them seeking membership approval.

Action: A motion was made to approve Mendocino County membership to CalMHSA.

Motion – Kristy Kelly, MFT, Lake County
Second – James A. Waterman, PhD, Kern County

Motion passed unanimously.

Karen Baylor, PhD, LMFT, San Luis Obispo officially pinned Mr. Tom Pinizzotto of Mendocino County. Welcome packet to be sent by CalMHSA staff.

7. FINANCIAL MATTERS

A. CalMHSA Finance Ad Hoc Committee Update- Draft Travel and Expense Policy

Kim Santin, CalMHSA Finance Director stated the Finance Committee had met in between Board meetings to discuss the draft Travel Policy Guidelines and Travel Reimbursement Expense form. Discussions continue and the committee will provide more information at the next Board meeting.

Public comment was heard from the following individuals:
Sharon Kuehn, CA Network of Mental Health Clients

Action: No action, information only.

8. PROGRAM MATTERS

A. Report from Implementation Ad Hoc Committee Chair – *Dr. Wayne Clark*

President Rawland acknowledged and thanked all who worked on the Work Plan and turned it over to Dr. Clark to present.

Wayne Clark, PhD, Monterey County informed everyone the first Information Gathering Session had taken place on Dec. 1, 2010 to include Suicide Prevention and Stigma and Discrimination Reduction. Dr. Clark indicated all had gone well with a lot of great input from public and stakeholders. Also mentioned the second Information Gathering session would be taking place on Dec. 15, 2010 to include Student Mental Health Initiative Higher Ed and K-12 which would be available via webinar, teleconference and in person.

Dr. Clark continued by stating updates had been made to the Implementation Ad Hoc Committee's Scope of Responsibilities and proposed Timeline. He explained the following updates to the timeline were a reflection of current activity through the end June 2011:

- January 27 – MHSOAC meeting reviews for approval
- January 28 – Phase One SP RFP due in 45 days
- March 17 – Review Panel convenes
- April 7 – Board agenda posted
- April 14 – Present select for Board approval
- May 5 – Contract Negotiations conclude
- Feb. 14 – Phase Two SDR RFP due in 45 days
- March 31 – Review Panel convenes
- April 7 – Board agenda posted
- April 14 – Present select for Board approval
- May 5 – Contract negotiations conclude
- Feb. 28 – Phase Three SMHI due in 45 days
- April 18 – Review Panel convenes
- April 28 – Board agenda posted
- May 5 – Selection for Board approval

- May 26 – Contract negotiations conclude

Additionally, Dr. Clark explained the they (IAHC) will review and oversee the request for proposal process, methods for selecting proposals, process for the establishment of contractual relationships, and the process for monitoring of contracts that fully implement statewide PEI. It was established in June 2011 first annual review of scope and purpose of the IAHC would take place.

Dr. Clark asked the Board's approval on the updates mentioned.

There was comment relating to having a transcription of verbal input given at the Information Gathering sessions be made available.

Dr. Clark agreed it would be a good idea to include stakeholder input.

Scott Gruendl, MPA, Glenn County added maybe a transcription and audio link could be added to the CalMHSA website.

William Arroyo, MD, Los Angeles County asked staff to look into what other government entities do and follow those procedures.

Acton: A motion was made to approve the revised IAHC Scope of Responsibilities.

Motion – Scott Gruendl, MPA, Glenn County

Second – Karen Baylor, PhD, MFT, San Luis Obispo County

Motion passed unanimously.

Public comment was heard from the following individuals:

Sharon Kuehn, CA Network of Mental Health Clients

Lin Benjamin, CA Department of Aging

Stacie Hiramoto, Racial and Ethnic Mental Health Disparities Coalition (REMHDCO)

B. California Institute for Mental Health (CiMH) – Evaluation Capacity Building

Sandra Naylor Goodwin, PhD, CiMH gave a brief update on Evaluation Capacity Building to include county participation in the Cohort One counties learning collaborative meeting of November 10, 2010 in Sacramento. Cohort One includes the following counties: Placer, Colusa, Sutter/Yuba and Butte.

Dr. Goodwin added numerous opportunities were given for discussion, questions and shared learning across counties. Discussions demonstrated a commitment to improving outcomes through evaluation.

Cohert Two counties learning collaborative meeting is scheduled for December 16, 2010 in Salinas. This includes the following counties: Monterey, San Bernardino, San Luis Obispo, Stanislaus and Solano.

Mr. Chaquica added there had been a more formal survey sent out to counties regarding their interest in a second phase of Technical Assistance & Capacity Building or other new programs and had received very little responses.

Noel O'Neill, MFT, Trinity County asked for clarification on counties assigning their funds to CalMHSA.

William Arroyo, MD, Los Angeles County commented he felt some counties did not understand the survey as clearly as others and stressed the importance of revisiting counties interests.

Mary Ann Bennett, Sacramento County indicated they had not sent in their responses to the survey but had notified staff and agreed with Dr. Arroyo the survey was not clear and would like to revisit the issue.

Kristy Kelly, MFT, Lake County agreed in revisiting the issue as some counties may have a lot going on and haven't had the chance to complete the survey.

Mr. Chaquica asked members what they felt was the right methodology for obtaining responses.

Ann Robin, MFT, Butte County suggested staff could arrange for follow-up phone calls.

Karen Stockton, PhD, MSW, Modoc County felt there was confusion in what CiMH is already doing.

President Rawland asked Edward Walker and Mr. Chaquica to set-up some follow-up conference calls to clarify the survey and get responses.

Action: No action, information only.

Public Comment was heard from the following individual(s):

Stacie Hiramoto, Racial and Ethnic Mental Health Disparities Coalition
(REMHDCO)
Stephanie Welch, CA Mental Health Directors Association

9. ADMINISTRATIVE MATTERS

A. Effective Date of Amendments to Joint Exercise of Powers Agreement

Doug Alliston, Legal Counsel, Murphy Campbell Guthrie & Alliston reminded everyone the original Joint Exercise of Power Agreement had been adopted in July 2009 and later amended on June 10, 2010. Amendments require a two thirds vote of membership which was obtained and over two thirds of the members (as of June 10, 2010) have now approved the amended version of the agreement. In addition, the governing bodies of all counties that have joined since June have approved the amended agreement.

As such, the agreement states amendments become effective on the date specified by the Board. Specifications of an effective date will complete the amendment process, which is being asked of the board today.

Action: Approve a resolution confirming the 2010 Amendments to the JPA are effective as of the date of this meeting, December 9, 2010.

Motion – William Arroyo, MD, Los Angeles County
Second – William Cornelius, PhD, Colusa County

Motion carried unanimously.

Public comment was made by the following individual(s):
Karolyn Rim Stein, Humboldt County

B. CalMHSA iPad Pilot Program

Mr. Chaquica stated due to the Thanksgiving holiday and ordering process of the iPads there was not sufficient time to do thorough testing and asked they defer until the next Board meeting.

Ms. Kelly confirmed deferral was a good idea.

Dr. Arroyo informed everyone a new iPad would be coming out in January.

Mr. O'Neill asked questions relating to web access and any possible overload.

Mr. Wengerd asked if members would be given the option to use hard copies vs. iPad to which staff confirmed they would.

Ms. Bennett asked if the use of the iPad would save money to which the answer was yes, in the long run.

Ms. Kelly stated their City Council had just approved use of the iPad technology for their meetings.

Action: No action, deferred until next Board meeting.

10. CalMHSA – GENERAL DISCUSSION

Mr. Chaquica presented President Rawland with a plaque containing the first funding assignment checks as a token of CalMHSA's first milestones.

Mr. Chaquica continued by stating the JPA Agreement had been signed by members with the exception of recently approved members. He also mentioned five of the nineteen original counties who previously assigned to DMH had not yet re-assigned.

President Rawland stated he had reached out to those counties and would continue to do so.

Mr. Chaquica asked members to mark their calendars for a Strategic Planning meeting/CalMHSA Board meeting scheduled for March 11, 2011. Adding it would be a full day of strategic planning. In addition, a facilitator was selected and would be hired for this meeting to which he provided a resume, background and costs.

Dr. Baylor asked if goals had been identified for the Strategic Planning meeting. Mr. Chaquica stated it was, along with other subject matter.

President Rawland asked members to think of topics for the strategic planning meeting so they could create a business plan.

Mr. Chaquica continued by announcing George Hills was currently working with CiMH to add support and expertise to the CalMHSA team as we move forward with the Work Plan development. This will also allow CalMHSA to keep staffing small and professional.

An update on the CSAC Annual conference was given by both Mr. Chaquica and President Rawland.

It was asked if the Board wished to hold a Board meeting in January, if so the options would be either the 13th (before MHSOAC Commission considers approval of the Work Plan) or the 28th (after MHSOAC Commission considers approval of the Work Plan) but to keep in mind a February Board meeting was already scheduled for the 10th.

Acton: A motion was made to cancel a January Board meeting and wait until February 10, 2011.

Motion – Wayne Clark, PhD, Monterey County

Second – Karen Stockton, PhD, MSW, Modoc County

Motion passed unanimously.

Public comment was heard from the following individual(s):
Kathleen Derby, NAMI California

11. PUBLIC COMMENTS

Public comment was heard from the following individual(s):
Rusty Selix, Mental Health Association of California
Bettie Reinhardt, NAMI California
Stacie Hiramoto, Racial and Ethnic Mental Health Disparities Coalition (REMHDCO)
Lin Benjamin, Ca Department of Aging

12. NEW BUSINESS

Ms. Kelly, Lake County, indicated she was involved with SAMSA Listening Sessions related to Native American Indians, Suicide Prevention. She asked if they could go straight to staff should they have questions, to which Mr. Walker indicated they could.

Ms. Stockton supports CalMHSA administering specific projects for counties.

President Rawland was asked if CalMHSA would consider administering “Value Options,” by Mayberg and Don Kingdon.

After ongoing discussion between members it was decided this was not the right option at this time.

Dr. Clark added staff should consider the development of a line of questions for those who seek administration by CalMHSA.

Mr. Cornelius stated this may be something that could be deferred to the Strategic Planning meeting.

13. CLOSING COMMENTS

President Rawland reminded everyone CalMHSA was only 18 months old and in that time had come along way. He appreciated the work done in this period of time.

Dr. Clark complemented everyone in the aggressive work with the Work Plan.

14. ADJOURNMENT

Hearing no further comments, a motion was made to adjourn at 4:20 p.m.

Motion: Kim Suderman, LCSW, Yolo County

Second: Wayne Clark, PhD, Monterey County

Motion passed unanimously.

Respectfully submitted,

Ms. Maureen Bauman, LCSW, MPA
Secretary, CalMHSA

Date

CalMHSA PUBLIC COMMENT CARD

① ✓

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(ONE COMMENT CARD PER AGENDA ITEM, PLEASE PRINT)

Agenda Item: 7a

Page Number: 2

Name: Sharon Kuehn

Organization: CA Network of Mental Health Clients

(Speakers should address the Board, not each other or the audience, and are expected to conduct themselves in an appropriate manner. No debate or argument between speakers and/or members of the audience shall be permitted. Comments relative to any issues that are currently the subject of active litigation will not be heard in the meeting.)

Comment/Question: Can a portion of the travel budget be assigned to supporting community stakeholders, especially consumers and family members? This would increase stakeholder involvement in the important decisions being made by CalMHSA.
Thank you.

see letter from Kristy Kelly attached.

INSTRUCTIONS FOR PUBLIC COMMENT AND STAKEHOLDER INPUT

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November 10, 2010

Alan Rawland, ACSW, MSW, President
California Mental Health Services Authority (CalMHSA)
3043 Gold Canal Drive, Suite 200
Rancho Cordova, CA 95670-6394

Dear Mr. Rawland:

On behalf of the members of the California Mental Health Directors Association (CMHDA), I am writing to express our support for the California Mental Health Services Authority's (CalMHSA) continued involvement of consumers and family members in CalMHSA's activities. As an organization committed to the values of the California Mental Health Services Act, we agree with the significant efforts you have already made to involve the very the individuals and families that seek services and supports from the community mental health system.

While still in its infancy, CMHDA's Social Justice Advisory Committee (SJAC) is teaching our organization more and more about the value-added to our policy and advocacy objectives through the inclusion of the perspectives of individuals with lived experience. The members of SJAC are primarily community members with lived experience, or who are dedicated to improving the lives of those with lived experience through their work or advocacy. Our SJAC members wanted CMHDA to share with your organization our positive sentiment about the value added from the involvement of consumers and family members.

Your organization offers an exciting new way to deliver efficient, innovative, and high-quality solutions to support the community-based mental health system in achieving the best possible outcomes for Californians. The continued involvement of consumers and family members with lived experience in your work will only better strengthen CalMHSA's capacity to deliver such outcomes. We wish CalMHSA success in its endeavors, and please do not hesitate to contact CMHDA if there is anything we can do to support efforts to involve consumers and family members from the diverse communities we serve as California's local public mental health authorities.

Sincerely,

Kristy Kelly, MFT
President, California Mental Health Directors Association
Mental Health Director, Lake County

cc: CMHDA Social Justice Advisory Committee
Members, California Mental Health Services Authority (CalMHSA)

CalMHSa PUBLIC COMMENT CARD

1

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(ONE COMMENT CARD PER AGENDA ITEM, PLEASE PRINT)

Agenda Item: 8a.

Page Number: 2

Name: Sharon Kuehn

Organization: CA Network of Mental Health Clients

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Comment/Question: We request that spoken comments be transcribed and included in the public record of the December 1 + 15 stakeholder meetings. This transcription will convey specific details that are not captured in the written public comment cards. By capturing stakeholder input in writing, you can maximize the value and utility of public comments. Please implement this recommendation. Thank you.

INSTRUCTIONS FOR PUBLIC COMMENT AND STAKEHOLDER INPUT

pls see attached letter: Transcription of Oral Comments...

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CALIFORNIA NETWORK of MENTAL HEALTH CLIENTS

2012 – 19th Street, Suite 100, Sacramento, California 95818
(916) 443-3232 ■ info [at] californiaclients.org ■ www.californiaclients.org

December 9, 2010

Allan Rawland, ACSW, MSW, President
California Mental Health Services Authority
George Hills Company
3043 Gold Canal Drive, Suite 200
Rancho Cordova, CA 95670-6394

Re: Transcription of Oral Comments on PEI Statewide Programs Scope of Work

Dear Mr. Rawland,

The California Network of Mental Health Clients recently had the opportunity to offer our comments on the California Mental Health Services Authority (CalMHSA) draft Scopes of Work for its Prevention and Early Intervention (PEI) Statewide Programs on Suicide Prevention and Stigma and Discrimination Reduction.

We appreciate that CalMHSA's December 1st stakeholder information gathering sessions were made accessible to many stakeholders statewide, with an in-person facilitated focus group session combined with a simultaneous webinar. The California Institute of Mental Health's Will Rhett-Mariscal, Doretha Williams-Flournoy and May Chan did an excellent job of facilitating and fielding a flurry of comments from stakeholders in the room, via webinar, phone and email.

Our concerns have to do with the limited method of gathering stakeholder input in written form only and the need for greater accessibility to low-income clients, families and unserved community members.

We strongly recommend that CalMHSA transcribe stakeholders' oral comments and include these in the public record along with written comments in the materials that are considered for the Scopes of Work. We understand that only written comments are regularly considered, with audio-recorded oral comments only to be listened to if CalMHSA seeks clarification on written comments. Transcription of oral comments is a reasonable request for any stakeholder focus group, and we believe it would yield much more useful input than the present arrangement. Based on our observations and those of other stakeholders who were there, participants' oral comments – both in-person and online – tended to be more substantive, specific and complete than their written comments submitted in-person on comment cards or submitted electronically via webinar. A transcription of oral comments included alongside written submissions in public records would also provide greater transparency and accountability to the process.

To make future information gathering sessions more accessible to stakeholders, the Network recommends convening them in locations that are more centrally located and closer to public transit. Preferably, sessions should be offered in the north and south of the state – ideally in each

CalMHSa PUBLIC COMMENT CARD

5

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(ONE COMMENT CARD PER AGENDA ITEM, PLEASE PRINT)

Agenda Item: 8A REPORT FOR IMPLEMENTATION APHOC COM.

Page Number: 45

Name: STARIE HIRAMOTO

Organization: REMHDCO

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Comment/Question: REMHDCO supports the recommendations of the CA Network of Mental Health Clients that are contained in their letter of Dec 9th to CalMHSa.

(All items have to do with oral comments and making information gathering sessions more accessible to the public.)

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CalMHSA PUBLIC COMMENT CARD

3

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(ONE COMMENT CARD PER AGENDA ITEM, PLEASE PRINT)

Agenda Item: 8A Report from Implementation Ad Hoc Committee
scope of responsibilities

Page Number: 45

Name: Lin Benjamin

Organization: CA Dept of Aging

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Comment/Question: See attached comments.

INSTRUCTIONS FOR PUBLIC COMMENT AND STAKEHOLDER INPUT

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California Department of Aging
Public Comment at the CalMHSA Board Meeting
December 9, 2010

Agenda Item 8A: Report from Implementation Ad Hoc Committee

The California Department of Aging recommends a revision to the document "Implementation Ad Hoc Committee, Scope of Responsibilities" in the "Committee Membership" section. We would like information inserted that reflects the participation of stakeholders in the work of the Ad Hoc Committee and the importance of this participation to CalMHSA in implementing its mission and promoting its values which includes "transparency and stakeholder input."

CalMHSA PUBLIC COMMENT CARD

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(ONE COMMENT CARD PER AGENDA ITEM, PLEASE PRINT)

Agenda Item: 8b

Page Number: _____

Name: Stephanee Welch

Organization: CMHDA

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Comment/Question: Program Interest Survey

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CalMHSA PUBLIC COMMENT CARD

14

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(ONE COMMENT CARD PER AGENDA ITEM, PLEASE PRINT)

Agenda Item: 8B (PROGRAM MATTERS)

Page Number: 52

Name: STARIE HIRAMOTO

Organization: REMHDCO

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Comment/Question: Whenever considering the use of PEI Statewide Training and Technical Assistance funds, REMHDCO urges that the original purpose of these funds: "To provide training and T.A. to those outside of (county) mental health regarding the implementation of the MHTSA" be remembered.
Also, statewide organizations such as NAMI, the Client Network, or REMHDCO should be considered as training resources.

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Agenda Item: 9

Page Number: 54

Name: KAROLYN RIM STEIN

Organization: HUMBOLDT COUNTY

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Comment/Question: THANK YOU ALL!

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(ONE COMMENT CARD PER AGENDA ITEM, PLEASE PRINT)

Agenda Item: 11A

Page Number: 3

Name: Rusty Selix

Organization: MHAC

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Comment/Question: There is a need to offer
potential bidders flexibility to address only
parts of the list of activities under each
heading and we need to be sure
that stakeholders can review and comment on
proposed structure of RfIs not just the
subject matter content

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CalMHSa PUBLIC COMMENT CARD

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Agenda Item: #11

Page Number: _____

Name: Bette Reinhardt

Organization: NAMI California

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Comment/Question: NAMI California has previously spoken in behalf of recording, in writing, stakeholders' comments. Today, we are speaking in support of the letter from the CA Network of Mental Health Clients to transcribe oral comments on PEI Statewide Programs Scope of Work.

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CalMHSa PUBLIC COMMENT CARD

5
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Agenda Item: 11 Stakeholder Non-Agenda Items

Page Number: _____

Name: Stacie Hiramoto

Organization: REMHDCCO

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Comment/Question: REMHDCCO would like to commend the facilitation skills of CiMH at the "Scope of work" information gathering meetings. The people were very welcoming and inclusive.

In the future we are hoping the information for such public meetings/forums could be posted on the CalMHSa website.

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Agenda Item: 11 B - RFP Development Recommendations

Page Number: _____

Name: Lin Benjamin

Organization: CA Dept of Aging

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Comment/Question: See attached comments

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California Department of Aging
Public Comment at the CalMHSA Board Meeting
December 9, 2010

The California Department of Aging believes that the CalMHSA Statewide Prevention and Early Intervention Program Information Gathering Sessions were helpful in clarifying the Scope of Work for the RFPs. However, before the RFP process is finalized, we recommend more discussion with stakeholders to clarify the RFP process and discuss how best to structure the RFPs to ensure quality implementation and achieve the best overall results. For example, we believe the RFP structure and process should enable applicants to apply for the portion of funds that would implement the deliverables that best fit with their area(s) of expertise. Along with this flexibility, CalMHSA would need to ensure that all of the deliverables are implemented.

LIST A

(Chance of becoming a member, have indicated interest and moving forward)

Amador, El Dorado, Humboldt, Kings, Merced, Napa, San Mateo, Santa Barbara, Shasta

LIST B

(Have expressed interest but not sure what to do, internal discussions necessary)

City of Berkeley, Calaveras

LIST C

(Don't know, have many questions)

Alameda, Alpine, Del Norte, Lassen, Mariposa, Nevada, San Benito, San Joaquin, Tehama, Tri-City, Tulare, Tuolumne

LIST D

(Have opted out)

Inyo, Mono, Plumas

MEMBER COUNTIES

Butte, Colusa, Contra Costa, Fresno, Glenn, Imperial, Kern, Lake, Los Angeles, Madera, Marin, Mendocino, Modoc, Monterey, Orange, Placer, Riverside, Sacramento, San Bernardino, San Diego (2-10-11), San Francisco (2-10-11), San Luis Obispo, Santa Clara, Santa Cruz, Siskiyou, Solano, Sonoma, Stanislaus, Sutter, Trinity, Yuba, Ventura & Yolo

CalMHSA
 Reconciliation to OAC Assigned Funds
 As of January 12, 2011

Member County	Planning (5%) Phase I Implementation Budget (1)	Planning Funds Received -3 Years (2)	Planning Funds Assigned and Receivable (3)	Program Phase II Implementation Budget (4)	Program 3 years receivable (5)	Total PEI (6)
1 Butte	\$43,760	\$32,820		\$831,440	\$623,580	\$875,200
2 Colusa	5,000	3,750		95,000	\$71,250	100,000
3 Contra Costa	183,440			3,485,360	\$0	3,668,800
4 Fresno	199,700		199,700	3,794,300	\$2,845,725	3,994,000
5 Glenn	5,420		5,420	102,980	\$77,235	108,400
6 Imperial	37,500		37,500	712,500	\$534,375	750,000
7 Kern	171,180	128,385		3,252,420	\$2,439,315	3,423,600
8 Lake	11,840	8,880		224,960	\$168,720	236,800
9 Los Angeles	2,335,680	1,751,760		44,377,920	\$33,283,440	46,713,600
10 Madera County		24,360			\$462,840	
11 Marin	44,480	33,360		845,120	\$633,840	889,600
12 Mendocino	16,400		16,400	311,600	\$233,700	328,000
13 Modoc	5,000	3,750		95,000	\$71,250	100,000
14 Monterey	91,320	68,490		1,735,080	\$1,301,310	1,826,400
15 Orange	666,840	500,130		12,669,960	\$9,502,470	13,336,800
16 Placer	54,820	41,115		1,041,580	\$781,185	1,096,400
17 Riverside	442,800	332,100		8,413,200	\$6,309,900	8,856,000
18 Sacramento	266,360	66,590		5,060,840	\$3,795,630	5,327,200
19 San Bernardino	430,760	323,070		8,184,440	\$6,138,330	8,615,200
20 San Luis Obispo	51,600	38,700		980,400	\$735,300	1,032,000
21 Santa Clara	385,380	289,035		7,322,220	\$5,491,665	7,707,600
22 Santa Cruz	56,500	42,375		1,073,500	\$805,125	1,130,000
23 Siskiyou	7,160	5,370		136,040	\$102,030	143,200
24 Solano	80,220	20,055		1,524,180	\$1,143,135	1,604,400
25 Sonoma	87,940	65,955		1,670,860	\$1,253,145	1,758,800
26 Stanislaus	102,040	76,530		1,938,760	\$1,454,070	2,040,800
27 Sutter/Yuba	30,040			570,760		600,800
28 Trinity	5,000	3,750		95,000	\$71,250	100,000
29 Ventura	166,960		166,960	3,172,240	2,379,180	3,339,200
30 Yolo	41,640		41,640	791,160	\$593,370	832,800
Total: Members at Date of Implementation	6,026,780	3,860,330	467,620	114,508,820	83,302,365	120,535,600
Propective Member County						
San Diego	675,340	506,505		12,831,460	9,623,595	13,506,800
Santa Barbara			67,830		1,288,770	
El Dorado	29,040			551,760		580,800
Humboldt	25,140		18,855	477,660	\$358,245	502,800
Kings	30,000			570,000		600,000
Merced			42,480		807,120	
Napa	24,220			460,180		484,400
San Francisco						
Total Propective Members	783,740	506,505	129,165	14,891,060	12,077,730	15,674,800
Projected Total	\$6,810,520	\$4,366,835	\$596,785	\$129,399,880	\$95,380,095	\$136,210,400

Counties Unassigned

Deduct Unassigned Counties Included in Implementation Budget			
Contra Costa		(3,485,360)	
Sutter/Yuba		(570,760)	
El Dorado		(551,760)	
Kings		(570,000)	
Napa		(460,180)	
Add Back Assigned Counties not originally included in Implementation Budget			
Madera County		617,120	
Santa Barbara		\$1,718,360	
Merced		\$1,076,160	
Deduct Counties Assigned only One Year:			
Sacramento		(3,795,630)	
Solano		(1,143,135)	
Total Funds Assigned	\$4,366,835	\$596,785	\$122,234,695
			\$127,198,315

Columns:

- (1), (4), (6) Columns from A1.8 of the Implementation Plan
- (2) Planning Funds Received by CalMHSA
- (3) Planning Funds Assigned and Receivable
- (5) Assigned Program Dollars to be received upon plan approval

NEW COUNTY MEMBERSHIP APPLICATION(S)

Agenda Item 6.A.

SUBJECT: CalMHSA New County Membership Application(s)

BACKGROUND AND STATUS:

During each Board meeting, the staff and members shall update the Board on the status of prospective new members. Staff has developed a spreadsheet to track activity of members and prospective members which you will find on page 32.

At this meeting, the County of San Diego and the County and City of San Francisco have received approval from their Boards of Supervisors, submitted their new membership applications to CalMHSA, and now request approval as members of CalMHSA.

RECOMMENDATION:

Approve membership to CalMHSA for applying County (ies).

REFERENCE MATERIALS ATTACHED:

- CalMHSA Membership Roster

Current Membership Roster

(30 members, 31 counties)

- San Bernardino County (July 9, 2009)
- Solano County (July 9, 2009)
- Colusa County (July 9, 2009)
- Monterey County (July 9, 2009)
- San Luis Obispo County (July 9, 2009)
- Stanislaus County (July 9, 2009)
- Sutter/Yuba County (August 13, 2009)
- Butte County (Nov. 13, 2009)
- Placer County (January 14, 2010)
- Sacramento County (March 12, 2010)
- Glenn County (April 7, 2010)
- Trinity County (April 15, 2010)
- Sonoma County (May 13, 2010)
- Modoc County (May 13, 2010)
- Santa Cruz County (June 10, 2010)
- Los Angeles County (June 10, 2010)
- Marin County (August 12, 2010)
- Orange County (August 12, 2010)
- Yolo County (August 12, 2010)
- Contra Cost County (Oct. 14, 2010)
- Fresno County (Oct. 14, 2010)
- Imperial County (Oct. 14, 2010)
- Kern County (Oct. 14, 2010)
- Lake County (Oct. 14, 2010)
- Riverside County (Oct. 14, 2010)
- Santa Clara County (Oct. 14, 2010)
- Siskiyou County (Oct. 14, 2010)
- Ventura County (Oct. 14, 2010)
- Madera County (Nov.12, 2010)
- Mendocino County (Dec. 9, 2010)

CalMHSA's Regional Representatives

Superior Region – Scott Gruendl, MPA, Glenn County

Central Region – Denise Hunt, MFT, Stanislaus County

Bay Area Region – Michael Kennedy, MFT, Sonoma County

Southern Region – Mark Refowitz, MSW, Orange County

Los Angeles Region – William Arroyo, MD, Los Angeles County

FINANCIAL MATTERS

Agenda Item 7.A.

SUBJECT: CalMHSA Finance Ad Hoc Committee Update

BACKGROUND AND STATUS:

The Finance Ad Hoc Committee met on November 30, 2010 and February 2, 2011, where discussions included the 2011-2012 insurance renewal, the travel policies and cash & investment management to which Allan Rawland, committee chair, will give an update.

2011-2012 Insurance Renewal

February 4, 2010 through February 4, 2011, CalMHSA carried Public Officials and Employment Practices Liability with a Limit of Liability of \$1,000,000 aggregate on a claims made basis with National Union Fire Insurance Company of Pittsburgh, PA with a Best rating of A XV (Excellent). The expiring premium for this policy is \$2,500.

At date of distribution of the agenda, Interwest Insurance Services Inc has approached the insurance market to obtain multiple quotes for renewal of the CalMHSA Public Officials Errors and Omissions Coverage for renewal on February 4, 2011. Additionally, staff has requested Interwest gather quotes for additional limits as the assets of CalMHSA will increase in the coming months. Due to the increased exposure and increased activities of CalMHSA it is expected the renewal premium will increase. The finance ad hoc committee, in accordance with CalMHSA procurement policy, has directed binding of coverage on February 4, 2011 and requesting confirmation from the Board of Directors at the February 10, 2011 meeting.

Interwest is also requesting multiple quotes on a Fidelity Bond to cover the exposure of the anticipated increase of cash assets and this will be discussed at the meeting.

FDIC GHC

Other Insurance Protections:

Local Agency Investment Fund (LAIF) deposits are protected by Statute:

California government Code 16429.3 states monies placed with the Treasurer for deposit in the LAIF by cities, counties, special districts (CalMHSA), nonprofit corporations, or qualified quasi-governmental agencies shall not be subject to the following:

- (a) Transfer or loan pursuant to Sections 16310, 16312, or 16313.
- (b) Impoundment or seizure by any state official or state agency.

Deposits at California Bank and Trust:

Due to provisions of the Dodd-Frank Wall Street Reform, CalMHSA's deposits will be fully insured by the Federal Deposit Insurance Corporation (FDIC) from December 31, 2010, through December 31, 2012. This temporary unlimited coverage is in addition to, and separate from, the coverage of at least \$250,000 available to depositors under the FDIC's general deposit insurance rules.

George Hills Company insurance coverage:

George Hills Company has General Liability coverage with limits of \$1 million, Errors and Omission coverage with limits of \$2 million, and holds a fidelity bond for their fiduciary responsibilities for management of cash.

Travel Policy

The committee has been directed to draft a Board of Directors and staff Travel Policy. The committee has gathered samples from CSAC and member county policies to use as a model for the CalMHSA policies. The committee discussed the above policies and will be recommending approval of the attached policies.

The CalMHSA budget includes budget line items for conferences and travel.

Cash and Investment Management

CalMHSA currently has \$3,875,507.00 in the bank and with the approval of the Plan by MHSOAC project funds will be deposited soon. It is anticipated approximately \$70-90 million (depending upon implementation of the prompt distribution clause) will be deposited within the next 60 days. While it is still unclear whether the investment earnings from these funds will remain with CalMHSA or need to be returned to DMH, we are attempting to get their commitment that any return would be net of investment expense. With the potential for incrementally more investment earnings incoming to the benefit of CalMHSA, this is a worthy pursuit. Therefore, it is in our best interest to be prepared to make a decision on professional investment management, otherwise CalMHSA should not incur any professional investment expense and simply place in a money market type account.

An example of the benefit of professional investment management could be:

Assume average of \$100million in bank for a year	
Current rate of earnings (LAIF current rate):	.46% = \$500,000
Estimated rate of return with investment mgmt.	2% = \$2,000,000
Cost of investment management	.0020 = <u>\$200,000</u>
Net benefit	\$1,300,000

As a result of this potential positive result staff is evaluating potential investment management partners; drafting an RFP, and remaining in contact with DMH to determine a resolution of ownership of earnings.

RECOMMENDATION:

1. Confirmation of Finance Ad Hoc Committee recommendation to renew the Public Officials Errors and Omissions coverage as of February 4, 2011.
2. Approval of CalMHSA Policy No. 10-01 Board of Directors Travel Policy and Guidelines and Travel Reimbursement Expense Form.
3. Approval of CalMHSA Policy No 10-02 Staff Travel Policy and Guidelines and Travel Reimbursement Expense Form.

REFERENCE MATERIALS ATTACHED:

- CalMHSA Policy No. 10-01 Board of Directors Travel Policy and Guidelines and Travel Reimbursement Expense Form
- CalMHSA Policy No. 10-02 Staff Travel Policy and Guidelines and Travel Reimbursement Expense Form

CALIFORNIA MENTAL HEALTH SERVICES AUTHORITY
(CalMHSA)

Draft Board of Directors Travel Policy

CalMHSA recognizes the obligation to reimburse members of the Board of Directors, or their alternates, in the event of financial hardship, for the ordinary and necessary travel expenses incurred while conducting Authority business, to the extent financially possible. The Board of Directors of CalMHSA hereby adopts the following Board of Directors travel policy.

The Authority will reimburse members of the Board of Directors, or their alternates, and members of Authority committees, for ordinary and necessary travel expenses, subject to budget limitations.

- A. Subject to demonstration of fiscal hardship and approval of the Executive Committee, members of CalMHSA shall apply for reimbursement for travel. Members of the CalMHSA Board of Directors travel expenses include:
 - i. Travel expenses incurred to attend regularly scheduled and special meetings of the Board of Directors or Executive Committee Meetings of the Board of Directors, or committee meetings where travel exceeds 100 miles (one way). The annual (June to July) maximum reimbursement shall be \$600 per member. The Authority will reimburse the alternate member of Board of Directors attending regularly scheduled and special meetings of the Board of Directors or Executive Committee in place of a regular member. The Authority recognizes the value of keeping additional individuals apprised of issues affecting the Authority.
 - ii. Travel expenses to a board of directors meeting in the event of an emergency, e.g., a quorum is needed and would not be met without his or her presence.
 - iii. Travel expenses for committee chairpersons responsible for reporting committee activities to the Board of Directors and the Executive Committee for attending regular board meetings or executive committee meetings if the chairperson is not a voting member of the Board of Directors as covered by paragraph A.i. above.
- B. The Authority recognizes the business value of members attending conferences and CalMHSA enhancing business. No more than three (3) representatives will be authorized per conference, unless approved by the Executive Director. Conference attendance requests must be made at least three months in advance. Conferences and conference attendance will be specifically approved in the Authority's conference budget or by the Executive Director within the overall CalMHSA budget.
- C. The Authority will reimburse travel expenses based on the most economical and cost effective mode of transportation.
- D. The following CalMHSA Travel Policy Guidelines are attached to assist members to

implement this policy. Exceptions to this policy or the implementing guidelines must be approved in advance by the President.

- E. Expense claims, including those for mileage, are to be submitted for reimbursement within thirty (30) days of accruing the expense on the CalMHSA travel claim form. Claims not submitted in a timely manner will be denied.

DRAFT

CalMHSA

Draft Board of Directors Travel Policy Guidelines

I. Automobile Expenses: CalMHSA will pay a mileage allowance equivalent to the amount authorized by the Internal Revenue Service for employee use of private automobiles.

- A. CalMHSA will reimburse for mileage from the point of departure to the point of return. The mileage reimbursement shall be based on the most direct or commonly traveled route.
- B. A Board or committee member may choose to rent an automobile instead of using a personal vehicle. Reimbursement for rental cars used to travel between the member's county and the meeting shall not exceed the IRS mileage rate per mile times the mileage of the most direct or commonly traveled route. Purchase of rental insurance is required.
- C. Rental autos used for transportation between an airport or station and hotel or meeting site should be used only if it is the most economic transportation considering the availability and cost of shuttles and taxis. Reasonable efforts should be made to share rental auto expenses with other Board members when appropriate. The size of vehicle rented shall be appropriate to the length of trip and number of people being transported.
- D. A Board or committee member may choose to use a county vehicle. CalMHSA will reimburse the county at the county's vehicle usage rate, not to exceed the IRS mileage rate.

II. Transportation Fares: CalMHSA will reimburse Board or committee members for the cost of transportation fares for travel by air, rail or bus with the appropriate proof of expenditure.

- A. Government rate should be requested when available. Absent a government rate, the lowest available rate should be used. A proof of payment or airline, train or bus ticket receipt is required to be attached to the travel claim.
- B. Air transportation should be used when it is the most economic mode of transportation. Exceptions to this rule must be approved in advance by the President. The Executive Director is given flexibility for approval as it relates to carrying out the mission and vision of CalMHSA.
- C. Frequent flyer miles or friends fly free benefits may be retained by the Board or committee member.

III. Lodging: CalMHSA will reimburse Board or committee members for out of town lodging expenses, for conference attendance only. A proof of payment or hotel receipt shall be attached to the travel expenses claim.

- A. Government or conference rates shall be requested when available. If a government, corporate or conference rate is not available, CalMHSA will reimburse the single occupant rate. Transient or occupancy tax exemption should be requested when available to government employees.
- B. Board or committee members may request Staff to make hotel reservations for their travel. CalMHSA is required to guarantee payment for reservations made on behalf of its members. In the event that a Board or committee member cannot honor a reservation, the member is responsible for canceling the reservation in a timely manner to avoid a hotel charge. In the event the reservation is not canceled, and CalMHSA is billed for the lodging, the member will be charged. If alternate lodging is purchased, CalMHSA will reimburse the member for the lesser of the two rooms purchased.
- C. Hotel dividend points or benefits offered by hotels may be retained by Board or committee member. Hotel dividend points or benefits obtained by the group purchase of hotel rooms and services shall be retained and used by CalMHSA.

IV. Meals: CalMHSA will reimburse Board or committee members for out of town meal expenses, for conference attendance only with the appropriate proof of expenditure.

- A. The maximum daily reimbursement for meals shall equal the standard meal allowance set by the Internal Revenue Service for the majority of California locations. This allowance includes tips to meal servers.
- B. When lunches or other meals are included with conference or meeting registrations, an alternate meal expense will not be reimbursed.
- C. Board or committee members may request staff to make meal reservations during Authority meetings. CalMHSA is required to guarantee meal counts made on behalf of its members forty-eight hours in advance. In the event that a Board or committee member cannot honor his or her reservation, the member is responsible for canceling his or her reservation. In the event the reservation is not canceled, alternate meals will not be reimbursed.
- D. CalMHSA will reimburse members for partial day meal expenses in accordance to the following percentages of the standard meal allowance. This applies when traveling for less than a 24 hour period or when paragraphs IV B and C apply.

		Per Diem Meal Allowance*
Breakfast	Midnight to 10:00 a.m.	\$11
Lunch	10:00 a.m. to 4:00 p.m.	16
Dinner	4:00 p.m. to Midnight	<u>29</u>
Per Diem		\$56

V. Parking and Tolls: CalMHSA will reimburse Board or Committee members for parking

expenses or toll fees incurred while on Authority business with appropriate proof of expenditure.

VI. Incidental Expenses: CalMHSA will reimburse members for the following incidental expenses incurred while on Authority business, for conference attendance only and with the appropriate proof of expenditure.

- A. Telephone: The cost of business calls while on your trip including business communication by fax machine or other communication devices. A short personal call may also be reimbursed per day.
- B. Baggage and shipping: The cost of sending baggage or meeting material between your regular work and the meeting locations.
- C. Tips: Tips you pay for any expense described in these guidelines. Tips to meal servers are included in the standard meal allowance.

VII. Travel expenses claims: A travel expense claim form shall be submitted on forms provided by CalMHSA. Receipts shall accompany the travel expenses claim for transportation fares, rental cars, lodging and any other expense. CalMHSA retains the right to audit any claim requesting reimbursement. The claim must include the following:

- Claimant's name and address.
- Date and purpose of the meeting.
- Location of the meeting.
- Itemized statement of expenses incurred.
- Total expenses incurred.
- Amounts payable to the Board or committee member or payable to the Member's County.
- Claimant's certification and signature.
- Proof of travel expenses.



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CalMHSA Board of Directors Travel Reimbursement Expense Form

Claimant Name: _____
 Entity: _____
 PAYEE Address: _____
 Telephone/Email: _____
 Meeting/Conference/Stakeholder Meeting: _____
 Date of Meeting: _____
 Location of Meeting: _____

Meals:

	Partial Day Allowances			Totals
	Breakfast	Lunch	Dinner	
Per Diem Maximum:	\$11.00	\$16.00	\$29.00	\$56.00
Date:				
Date:				
Date:				

	Payable to Board Representative	Payable to County
Total Meals=	_____	_____
Private Car: Miles _____ X \$0.50 =	_____	_____
Car Rental	_____	_____
Air, Bus or Train Fare	_____	_____
Lodging	_____	_____
Taxi	_____	_____
Bridge Tolls	_____	_____
Parking Fees	_____	_____
Incidental Expenses	_____	_____
TOTAL PAYABLE TO EMPLOYEE:	_____	_____
TOTAL PAYABLE TO MEMBER:	_____	_____

Signature: _____ Date: _____

Return to: CalMHSA
 Maya Maas
 3043 Gold Canal Drive, Suite 200
 Rancho Cordova, CA 95670

CALIFORNIA MENTAL HEALTH SERVICES AUTHORITY
(CalMHSA)

Draft Staff Travel Policy

CalMHSA recognizes the obligation to reimburse CalMHSA Staff for the ordinary and necessary travel expenses incurred while conducting Authority business, to the extent financially possible. The Board of Directors of CalMHSA hereby adopts the following Staff travel policy.

The Authority will reimburse CalMHSA Staff for ordinary and necessary travel expenses, subject to budget limitations.

- A. The Authority recognizes the business value of Staff attending conferences and CalMHSA enhancing business. No more than three (3) representatives will be authorized per conference, unless approved by the Executive Director. Conference attendance requests must be made at least three months in advance. Conferences and conference attendance will be specifically approved in the Authority's conference budget or by the Executive Director within the overall CalMHSA budget.
- B. The Authority recognizes the obligation to reimburse Staff for travel expenses incurred for purposes other than attendance of regular or special meetings of the Board of Directors or the Executive Committee. These expenses shall be approved in the Authority's budget or by the CalMHSA President.
- C. The Authority will reimburse travel expenses based on the most economical and cost effective mode of transportation.
- D. The following CalMHSA Travel Policy Guidelines are attached to assist in the implementation of this policy. Exceptions to this policy or the implementing guidelines must be approved in advance by the President.
- E. Expense claims, including those for mileage, are to be submitted for reimbursement within thirty (30) days of accruing the expense on the CalMHSA travel claim form. Claims not submitted in a timely manner will be denied.

CalMHSA

Draft Staff Travel Policy Guidelines

I. Automobile Expenses: CalMHSA will pay a mileage allowance equivalent to the amount authorized by the Internal Revenue Service for employee use of private automobiles.

- A. CalMHSA will reimburse for mileage from the point of departure to the point of return. The mileage reimbursement shall be based on the most direct or commonly traveled route.
- B. Staff may choose to rent an automobile instead of using a personal vehicle. Reimbursement for rental cars used to travel between the CalMHSA office and the meeting shall not exceed the IRS mileage rate per mile times the mileage of the most direct or commonly traveled route. Purchase of rental insurance is required.
- C. Rental autos used for transportation between an airport or station and hotel or meeting site should be used only if it is the most economic transportation considering the availability and cost of shuttles and taxis. Reasonable efforts should be made to share rental auto expenses with other Board members when appropriate. The size of vehicle rented shall be appropriate to the length of trip and number of people being transported.

II. Transportation Fares: CalMHSA will reimburse Staff for the cost of transportation fares for travel by air, rail or bus with the appropriate proof of expenditure.

- A. Government rate should be requested when available. Absent a government rate, the lowest available rate should be used. A proof of payment or airline, train or bus ticket receipt is required to be attached to the travel claim.
- B. Air transportation should be used when it is the most economic mode of transportation. Exceptions to this rule must be approved in advance by the President. The Executive Director is given flexibility for approval as it relates to carrying out the mission and vision of CalMHSA.
- C. Frequent flyer miles or friends fly free benefits may be retained by the Staff member.

III. Lodging: CalMHSA will reimburse Staff for out of town lodging expenses, for conference attendance only. A proof of payment or hotel receipt shall be attached to the travel expenses claim.

- A. Government or conference rates shall be requested when available. If a government, corporate or conference rate is not available, CalMHSA will reimburse the single occupant rate. Transient or occupancy tax exemption should be requested when available to government employees.
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Per Diem		\$56

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- Claimant’s name and address.
- Date and purpose of the meeting.
- Location of the meeting.
- Itemized statement of expenses incurred.
- Total expenses incurred.
- Amounts payable.
- Claimant’s certification and signature.
- Proof of travel expenses.



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CalMHSA Staff Travel Reimbursement Expense Form

Claimant Name: _____
 Entity: _____
 PAYEE Address: _____
 Telephone/Email: _____
 Meeting/Conference/Stakeholder Meeting: _____
 Date of Meeting: _____
 Location of Meeting: _____

Meals:

	Partial Day Allowances			Totals
	Breakfast	Lunch	Dinner	
Per Diem Maximum:	\$11.00	\$16.00	\$29.00	\$56.00
Date:				
Date:				
Date:				

	Payable to Staff	Payable to Company
Total Meals= _____		
Private Car: Miles _____ X \$0.50 = _____		
Car Rental _____		
Air, Bus or Train Fare _____		
Lodging _____		
Taxi _____		
Bridge Tolls _____		
Parking Fees _____		
Incidental Expenses _____		
TOTAL PAYABLE TO EMPLOYEE: _____		
TOTAL PAYABLE TO MEMBER: _____		

Signature: _____ Date: _____

Return to: CalMHSA
 Maya Maas
 3043 Gold Canal Drive, Suite 200
 Rancho Cordova, CA 95670

PROGRAM MATTERS

Agenda Item 8.A.

SUBJECT: Report from Implementation Ad Hoc Committee Chair – Wayne Clark

BACKGROUND AND STATUS:

During each Board meeting, Dr. Wayne Clark, Implementation Ad Hoc Committee Chair, will provide an oral report on the status of the Implementation Work Plan and related activities.

The Implementation Work Plan

The Board approved the final CalMHSA Plan at the November 12, 2010 board of directors meeting. The approved Plan was submitted to the MHSOAC/DMH on November 18th, which was followed by MHSOAC responding with a request for clarification in certain areas.

As such, CalMHSA developed responses to MHSOAC and which have incorporated them into the Plan as an Addendum. The Plan and Addendum were submitted to the MHSOAC on January 5, 2011 for MHSOAC Commissioner's consideration and approval on January 27, 2011.

Additionally, the CalMHSA Executive Committee met on January 25, 2011 via teleconference to formally review and recommend approval to the Board of the Addendum to the Plan.

On January 27, 2011 President- Allan Rawland, Vice President – Wayne Clark, Treasurer- Karen Baylor, Executive Director – John Chaquica and Program Director- Edward Walker were in attendance at the MHSOAC Commissioner's meeting to answer questions of the Commissioners and public relative to the Plan. The Plan was approved by unanimous vote (see attached Press Release).

The MHSOAC action was on three parts: 1) Approval of funds up to amounts assigned - \$123 million; 2) Authority to approve up to budget amount when additional assignments received - \$129 million; and 3) CalMHSA to report on a semi-annual basis. Lastly, of the public comment the Commissioners requested we review and address the process to ensure the stakeholders have a meaningful voice.

Request for Proposals (RFP) – for Execution of the Plans Deliverables to MHSOAC on the Program/Fiscal Progress

On January 28, 2011 CalMHSA staff released the first RFP for Suicide Prevention followed by a Proposers' Conference scheduled for February 4, 2011. The Proposers' conference was made available to parties interested via teleconference, webinar and in person.

In development of the RFP for Suicide Prevention, competitive proposals are expected. A competitive proposal environment is also expected for Stigma and

Discrimination. Implementation of the Student Mental Health Initiative (SMHI) presents a different set of circumstances for the Higher Education programs, K-12 Statewide program and the K-12 Regional program. A timeline is attached detailing sequencing of releases, presentation to Board and contract approval.

Consistent with CalMHSAs Procurement Policy, Section 8, IAHC recommends to the Board that we request applications from the three higher education systems: University of California, California State University, California Community Colleges named in the Plan (pages 61-62), the Department of Education and each of the Superintendents' Regions (pages 65-67). The IAHC believes non-competitive contracting is appropriate under the following circumstances listed in Section 8 (attached):

- Higher Education programs sole source: UC, CSU, CCC: (a) uniqueness of vendor.
- K-12 Statewide program sole source: Department of Education: (d) The facilities, staff or equipment the proposed vendor has that are specialized and vital to the services required.
- K-12 regional programs sole source: Eleven Superintendent Regions: (a) uniqueness and (b) one viable provider of the required services in the geographic area.

There are not alternative public systems for Higher Education, Superintendents Regions, the State Department of Education or the Superintendents Regions. The Implementation Work Plan for SMHI implicitly contemplates that these school systems will be the providers.

State Department of Education or the Superintendents Regions.

Next Steps

Dr. Clark and Mr. Walker will address the timeline and next steps and answer questions of the Board.

RECOMMENDATION:

Formally Approve the Addendum to the CalMHSAs Work Plan and approval to sole source the SMHI RFP.

REFERENCE MATERIALS ATTACHED:

- Press Release
- Timeline
- Procurement Policy, Section 8 RE: Sole Source
- Ad Hoc Committee Meeting Notes, January 24, 2010
- Executive Committee Meeting Minutes



FOR IMMEDIATE RELEASE

Contact: Mady Gorrell, CalMHSA
650-464-6496
mady.gorrell@georgehills.com

Statewide Prevention and Early Intervention Implementation (PEI) Work Plan from California Mental Health Services Authority (CalMHSA) Approved by California Mental Health Services Oversight and Accountability Commission (MHSOAC)

SACRAMENTO, CA (February 2, 2011) – The California Mental Health Services Authority (CalMHSA), the relatively new joint powers authority (JPA) of California counties focused on the efficient delivery of California mental health projects and programs, announced today that the California Mental Health Services Oversight and Accountability Commission (MHSOAC) approved CalMHSA’s Statewide Prevention and Early Intervention (PEI) Implementation Work Plan (Plan). The Plan describes how CalMHSA will implement nearly \$130 million in Mental Health Service Act Funds to prevent suicides, reduce stigma and discrimination, and improve student mental health.

Approval of CalMHSA’s Plan by MHSOAC marks another milestone for the growing JPA which was formed in July 2009 by a small core of counties seeing greater efficiency in acting jointly and pooling expenditures for specified statewide and regional projects. (CalMHSA now has 31 of California’s 58 counties as members.) The Plan outlines the recommended actions selected from MHSOAC’s three Strategic Plans, and is built on a three-year foundation of extensive statewide stakeholder input, and solicits focused strategies to educate the public, health care providers, educators, families and individuals about understanding suicide risk factors, and the many barriers to help seeking and the acceptance of support of persons with mental illness. Statewide initiatives include local and regional strategies, tailored to California’s cultural, geographic diversity, and programs that will have impact across the age spectrum.

Prevention efforts contained in CalMHSA’s recently approved Plan are capable of results similar to public health efforts that reduced tobacco use and prevented the spread of HIV infection. “The Plan to prevent suicides, reduce stigma and discrimination, and improve student mental health will have a significant impact on the mental health of California residents now and for generations to come,” says CalMHSA Board Vice President Wayne Clark, PhD. “Like the tobacco prevention campaign, the effect of CalMHSA’s programs could be a 30–50% reduction in health consequences over the next 10–20 years.”

With MHSOAC’s approval of the CalMHSA’s Plan, Requests for Proposal (RFPs) will be released over the first quarter of 2011, containing detailed scopes of work and budget information for each designated program. Three expert review panels comprised of subject matter experts will rank the bidders best equipped to carry out the collective vision of the Mental Health Services Act, the Department of Mental Health, MHSOAC, the stakeholders and CalMHSA. During program implementation, a rigorous program

specific and statewide evaluation will be initiated to ensure programs fulfill the MHSA's goals and objectives. Each program will comply with data requests for the statewide evaluation of all CalMHSA-administered programs. Program specific and statewide evaluation will advance understanding of effective methods to provide desired outcomes.

“The unique role of CalMHSA is to do things faster, cheaper, and smarter”, says Vice President Clark. CalMHSA Board President, Allan Rawland, ACSW, MSW notes, “CalMHSA's commitment to its basic tenets stated in our Vision/Mission Statements and supporting values will continually support our collaboration with our members, DMH , MHSOAC, and stakeholders to deliver our members mental health services funds outlined under Proposition 63 more efficiently and with greater outreach.”

About CalMHSA

The California Mental Health Services Authority (CalMHSA) is joint powers authority (JPA) of California counties and is focused on the efficient delivery of California Mental Health Projects. Member counties jointly develop, fund, and implement mental health services, projects, and educational programs at the state, regional, and local levels. Central to CalMHSA's vision is the promotion of systems and services arising from community mental health initiatives while respecting the California MHSA values: community collaboration and cultural competence; client-driven mental health system for children, transition age youth, adults and older adults; family-driven system of care for children and youth; wellness focus, including recovery and resilience, and integrated mental health system service experiences and interactions. Counties interested in joining CalMHSA should contact John E. Chaquica CPA, MBA, ARM, CalMHSA Executive Director, President, George Hills Company, Inc. at 3043 Gold Canal Drive, Suite 200, Rancho Cordova, CA 95670-6394. He can also be reached via phone at 916.859.4824, and by email at john.chaquica@georgehills.com. For more information go to <http://www.calmhsa.org>.

About CDMH

The California Department of Mental Health (CDMH), entrusted with leadership of the California mental health system, ensures through partnerships the availability and accessibility of effective, efficient, culturally competent services. This is accomplished by advocacy, education, innovation, outreach, understanding, oversight, monitoring, quality improvement, and the provision of direct services. CDMH employs more than 12,000 employees in eight locations throughout the state, including its headquarters in Sacramento, five hospital facilities, and two acute care facilities within the Department of Corrections and Rehabilitation. As a state public agency, CDMH has worked hard to transform and improve the state's mental health systems of care by working with the mental health constituency to develop a system of partnerships and coordinated interagency efforts. For more information go to <http://www.dmh.ca.gov>.

About MHSOAC

With the passage of Proposition 63 in November 2004, the Mental Health Services Oversight and Accountability Commission was established to oversee specific parts of the Mental Health Services Act including Prevention and Early Intervention Programs, Innovative Programs, Human Resources, Education and Training Programs and sections of the Adult and Older Adult System of Care Act and Children's Mental Health Services Act. The Commission has primary responsibility for Prevention and Early Intervention and Innovative Programs including issuing Guidelines and approving county plans for those two program areas. For more information on MHSOAC go to <http://www.dmh.ca.gov/MHSOAC>.

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"A George Hills Company Administered JPA"

California Mental Health Services Authority Implementation Ad Hoc Committee

Please Note: In order to facilitate timely communication and seamless review process, MHSOAC requests that we use the standard terms familiar to staff and Commissioners: (1) work plan instead of strategic plan (concerned that the three published Statewide PEI Strategic Plans would be confused with CalMHSA implementation plan); (2) program instead of component for the phased implementation of the three Strategic Plans.

TIMELINE

- August 19: Ad hoc workgroup convenes with Stakeholder participation
- August 31: last date for submission of stakeholder input;
- September 3: Ad hoc workgroup convenes with Stakeholder participation to review CalMHSA staff summary, and categorization of stakeholder input, summary report published
- September 10: Board meeting: review summary report findings and implementation timeline (see #2 below)
- September meetings of Ad hoc committee established to review:
 - Outlines for RFP, RFQ, RFA, scope of work,
 - Procedures for establishing review panels and review criteria
 - Drafts of proposed Work Plan
- October 7: Board agenda and draft Work Plan posted for 30-day public comment
- October 14: Board meeting: draft Work Plan reviewed
 - Ad hoc committee workgroup activities presented

- October 18: Ad hoc workgroup convenes with Stakeholder participation to review CalMHSA work plan
- November 1: Ad hoc workgroup convenes with Stakeholder participation to review CalMHSA work plan
- November 4: Board agenda and implementation plan input posted
- November 12: Board meeting in Napa, Ca:
 - **FINAL WORK PLAN** presented for approval
 - Overarching implementation approach that describes key implementation phases and tools to be used (i.e., RFP/RFO/RFA/Non-competitive).
 - Analogous to a CSS or PEI plan approval with sequence and segments described that are implemented subsequent to plan approval
- November 15: MHSOAC submission for staff analysis; DMH submission for review
- **January 27**: MHSOAC meeting reviews for approval

Work Plan implemented in three phases

- January **28**: **Phase One**: release program plan for suicide prevention RFP/RFO/RFA due **45** days
 - **March 17**: Review Panel convenes; recommends selection
 - **April 7**: Board agenda posted.
 - **April 14**: present selection for Board approval
 - **May 5**: contract negotiations concluded and contract finalized; implementation begins
- **February 14**: **Phase Two**: release program plan for stigma RFP/RFO/RFA due **45** days
 - **March 31**: Review Panel convenes; recommends selection
 - **April 7**: Board agenda posted.
 - **April 14**: present selection for Board approval
 - **May 5**: contract negotiations concluded and contract finalized; implementation begins

- February 28: **Phase Three**: release program plan for student mental health initiative RFP/RFQ/RFA due 45 days
 - April 18: Review Panel convenes; recommends selection
 - April 28: Board agenda posted.
 - May 5: selection for Board approval
 - May 26: contract negotiations concluded and contract finalized: implementation begins

Work Plan Implementation

- key structural features:
 - Statewide with regional/local relevance
 - Regional/local with statewide relevance
 - Funding proportionality across the three strategic plans
- Implementation tools by program plan:
 - RFP/RFQ/RFA/Non-competitive:
 - Scope of work
 - Scoring rubric
 - Review panel composition

Evaluation

- Implementation overall by program plan
 - Specify that participation in statewide evaluation required of all proposals.
- By component of implementation phases (i.e., for SP statewide media campaign concurrent with one or more regional county collaboratives)
- Statewide evaluation RFP/RFQ/RFA:
 - Projected for February – March 2011
 - Date TBD: Review Panel convenes; recommends selection
 - Date TBD: Board Agenda posted
 - Date TBD: Selection for Board approval
 - Date TBD: Contract negotiations concluded and contract finalized; implementation begins

Procurement Policy, Section 8, COMPETITIVE SELECTION PROCESS EXCEPTIONS:

All goods or services over \$5,000 shall be procured by a competitive selection process unless the Board determines one of the circumstances below is satisfied. The selection process or the exception must be documented.

1. Sole Source. If the goods or services are obtained from a sole source without a competitive selection process, a written justification is required, and the written justification must be distributed with the agenda materials in advance of the meeting at which the contract is approved. One or more of the following factors may justify use of a sole source contract:

a. The uniqueness of a vendor's capabilities or goods offered to meet the needs of CalMHSA as compared to other contractors.

b. There is only one viable provider of the required service in the geographic area.

c. The prior experience of the proposed vendor is vital to the goods or services.

d. The facilities, staff or equipment the proposed vendor has that are specialized and vital to the services required.

e. Whether the contractor has a substantial investment that would have to be duplicated at the expense of CalMHSA if another vendor provided services.

f. The vendor's ability to provide goods or services in the required time frame.

g. Retaining professional services, such as but not limited to, an attorney, auditor, manager or administrator, to maintain expertise, continuity, consistency and knowledge of CalMHSA.

h. After a solicitation of a number of sources, competition is determined to be inadequate.

i. Patent rights or copyrights or secret processes the contractor possesses, compatibility with existing CalMHSA goods.

j. Existing equipment maintenance programs or contracts.

k. All relevant providers of a particular service in the geographic area will receive funding.

l. CalMHSA is contemplating a Program unlike any previously conducted and therefore has insufficient information to develop an RFP process or identify potential competitive providers.



"A George Hilli Company Administered JPA"

CalMHSA Implementation Ad Hoc Committee

Teleconference Notes from January 24, 2011

Teleconference start time: 4:00 p.m.

ROLL CALL:

MEMBERS:

Wayne Clark, PhD, Monterey County
Michelle Callejas, MFT, Sacramento County
William Arroyo, MD, Los Angeles County
Maureen Bauman, LCSW, Placer County

STAFF:

Edward Walker, CalMHSA
Kim Santin, CalMHSA
Laura Li, CalMHSA

OTHERS:

Betsy Sheldon, California Community Colleges, Chancellor's Office
Belinda Vea, University of California, Office of the President, Student Affairs
Enrica Bertoldo, MHSOAC
Ann Collentine, MHSOAC
Stacie Hiramoto, Racial and Ethnic Mental Health Disparities Coalition (REMHDCO)
Estelle Saltzman, Runyon Saltzman & Einhorn
Stephanie Welch, CA Mental Health Directors Association (CMHDA)

Wayne Clark, PhD, Monterey County, Chair reviewed the meeting process:

- Members comment first followed by stakeholders.
- Speakers identify themselves by name for others on the call.

1. Review response to OAC review panel

Dr. Clark provided an update on the OAC's review of the Work Plan. On January 5th, CalMHSA staff submitted a response to questions from the OAC's December review panel.

- CalMHSA will be setting up a statewide coordinating work group to ensure that all components of the plan are working efficiently together. Stakeholders will be participating in the work group.
- A review panel of subject matter experts will be set up to look at RFP development as well as reviewing the subject matter being proposed for the different plans and RFPs.
- A statewide evaluation expert panel will be convened to discuss evaluation and accountability.
- The Implementation Ad Hoc Committee (IAHC) will continue to meet.
- Recommendation to move 1.3 million from the reserve back into the program.
- A K-12 student mental health policy group to coordinate across the superintendent regions.

Mr. Walker noted the addendum is located on both the CalMHSA and MHSOAC Websites for review. On page 3 of the addendum a table displays the 14 programs being implemented.

Stakeholder comments were heard from the following individuals:

Stacie Hiramoto, Racial and Ethnic Mental Health Disparities Coalition (REMHDCO)

Betsy Sheldon, California Community Colleges, Chancellor's Office

2. Timeline – RFP

Dr. Clark outlined the RFP schedule going forward should the OAC approve the Work Plan on Thursday, January 27th. RFPs will be posted on the Website and sent out to CalMHSA's email distribution list on the following dates:

Suicide Prevention – Friday, January 28th

Stigma and Discrimination Reduction – Monday, February 14th

Student Mental Health – Monday, February 28th

Proposals will be due 45 days after RFPs are released. Going forward, a bidder's conference will be scheduled for each strategic plan. The bidder's conference for Suicide Prevention will take place on Friday, February 4th.

Under Student Mental Health, Higher Education, each system will apply not each campus individually. Mr. Walker will schedule a meeting with each system to address any questions. Representatives from each system will serve on the

statewide coordinating work group. George Hills will be coordinating with CiMH, who will manage the program side of implementation.

Stakeholder comments were heard from the following individuals:

Betsy Sheldon, California Community Colleges, Chancellor's Office
Belinda Vea, University of California, Office of the President, Student Affairs
Estelle Saltzman, Runyon Saltzman & Einhorn

3. Ongoing meetings of implementation committee

The IAHC will continue to meet on the third Monday of each month with additional meetings added should the need arise.

Monday, February 14th
Monday, March 21st
Monday, April 18th
Monday, May 16th
Monday, June 20th

Stakeholder comments were heard from the following individuals:

Stacie Hiramoto, Racial and Ethnic Mental Health Disparities Coalition (REMHDCO)
Stephanie Welch, CA Mental Health Directors Association (CMHDA)
Belinda Vea, University of California, Office of the President, Student Affairs

4. OAC Plan for approval on 1/27

At 10 a.m. on Thursday, January 27th, the MHSOAC staff will make a presentation at CiMH recommending the commission approve the Work Plan.

Stakeholder comments were heard from the following individuals:

Ann Collentine, MHSOAC

5. Meeting Wrap Up

Dr. Clark reiterated the next Implementation Ad Hoc Committee meeting is scheduled for Monday, February 14th at 4:00pm.

6. Adjourn

Hearing no further comments the meeting was adjourned at 4:37 pm.



"A George Hilli Company Administered JPA"

CalMHSA Executive Committee

Meeting Minutes from January 25, 2011

Teleconference start time: 4:00 p.m.

ROLL CALL:

MEMBERSPRESENT:

Allan Rawland, ACSW, MSW, San Bernardino County
Wayne Clark, PhD, Monterey County
Maureen Bauman, LCSW, Placer County
Karen Baylor, PhD, LMFT, San Luis Obispo County
Mark Refowitz, MSW, Orange County
Denise Hunt, MFT, Stanislaus County
William Arroyo, MD, Los Angeles County

MEMBERS ABSENT:

Scott Gruendl, MPA, Glenn County
Michael Kennedy, MFT, Sonoma County

STAFF:

Edward Walker, CalMHSA
Laura Li, CalMHSA
John Chaquica, CalMHSA
Kim Santin, CalMHSA
Doug Alliston, Murphy, Campbell, Guthrie & Alliston, PLC

OTHERS:

Cindy Duenas, Center for Human Services
Jim Gilmer
Stacie Hiramoto, Racial and Ethnic Mental Health Disparities Coalition (REMHDCO)
Sandra Black, California Department of Mental Health
Viviana Criado, California Elder Mental Health and Aging Coalition (CEMHAC)
Norma Rivera, RS&E

1. CALL TO ORDER

Allan Rawland, ACSW, MSW, San Bernardino County, Chair, called the meeting to order.

2. ROLL CALL AND INTRODUCTIONS

Laura Li, CalMHSA, called roll confirming a quorum.

3. INSTRUCTIONS FOR PUBLIC COMMENT AND STAKEHOLDER INPUT

Ms. Li then reviewed the meeting process:

- The chair will take comment from members first. Once members have commented, he will open the subject up for public comment by call in location followed by comment by those calling in.
- Public attending at each call in location will fill out comment cards to be collected and mailed in to CalMHSA staff.
- Speakers are asked to state their names and agencies.

4. APPROVAL OF AGENDA AS POSTED (OR AMENDED)

Action: A motion was made to approve the agenda as posted.

**Motion – Mark Refowitz
Second – Denise Hunt**

Motion passed unanimously.

Scott Gruendl	*N/P	Allan Rawland	Aye
William Arroyo	Aye	Michael Kennedy	*N/P
Mark Refowitz	Aye	Denise Hunt	Aye
Maureen Bauman	Aye	Karen Baylor	**AB
Wayne Clark	**AB		

***Not Present ** Abstain**

5. PROGRAM MATTERS

Report from Implementation Ad Hoc Committee Chair – Wayne Clark

Recommendation: Recommend Approval of the Addendum to the CalMHSA Work Plan to the CalMHSA Board of Directors

Wayne Clark, PhD, Monterey County, provided an overview of the Work Plan Addendum submitted in response to the MHSOAC’s questions. Emphasis was on ongoing stakeholder participation and moving \$1.3 mill from reserve to program funds. Dr. Clark thanked the OAC for their assistance in development of the Work Plan, whose recommendation to the commission is for approval.

Action: Approval of the Addendum to the CalMHSA Work Plan to the CalMHSA Board of Directors

Motion – Mark Refowitz
Second – William Arroyo

Denise Hunt, MFT, Stanislaus County, asked that the dates for release of the RFPs be repeated.

Dr. Clark provided the dates and Mr. Rawland confirmed with Mr. Walker that the dates would be posted on the CalMHSA Website

Public comment was heard from the following individual(s):
None

Motion passed unanimously.

Scott Gruendl	*N/P	Allan Rawland	Aye
William Arroyo	Aye	Michael Kennedy	*N/P
Mark Refowitz	Aye	Denise Hunt	Aye
Maureen Bauman	Aye	Karen Baylor	**AB
Wayne Clark	**AB		

***Not Present ** Abstain**

6. CLOSING COMMENTS

Mr. Refowitz thanked Dr. Clark and stakeholders for their work on the product just passed.

Action: A motion was made to adjourn the meeting.

Motion – Mark Refowitz
Second – William Arroyo

Public comment was heard from the following individual(s):

Stacie Hiramoto, Racial and Ethnic Mental Health Disparities Coalition (REMHDCO)

Viviana Criado, California Elder Mental Health and Aging Coalition (CEMHAC)

7. ADJOURNMENT

Hearing no further comments the meeting was adjourned at 4:35 pm.

Motion passed unanimously.

Scott Gruendl	*N/P	Allan Rawland	Aye
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William Arroyo	Aye	Michael Kennedy	*N/P
Mark Refowitz	Aye	Denise Hunt	Aye
Maureen Bauman	Aye	Karen Baylor	**AB
Wayne Clark	**AB		

***Not Present **Abstain**

CALMHSA – ADMINISTRATIVE MATTERS
Agenda Item 9.A.

SUBJECT: iPad Technology Pilot Program

BACKGROUND AND STATUS:

At the November 12th Board Meeting, staff was directed to order and distribute iPads in a Pilot Program to test out the use of iPads in place of hard copy agendas. The Pilot Program included participation from the Executive Committee, Southern Region Representative Mark Refowitz, MSW, Orange County, and John Chaquica, Executive Director. The iPads were distributed to program participants at the beginning of December with the request to view past agendas and become familiar with as many of the iPad features as possible. At the December 9, 2011 Board meeting, members on the Pilot Program asked they be allowed more time to test the iPads with an update being given on Feb. 10, 2011.

Additionally, staff created a survey which was distributed to the members of the Pilot Program to gather real life feedback.

RECOMMENDATIONS:

Formally approve the use of the iPad technology and CalMHSA iPad Policy.

REFERENCE MATERIALS ATTACHED:

- iPad Pilot Survey Results
- iPad Policy

You have a BASIC account | To remove the limits of a BASIC account and get unlimited questions, [upgrade now!](#)

iPad Survey II Edit

Default Report  + Add Report

Response Summary

Total Started Survey: 4
Total Completed Survey: 4 (100%)

PAGE:

1. Now that you have had some time to test out your iPad, would you say.... Create Chart Download

	Response Percent	Response Count
1. The iPad was very easy to use	50.0%	2
2. Somewhat easy to use	50.0%	2
3. Difficult to use and would not recommend it	0.0%	0
Other (please specify)		0
answered question		4
skipped question		0

2. While testing the iPad were you able to download the CalMHSA Meeting Agenda and/or other CalMHSA materials? Create Chart Download

	Response Percent	Response Count
1. Yes	25.0%	1
2. Had some difficulty	25.0%	1
3. Have not tried to access documents	25.0%	1
4. No, it was very difficult	25.0%	1
Other (please specify) Show Responses		2
answered question		4
skipped question		0

3. How would you recommend we implement the next phase with the iPad technology? Create Chart Download

	Response Percent	Response Count
1. Expand this option to the CalMHSA Board	75.0%	3
2. Need more time to test	25.0%	1
3. Not sure	0.0%	0
4. Would not recommend the iPad technology	0.0%	0
Other (please specify) Show Responses		1
answered question		4

		skipped question	0
4. Overall how would you rate the iPad technology?		Create Chart	Download
		Response Percent	Response Count
1. Great, let's move forward with this technology		75.0%	3
2. It was ok, but need more time assess		25.0%	1
3. Not good, would not recommend to the CalMHSA Board		0.0%	0
	Other (please specify) Show Responses		1
		answered question	4
		skipped question	0

Default Report 

Displaying 4 of 4 respondents

Response Type: Normal Response	Collector: New Email Invitation (Email Invitation)
Email: mbauman@placar.ca.gov	Name: empty
Custom Value: empty	IP Address: 199.103.32.29
Response Started: Wednesday, January 12, 2011 10:35:39 AM	Response Modified: Wednesday, January 12, 2011 10:38:22 AM

1. Now that you have had some time to test out your iPad, would you say....

2. Somewhat easy to use

2. While testing the iPad were you able to download the CalMHSA Meeting Agenda and/or other CalMHSA materials?

4. No, it was very difficult

I didn't sign up for the data plan as I wasn't sure I would have much other need for this device. I can look at the web but not download.

3. How would you recommend we implement the next phase with the iPad technology?

2. Need more time to test

I have to sign up for the data plan - I need to change my original set up to reflect my personal information (not work) as this will be a personal cost. The credit card glitched as my personal credit card did not match the work address.

4. Overall how would you rate the iPad technology?

2. It was ok, but need more time assess

I have not experience with this technology and although it is suppose to be intuitive I have not experienced it that way. I am sure I can adjust but I am used to more clear instructions.

Default Report

Displaying 3 of 4 respondents

Response Type:
Normal Response

Email:
clarkww@co.monterey.ca.us
Custom Value:
empty

Response Started:
Tuesday, January 11, 2011 9:24:58 PM

Collector:
New Email Invitation
(Email Invitation)

Name:
empty
IP Address:
75.210.135.175

Response Modified:
Tuesday, January 11, 2011 9:26:06 PM

1. Now that you have had some time to test out your iPad, would you say....

1. The iPad was very easy to use

2. While testing the iPad were you able to download the CalMHSA Meeting Agenda and/or other CalMHSA materials?

1. Yes

And other documents that I keep on my Ibooks PDF shelf

3. How would you recommend we implement the next phase with the iPad technology?

1. Expand this option to the CalMHSA Board

4. Overall how would you rate the iPad technology?

1. Great, let's move forward with this technology

Default Report

Displaying 2 of 4 respondents

Response Type: Normal Response	Collector: New Email Invitation (Email Invitation)
Email: kbaylor@co.slo.ca.us	Name: empty
Custom Value: empty	IP Address: 204.88.250.240
Response Started: Tuesday, January 11, 2011 3:14:45 PM	Response Modified: Tuesday, January 11, 2011 3:15:10 PM

1. Now that you have had some time to test out your iPad, would you say....

1. The iPad was very easy to use

2. While testing the iPad were you able to download the CalMHSA Meeting Agenda and/or other CalMHSA materials?

3. Have not tried to access documents

3. How would you recommend we implement the next phase with the iPad technology?

1. Expand this option to the CalMHSA Board

4. Overall how would you rate the iPad technology?

1. Great, let's move forward with this technology

Default Report 

Displaying 1 of 4 respondents

Response Type:
Normal Response**Email:**
mrefowitz@ochca.com**Custom Value:**
empty**Response Started:**
Tuesday, January 11, 2011 12:25:03 PM**Collector:**
New Email Invitation
(Email Invitation)**Name:**
empty**IP Address:**
206.194.127.112**Response Modified:**
Tuesday, January 11, 2011 12:25:40 PM**1. Now that you have had some time to test out your iPad, would you say....**

2. Somewhat easy to use

2. While testing the iPad were you able to download the CalMHSA Meeting Agenda and/or other CalMHSA materials?

2. Had some difficulty

3. How would you recommend we implement the next phase with the iPad technology?

1. Expand this option to the CalMHSA Board

4. Overall how would you rate the iPad technology?

1. Great, let's move forward with this technology

CALIFORNIA MENTAL HEALTH SERVICES AUTHORITY
(CalMHSA)

Draft iPad Usage Policy

Through continued technological development, California Mental Health Services Authority (CalMHSA) is dedicated to reducing its use of material resources while improving on the delivery of its mission. The use of iPads will provide the CalMHSA board of directors with convenience, speed and cost-effectiveness as well as providing environmental benefits.

A. Ownership

1. Upon approval of membership in the CalMHSA Joint Powers of Authority (JPA), one iPad will be issued to the county's designated board member, or to the alternate if it is determined that the alternate will be the county's primary representative. iPads issued to board members are the property of CalMHSA. Board members have no ownership, interest or right to title of the iPads.
2. Each board member issued an iPad is responsible for the security and care of that iPad, regardless of where the iPad is used.
3. All iPads will be covered by the AppleCare Protection Plan. Board members shall contact AppleCare at 1-800-APL-CARE (1-800-275-2273) with any technical, warranty or repair issues; CalMHSA staff shall be notified of the issue concurrently.
4. Upon change in county representation, the iPad will be returned to CalMHSA staff, who will have the iPad wiped and will reissue the unit upon receipt of the necessary paperwork from the new county board member.

B. License Agreements

1. CalMHSA is the sole licensee of the software included with the iPad. Any copying, modification, merging or distribution of the software by the board member, including written documentation, is prohibited. The board member is responsible for complying with any and all hardware, software and service provider licensing agreements, terms of use, and applicable state and federal copyright and other intellectual property protections. Violation of any such licenses, terms or laws shall constitute a violation of this policy.

C. Liability

1. Board members are responsible for all material sent by and/or stored on the iPad issued to them. Board members accept responsibility for keeping their iPad free from all inappropriate or dangerous files.
2. CalMHSA is not liable for any material sent by and/or stored on iPads issued to board members.

D. Acceptable Use

1. CalMHSA only authorizes use of its iPads in a manner that supports its mission.
2. Personal use is permissible so long as, in the determination of CalMHSA, it does not interfere with the JPA's mission, does not interfere with or negatively impact any other person's or entity's rights and work and/or learning environment, and does not conflict with any law.
 - i. Notwithstanding the above described permissible personal uses, CalMHSA's iPads are not to be used for personal profit or non-profit purposes such as advertising, rentals, selling or buying things, soliciting for charity, or other such uses.
 - ii. A nonexclusive example of illegal activity for which the iPads may not be used is transmission or storage of copyrighted materials not in the name of the board member or CalMHSA.
3. Installation of applications is limited to applications that are consistent with the terms listed in this policy and are available through the iTunes application store.
4. Modification of the iPad's operating system to allow installation of applications not approved by Apple is prohibited.

E. Loss and Damage

1. Board members are personally responsible for the security and safety of their assigned iPads and will be held fully liable if stolen, lost, destroyed or not returned. Board members will be required to reimburse CalMHSA for the full replacement cost of the iPad if it is stolen, lost, destroyed or not returned. The replacement cost will be the same as the original purchase price of the iPad.
2. Loss of or damage to a CalMHSA iPad must be reported immediately to CalMHSA staff.
3. Board members must not modify, upgrade, or attempt to repair iPads issued under this policy without the express permission of CalMHSA. All repairs must be made through the AppleCare Protection Plan. Repairs not covered by the AppleCare Protection Plan which are determined to be caused by negligence, shall be covered by the board member.

F. Data Plan

1. Board members may individually select to purchase a 3G data plan; CalMHSA will not reimburse for data plan expenditures.

I have read and agree to the terms of the CalMHSA iPad Usage Policy.

Signature

Date

CALMHSA – ADMINISTRATIVE MATTERS
Agenda Item 9.B.

SUBJECT: Meeting Minute Process and Procedures– Doug Alliston

BACKGROUND AND STATUS:

In past meetings it has been requested, by stakeholders/public, that staff provide transcription of public comments made in CalMHSA Board and standing Committee meeting minutes. Additionally, the Board directed staff to review what other government agencies process/documentation for minutes is. As well as ascertain the cost of transcription.

As a result, Doug Alliston, council, advised the Brown Act does not require keeping meeting minutes. We reviewed the minutes published by various California public entities and it reflected a variety of practices. Various entities request the use of speaker cards to allow better meeting management and in some cases use them to assist in acknowledging speakers.

Transcription services are available for a minimal cost, when the transcription is taking place from a recording of a two way conversation where the voices can be discerned. For CalMHSA, transcription costs would increase significantly given the various individuals speaking, distance of speakers from microphones, and other complexities, such as requiring the transcriptionist attendance to the CalMHSA Board and Standing Committee meetings for accuracy.

Summary

California law does not impose any requirement to record the content of public comments in minutes of open public meetings. If the agency decides to do so, the amount of detail is up to the agency.

As noted above based on other government entity practices and efficiencies of time and money, staff recommends the board adopt the following practice:

- A listing of the names of those who spoke, without elaboration to include a copy of their public comment card in the minutes. (audio recording to be made available upon request)

RECOMMENDATIONS:

Approve the above process for recording public comments made in CalMHSA Board and standing Committee meeting minutes.

REFERENCE MATERIALS ATTACHED:

- Brown Act Compliance Memo from Counsel

BROWN ACT COMPLIANCE

Minutes of Regular Meetings Not Required by Brown Act

Government Code section 54957.2 provides that minutes of closed sessions may be kept, if so the person responsible for keeping minutes shall “enter in a minute book a record of topics discussed and decisions made at the meeting.” The section states that the minute book may consist of a recording. Section 54956.5 provides that the minutes of an emergency meeting must be posted after the meeting. Minutes are not mentioned in the Brown Act outside the context of closed or emergency sessions. (See also § 54956.81 [closed session of agency that invests pensions funds].)

Recordings Optional, Transcripts Not Required

If an agency records an open meeting either on video or audio tapes, the tapes and a tape recorder must be made available to the public if a request is made. (Gov. Code §54953.5(b).) If the agency wishes to destroy the tapes after 30 days, the Brown Act authorizes it to do so. (§54953.5(b).) The agency is not required to prepare a transcript of the recording, but if one is prepared, the public generally would have the right to receive copies upon request. (64 Ops.Cal.Atty.Gen. 317, 321 (1981).)

Any person attending an open meeting is entitled to record the proceedings with an audio or video recorder or camera, in the absence of a reasonable finding by the legislative body that the recording cannot continue without noise, illumination, or obstruction of view that constitutes, or would constitute, a persistent disruption of the proceedings.” (§54953.5 (a).)

CALMHSA – GENERAL DISCUSSION
Agenda Item 10

SUBJECT: Report from CalMHSA Executive Director – John Chaquica

BACKGROUND AND STATUS:

CalMHSA Executive Director, John Chaquica, will provide general information and updates regarding the JPA.

- GHC/CiMH Contract
- Strategic Planning Session
- Recent Meetings with DMH
 - 1) January 26, 2011 meeting discussions relating to CalMHSA/DMH Contract
 - 2) January 27, 2011 meeting w/Mr. Allenby – Meet and Greet discussions
 - 3) January 28, 2011, NAMI California Board Meeting, Update on CalMHSA
 - 4) January 28, 2011, CSAC –Kelly Brooks, Update on CalMHSA and recent Realignment issues facing counties
- Non-member Counties Assigning Funds

RECOMMENDATIONS:

For discussion and/or action should action be deemed appropriate.

REFERENCE MATERIALS ATTACHED:

- GHC/CiMH Contract
- GHC/ORR Contract
- CiMH JPA Team
- Letter to Non-members assigning funds

DRAFT

Professional Services Agreement

1. Identification of Parties

THIS AGREEMENT is effective by and between the California Institute for Mental Health, herein after referred to as CiMH and George Hills Company, Inc, herein after referred to as GHC. CiMH understands that GHC is the fiscal and administrative management company for the California Mental Health Services Authority, herein after referred to as CalMHSA, and that the services to be provided under this contract are for the benefit of CalMHSA.

2. Service Agreement Representatives

The contract representative for GHC will be John Chaquica and the program operations representative will be Edward Walker, Program Director of CalMHSA, or his designee. The representative on behalf of the CiMH board shall be Sandra Naylor Goodwin, PhD. who will report to John Chaquica or his designee in the performance of this Agreement.

3. Term of Contract

This Agreement shall be effective on December 1, 2010 through June 30, 2014, or earlier if the contract between GHC and CalMHSA is terminated. GHC shall not incur any expense under this contract if not in contract with CalMHSA. This Agreement may be extended for one-year periods upon written agreement of both parties. Either party may cancel the contract upon written notice to the other party.

4. Role and Scope of Contractor's Work

The role of CiMH shall be as the Program Operations Group, (POG), and CiMH shall work in tandem with GHC to perform the associated duties assumed by GHC under its contract with CalMHSA, and under the purview of the Program Director. CiMH's scope of work for GHC shall be responsive to the program needs of CalMHSA. In general the following services will be performed under the direction of GHC --- for the benefit of CalMHSA:

- A) Convene CalMHSA staff and content experts to write response to the Oversight Accountability Commission regarding the changes and clarification requested—project completion January 2011;
- B) Convene stakeholders for information gathering regarding the CalMHSA PEI plan, write reports, and integrate into final plan and RFPs as appropriate and directed by CalMHSA—project completion January 2011;
- C) As the POG CiMH shall provide services relating to the PEI Implementation Work Plan as follows:
 - 1. Develop Request for Information (RFI), Request for Qualifications (RFQ) and/or Request for Proposals (RFP);
 - 2. Convene potential bidders for pre-bid discussion, clarification, and response;
 - 3. Develop review and selection process/criteria for RFP and RFQ;

4. Provide the range of subject matter experts to develop the Statewide Panel of Subject Matter Experts (SPSME).
 5. Recruit and convene diverse review panels
 6. Develop scope of work for contracts for input to the CalMHSA contract with providers;
 7. Provide project management and monitoring of contracts once let;
 8. With oversight from Program Director, Edward Walker, coordinate, arrange and execute activities of a Statewide Coordination Workgroup (SCW).
 9. Develop initial evaluation concept and design for statewide evaluation RFP and for projects and programs for contract inclusion.
 10. Coordinate and participate in the CalMHSA Statewide Evaluation Expert (SEE) Team ; and
 11. Coordinate activities of program contractors to assure continuity and coordination;
 12. Other as appropriate and defined.
- D) Additionally CiMH shall provide research, analysis, and recommendations relating to other current or prospective programs for the benefit of CalMHSA to include Technical assistance and capacity building.
- E) Other services as directed by GHC, pursuant to contract with CalMHSA.
5. GHC shall be responsible for the monitoring, supervision, and performance of CiMH, in the performance of the above defined role and scope of services. As such, CiMH in their defined roles shall perform services under the specific direction of GHC.
 6. Compensation and Terms of Payment

The fees shall be reimbursed under the following provisions:

- A. For services provided and described in section 4 A, B, & E CiMH shall be reimbursed by GHC, who shall be reimbursed by CalMHSA, as other contract services in the planning phase.

Such fees shall be paid based on actual time spent at the CiMH standard hourly rates (see attached), plus any necessary expenses.

- B. For services provided and described in sections C & D, CiMH shall be reimbursed by GHC within the contract provisions between GHC and CalMHSA.

Such fees shall be based on a level of effort and scope necessary, which shall be tracked on an hourly basis. Due to the nature of the GHC contract with CalMHSA, in that it is based on a percentage of PEI revenue, CiMH shall also be paid on a percentage of revenue. Such percentage shall change monthly, but will maintain a minimum of .005% and a maximum of 1.5%. Over the term of the contract this will equate to a range of \$800,000 and \$2,000,000 over the term of the contract. Annually CiMH and GHC shall review this arrangement for appropriateness, fairness, and contract/budget constraints between GHC and CalMHSA.

Additionally, GHC agrees to reimburse CiMH for certain out-of-pocket expenses incurred consistent with GHC contract and policy (Attachment B). Travel must be pre-approved by GHC.

CiMH agrees to submit monthly invoices to GHC indicating the total professional fees and expenses due to the CiMH. GHC agrees to pay CiMH the billed amount within 30 days of receipt of the invoice. These costs shall be paid by GHC upon receipt of payment from CalMHSA for regular monthly GHC invoice to CalMHSA.

7. Confidentiality

a. GHC

In the course of performance under this contract, information and data of a confidential or proprietary nature may be disclosed to CiMH. CiMH agrees to accept such data in confidence, to not disclose such data to others, to comply with all appropriate state and federal confidentiality laws, and to refrain from using such data for purposes other than those directed hereunder by GHC. CiMH shall be governed by all statutory guarantees of client confidentiality in handling any documents related to specific clients.

b. CalMHSA

The CiMH Board Chair shall sign CalMHSA's confidentiality agreement prior to entering this agreement.

8. Indemnification

Neither GHC nor CalMHSA shall in any way be held liable for any accident, personal injury, or property damages caused or incurred by CiMH. CiMH hereby agrees to indemnify and hold harmless GHC and CalMHSA from any claims or actions arising in any way from the acts or omissions of CiMH, even if GHC and/or CalMHSA were also negligent.

9. Insurance

CiMH shall at all times maintain in full force and effect workers' compensation insurance covering all employees of CiMH in an amount required by the laws of the State of California. CiMH hereby declares that said employees are the employees of CiMH and at no time shall said employees be deemed to be in the employ of CalMHSA. CiMH shall hold CalMHSA harmless against any liability which it may incur toward said employees, specifically including liability for the payment of workers' compensation benefits.

CiMH shall maintain Commercial General Liability (CGL), general liability and automobile (vehicles owned, operated or leased by CiMH) liability insurance in an amount no less than \$1,000,000 per occurrence.

CiMH shall maintain Professional Liability insurance in an amount of not less than \$1,000,000 per occurrence with a deductible of not more than \$25,000.

CiMH shall maintain premises property insurance which shall include a provision to

provide reimbursement for the expense of reproduction of papers which may be lost due to a fire.

10. Attorney fee Clause

In the event of litigation relating to this Agreement the non-prevailing party shall reimburse the prevailing party for all resulting attorney fees and costs.

11. Assignment/Subcontract

Neither party hereto may assign this Agreement. GHC acknowledges the use of sub-contractors, by CiMH, in their role as POG. However in order to monitor the scope of services and achievement of results all such sub-contractual relationships must be disclosed in writing and submitted to GHC no later 30 days of beginning of service. However, the range of rates for consultants must be approved prior to commencement of work.

At no time however may CiMH substitute or sub-contract the critical positions of Executive Management, Senior Associate(s), and Lead Consultant without prior approval from Edward Walker.

12. Independent Contractor

CiMH in the performance of this Agreement is an independent contractor. CiMH understands and agrees that CiMH and CiMH's employees shall not be considered officers, employees or agents of GHC and/or CalMHSA.

CiMH assumes full responsibility for the acts and/or omissions of CiMH's employees or agents as they relate to the services to be provided under this Agreement. CiMH is solely responsible for payment of all federal, state and local taxes or contributions, including unemployment insurance, social security and income taxes, for CiMH's employees.

13. Entire Agreement

This Agreement sets forth the entire agreement of the parties hereto, and supersedes all prior agreements, written or oral, between them of the subject. This contract shall work in tandem with the associated duties within the contract for GHC and CalMHSA.

14. Execution

If signing on behalf of an entity, the individual signing below warrants that he or she has been authorized by the entity to sign on its behalf. This Agreement may be executed in counterparts such that signatures may appear on separate pages. A copy, fax or original, with all signatures appended, shall be deemed a fully executed document.

Contractor:

Tax Identification Number: _____

License Number (If Applicable): _____

Name: Sandra Naylor Goodwin, PhD


Signature: 

Title: President and CEO

Date: 1-25-11

George Hills Company:

Name: John E. Chaquica

Signature: 

Title: President

Date: 1/24/2011

Attachment A
CIMH Staff Hourly Rate Structure
(January 2011)

Position	Hourly Rate for Service
Executive Management	\$150.00
Senior Associate	\$135.00
Associate	\$105.00
Admin Support	\$70.00

Contractor's rates will vary on scope and context, rate will be agreed to in advance based on level of expertise needed.

GEORGE HILLS TRAVEL POLICY - CALMHSA

George Hills Company (GHC) will reimburse employees for ordinary and necessary travel expenses.

Employees will be reimbursed for travel incurred to attend client meetings, conferences, and training and education classes. For conferences and training and education classes, attendance and related travel expenses shall be approved in advance by the Financial Director.

GHC will reimburse travel expenses based on the most economical and cost effective mode of transportation.

Expense claims, including those for mileage, are to be submitted for reimbursement on the GHC expense report within thirty (30) days of accruing the expense.

Travel policy guidelines are attached.

GEORGE HILLS COMPANY

TRAVEL POLICY GUIDELINES

- I. Automobile Expenses:** GHC will pay a mileage allowance equivalent to the amount authorized by the Internal Revenue Service for employee use of private automobiles.
 - A. GHC will reimburse for round trip mileage from the point of office assigned to meeting location and back to the office assigned. The mileage reimbursement shall be based on the most direct or commonly traveled route.
 - B. Rental autos used for transportation between an airport and hotel or meeting site should be used only if it is the most economic transportation considering the availability and cost of shuttles and taxis.
- II. Transportation Fares:** GHC will reimburse employees for the cost of transportation fares for travel. A proof of payment shall be attached to the GHC Employee Expense Report.
 - A. Air Transportation should be used when it is the most economic mode of transportation.
 - B. Frequent flyer miles or friends fly free benefits may be retained by the employee.
- III. Lodging:** GHC will reimburse employees for out of town lodging expenses. A proof of payment and hotel receipt shall be attached to the GHC Employee Expense Report. Any single out of pocket expense in excess of \$300 requires advanced approval.
 - A. Corporate or conference rates should be requested when available. If a corporate or conference rate is not available GHC will reimburse for single occupancy rate.
 - B. In the event an employee cannot honor a reservation, the employee is responsible for cancelling the reservation in a timely manner to avoid a hotel charge. In the event the reservation is not canceled, and GHC is billed for the lodging, the employee will be charged.
 - C. Hotel dividend points or benefits offered by hotels may be retained by the employee.
- IV. Meals:** GHC will reimburse employees for out of town meal expenses.
 - A. The maximum daily reimbursement for meals shall equal the standard meal allowance set by the Internal Revenue Service. This allowance includes tips for meal servers.
 - B. When lunches or other meals are included with meeting or conference registrations, an alternate meal expense will not be reimbursed.

- C. CalMHSA will reimburse Staff for partial day meal expenses in accordance to the following percentages of the standard meal allowance. This applies when traveling for less than a 24 hour period or when paragraphs IV B and C apply.

		Per Diem Meal Allowance*
Breakfast	Midnight to 10:00 a.m.	\$11
Lunch	10:00 a.m. to 4:00 p.m.	16
Dinner	4:00 p.m. to Midnight	<u>29</u>
Per Diem		\$56

- V. **Parking and Tolls:** GHC will reimburse employees for parking expenses or toll fees incurred while on company business.

- VI. **Incidental Expenses:** GHC will reimburse employees for the following incidental expenses incurred while on company business.

- A. Telephone: The cost of business calls including business communication by fax machine or other communication devices. A short personal call may also be reimbursed per day.
- B. Baggage and shipping: The cost of sending baggage or meeting material between your regular work and the meeting location.
- C. Tips: Tips you pay for any expense described in these guidelines. Tips to meal servers are included in the standard meal allowance.

- VII. **Travel Expense Claims:** For client reimbursed expense the following form is to be submitted within thirty (30) days from when the expense was accrued. Receipts shall accompany the GHC Employee Expense Report for transportation fares, rental cars, lodging and any other expense. The following information must be included:

- Employee's name and office
- Date and purpose of meeting or conference
- Itemized statement of expenses
- Receipts



"A George Hills Company Administered JPA"

CalMHSA

Travel Reimbursement Expense Form

Claimant Name: _____

Entity: _____

PAYEE Address: _____

Telephone/Email: _____

Meeting/Conference/Stakeholder Meeting _____

Date of Meeting: _____

Location of Meeting: _____

Meals:

	Partial Day Allowances			Totals
	Breakfast	Lunch	Dinner	
Per Diem Maximum:	\$11.00	\$16.00	\$29.00	\$56.00
Date:				
Date:				
Date:				

Payable to Employee

Payable to Member

Total Meals= _____

Private Car: _____

Miles _____ X \$0.50 = _____

Car Rental _____

Air, Bus or Train Fare _____

Lodging _____

Taxi _____

Bridge Tolls _____

Parking Fees _____

Incidental Expenses _____

TOTAL PAYABLE TO EMPLOYEE: _____

TOTAL PAYABLE TO MEMBER: _____

Signature: _____

Date: _____

Return to: CalMHSA
 Maya Maas
 3043 Gold Canal Drive, Suite 200
 Rancho Cordova, CA 95670

For Staff Use Only:

Date Paid:		Check #:			
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**AGREEMENT
FOR
ADMINISTRATIVE AND FINANCIAL SERVICES**

This Agreement is made and entered into this First day of July of the year 2009 by and between the California Mental Health Services Authority, hereinafter referred to as "CMHSA," and Optimum Risk Advisors, hereinafter referred to as "ORA", a division of George Hills Company, a California Corporation.

I. SCOPE OF AGREEMENT

CMHSA enters into this Agreement, with ORA for the purpose of having ORA conduct day-to-day management, operational, general administration, and financial affairs of CMHSA.

II. INTENT OF THIS AGREEMENT

It is the intent of both parties to provide all of the necessary services which may be required of CMHSA; however, the scope of this Agreement is to provide for those requirements which are known to the parties at the time this Agreement was prepared. The recital of duties and responsibilities are not necessarily all inclusive, and CMHSA reserves unto itself the authority to authorize any services which are not specifically set forth in this Agreement.

III. AUTHORITY OF THIS AGREEMENT

ORA shall have the authority to conduct the day-to-day operations and services of CMHSA, carrying out the programs authorized by the Board of Directors of CMHSA, hereinafter referred to as the Board.

IV. APPOINTMENT AS AGENT OF CMHSA

ORA shall be appointed as the principal agent for CMHSA. CMHSA shall notify all other agencies, members, and firms doing business with CMHSA of such appointment and that ORA is authorized to conduct CMHSA business and provide general supervision of CMHSA's administration and related financial programs.

V. ORA Responsibilities

The services listed in this section include activities which ORA staff members and subcontractors are authorized to perform for CMHSA. Any activities not specified in this agreement shall need prior approval from CMHSA.

A. General Administration Responsibilities

- 1) Maintain a business office in Sacramento County, in a location of ORA's choosing

- and pay all costs incidental to the occupancy and maintenance of the office;
- 2) Retain sufficient personnel to conduct the business affairs of CMHSA and to perform the services identified in this agreement. Such personnel shall possess the appropriate experience or be trained to do so; personnel retained by ORA shall not be considered employees of CMHSA;
 - 3) Ensure that the members of ORA's staff and subcontractors who are necessary for the efficient conduct of business, as determined by CMHSA, attend Board meetings;
 - 4) With pre-approval from CMHSA, will negotiate fees and other agreements on behalf of CMHSA to minimize costs and obtain the best services. ORA shall present all resolutions, agreements, and contracts for Services to the Board for approval;
 - 5) Prepare all reports, forms, books, and other documents under this Agreement in a form and content that is acceptable to the Board; and
 - 6) To the extent required, provide advice and assistance to members of the Board regarding service related issues within the scope of this agreement.
 - 7) To be truthful and honest with CMHSA in furnishing all information, whether oral or written.

B. Management Responsibilities

- 1) Provide oversight for other consultants and contractors who provide services for CMHSA;
- 2) Maintain CMHSA's Governing Documents;
- 3) At Board direction, maintain and carry out the Member Criteria for admitting proposed new members;
- 4) Keep CMHSA informed of the need for and timing of financial audits, state filings, and other similar forms of technical assistance;
- 5) Assist CMHSA in the selection of professionals who may from time to time be required to provide services to CMHSA;
- 6) Review alternatives for financially strengthening CMHSA and report on the status of such alternatives; Financial Strengthening strategies may include but is not limited to additional Counties becoming members, assisting in securing funds from the state for Statewide Projects, and new services or changes in procedure or service provided that achieves fiscal savings. All monies shall be invested by the executive committee under direction of the treasurer.
- 7) Act as filing officer to ensure compliance with the Conflict of Interest Code;
- 8) Monitor the status of CMHSA's programs and operations as they are intended and

defined in the Program MOU's and provide appropriate status reports pertaining thereto. Status reports shall be provided at intervals to be determined by CMHSA at a later date;

- 9) Develop and maintain record retention policy. Maintain all records and documents as required by such policy.

C. Recording Secretarial Responsibilities

- 1) Prepare and distribute descriptive agendas for meetings of the Board in accordance with CMHSA's Governing Documents;
- 2) Prepare and distribute minutes of all meetings;
- 3) Assist providers and the staff members of providers who respond to or enter into contracts with CMHSA to carry out the terms of this Agreement between ORA and CMHSA;
- 4) Prepare and obtain Board approval for all correspondence necessary to the operation of CMHSA;
- 5) Maintain a general file of all CMHSA documents including, but not limited to, correspondence, reports, insurance policies, notices, agendas, minutes, and CMHSA's Governing Documents;
- 6) Maintain administrative records and update as necessary;
- 7) When required, prepare and file updated California Secretary of State Statement of Facts form for CMHSA and comply with other reporting requirements of the State of California.

D. Financial Responsibilities

- 1) Annually prepare and submit a budget to the Board of CMHSA for approval;
- 2) Annual budget shall be submitted to the Board of CMHSA within 60 days following the conclusion of each fiscal year.
- 3) Maintain detailed records of all income, expenditures, deposits, and withdrawals;
- 4) Administer all accounts payable and accounts receivable. Accounts payable will require at least two signatures, at least one being from the Board. Accounts payable and receivable are subject to audit as specified in item 10 below;
- 5) Maintain necessary banking relationships and perform monthly bank reconciliations of CMHSA accounts;
- 6) Prepare quarterly financial statements in accordance with Generally Accepted Accounting Principles (GAAP), including Budget to Actual comparisons.

- 7) Prepare and submit to CMHSA's Treasurer for approval a Quarterly Treasurer's Report detailing all funds on hand, classified by depository.
- 8) Prepare and timely file updated California State Controllers Annual Report of Financial Transactions form, and comply with other reporting requirements of the State of California;
- 9) Prepare and monitor CMHSA policy on investments, in accordance with the applicable California Code of Regulations, and oversee the management of CMHSA funds;
- 10) Arrange and ensure an annual financial audit is completed by a CPA firm which has been selected by the Board, within 6 months of year end;
- 11) Respond to requests for confirmation of JPA participation made by the financial auditors of CMHSA's members;
- 12) Prepare and timely file Form 1099s with the Revenue Service for all necessary expenditure payments;
- 13) Maintain any additional financial or other records as may be necessary to the operation of CMHSA;
- 14) All financial statements must receive CMHSA Board approval before submission.

E. Support Services Responsibilities

- 1) Provide the support services required to satisfactorily conduct CMHSA's business, including administrative and clerical support. If support services are not conducted by ORA, then with CMHSA approval, ORA will locate and/or hire the necessary support;
- 2) Maintain up-to-date mailing lists of all CMHSA members, Board members, Executive Committee members, subcommittee members, service providers, and other related parties;
- 3) Arrange meeting facilities including accommodations, equipment, and meals, if desired, for Board meetings;
- 4) Maintain subscriptions to the professional periodicals required to carry out the purposes of this Agreement.

VI. CMHSA Responsibilities

A. General Responsibilities

- 1) Appoint a membership committee and develop criteria to disapprove, approve, or approve with conditions, all applications for membership;

- 2) To require members to provide any information required by ORA in carrying out the duties pursuant to this Agreement;

B. Fiscal Responsibilities

- 1) To name ORA and members of ORA's staff, while working for or on behalf of CMHSA, as additional covered parties on CMHSA's General Liability coverage with the same coverage and limits of coverage provided any other officer of CMHSA; or if CMHSA is insured for these risks, at CMHSA's expense, provide this coverage for ORA and ORA's staff for occurrences where ORA is performing services on behalf of or is in the process of providing any service for CMHSA;
- 2) To pay annual CMHSA membership costs to relevant professional associations;
- 3) To pay all valid invoices for services performed by ORA in a timely fashion; and
- 4) To be truthful and honest with ORA in furnishing all relevant information, whether oral or written.

VII. TERM & TERMINATION OF AGREEMENT

A. Term of Agreement

- 1) This Agreement shall be in effective July 1, 2009 through and June 30, 2014, but is subject to earlier termination as outlined below in Paragraph B, Termination.
- 2) This Agreement may be extended for one-year periods upon written agreement of both parties, unless terminated earlier as outlined below in Paragraph B, Termination.

B. Termination

- 1) This Agreement may be terminated prior to the expiration of the term specified in Paragraph A, Term of Agreement, above in any one of the following ways:
 - (a) By mutual agreement of the parties, expressed in writing.
 - (b) By either party, without cause, by providing the other party not less than one ninety days (90) days written notice.
 - (c) By either party at any time, for good cause, by providing the other party not less than sixty days (60) days written notice. The party attempting to terminate this Agreement for good cause shall specifically outline in writing the factual bases for the allegations of good cause as defined herein, and shall give the other party thirty (30) days after receiving the written notice of termination for good cause to cure the alleged cause for termination. The terminating party shall not unreasonably refuse to accept the proposed cure offered by the other party.

- (d) If CMHSA determines that ORA is abusing or defrauding, or has abused or defrauded CMHSA or others in relation to this Agreement, CMHSA may immediately terminate this Agreement upon verbal notice to ORA to be followed by written notice.
 - (e) If, during the term of this Agreement, State funds appropriated for the purpose of this Agreement are reduced or eliminated, CMHSA may immediately terminate this Agreement upon written notice to ORA.
- 2) The parties agree that any party attempting to terminate this Agreement for good cause shall be objectively fair, reasonable, and honest regarding the factual reasons for the termination, and acknowledge that this Agreement contains a covenant of good faith and fair dealing. Each party agrees not to terminate this Agreement for reasons that are trivial, arbitrary, capricious, pretextual, or unrelated to the legitimate business purposes or goals of either party.
 - 3) "Good cause" is defined as:
 - (a) A substantial and material failure to comply with the obligations in this Agreement that causes an adverse and material financial loss to the other party; or
 - (b) One that affords a material legal excuse to terminate this Agreement, including the inability to meet its financial obligations to the other party; or
 - (c) Actions or omissions constituting gross negligence or willful misconduct in the performance of the obligations in this Agreement that causes an adverse and material financial loss to the other party.
 - 4) In the event of termination, ORA shall deliver to CMHSA, or its designated recipient, all files, reports, and documents, and other work performed by ORA under this Agreement, and upon receipt thereof, CMHSA shall pay ORA, pursuant to the terms of this Agreement, for services performed and authorized reimbursable expenses incurred to the date of termination. ORA shall receive a prorated payment for the month of termination based on the date of termination. Said amount will be paid to ORA within no more than thirty (30) calendar days from the date of receipt of the items listed above.
 - 5) ORA will only be reimbursed for costs and uncancelable obligations incurred prior to the date of termination. ORA will not be reimbursed for costs incurred after the date of termination.
 - 6) The CMHSA Board of Directors is empowered to terminate this Agreement on behalf of CMHSA.

C. Suspension of Services

- 1) In the event CMHSA is unable to obtain funding, subject to negotiations, this contract

maybe suspended until funding acquired and/or terminated as outlined above in Paragraph B, Termination.

VIII. COST OF SERVICES

The following fees represent the total compensation for the services described in Article V, ORA Responsibilities. To the extent the services provided to CMHSA under this Agreement should substantially increase because of the demand for additional services, the parties agree to negotiate in good faith the cost of such additional services.

A. Fees

- 1) Formation Fees – time spent in consultation prior to the official start (July 1, 2009) of CMHSA - \$10,000.
- 2) The initial Service fees, beginning July 1, 2009, are FIVE THOUSAND DOLLARS (\$5,000) to be paid per month. Accrual of these fees will begin on the first day CMHSA begins operations with ORA. This amount shall continue until CMHSA secures program revenues.
- 3) Upon the first Program transaction, CMHSA agrees to pay ORA an Annual Contract Price prorated for the number of months remaining in the fiscal year in which the first program transaction occurs. The Fiscal Year contract fees are increased to \$7,500 per month.

B. Fee Adjustments

Due to the fact that the growth and rate of growth is unknown, fees beyond the term of this Agreement shall be subject to mutual agreement based on scope and size of service. Factors determining fee adjustment shall include but not limited to:

- Number of members
- Number of Programs
- Complexity of Programs
- Meeting frequency
- Change in scope of service

- 1) In the event that additional services or extra work not covered by this Agreement are desired by CMHSA, such services will be billed on a time and materials basis at the standard hourly rates ORA charges its other clients or on an agreed upon flat rate basis. Prior to commencing any additional services or extra work, ORA shall prepare a task order describing the scope of work and the costs for the extra services. CMHSA shall have no obligation to pay for extra services by ORA until after the approval of the task order by the President or the Board, as appropriate.
- 2) All valid and approved invoices are due and payable within 30 days of receipt and shall be considered delinquent if not paid in this time period. All delinquent invoices shall accrue interest at the rate of 2% per annum from the due date until payment is

received by ORA.

C. Payment

- 1) During the term of this Agreement, payments shall be made by CMHSA to ORA in arrears on a monthly basis;
- 2) ORA shall bill CMHSA monthly in arrears for services provided by ORA;
- 3) Claims received by CMHSA will be paid by in arrears, on a monthly basis with 30 days of receipt of claim.

IX. PROPERTY RIGHTS

A. Ownership of Records

For the purposes of this section, "public records" shall mean public records as defined by the Public Records Act (Govt. Code Section 6250 et seq.), in its current form and as may be amended during the term of this Agreement.

All public records relating to the operations, administration, activities, and finances of CMHSA and its programs shall at all times be and remain the property of CMHSA. ORA shall make them available to the public pursuant to the Public Records Act. Except as provided below, all computer hardware and equipment and computer software programs shall at all times be and remain the property of ORA.

All records relating to the operations, administration, activities, and finances of CMHSA shall at all times be and remain the property of CMHSA. At the termination of this Agreement, all such materials shall be returned to CMHSA. ORA may, at its sole cost and expense, and with the permission of CMHSA, make and maintain copies of any CMHSA records (but not including confidential or privileged records) for use and retention both during and after the termination of this Agreement. The copies may be made on paper, computer disk, or any other format or media deemed desirable by ORA.

B. Client Intellectual Property

All data, information, documents, books and records, processes, business methods, equipment, software (in source and object code form), data, or other materials supplied or purchased from vendors outside this agreement, by CMHSA relating to, or for use in, the provision of the Services to CMHSA, and all intellectual property rights therein, will be and remain the sole property of CMHSA. ORA shall have no rights or interest in the property described in this section.

C. ORA Intellectual Property

All software and other intellectual property (a) owned by ORA prior to the Effective Date which is used in connection with the Services, or (b) of which ORA acquires

ownership after the Effective Date and which is used in connection with the Services, or (c) developed by or on behalf of ORA for use by CMHSA after the Effective Date will be and remain the exclusive property of ORA, hereafter "ORA and CMHSA will have no rights or interests in the ORA IP except as described in this Section.

D. Copyrights and Trademarks

Any proprietary work including materials that may be copyrighted and names used with respect to products and services provided by ORA in the performance of this Agreement are also the property of ORA, whether formally copyrighted or registered as a servicemark. All rights of use, if any, provided to CMHSA, are subject to ORA's right to terminate use of such materials and names and upon termination are not subject to further use by CMHSA. In the event that such materials have been registered by copyright or trademark, CMHSA as part of this Agreement as to any materials provided to the Board, members affiliates, agents, successors and assigns, agrees to use the appropriate designations; TM, SM, as appropriate and when so advised by ORA.

X. EMPLOYMENT RELATIONSHIP OF ORA

A. Status

- 1) ORA is and at all times shall remain an independent contractor. Neither CMHSA nor any of its agents shall have control over, nor vicarious liability for, the conduct of ORA employees or subcontractors.
- 2) During the term of this Agreement and for twelve (12) months following termination of this Agreement, CMHSA agrees that it will not approach, solicit, attempt to hire, hire, or cause another entity or person to hire any ORA employee without the prior express written permission of ORA.

XI. INDEMNIFICATION

ORA agrees to indemnify, protect, defend, and hold harmless CMHSA and its officers, employees, and agents, from any and all liability claims for damages by reason of any injury to person or persons, including, but not limited to, ORA, its associates or employees, or property damage claims of any kind whatsoever and to whomsoever belonging, including, but not limited to, ORA, its associates, and employees from any cause or causes whatsoever arising out of the negligent performance or failure to perform of ORA, its associates, or employees pursuant to its obligations under the terms of this Agreement; provided, however, that ORA shall not be liable to indemnify CMHSA for any injury to persons or property which may result from the action or non-action of CMHSA, or its directors, officers, agents, or employees (but not including ORA or its employees). ORA shall also hold CMHSA harmless against any liability which the Authority may incur toward ORA's employees, specifically including liability for the payment of workers' compensation benefits.

XII. INSURANCE REQUIREMENTS

ORA shall at all times maintain in full force and effect workers' compensation insurance covering all employees of ORA in an amount required by the laws of the State of California. ORA hereby declares that said employees are the employees of ORA and at no time shall said employees be deemed to be in the employ of CMHSA. ORA shall hold CMHSA harmless against any liability which it may incur toward said employees, specifically including liability for the payment of workers' compensation benefits.

ORA shall maintain Commercial General Liability (CGL), general liability and automobile (vehicles owned or leased by ORA) liability insurance in an amount no less than \$1,000,000 per occurrence.

ORA shall maintain Professional Liability insurance in an amount of not less than \$1,000,000 per occurrence with a deductible of not more than \$25,000.

ORA shall maintain premises property insurance which shall include a provision to provide reimbursement for the expense of reproduction of papers which may be lost due to a fire.

XIII. ASSIGNMENT

CMHSA and ORA each binds itself, its principals, successors, assigns, and legal representatives to the other party to this Agreement and to the principals, successors, assigns, and legal representatives of such other party with respect to all covenants of this Agreement. Neither CMHSA nor ORA shall assign, sublet, or transfer its interest in this Agreement without the written consent of the other.

XIV. ASSURANCES & DISCLAIMERS

A. Conflicts of Interest

ORA hereby certifies, to the best of its knowledge, that it has no conflict of interest in carrying out the provisions of this Agreement. Should any conflict, apparent or real, occur in the future, all parties to this Agreement shall be notified immediately in writing.

B. Disclaimer of Guarantee

ORA has made no promise or guarantee to CMHSA about the outcome of CMHSA's matters, and nothing in this Agreement shall be construed as such a promise or guarantee.

C. Non-Discrimination

ORA agrees that it will not discriminate in any way in the providing of these services on the basis of any characteristic or condition that is illegal or prohibited by law.

D. Further Assurances

Each party agrees to execute any additional documents and to perform any further acts which may be reasonably necessary to effect the purposes of this Agreement.

XV. NOTICES

Except as may otherwise be required by law, any notice to be given shall be in writing and shall be personally delivered, sent by facsimile transmission or sent by first class mail, postage pre-paid and addressed as follows:

CMHSA:

ORA:

John E. Chaquica

Optimum Risk Advisors

3043 Gold Canal Drive, Suite 200
Rancho Cordova CA 95670

Notice delivered personally or successfully sent by facsimile transmission is deemed to be received upon receipt. Notice sent by first-class mail shall be deemed received on the fourth day after the date of mailing. Either party may change the address to which notice is to be given by providing written notice pursuant to this section.

XVI. DISPUTES CONFLICT RESOLUTION

A. Arbitration

If any dispute, controversy, or claim arises out of or relates to the enforcement, or interpretation of this Agreement or any part thereof, the parties agree to submit the dispute, controversy, or claim to binding arbitration. Such arbitration shall be conducted by a single arbitrator. If, within twenty (20) days from the receipt of a request to arbitrate (or such longer period mutually agreed to by the parties), the parties are unable to agree on an arbitrator, then a single arbitrator shall be appointed pursuant to the Commercial Arbitration Rules of the American Arbitration Association. Except as provided in Section V, each party shall bear its own costs and expenses of any arbitration. Each party shall pay one-half of the costs of the arbitrator.

Any arbitration under this section shall be conducted in the County of Sacramento, unless otherwise agreed to by both parties.

The prevailing party in any arbitration, mediation, court trial, jury trial or appeal to enforce or interpret any provision of this Agreement shall be entitled to reasonable attorneys' fees and costs.

B. Waiver

The waiver by either party of a breach by the other party of any provision of this Agreement shall not constitute a continuing waiver or a waiver of any subsequent breach of either the same or a different provision of this Agreement.

C. Severability

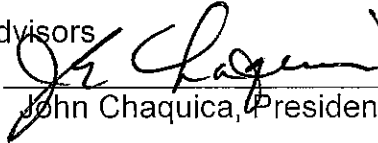
If any section or provision of this Agreement is held to be void, invalid or unenforceable, the remaining sections and provisions will nevertheless continue in full force and effect without being impaired or invalidated in any way.

D. Interpretation, Terms, and Conditions

- 1) This Agreement shall be governed by and interpreted under the laws of the State of California.
- 2) This Agreement integrates all terms and conditions mentioned herein or incidental hereto, and supersedes all oral negotiations and prior writings with respect to the matter hereof. In the event of conflict between terms, conditions or provisions of this Agreement and such document or instrument, the terms and conditions of the Agreement shall prevail.

IN WITNESS HEREOF, the parties hereto have executed this Agreement the day and year first above written.

Optimum Risk Advisors



John Chaquica, President

October 28th 2009
Dated

California Mental Health Services Authority



President

OCTOBER 21, 2009
Dated

California Corporations Code section 313 requires that contracts with a corporation shall be signed by the (1) chairman of the board, the president or any vice-president and (2) the secretary, any assistant secretary, the chief financial officer, or any assistant treasurer; unless the contract is also accompanied by a certified copy of the Board of Directors resolution authorizing the execution of the contract.

Optimum Risk Advisors is the DBA for George Hills Company, Inc,

Federal Employer Identification Number 94-2546177.

FIRST AMENDMENT TO THE AGREEMENT FOR ADMINISTRATIVE AND FINANCIAL SERVICES

This FIRST Amendment to the Agreement for Administrative and Financial Services (the "First Amended Agreement") is made and is effective as of the 15th day of April, 2010, by and between the California Mental Health Services Authority, hereinafter referred to as "CalMHSA", and Optimum Risk Advisors, hereinafter referred to as "ORA", a division of George Hills Company, a California Corporation.

In consideration of the covenants and conditions hereinafter provided, CalMHSA and ORA do hereby covenant and agree that the Agreement is amended in the following respects:

1. The First Amended Agreement hereby amends several items on the original agreement.
2. Section I, "Scope of Agreement", is hereby amended by adding, thereto, to read as follows:

CalMHSA enters into this Agreement, with ORA for the purpose of having ORA conduct day-to-day management, operational, general and program administration, and financial affairs of CalMHSA.

3. Section V, "ORA Responsibilities", is amended by adding, thereto, a new subsection "F", to read as follows:

F. Mental Health Program Services

- A. Represent CalMHSA in all federal, state or county discussions relating to CalMHSA activities.
- B. Represent CalMHSA on all state level committee and task forces that relate to CalMHSA concerns.
- C. Assist in the development of CalMHSA goals, objectives, priorities, and policy direction for consideration by the CalMHSA Board of Directors and committees.

- D. Work in close collaboration with CalMHSA partners, such as the State Department of Mental Health, the Mental Health Services and Oversight and Accountability Commission (MHSOAC), and the County Mental Health Directors Association to assure alignment as needed.
 - E. Participate in CalMHSA Board and other meetings, leading all discussions for mental health programs.
 - F. Represents CalMHSA in all contract activities related to revenue and expenditure for services.
 - G. Direct and lead all mental health programs.
 - H. Manage and lead all staff in support of mental health programs.
 - I. Conduct consumer meetings to develop and maintain collaborative working relationships with stakeholders.
 - J. Consult with organizations or individuals who may have policy, programmatic or business interest with CalMHSA
4. Section E, "Support Services Responsibilities", is amended by adding, thereto, a new subsection "5", to read as follows:

E. General Marketing Activities

- A. Web site maintenance and hosting.
- B. Design and produce CalMHSA marketing materials; 1). Brochures; 2). Business Cards; and 3). Mailers.
- C. Identify and evaluate CalMHSA expenses related to conference attendance for presentation of program.
- D. Preparation and design of materials and presentation for conference materials.
- E. Assist CalMHSA in the preparation of press releases.
- F. Design program to brand CalMHSA.
- G. Develop and execute plan for stakeholder strategic partner communications, such as, community information sharing using monthly e-newsletter, social networking tools, and member only login area on web site.

5. Section VI, "CalMHSA Responsibilities", is amended by adding, thereto, a new subsection "C", to read as follows:

- C. Program Director

- A. CalMHSA, or the acting committee, shall have direct input for the selection of the Program Director. This staff member will be an employee/independent contractor of ORA and will be subject to the annual performance review process.

6. As a result of a dynamic environment as noted in the original contract, and that exists as of the date of this amended contract, the following shall be added, thereto, to create a new Section, "Range of Fees", to read as follows:

- A. A range of fees shall be approved by the Board to acknowledge the dynamic nature and need to react expediently.

- B. The fees payable under this contract shall be limited to five percent (5%) of the annual program dollars received by CalMHSA, subject to provision 6 of this section.

- C. Until such time that CalMHSA program dollars have been approved and have been received, and the JPA has reached annual revenue of \$15,600,000, fees shall be paid upon the following events and by such amounts:

- A. When the contract between CalMHSA and the Department of Mental Health (DMH) is executed, the monthly contract fee will increase to \$25,000 per month.

- B. Upon hiring, and/or contracting with, a Program Director and an additional support person to perform services pursuant to this Agreement, the monthly contract fee will increase to \$45,000 per month.


- C. As program funds become available, and there are twenty (20) members of CalMHSA (or members whose population aggregates to at least 25% of the population of the State of California), additional accounting support and a Program Analyst will be required. When these membership levels are reached, the monthly contract fee will increase to \$65,000 per month.

7. Upon hiring such staff (or when the above triggers take place), the fees shall then be based on a percentage of revenue, when program funding reaches annual projections of \$15,600,000. ORA's compensation will be based on, and limited to, a fixed percentage of total revenue ranges. This amount will be calculated monthly on projected annual revenue as follows:
- A. Fees are calculated monthly on monthly accrued revenue and will be equal to 5%, from \$15,600,000 to \$30,000,000.
 - B. Fees are calculated monthly on accrued revenue, and will be equal to 4.5%, for revenues greater than or equal to, \$30,000,000.
 - C. Fees are calculated monthly on accrued revenue, and will equal 4%, for revenues greater than or equal to, \$40,000,000.
 - D. Fees are capped on accrued revenue. Monthly contract fees will be equal to 3%, for revenues greater than or equal to \$50,000,000, and beyond.

<u>Fee %</u>	<u>Annual Program Revenue</u>		
5%	\$15.6M	-	\$30M
4.5%	\$30M	-	\$40M
4%	\$40M	-	\$50M
3%	>	-	\$50M

IN WITNESS HEREOF, the parties hereto have executed this Agreement the day and year first above written.


Optimum Risk Advisors



John Chaquica, President
4 20 2010

Dated

California Mental Health Services Authority



Allan Rawland, President
4/23/2010

Dated

California Corporations Code section 313 requires that contracts with a corporation shall be signed by the (1) chairman of the board, the president or any vice-president and (2) the secretary, any assistant secretary, the chief financial officer, or any assistant treasurer; unless the contract is also accompanied by a certified copy of the Board of Directors resolution authorizing the execution of the contract.

Optimum Risk Advisors is the DBA for George Hills Company, Inc.

Federal Employer Identification Number 94-2546177.

JPA Team

CiMH Staff:

Sandra Naylor Goodwin, PhD, MSW

Doretha Williams-Flournoy, MA

Will-Rhett Mariscal, PhD

Darcy Johnson

Helen Lao

Position

President and CEO

Deputy Director

Associate II

Program Support Specialist

Administrative Assistant II

Consultants:

Adele James, MA

Landon Williams, MPP

Dorothy LeBron, PhD

Re: PEI Statewide Funds Assigned to CalMHSA

Dear Sir or Madam:

This will acknowledge that _____ County has assigned Statewide PEI [planning or planning and program] funds to the California Mental Health Services Authority (CalMHSA), in the amount of \$_____ a year for _____ years.

_____ County is not a member of CalMHSA and has not entered into a Memorandum of Understanding with CalMHSA. Accordingly, CalMHSA will hold the County's Statewide PEI funds in trust, and account for them separately from its other funds. CalMHSA will deposit the County's Statewide PEI funds with the Local Agency Investment Fund (LAIF). CalMHSA will continue to hold the funds separately until the County joins CalMHSA or enters into a Memorandum of Understanding with CalMHSA that provides for usage of the funds for Statewide PEI projects and programs.

CalMHSA cannot be responsible for any particular income level from the funds, any prejudice to the County's interest that may result from delay in utilizing such funds (e.g., reversion), or any reporting or other obligations of the County concerning such funds. In addition, since accounting for the County's funds separately does create some administrative expense, CalMHSA may charge a small administrative charge for acting as custodian, not sooner than 90 days from the date of this letter.

We urge the County to join CalMHSA at the earliest opportunity. CalMHSA has made an effort to post all relevant documents on its website, including a model resolution for the County's use or adaptation. CalMHSA staff will provide any other needed information to assist in the County's decision-making process.

If joining CalMHSA is not an option, the County can instead enter into a Memorandum of Understanding with CalMHSA. Entering into a MOU with CalMHSA will not give the County a vote on CalMHSA's Board of Directors, but will give the County the ability to join with more than 30 other counties in implementing Statewide PEI programs.

Please contact me if I can be of any further assistance.