

# Board of Directors Meeting

## AGENDA

December 10, 2009

3:30 p.m. – 5:30 p.m.



Doubletree Hotel

2001 Point West Way

Sacramento, CA 95815

(916) 929-8855

California Mental Health Service Authority

(CalMHSA)

Board of Directors Meeting

Agenda

Thursday, December 10 2009

3:30 p.m. – 5:30 p.m.

Doubletree Hotel  
2001 Point West Way  
Sacramento, CA 95815  
(916) 929-8855

*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 Kim Santin at (916) 859-4820 or (916) 859-4805 (fax). 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: 2125 19<sup>th</sup> Street, Sacramento, CA 95818, during normal business hours.*

**1. CALL TO ORDER**

**2. INTRODUCTIONS**

**3. PUBLIC COMMENTS**

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

**4. APPROVAL OF AGENDA AS POSTED (OR AMENDED)**

**\* = Material on Agenda Item Enclosed**

**5. NEW MEMBER OUTREACH/DEVELOPMENT**

- A. Approval of New Applicants for Membership in CalMHSA 4  
**Recommendation: For discussion and/or action should action be deemed appropriate.**
- B. Discussion regarding CalMHSA Membership Development-Conference Attendance 5  
**Recommendation: For discussion and/or action should action be deemed appropriate.**

**6. CONSENT CALENDAR-** If the Board would like to discuss any item listed, it may be pulled from the Consent Calendar. 6

- \*A. Minutes from the November 13, 2009, Board of Director's Meeting
- \*B. Statement of Facts Roster of Public Filing-Update
- C. Governing Document: Review and discuss CalMHSA draft Bylaws  
**Recommendation: Formally approve the Consent Calendar**

**7. ADMINISTRATIVE MATTERS**

- A. CalMHSA MOU with Department of Mental Health 15  
**Recommendation: For discussion and/or action should action be deemed appropriate**
- \*B. CalMHSA Resolutions 09-05, 09-06, 09-07 JPA Agreement Revisions 16  
**Recommendation: Adopt Resolution 09-05, 09-06, 09-07**
- \*C. CalMHSA Resolution 09-08 Procurement Policy 20  
**Recommendation: Adopt Resolution 09-08 Procurement Policy**
- D. Technical Assistance and Capacity Building Statewide Projects 23  
**Recommendation: For discussion and/or action should action be deemed appropriate.**
- \*E. CalMHSA Strategic Planning, September 9, 2009 24  
**Recommendation: For discussion and/or action should action be deemed appropriate.**
- \*F. CalMHSA Role Descriptions-Org Chart-Rules of Procedure 26  
**Recommendation: For discussion and/or action should action be deemed appropriate.**
- \*G. CalMHSA Website Host and Management 55  
**Recommendation: For discussion and/or action should action be deemed appropriate.**

**\* = Material on Agenda Item Enclosed**

**8. FINANCIAL MATTERS**

A. CalMHSA Public Officials Liability Approval Quote

58

**Recommendation: For discussion and/or action should action be deemed appropriate.**

**9. ADJOURNMENT**

**\* = Material on Agenda Item Enclosed**

December 10, 2009

Agenda item 5.A.

**NEW MEMBER OUTREACH/DEVELOPMENT****SUBJECT: Approval of New Applicants for Membership in CMHSA****BACKGROUND AND STATUS:**

The Board of Directors will discuss the Membership of new applicants to CMHSA. Current Membership and Representatives are:

- |    |                         |   |                        |
|----|-------------------------|---|------------------------|
| 1. | Allan Rawland, MSW      | President                                   | San Bernardino County  |
| 2. | Mike Oprendeck, LCSW    | Vice President                              | Solano County          |
| 3. | Dr. Wayne Clark         | Secretary<br>Bay Area Representative        | Monterey County        |
| 4. | Curtis Boewer, MPA, MFT | Treasurer                                   | Colusa County          |
| 5. | Dr. Karen Baylor        | Board of Director and Southern Area<br>Rep. | San Luis Obispo County |
| 6. | Denis Hunt, MFT         | Board of Director and Central Area Rep.     | Stanislaus County      |
| 7. | Tom Sherry, MFT         | Board of Director Member                    | Sutter/Yuba County     |
| 8. | Edward Walker           | Board of Director Member                    | Butte County           |

**RECOMMENDATIONS:**

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

**REFERENCE MATERIALS ATTACHED:**

To be distributed under separate cover if applicable

December 10, 2009

Agenda item 5.B.

**NEW MEMBER OUTREACH/DEVELOPMENT****SUBJECT: Discussion regarding CalMHSA Membership Development-Conference Attendance****BACKGROUND AND STATUS:**

Staff attended the CSAC Conference in Monterey, November 17-20, CalMHSA's first Conference was a huge success. The Board instructed staff to look into the cost of attending the CiMH 10<sup>th</sup> Annual Behavioral Info Conference in April.

Staff has researched the April Conference and found the following estimates:

- CiMH 10<sup>th</sup> Annual Behavioral Info Conference-April 14-15 in Hollywood, CA

Early Bird Registration \$345 each

Exhibit Booth \$1450.00  
(Includes 2 registrations)

|                    |  |
|--------------------|--|
| Staff Costs: Hotel | \$120 each person each night (could be 1-2 nights depending on set-up) |
| Car                | \$100 each day   |
| Flight             | \$200 roundtrip each person  |
| Per Diem           | \$71 (Meals and Incidentals) per person per day                        |

APPROXIMATE TOTAL: \$2500-\$3000

**RECOMMENDATIONS:**

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

**REFERENCE MATERIALS ATTACHED:**

None

December 10, 2009

Agenda Item 6

**CONSENT CALENDAR**

**SUBJECT: Consent Calendar**

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**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 November 13, 2009 Board of Director's Meeting
- B. Statement of Facts Roster of Public Filing - Update
- C. Governing Document: Review and Discuss CalMHSA Bylaws

**RECOMMENDATION:**

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

**REFERENCE MATERIALS ATTACHED:**

\*Minutes from the November 13, 2009 Board of Director's Meeting

\*Statement of Facts Roster of Public Filing - Update

**MINUTES**  
**CALIFORNIA MENTAL HEALTH SERVICE AUTHORITY**  
**BOARD OF DIRECTORS MEETING-REGULAR MEETING**

Le Rivage Hotel Sacramento, CA

November 13, 2009

**MEMBERS PRESENT**

Allan Rawland, MSW, CalMHSA President, San Bernardino County  
Mike Opredek, LCSW, CalMHSA Vice President, Solano County  
Dr. Wayne Clark, PhD, CalMHSA Secretary, Monterey County  
Denise Hunt, MFT, CalMHSA Central area Rep., Stanislaus County  
Curtis Boewer, MPA, MFT, CalMHSA Treasurer, Colusa County  
Dr. Karen Baylor, PhD, MFT, CalMHSA Southern Area Rep., San Luis Obispo  
Edward Walker, LCSW, CalMHSA Board Member, Butte County

**MEMBERS ABSENT**

Tom Sherry, MFT, CalMHSA Board Member, Sutter/Yuba County

**STAFF PRESENT**

John Chaquica, CPA, MBA, ARM, George Hills Company, Inc  
Kim Santin, CPA, George Hills Company, Inc  
Meliah Bird, George Hills Company, Inc.  
Doug Alliston, Murphy, Campbell, Guthrie & Alliston

**MEMBERS OF THE PUBLIC**

Alice Washington, California Institute for Mental Health (CiMH)  
Stephanie Welch, CMHDA  
Patricia Ryan, CMHDA  
Karolyn Stein, Humboldt County  
Dr. Sandra Naylor-Goodwin, CiMH  
Bill Carter, LCSW, CiMH  
Dr. Bill Arroyo, Los Angeles County

**1. CALL TO ORDER**

The meeting was called to order at 12.39 p.m. by President, Allan Rawland.

**2. INTRODUCTIONS**

Everyone present introduced him/herself. Allan Rawland, President, San Bernardino County; Mike Opredek, Vice President, Solano County, Dr. Wayne Clark, Secretary, Monterey County; Curtis Boewer, Treasurer, Colusa County; Denise Hunt, Central Area Representative, Stanislaus County, Dr. Karen Baylor, Southern Area Representative, San Luis Obispo, Edward Walker, Board Member, Butte County and all public attendees and staff.

Denise Hunt will be leaving the meeting at 2:45 p.m

**3. PUBLIC COMMENT**

No public comments were made.

**4. APPROVAL OF AGENDA AS POSTED (OR AMENDED)**



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**The Board considered approval of the agenda as posted or amended.**

*Ms. Hunt motioned to approve the agenda. Seconded by Mr. Boewer. Motion passed unanimously.*

**5. NEW MEMBER OUTREACH/DEVELOPMENT**

**5.A. Approval of New applicants for Membership**

- Butte County

Ms. Santin presented the Board Resolution from Butte County. The membership application and documents have been submitted.

*Mr. Oprendeck motioned to approve the Butte County as a member. Seconded by Mr. Boewer. Motion passed unanimously.*

**5.B. Discussion regarding CalMHSA Membership Development and Conference attendance**

At the last meeting staff was directed to look into Conference options that would promote the JPA and its mission. The CSAC conference was determined to be a viable conference and GHC staff, Dr. Clark, and Mr. Boewer will be attending. A display, a personalized table cloth, presentations etc. were created for the CSAC Conference. Everyone was encouraged to come out to the booth and stop by. Mr. Chaquica also presented to the Board the upcoming Conferences and possible options for attendance. After reviewing the Board directed staff to research attendance at the Behavioral Info April Conference in Hollywood, CA. Staff will research the cost versus the benefit. The Board directed staff to present the findings at the December meeting.

**5.C. Update on Survey Responses**

Alice Washington, California Institute of Mental Health (CiMH) presented an update on Survey Responses regarding the JPA. Ventura County is currently preparing board action. Mr. Boewer indicated that this topic is noted on the Small Counties Meeting Agenda and will be addressed. Mr. Rawland noted he would contact Jerry Wengerd of Riverside County regarding status and Ms. Baylor will contact Ventura and Santa Barbara County. Ms. Hunt is working on setting up a conversation with Sacramento County to address any questions. Santa Clara County is moving forward as well. Dr. Arroyo from Los Angeles County was present and indicated the letter has been finalized and will be going to the Board of Supervisors. The letter is currently on the desk of the CEO and they are hoping the letter to go to the Board in the next few weeks. Orange County, Placer County and Marin County are also getting close to presenting to their Board of Supervisors.

**\*\*Mr. Edward Walker, joined the CalMHSA Meeting at 12:50 p.m.\*\***

**5.D. Update on CalMHSA related meetings for promotion of the JPA**

Mr. Oprendeck felt the presentation to the Oversight and Accountability Committee (OAC) went well. The presentation cleared up many misconceptions regarding the JPA, however other misconceptions continued, particularly with Senator Darryl Steinberg and the accountability of JPA and JPA funds. Mr. Oprendeck suggested a meeting with Senator Steinberg to clear up the roles and responsibilities of the JPA. Mr. Boewer felt the OAC was very interested if Los Angeles County was joining, and felt if they become members the JPA would be solid. Mr. Rawland has the contact information and will set up an

appointment with Senator Steinberg on Monday. A letter was sent to the Commissioners thanking them for their time. Mr. Chaquica contacted Mr. Henning and has not heard back.

Mr. Chaquica and with Mr. Alliston met with Mr. Heilman and DMH Legal Staff, and gave background information regarding the role of GHC and legal counsel. The meeting did not include finalizing or details regarding the Memorandum of Understanding. The next steps on DMH part were to have legal counsel review the MOU and Mr. Heilman to review and then speak to Dr. Mayberg who was expected to return November 16, 2009.

Mr. Rawland stated Dr. Mayberg expressed support. OAC has postponed the finalization of the guidelines until January. OAC expectations are that the MOU is finalized, and executed by the January OAC Meeting. Dr. Mayberg's conversation with Mr. Rawland was for the MOU to be done by mid November or December.

Board directed staff to draft a letter and send to DMH for an overview of the urgency and timeliness needed for the MOU. Dr. Clark feels the MOU should be aggressive, and make the December CalMHSA meeting be the deadline for the MOU completion.

***Dr. Clark motioned the letter be drafted and sent to DMH. Seconded by Ms. Hunt. Motion passed unanimously.***

#### **5.E. Discussion regarding progress of developing Recommendation Plans**

##### **For future programs**

Dr. Naylor-Goodwin and Bill Carter, CiMH, presented a process for making a decision to get one project up and running for the JPA (TA and Capacity Building). All information was based on the July 17, 2009 meeting regarding TA and Capacity Building. There are six project areas: Implementing Best Practices, Program Performance Evaluation and Quality Improvement, Systems Design and Change, culturally Informed Quality Improvement Strategies, community Collaboration, and Funding. The Board was given the option to either defer selection of a project to the December meeting or to take action and make selections now, than CiMH will put together a presentation for next meeting regarding the areas selected. Dr. Clark suggested to approve these projects and then select the projects to move forward with.

***Dr. Clark motioned the six (6) project areas presented by CiMH be approved. Seconded by Mr. Boewer. Motion passed unanimously.***

Dr. Sandra Naylor-Goodwin, suggested the sooner the better, for the JPA to decide or narrow the selection choice as to what projects the JPA wants to start with. Mr. Rawland would like to know which project is the quickest and yet the most efficient and financially effective. Mr. Opredek reiterated that CiMH has sole source justification in regards to these projects. Mr. Alliston will review and present a draft Procurement and Sole Source Policy at the next meeting. Dr. Clark suggested the Board move forward and select projects, so the projects can begin timely. Board directed staff to forward all procurement polices collected from the County members to Doug Alliston. Mr. Walker stated CiMH has a track record of providing these services, and is an organization held in positive regard, with an

understanding that the policy will be created. Mr. Alliston suggested Dr. Clark and Ms. Hunt recuse themselves in regards to decisions with CiMH in regards to Conflict of Interest.

Dr. Baylor was interested in Project 4, as another option, and keep Project 2, 3, and 4, asking if possibly CiMH can determine which one will be fastest and most successful. Dr. Naylor-Goodwin clarified the first project they hoped all member counties would participate. Once that project is launched then begin working on the other projects. Each County has the option to participate and fund each project.

***Mr. Oprendeck motioned that Project 2 and Project 3 by CiMH be approved and then have CiMH present at the next meeting. Seconded by Mr. Boewer. Motion passed unanimously.***

***Mr. Boewer motioned that CiMH would be the chosen Vendor for the production of the Projects. Seconded by Mr. Walker. Dr. Clark and Ms. Hunt abstained. Motion passed.***

Each County member will need a representative to work with CiMH to determine the projects focus.

**6. CONSENT CALENDAR**

**6.A. Minutes from October 15, 2009 Board of Directors Meeting.**

**6.B. CalMHSA Logo**

**6.C. Signed CalMHSA Agreement for Administrative and Financial Services with Optimum Risk Advisors (ORA) a division of George Hills Company.**

**6.D. Agreement for Legal Services with Murphy Campbell Guthrie & Alliston**

**6.E. Governing Document: Review and Discuss Draft CalMHSA Bylaws**

**6.F. CalMHSA Draft Org Chart and Role Descriptions**

***Dr. Baylor motioned to approve the consent calendar items 6.A – 6.F. Seconded by Mr. Oprendeck. The motion carried unanimously.***

Staff asked the Board to review the Org Chart and Role Descriptions as to changes or revisions that may be needed.

Karolyn Stein from Humboldt County asked the Board if items 6.C. and 6.D. were from sole source activity. Mr. Rawland confirmed they were of sole source. Mr. Rawland continued in absence of the policies the consensus was George Hills and the attorney, Mr. Alliston, had the required experience. Both of these agreements have termination clauses included. Mr. Boewer indicated he updates his Board of Supervisors after each meeting on the JPA activities. Mr. Walker suggested having the policies put in place as soon as possible, and if necessary issuing an annual performance evaluation of all staff/vendors. Mr. Walker asked staff to develop review criteria for an annual or contractual basis. Staff will construct an evaluation system, and stated the contract with George Hills was a one year contract.

**7. ADMINISTRATIVE MATTERS**

Ms. Hunt requested Item 7.D be moved out of order for discussion, she had another meeting she needed to attend.

**7.D. CalMHSA Strategic Planning, September 9, 2009-Goals and Objectives**

Staff indicated a teleconference call took place on November 10, including Dr. Naylor-Goodwin, Ms. Hunt and staff from George Hills Company. It was determined the vision statement still needed refining, but that the mission statement should be considered for finalizing. Ms. Hunt indicated there was a discussion in regards to the stakeholder issue. Ms. Hunt felt the stakeholders are the Member Counties and their Board of Supervisors and they are the sole stakeholders of the JPA. The objective is to not duplicate what is already being done by other bodies. The JPA does strictly what the Member Counties have requested. Staff indicated long term and short term goals were reviewed and recommended a group work on the strategic planning and come back to the board in January. Ms. Hunt felt the mission statement should be accepted, accept the definition of stakeholders, and then to ask a sub-committee to develop the goals portion.

Patricia Ryan and Stephanie Welch on behalf of CMHDA suggested whatever the definition of the stakeholders the JPA decides on then the definition be translated to Senator Steinberg.

Stephanie Welch requested a point of clarification regarding: that if the JPA is acting on behalf of the counties and the counties already have defined who the stakeholders are that comply with regulations to MHSA, and if the JPA has to also comply with those same regulations. She suggested clarity in regards to the regulations. Mr. Opredek will forward to the JPA legal counsel language that would cover the JPA in addressing the regulations etc. Mr. Rawland indicated the JPA is not a policy making body, the County Board of Supervisors makes policy. The JPA is a group of Counties to implement statewide projects. Mr. Walker suggested drafting an elevator statement defining the JPA.

Patricia Ryan reiterated someone from the JPA, possibly legal counsel set a meeting with DMH legal counsel and Senator Steinberg's office, and the OAC legal counsel so everything can be clarified.

***Ms. Hunt motioned to approve the mission statement, approve the definitions of the stakeholders, and move the strategic planning to the top of the agenda in January to revisit goals as well as the vision statement. Mr. Opredek seconded the motion. The motion carried unanimously.***

Mr. Walker and Ms. Hunt will work on the sub-committee for strategic planning. Dr. Baylor stated she would like the stakeholders definition be revisited after the meeting takes place with Senator Steinberg's office.

**7.A. Consideration /Approval of CalMHSA MOU with the Department of Mental Health**

Mr. Rawland indicated it is in draft form. It is currently with the Department of Mental Health for review, suggestions and any changes. The next step will be for DMH to meet with GHC.

No further action taken at this time.

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**7.B. County of Humboldt: Suggestions to JPA Agreement and Bylaws**

Recommendations were presented by Humboldt at the last Board of Directors meeting. Staff reviewed and indicated the requested Bylaw amendments can be made to the draft Bylaws with Board approval. Staff feels CalMHSA should wait for a period of time to amend the JPA Agreement. In regards to the JPA Agreement suggested changes can be taken into consideration as a Resolution, which would mean the effect would remain the same. At the last meeting there was interest in going to the CSAC model of voting. The Bylaws and the Resolution would state that majority vote would be used, unless weighted voting was chosen.

***Ms. Hunt motioned to add as a Resolution the CSAC voting process to be utilized as the JPA voting process. Mr. Oprendeck seconded. The motion carried unanimously.***

Staff then presented the suggested change of adding Article 3 to be called Creation of the Authority. Staff recommended the language is appropriate, but should read "Pursuant to Government Code section 6508.1, the assets, debts, liabilities, and obligations of the Authority shall not constitute assets, debts, liabilities or obligations of any party to this Agreement unless otherwise obligated through its participation in any program"

***Dr. Baylor motioned to add as a Resolution the new wording for the JPA Agreement in regards to Article Three. Ms. Hunt seconded. The motion carried unanimously.***

The last suggestion from Humboldt County to add two lines of language to Article One. Staff suggested working with Humboldt to come to a consensus for language. Staff feels this language can lead to limiting potential in any one program. The idea of the JPA Agreement was to keep it general, and the Agreement allows for each County optional participation in each program. The second line speaks of the use of County funds, and it was clarified the JPA has no authority over the County funds. The Board directed staff to work with Humboldt County and legal Counsel to find language to accommodate all parties. Humboldt is looking for small County protection in regards to the charging of a greater amount than they have the ability to contribute.

***Dr. Baylor motioned to instruct staff to continue working with Humboldt County and legal counsel for the appropriate language. Mr. Boewer seconded. The motion carried unanimously.***

\*\*Ms. Hunt left the meeting at 2:45 p.m.\*\*

**7.C. Discussion/Consideration of Alternative Voting Structure for CalMHSA**

Previously addressed and voted on item.

**7.E. Review and Approval of the CalMHSA Website**

CiMH has constructed and hosted the CalMHSA website. The website is currently live and available to the public. Staff suggests in regards to the hosting of the website being done by CiMH and possible Conflict of Interest, it may be a good idea to look at other options for who will host and manage the website.

November 13, 2009

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*Dr. Baylor motioned CalMHSA entertain other proposals for management and hosting of the website. Mr. Oprendeck seconded. Dr. Clark abstained. The motion carried.*

## 8. FINANCIAL MATTERS

### 8.A. CalMHSA Financial Report

Ms. Kim Santin presented a Financial Report. Ms. Santin presented a Balance Sheet and Statement of Income as of October 31, 2009. Staff will be processing invoices to the individual Counties for their TA Funds. Staff presented the receivables and the bank account has been established with California Bank & Trust. The new member will be billed and remaining counties will be invoiced. Monterey and Solano are in process, of receiving W-9 and Vendor Registration forms so that the funds can be transferred. Mr. Walker stated the invoice for membership dues has been sent to his Auditor Controller for Butte County.

*Mr. Boewer motioned the financials be approved. Mr. Oprendeck seconded. The motion carried unanimously.*

### 8.B. CalMHSA Public Officials Liability Approval Quote

Staff was instructed to research and obtain quotes for liability insurance for the JPA. Staff presented one quote but indicated the research is still being done and that a Bond is still needed, in which this quote does not include.

*Mr. Oprendeck motions to move this item to the next meeting allowing staff for further research and quotes. Dr. Clark seconded. The motion carried unanimously.*

## 9. ADJOURNMENT

*Dr. Baylor makes motion to adjourn the meeting. Mr. Oprendeck seconded. The motion carried unanimously.*

Meeting was adjourned at 3:01 p.m. by President, Allan Rawland.

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Respectfully submitted,

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Dr. Wayne Clark, PhD

Secretary, CMHSA

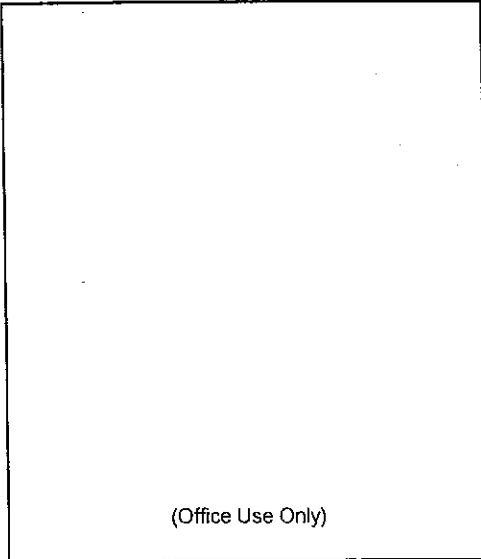
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Date



State of California
Secretary of State

STATEMENT OF FACTS
ROSTER OF PUBLIC AGENCIES FILING
(Government Code section 53051)



Instructions:

- 1. Complete and mail to: Secretary of State, P.O. Box 942877, Sacramento, CA 94277-0001 (916) 653-3984
2. A street address must be given as the official mailing address or as the address of the presiding officer.
3. Complete addresses as required.
4. If you need additional space, attach information on an 8 1/2" X 11" page, one sided and legible.

New Filing [ ] Update [x]

Legal name of Public Agency: California Mental Health Services Authority

Nature of Update: Adding Members & Change of Address

County: Sacramento

Official Mailing Address: 3043 Gold Canal Drive Suite 200
Rancho Cordova, CA 95670

Name and Address of each member of the governing board:

Chairman, President or other Presiding Officer (Indicate Title): President

Name: Mr. Allan Rawland, MSW Address: 268 West Hospitaily Lane Suite 400 San Bernardino, CA 92415

Secretary or Clerk (Indicate Title): Secretary

Name: Mr. Wayne Clark, PhD Address: 1270 Natividad Road Salinas, CA 93906

Members:

Name: See Attached Address:
Name: Address:
Name: Address:
Name: Address:
Name: Address:

RETURN ACKNOWLEDGMENT TO: (Type or Print)

November 13, 2009
Date

NAME [ Kim Santin ]

ADDRESS 3043 Gold Canal Drive Suite 200 Signature

CITY/STATE/ZIP [ Rancho Cordova, CA 95670 ] Allan Rawland, President
Typed Name and Title

December 10, 2009

Agenda Item 7.A.

**ADMINISTRATIVE MATTERS****SUBJECT: CalMHSA Memorandum of Understanding (MOU) with Department of Mental Health**

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**BACKGROUND AND STATUS:**

At the November Board meeting the next steps were discussed regarding the draft Memorandum of Understanding (MOU) between the Department of Mental Health (DMH) and CalMHSA. The MOU is now in its fourth draft and CalMHSA is awaiting instruction from Department of Mental Health.

CalMHSA constructed a letter that was sent to Dr. Mayberg in regards to the timeliness that was needed for the MOU.

Additionally, Mr. John Chaquica and Mr. Doug Alliston met with staff representatives from the Oversight and Accountability Commission (OAC) on November 24, 2009 along with Ms. Stephanie Welch. An update of that meeting will be provided at the December Board Meeting. However, one of the discussion points was the recommendation on "Agreement" versus a MOU being the legal document modeled after the Mental Health Service Act (MHSA) Agreement. This will be discussed with DMH and reported at the meeting.

**RECOMMENDATION:**

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

**REFERENCE MATERIALS ATTACHED:**

None



December 10, 2009  
Agenda Item 7.B.

**ADMINISTRATIVE MATTERS**

**SUBJECT: CalMHSA Resolutions 09-05, 09-06, 09-07 JPA Agreement Revisions**

**BACKGROUND AND STATUS:**

At the November Board Meeting, the Board discussed the following:

- 1) Voting Structure of CalMHSA be revised to the same voting structure of CSAC. The voting structure was also a concern of Humboldt County. Resolution 09-05 will acknowledge the intent to revise the voting structure of CalMHSA.
- 2) The suggested addition to the JPA agreement by Humboldt County in article three (3) entitled "Creation of the Authority". Resolution 09-06 will acknowledge the intent of the additional language presented by Humboldt County.
- 3) Humboldt's requested changes to Article One (1) on the JPA Agreement. The Board instructed staff to collaborate with Humboldt County for a compromise. Resolution 09-07 acknowledges the intent to address Programs and each Counties financial limitation.

Staff was directed to reflect the results of these discussions in proposed resolutions for approval at the next meeting.

**RECOMMENDATION:**

Adopt Resolution 09-05 JPA Agreement Revision Article Five

Adopt Resolution 09-06 JPA Agreement Addition Article Three

Adopt Resolution 09-07 JPA Agreement Amendment Article One

**RERERENCE MATERIALS ATTACHED:**

\*Resolution 09-05 JPA Agreement Revision Article Five

\*Resolution 09-06 JPA Agreement Addition Article Three

\*Resolution 09-07 JPA Agreement Amendment Article One

JPA AGREEMENT REVISION ARTICLE FIVE

FOR

CALIFORNIA MENTAL HEALTH SERVICES AUTHORITY

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**Resolution No. 09-05**

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**WHEREAS**, potential members of the California Mental Health Services Authority (“CalMHSA”) have expressed a desire to have the Joint Powers Agreement amended to provide for a weighted voting system; and

**WHEREAS**, amendment of the Joint Exercise of Powers Agreement for the CalMHSA requires a two-thirds vote of the members, acting through their governing bodies, and action through governing bodies of members can be a time-consuming process given meeting schedules, prior notice requirements, and other concerns; and

**WHEREAS**, the Board of CalMHSA wishes to expeditiously address the concerns of potential members, and to express the sense of the Board as to how to resolve these concerns,

**NOW THEREFORE**, the board of CalMHSA agrees to recommend and seek approval of the following amendment to the Joint Exercise of Powers Agreement, Article Five (5), Paragraph three (3), replacing the existing fourth paragraph with the following:

The presence of a majority of the membership of the Board shall constitute a quorum for the transaction of business. Following the establishment of a quorum, measures may normally be passed by a simple majority of members present and voting. As to an action that that affects only one of the **Authority's Programs**, only those members who represent counties participating in that **Program** will be counted in determining whether there is a quorum and whether there is approval by a majority.

Notwithstanding the preceding paragraph, upon the motion of any Board member, seconded by another, passage of a measure by Board will require approval through a weighted voting procedure. For weighted voting purposes there shall be a total of 75 votes. Each member shall have one vote. The remaining votes shall be allocated among the members based on each member’s proportionate percentage of the population based on the most recent census. This calculation shall be performed and reviewed annually in June, prior to the next fiscal year. Any weighted vote will be a roll call vote. Weighted votes must be cast in whole by the voting county and may not be split.

Date Adopted:

Date of Last Revision: N/A

Replaces Resolution No: N/A

Ayes: \_\_\_\_\_ Noes: \_\_\_\_\_ Abstains: \_\_\_\_\_ Absent: \_\_\_\_\_

\_\_\_\_\_

NAME

TITLE

DATE

JPA AGREEMENT ADDITION OF ARTICLE THREE  
FOR  
CALIFORNIA MENTAL HEALTH SERVICES AUTHORITY

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**Resolution No. 09-06**

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**WHEREAS**, potential members of the California Mental Health Services Authority (“CalMHSA”) have expressed a desire to have the Joint Powers Agreement amended to expressly limit the obligations being undertaken by members of CalMHSA; and

**WHEREAS**, amendment of the Joint Exercise of Powers Agreement for CalMHSA requires a two-thirds vote of the members, acting through their governing bodies, and action through governing bodies of members can be a time-consuming process given meeting schedules, prior notice requirements, and other concerns; and

**WHEREAS**, the Board of CalMHSA wishes to expeditiously address the concerns of current and potential members, and to express the sense of the Board as to how to resolve these concerns,

**NOW THEREFORE**, the board of CalMHSA agrees to recommend and seek approval of an amendment to the Joint Exercise of Powers Agreement to add the following new Article 3:

ARTICLE 3

CREATION OF THE AUTHORITY

Pursuant to the Joint Powers Act, there is hereby created a public entity separate and apart from the parties hereto, to be known as the California Mental Health Services Authority, with such powers as are hereinafter set forth.

Pursuant to Government Code section 6508.1, the assets, debts, liabilities, and obligations of the Authority shall not constitute assets, debts, liabilities or obligations of any party to this Agreement. However, a party to the Agreement may separately contract for, or assume responsibility for, specific debts, liabilities, or obligations of the **Authority**.

Date Adopted:

Date of Last Revision: N/A

Replaces Resolution No: N/A

Ayes: \_\_\_\_\_ Noes: \_\_\_\_\_ Abstains: \_\_\_\_\_ Absent: \_\_\_\_\_

\_\_\_\_\_

NAME

TITLE

DATE

JPA AGREEMENT AMENDMENT OF ARTICLE ONE  
FOR  
CALIFORNIA MENTAL HEALTH SERVICES AUTHORITY

---

**Resolution No. 09-07**

---

**WHEREAS**, potential members of the California Mental Health Services Authority (“CalMHSA”) have expressed a desire to have the Joint Powers Agreement amended to expressly limit the obligations being undertaken by members of CalMHSA; and

**WHEREAS**, amendment of the Joint Exercise of Powers Agreement for the CalMHSA requires a two-thirds vote of the members, acting through their governing bodies, and action through governing bodies of members can be a time-consuming process given meeting schedules, prior notice requirements, and other concerns; and

**WHEREAS**, the Board of CalMHSA wishes to expeditiously address the concerns of current and potential members, and to express the sense of the Board as to how to resolve these concerns,

**NOW THEREFORE**, the board of CalMHSA agrees to recommend and seek approval of the following amendment to Article 1 of the Joint Exercise of Powers Agreement so that its second paragraph reads as follows:

It shall be the intent of the **Authority** that all such **Programs** are fiscally self-contained

requiring no additional funding from members. Accordingly, no member shall be obligated to fund the **Authority** or any **Program** in an amount greater than the amount to which the member has previously agreed. The indirect costs to operate the Authority shall be allocated to each of the **Programs** operated by the **Authority** as directed by its members.

Date Adopted:

Date of Last Revision: N/A

Replaces Resolution No: N/A

Ayes: \_\_\_\_\_ Noes: \_\_\_\_\_ Abstains: \_\_\_\_\_ Absent: \_\_\_\_\_

| _____ | _____ | _____ |
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| NAME  | TITLE | DATE  |

December 10, 2009

Agenda Item 7.C.

**ADMINISTRATIVE MATTERS**

**SUBJECT: CalMHSA Resolution 09-08 Procurement Policy**

---

**BACKGROUND AND STATUS:**

At the November Board Meeting Legal Counsel was instructed to create a Procurement and Sole Source Policy for CalMHSA. The policy will be for CalMHSA in the event they need to procure service from service providers in a fair and open manner.

**RECOMMENDATION:**

Adopt Resolution 09-08 Procurement Policy

**REFERENCE MATERIALS ATTACHED:**

\*Resolution 09-08 Procurement Policy

PROCUREMENT POLICY  
FOR  
CALIFORNIA MENTAL HEALTH SERVICES AUTHORITY

---

**Resolution No. 09-08**

---

**WHEREAS**, the California Mental Health Services Authority (“CalMHSA”) will have need to procure the services of service providers;

**WHEREAS**, the policy of CalMHSA is that its procurement policies should be efficient, fair and open;

**NOW THEREFORE BE IT RESOLVED THAT:**

The Board of Directors of CalMHSA hereby adopts the following policy to govern its procurement of services.

1. Procurement of services by CalMHSA must be approved by the Board, or by a Committee of the Board to whom such authority is delegated; provided, however, that any contract for administrative or legal services shall be approved by the full Board.
2. No Board member shall vote or take part in deliberations concerning the choice of service providers if the members has a disqualifying relationship with any service provider under consideration. As used in this paragraph, disqualifying relationship refers to the positions of officer, director, employee, or volunteer.
3. Except as otherwise provided below, procurement of services shall be through a competitive process based on demonstrated competence, professional qualifications necessary to perform the services to be provided, and fair and reasonable price. While not necessarily the primary factor, price shall be an important factor in the evaluation and selection process.
4. Service expected to cost in excess of \$150,000 in any one year require the use of a Request For Proposals (RFP) process. Before release, Requests For Proposals must be approved by the Board, or by a Committee of the Board to whom such authority is delegated.

5. Non-competitive procurement of services may be approved by the Board if there has been a good faith review of available service providers and the staff provides a detailed written justification for proceeding without a competitive process, and the written justification is distributed with the agenda materials in advance of the meeting. Non-competitive procurement may be justified by factors such as a lack of qualified alternate service providers, a need for immediate action, lack of response to a RFP, the relative cost of a RFP process as compared to the amount of the contract, or the retention of a current provider being more cost effective due to avoidance of delay and the expense of educating a new provider.

6. If State or Federal law governs the procurement of services and is in conflict with this policy, the State or Federal law shall govern.

7. The Board may make exceptions to this Policy by affirmative action to waive it.

Date Adopted:

Date of Last Revision: N/A

Replaces Resolution No: N/A

Ayes: \_\_\_\_\_ Noes: \_\_\_\_\_ Abstains: \_\_\_\_\_ Absent: \_\_\_\_\_

| _____ | _____ | _____ |
|-------|-------|-------|
| NAME  | TITLE | DATE  |

December 10, 2009

Agenda Item 7.D.

**ADMINISTRATIVE MATTERS**

**SUBJECT: Technical Assistance and Capacity Building Statewide Projects**

---

**BACKGROUND AND STATUS:**

At the November Board meeting the Board approved California Institute of Mental Health (CiMH) as the vendor for managing and producing the first project for CALMHSA Technical Assistance and Capacity Building Project. Both Project #2 Program Performance Evaluation and Quality Improvement and Project #3 System Design and Change were approved by the Board to be the focus and for CiMH to prepare a proposal for the December meeting. The Board was interested in which Project would be most cost effective, successful, and quickest in production.

The next steps will also be to have staff work with CiMH for development of an agreement with CiMH.

**RECOMMENDATION:**

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

**REFERENCE MATERIALS ATTACHED:**

To be distributed under separate cover



December 10, 2009  
Agenda Item 7.E.

**ADMINISTRATIVE MATTERS**

**SUBJECT: CalMHSA Strategic Planning September 9, 2009**

---

**BACKGROUND AND STATUS:**

At the November Board Meeting it was decided that a sub committee comprised of Ms. Denise Hunt, Mr. Ed Walker, and the staff of George Hills Company would continue working on the goals of CalMHSA both short term and long term as well as the vision statement.

Staff will provide an update as to the conference call that was held with Mr. Chaquica, Ms. Hunt, and Mr. Walker.

**RECOMMENDATION:**

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

**REFERENCE MATERIALS ATTACHED:**

\*CalMHSA Goals

## CALMHSA GOALS

### **GOAL #1: JPA INFRASTRUCTURE**

- Policies and Procedures-Develop
  - Conflict of Interest-revisit/redesign
  - Procurement
- Organizational Chart/CalMHSA Roles-present, discuss, finalize
- Budget-continue development
  - Short term
  - Long term
- Outreach and Marketing-Plan of Action-Remaining Counties-Short term

### **GOAL #2: FUNDING**

- Complete MOU with Department of Mental Health
- Participate in OAC Guideline completion
- Revisit/Redesign Conflict of Interest Policy
- 50% Share of Statewide Projects by July 1, 2010
- Technical Assistance Planning Program Developed

### **GOAL #3: ACCOUNTABILITY**

- Promote Project Evaluation –develop process/tool
- Develop Structure for Evaluating/Reporting/Accountability
  - Logic Model?
- Communicate accountability standards to stakeholders

### **GOAL #4: COLLABORATION: PLAN, EXECUTE, AND EVALUATE**

- JPA Members
- Statewide Stakeholders
- Department of Mental Health
- Oversight Accountability Committee
- Other

December 10, 2009  
Agenda Item 7.F.

**ADMINISTRATIVE MATTERS**

**SUBJECT: CalMHSA Role Description-Org Chart-Rules of Procedure**

---

**BACKGROUND AND STATUS:**

Staff produced a draft Organizational chart and Role Descriptions for CalMHSA. Staff presented these to the Board at the November meeting and asked them to review and advise of any revisions. One revision was made per Ms. Hunt's request to the Organizational Chart and the new document is included.

Legal Counsel and staff acquired a Rules of Procedure manual by the Mental Health Services Oversight and Accountability Committee (MHSOAC). Staff has constructed a draft version for CalMHSA that may assist in the organization and construction of CalMHSA.

**RECOMMENDATION:**

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

**REFERENCE MATERIALS ATTACHED:**

\*Role Description

\*Org Chart

\*CalMHSA Rules of Procedure

\*MHSOAC Rules of Procedure

## CMHSA ROLE DESCRIPTIONS

### BOD

1. To establish vision and mission stmt
2. To establish strategic plan in support of vision and mission
3. To create, monitor, and hold accountable for policy setting
4. To serve as Ambassadors for the JPA, for stakeholders, strategic partners, consumers

### Interested Parties

1. DMH
2. Planning Council
3. Family (NAMI)
4. Consumer Network
5. Board of Supervisors
6. Member Counties
7. CMHDA
8. CiMH
9. Stakeholder Agencies
10. CCCMHA
11. MHSAs State Level Partners
12. CSAC
13. Legislature

### Strategic Partners

1. CMH
2. MHSOAC
3. CMHDA
4. CIMH

### Exec Committee

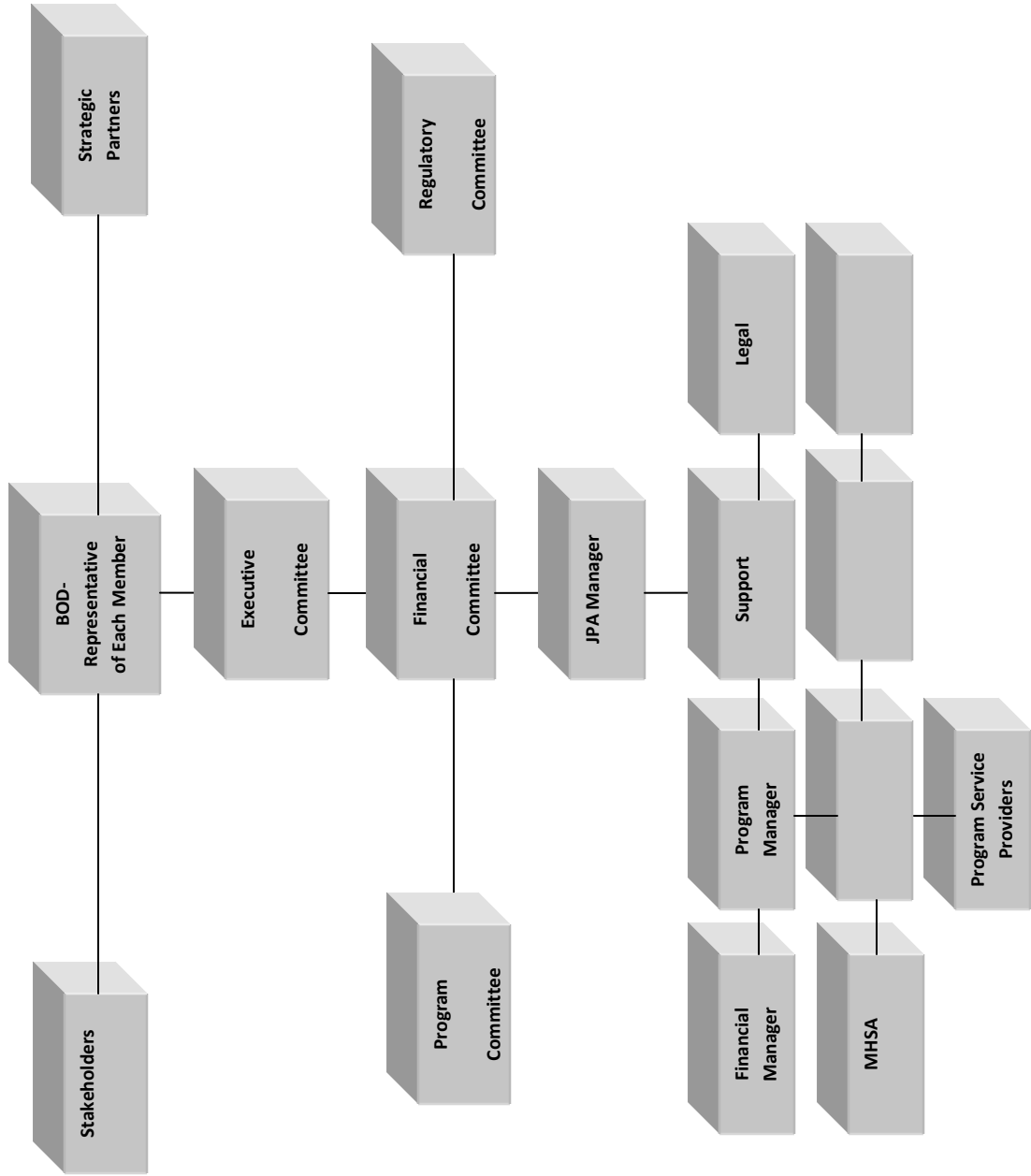
1. Facilitate expeditious handling of transactions relating to the authority's operations
2. President, Vice President, Treasurer, Secretary, and five directors (five areas)
3. Same authority of the board unless authorities specifically reserved unto board

### Committees

1. Finance Committee
  - a. Review and receipt for approval of budget (JPA and Program)
  - b. Review of qtly financial statements, monthly treasurer reports
  - c. Review and receipt for approval of investment policy and monitoring of results
  - d. Monitoring of regulatory financial requirements
  - e. Selection of audit firm and review and receipt for approval of audit report
  - f. Review and approval of insurance policies
  - g. Review and approval of banking arrangements
  
2. Program Committee
  - a. Think tank for program expansion
  - b. Creator of MOUs for programs
  - c. Facilitates education of programs to members, stakeholders, and strategic partners
  - d. Responsible for program monitoring and compliance—program results

- e. Reporting
- 
- 3. Regulatory Committee
    - a. Interaction with various legislative bodies
    - b. Interaction with advocacy groups
  - 4. JPA Manager
    - a. Accountable for successful execution of Strategic Plan
    - b. Oversees and monitors all operational aspect of JPA
    - c. Supervises all staff
    - d. Responsible for reporting to the Exec comm., BOD, stakeholders, and strategic partners
  - 5. Finance Manager
    - a. Oversees processing of transactions
    - b. Establishes reporting and accounting structure for JPA/program/member reports
    - c. Prepares financial statements and all financial reports for regulatory bodies
    - d. Prepares budgets
    - e. Works with banks and investment companies
    - f. Interfaces with auditors
    - g. Reports to finance command treasurer
  - 6. Program Manager
    - a. Reports to Program Committee
    - b. Oversees, monitors, reports, and is accountable for program design and results
    - c. Research and submission of funding applications and submissions of plans
    - d. Reports to regulatory bodies on program status and results
  - 7. Legal
    - a. JPA governing documents
    - b. Preparation of MOUs, agreements, and contracts
    - c. Brown Act compliance
    - d. FPPC filings
    - e. Regulatory and contract compliance research and interpretation
    - f. Legal matters of the JPA
  - 8. Support
    - a. Agenda and minute preparation
    - b. Meeting logistics and arrangements
    - c. Custodian of all JPA records and maintenance of Record Retention Policy
    - d. Filings with regulatory bodies
    - e. Point of contact for all communications.
    - f. Marketing and conference planning
  - 9. Program Service Providers—represents those agencies that will be contracted with for the delivery of services for the execution of the programs.

# CalMHSA Organizational Chart





## SUMMARY OF ORGANIZATIONAL POLICIES

Adopted:

CALMHSA

California Mental Health Service Authority

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## VISION

The California Mental Health Services Authority (CalMHSA) provides an intergovernmental structure for counties to jointly develop, fund and implement mental health services and educational programs at the state, regional, and local levels. CalMHSA promotes systems and services arising from a commitment to community mental health and the values of the California Mental Health Services Act:

- Community Collaboration
- Cultural Competence
- Client/Family-driven mental health systems for older adults, adults and transition age youth and family-driven system of care for children and youth
- Wellness focus, which includes the concepts of recovery and resilience
- Integrated service experiences for clients and their families throughout their interactions with the mental health systems

## MISSION

CalMHSA provides an administrative structure with flexibility for member counties to develop collaborative partnerships and pool efforts to:

- 1) Effectively and efficiently develop and implement common strategies and programs
- 2) Provide fiscal integrity, protections and manage collective risk
- 3) Provide accountability at the state, regional, and local levels

## PURPOSE

CalMHSA members are joined to develop and fund mental health services and education programs as determined on a regional, statewide, or other basis. Such programs may include but are not limited to the following: Addressing Suicide Prevention, Ethnic and Cultural outreach, Stigma and discrimination related to mental illness, Student mental health and workforce training and education, and to provide the necessary administrative services.

## MEMBER ENTITIES

Each party to CalMHSA is a member. Only those agencies defined in the Joint Powers Agreement are eligible to become a member of the Authority by agreeing to be bound by the governing documents and by complying with the following requirements:

- Each party must submit a completed application for membership
- Each party must submit a signed resolution by their counties Board of Supervisors approving their membership
- Each party must execute the Joint Powers Authority Agreement in effect and agree to be bound by any subsequent amendments to the agreement
- Each party must be accepted by the CalMHSA Board

- Each party shall designate an alternate to the Board as representative
- Each party must file required Fair Political Practices Commission (FPPC) forms

## GOVERNING DOCUMENTS

The governing documents of the authority shall be the Joint Powers Agreement of the Authority, the Bylaws, and Bylaws for each program developed.

## VOTING

All matters within the purview of the Board may be decided by a majority vote of the Board, except for as those matters which are specified as requiring a super majority vote of the Board, which then must be decided by the vote specifically.

## ROLE OF THE BOARD

The Board of the Authority shall be comprised of one representative from each member. In addition to the director, an alternate is designated by the director, who may vote in the absence of the director. The Board reserves unto itself the authority to do the following (except where specifically otherwise noted the majority of the Board members present at a meeting may take action):

- Accept a new member into the Authority
- Approve indebtedness (two-thirds vote of the entire Board)
- Adopt a budget
- Amend the Bylaws
- Approve contracts for Authority administrative services and legal counsel
- Approve Program Bylaws (Participants in Programs Only)
- Approve dividends and assessment to members of a program year
- Establish or terminate a program (Participants in Programs Only)
- Expel a member from the Authority (two-thirds vote of the entire board)
- Terminate or suspend the rights of a member in default (two-thirds vote of the entire board)
- Approve dissolution of Authority (two-thirds vote of entire board)
- Establish vision and mission
- Establish a strategic plan in support of the vision and mission
- Create, monitor and hold accountable policy setting
- Serve as ambassadors for the Authority, stakeholders, strategic partners and consumers

## OFFICERS OF THE BOARD

Officers of the Authority shall consist of President, Vice President, Treasurer, and Secretary of the Board.

## ELIGIBILITY FOR OFFICERS OF THE BOARD

Eligibility for election and continuation in office as President, Vice President, Treasurer, and Secretary shall be limited to one representative, of a member entity, to the Board.

## INTERESTED PARTIES

Stakeholders can be defined as those who share or have an interest in the Authority.

- Department of Mental Health (DMH)
- Planning Council
- Family (NAMI)
- Consumers Network
- Board of Supervisors (BOS)
- Member Counties
- California Mental Health Directors association (CMHDA)
- California Institute of Mental Health (CiMH)
- Stakeholder agencies
- Legislature
- California Council of Community Mental Health Agencies (CCCMHA)
- MHSAs State Level Partners
- California State Association of Counties (CSAC)

## STRATEGIC PARTNERS

Strategic Partners are those who work with the Authority to complete projects.

- California Mental Health
- Mental Health Services Oversight and Accountability Commission (MHSOAC)
- California Mental Health Directors Association (CMHDA)
- California Institute of mental Health (CiMH)

## EXECUTIVE COMMITTEE

The Executive Committee will facilitate the expeditious handling of transactions relating to the Authority's operations. The Executive Committee will hold the same authority of the Board unless specifically reserved unto the Board. The Committee consists of the President, Vice President, Treasurer, Secretary and five directors (five areas).

The Executive Committee has the authority to add additional committee(s) as deemed necessary.

The Executive Committee will meet as required by business, but not less than four times a year. Such meetings will be duly noticed by all Board directors and alternate representatives.

The remaining term of a vacant representative position shall be appointed by the President, with the approval of the Board, at the next regularly scheduled Board meeting after the vacancy occurs.

Any action taken by the Executive Committee may be appealed by a minimum of 20% of the members of the Authority to the Board by filing a written appeal with the Executive Director within 14 days following the date of the minutes.

## JPA MANAGER

The JPA Manager will be accountable for the successful execution of the Strategic Plan. The JPA Manager oversees and monitors all operational aspects of the JPA and supervises all staff. The JPA Manager is responsible for reporting to the Executive Committee, the Board of Directors, Stakeholders, and all Strategic Partners.

## FINANCE COMMITTEE

The Finance Committee will review and receive approval of the budget (JPA and Program). The Finance Committee will review the quarterly financial statements and the monthly treasurer reports. The Finance Committee will review and receive approval of the investment policy as well as handle the monitoring of the results. The Finance Committee will monitor the regulatory financial requirements as well as review and approve the insurance policies and banking arrangements. The Finance Committee will select the audit firm and review and receive the approval of audit reports.

## FINANCE MANGER

The Finance Manager will oversee the processing of all transactions. They will establish a reporting and accounting structure for JPA, Programs, and Member Reports. The finance manager will prepare financial statements and all financial reports for regulatory bodies. They will prepare the budgets, and work with

the banks and investment companies. The Finance Manager interfaces with auditors and reports to the finance command treasurer.

#### PROGRAM COMMITTEE

The Program Committee is the “Think Tank” for program expansions. The Program Committee is the creator of the Memorandum of Understandings for Authority programs. The Program Committee facilitates the education of programs to members, stakeholders, and strategic partners. The Program Committee is responsible for program monitoring and compliance, as well as all program results and reporting.

#### PROGRAM MANAGER

The Program Manager reports directly to the Program Committee. The Program Manager oversees, monitors, reports, and is accountable for program design and results. The Program Manager will research and submit funding applications and the submission of plans. The Program Manager reports to the regulatory bodies on program status and results.

#### PROGRAM SERVICE PROVIDERS

The Program Service providers represent those agencies that will be contracted with for the delivery of services for the execution of programs.

#### LEGAL COUNSEL

Legal Counsel will be responsible for JPA governing documents. Legal Counsel will prepare documents such as Memorandum of Understandings, Agreements, and Contracts. Legal Counsel will make sure the Authority follows Brown Act Compliance and all Fair Political Practices Commission filings. Legal Counsel will complete regulatory and contract compliance research and interpretation. Legal Counsel will handle all legal matters of the Authority.

#### SUPPORT

Support staff will prepare all meetings Agenda’s and Minutes. Staff will handle and arrange all meetings and logistics. Support staff will be the custodian of all Authority records and maintain the Records Retention Policy. Support will handle all filings with Regulatory bodies and be the point of contact for all communications. Support Staff will handle Marketing and Conference Planning for the Authority.



# **RULES OF PROCEDURE**

**ADOPTED  
JUNE 25, 2009**

**Amended July and August 2009**

**MIISOAC**  
Mental Health Services  
Oversight and Accountability Commission

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## **MISSION**

The MHSOAC provides the vision and leadership, in collaboration with clients, their family members and underserved communities, to ensure an enhanced continuum of care for individuals at risk for and living with serious mental illness and their families by holding public systems accountable and by providing oversight, eliminating disparities, promoting mental wellness, supporting recovery and resiliency resulting in positive outcomes in California's community based mental health system.

## **GOVERNANCE PHILOSOPHY**

Integrity and sound stewardship are paramount in the governance of all Commission activities. The MHSOAC will govern itself with an emphasis on the following:

- a.) Being objective and encouraging diversity in viewpoints;
- b.) Making decisions in an efficient and timely manner;
- c.) Striving for results and outcomes;
- d.) Focusing on outward vision and strategic leadership and less on administrative detail;
- e.) Using collaboration rather than individual decisions-making processes;
- f.) Being proactive rather than reactive

Specifically:

- a. The MHSOAC will cultivate a sense of group responsibility. The MHSOAC will be responsible for excellence in governing. The MHSOAC will use the expertise of individual members to enhance the ability of the MHSOAC as a body.
- b. The MHSOAC will direct, evaluate, and inspire the organization through the careful establishment of written policies, procedures and directives.
- c. The MHSOAC will enforce upon itself the necessary discipline to govern with excellence, including regular attendance at meetings, thorough preparation by each member for each meeting, adherence to its policy-making principles, and respect of roles.
- d. Continual development of the MHSOAC will include orientation of new members in the Commission's governance policies and processes, periodic re-orientation of existing members, and regular discussion of process improvement.

- e. The MHSOAC will regularly discuss and evaluate its performance and take steps to improve its effectiveness.

## **COMMISSIONERS**

### **1.1 Terms of Commissioners**

The term of each member shall be three years, to be staggered so that approximately one-third of the appointments expire in each year. Members shall serve without compensation, but shall be reimbursed for all actual and necessary expenses incurred in the performance of their duties.

If a Commissioner cannot attend a Commission meeting he or she will notify the Chair and the Executive Director of such absence in advance of the Commission meeting. If a Commissioner misses one (1) Commission meeting without notice or three (3) Commission meetings in a calendar year with notice the Chair shall notify the Commissioner and that Commissioner's appointing power in writing that the attendance record of the Commissioner be improved or that the Commissioner be replaced.

### **1.2 The Role of Commissioners**

- Represent the MHSOAC outside Commission meetings
- Provide knowledge and expertise to guide Commission policy-making
- Attend Commission meetings throughout the state
- Serve as a member of at least one MHSOAC Committee
- Attend, in person or via teleconference, meetings of any MHSOAC Committee of which they are a member
- Work collectively to accomplish the goals of the MHSOAC as set forth in its Multi-Year Strategic Plan

The best decisions come out of unpressured collegial deliberations and the MHSOAC seeks to maintain an atmosphere where the Commission or Committee members can speak freely, explore ideas before becoming committed to positions and seek information from staff and other members. To the extent possible the MHSOAC encourages members to come to meetings without having fixed or committed their positions in advance.

### **1.3 Chair**

The Chair shall be elected at the November MHSOAC meeting by a majority of the voting members of the MHSOAC. The Chair shall assume all duties and preside at all MHSOAC meetings starting the following January. The term of the Chair shall be one year.

In the event of resignation or death of the Chair the Vice Chair shall assume all of the responsibilities of the Chair until a successor is elected. The election shall be held within sixty (60) days after such resignation or death.

#### **1.4 Vice Chair**

The Vice Chair shall be elected at the November MHSOAC meeting by a majority of the voting members of the MHSOAC. The Vice Chair shall assume all duties starting the following January. The term of the Vice Chair shall be one year. The Vice Chair fulfills the role of Chair and presides at meetings in the absence of the Chair.

When neither the Chair nor Vice Chair is available to run all or part of the meeting, e.g., both officers may be absent, need to leave the room, or are disqualified from discussion and action on an item due to conflict of interest the most senior Commissioner shall preside at the meeting.

#### **1.5 Commission Member Vacancy**

Commissioners may leave office at the end of their term or sooner. When a vacancy occurs, a successor is selected by the appointing power.

#### **1.6 Compensation and Expenses**

Commissioners, staff, agendized presenters, and active Committee members will be reimbursed in accordance with State per diem laws. Also, any reasonable business expenses incurred will be reimbursed as authorized by the Commission. On a case-by-case basis the designee of a Committee member may also be reimbursed in accordance with the State per diem laws.

#### **1.7 Training and Orientation**

New members shall receive training and orientation in: (1) Commission governance, policies and procedures; (2) Commission strategic directives; (3) MSHA programs and issues; and (4) relevant laws and statutes.

At or before the orientation session, the new Commission member will receive the following documents:

- 1) Listing of names, addresses, and contact information for the Commission members;
- 2) Listing of names and contact information for MHSOAC Staff
- 3) Copy of the Rules of Procedure
- 4) Brief history and overview of MHSOAC including mission, purpose statement, and Proposition 63
- 5) Information about the Political Reform Act and how it affects the Commissioners

- 6) Information about the travel reimbursement procedures
- 7) List of meeting dates and locations
- 8) Copy of the Bagley-Keene Open Meeting Act
- 9) Summary of Robert's Rules of Order
- 10) Copy of the following documents:
  - a) Mental Health Services Act Prevention and Early Intervention: County and State Level Policy Direction;
  - b) Recommendation to the MHSOAC for funding for Innovative Programs;
  - c) Eliminating Stigma and Discrimination Against Persons with Mental Health Disabilities;
  - d) Mental Health Services Oversight and Accountability Commission Report on Co-Occurring Disorders;
  - e) Mental Health Services Oversight and Accountability Commission Position Paper on Training and Education;

As required by Government Code Sections 11146 through 11146.4 within six months of beginning service as a member of the Commission and at least every two years thereafter, members of the Commission shall receive training on laws related to ethics, conflict of interest requirements, governmental transparency, open government, and fair government processes.

### **1.8 Statement of Economic Interest – Form 700**

Each Commissioner is required to file an annual Statement of Economic Interests, Form 700, which must be filed with the Fair Political Practices Commission (FPPC) by April 15 of each year.

### **1.9 Conflict of Interest**

Presence of a conflict of interest prohibits Commissioners (as public officials) from participating in discussion about or taking action on an item. Provisions in the California Government Code and Public Contract Code and case law define and provide guidelines related to conflict of interest. A Commissioner shall not make, participate in making, or in any way attempt to use his or her official position to influence a Commission decision in which he or she knows or has reason to know he or she has a financial interest (Government Code Section 87100). Commissioners must be guided solely by the public interest, rather than by personal interest, when dealing with contracting in an official capacity (Government Code Section 1090 et seq.).

A Commissioner who has a financial conflict of interest must do the following:

- Notify the Executive Director as soon as possible if any agenda item presents a potential conflict of interest. This will prepare the Chair to announce the Commissioner's nonparticipation in any discussion, deliberation or vote when the item comes up.
- Publicly identify, in enough detail to be understood by the public, the financial interest that causes the conflict of interest or potential conflict of interest
- Recuse himself or herself from discussing or voting on the matter or from attempting to use his or her position to influence the decision

The Commission will adopt for itself and adhere to an Incompatible Activities Policy.

### **1.10 Commission Representation**

Every member of the MHSOAC has the right to express his or her opinion on any subject whenever the member is acting as an individual and not on behalf of or at the expense of the Commission. Commissioners who agree to represent the Commission in meetings, conferences, testimony in public hearings, speaking engagement, etc, and do so at the request of the Commission, with or without reimbursement, agree also to represent only the officially approved positions of the Commission. Members whose personal positions are in conflict with the Commission's official positions must represent either the Commission's positions only or decline the request to represent the Commission.

A Commissioner is considered to be acting officially on behalf of the Commission whenever he or she states or implies that he or she is acting as a representative or member of the Commission, whenever the member is authorized by the Commission to represent it, or the activity of the member results in an expense, direct or indirect to the Commission. Examples of such expenses include but are not limited to: compensation for travel, per diem, phone calls, postage, use of Commission stationary, or other materials produced or furnished by the Commission.

Nothing shall prevent members of the Commission from expressing their views as individuals in regular or special meetings of the Commission when these views bear directly upon policy issues under discussion.

## **EXECUTIVE DIRECTOR**

### **2.1 Duties of the Executive Director**

The Executive Director is appointed and discharged by the MHSOAC. The Executive Director acts under the authority of, and in accordance with direction from the MHSOAC. Commissioners should direct their requests for information or assistance from staff to the Executive Director.

The Executive Director also serves as the Commission's liaison with county commissions, other mental health associations and stakeholder groups.

The Executive Director is responsible for the following:

- a) Achieve the results set forth in the Multi-Year Strategic Plan of the MHSOAC within the appropriate and ethical standards of business conduct set by the Commission and the State of California;
- b) Plan, organize, direct, and administer all activities, programs and functions of the MHSOAC;
- c) Respond to direction from the Chair to develop ideas for programs and/or initiatives reflecting the MHSOAC's goals.
- d) Direct the preparation of all reports to be submitted by the MHSOAC to the Governor and Legislature;
- e) Direct the preparation of the MHSOAC's annual budget for review by the Chair and submission to Department of Mental Health, the Department of Finance, and/or the Legislative Analyst;
- f) Direct the implementation of all federal and state statutes and regulations and Commission policies that require action by staff, administer the civil service system (including hiring, evaluating and terminating all employees), attend meetings of the Commission and report on the general affairs of the Commission, and keep the Commission advised as to the needs of the MHSOAC.

### **2.2 Designation of Acting Executive Director**

When the Executive Director is absent or otherwise unavailable to perform the duties of the office, the Executive Director may designate another person to act on the Executive Director's behalf.

### **2.3 Evaluation of Executive Director**

The Commission shall evaluate the Executive Director's performance on an annual basis.

The evaluation will be based on: the MHSOAC's accomplishment of the Commission's Multi-Year Strategic Plan; performance goals and professional

development objectives adopted annually by the Commission; and the Executive Director's duty statement developed and adopted by the Commission.

## **LEGAL COUNSEL**

### **3.1 Duties of Chief Legal Counsel**

The Chief Counsel provides legal advice to the MHSOAC. The Chief Counsel reports both to the MHSOAC and to the Executive Director and is responsible for, among other things, advising staff regarding all relevant legal matters and supporting the legal inquiries and meeting activities of the MHSOAC. In situations where the Chief Counsel would have a conflict of interest, or where legal expertise outside the practice of Chief Counsel is imperative consultation with the office of the Attorney General via an interagency agreement is available.

Counsel shall not provide legal counsel to members of the Commission except in their role as members of the MHSOAC.

### **3.2 Hiring Chief Counsel**

The Executive Director is responsible for hiring and discharging the Chief Counsel.

The Executive Director is responsible for evaluating the Chief Counsel's performance with input from the MHSOAC and staff.

## **COMMISSION MEETINGS**

### **4.1 Frequency of Meetings**

MHSOAC meetings are to be held as often as is necessary to enable the Commission to fully and adequately perform its duties but it shall not meet less than once each quarter at any time and location convenient to the public as it may deem appropriate. All meetings of the Commission shall be open to the public pursuant to the Bagley-Keene Open Meeting Act.

The MHSOAC meeting schedule for the following calendar year is approved prior to January of that calendar year.

#### **4.2 Robert's Rules of Order**

Robert's Rules of Order will be used as a guide at the Commission and Committee meetings.

#### **4.3 Open Meetings**

The principal law that governs the meetings of the MHSOAC and its Committees is the Bagley-Keene Open Meeting Act which is set forth in Government Code Sections 11120 et seq.

#### **4.4 Serial Meetings**

The Bagley-Keene Open Meeting Act prohibits the MHSOAC from using direct communication, personal intermediaries, or technological devices to take action outside of an open meeting (Government Code Section 11122.5 (b)). A serial meeting is a series of communications, each of which involves less than a quorum of the Commission, but which taken as a whole involves a majority of the Commission's members. (Government Code Section 11121).

#### **4.5 Agenda Items**

The meeting agenda may include action or information items.

Action items that are non-controversial or pro forma may be placed on the consent calendar. All items on the consent calendar are voted upon as one unit and are not voted upon as an individual item. At the meeting any Commissioner may ask that a matter be removed from the consent agenda and that request shall be effective without further action. If a matter is removed from the consent agenda it shall be discussed at a point in the meeting deemed appropriate by the Commission. There shall be no discussion or presentations made concerning items that remain on the consent agenda.

Information items consist of presentations made to Commissioners to give background to an issue, an update, or may be in response to a Commissioner's inquiry. Since all agenda items are subject to action by the Commission there may be information items upon which the Commission decides to take action.

Staff prepares briefing materials on each agenda item and provides Commissioners with those materials in advance of the meeting. These materials provide Commissioners with a detailed description of a proposed course of action, background information, fiscal impact, the pros and cons of taking the action, and similar information for alternative actions.



#### **4.6 Request for Item to be Placed on the Agenda**

Agenda items shall only be placed on the Commission's agenda at the request of (1) a Committee of the MHSOAC; (2) a member of the MHSOAC; or (3) MHSOAC staff with the approval of the Executive Director. Members of the public wishing to place items on the agenda must go through one of the above.

Before agenda and meeting packets are finalized they shall be reviewed by the Chair of the Commission, the Executive Director, and Chief Counsel.

The Chair of the Commission and the Executive Director shall work together to develop and set the Commission agendas.

#### **4.7 Exhibits and Handouts**

Presenters may provide exhibits and handouts for distribution to the Commissioners. Presenters are encouraged to provide sixteen copies to the Commission office for distribution to the Commissioners and staff at least two weeks before the Commission meeting. Staff will post the material on the Commission website and notice of the posting will be emailed to the MHSOAC list-serve. The material will also be made available to the public at the meeting.

#### **4.8 Public Agenda Notice (PAN)**

A Notice of any Commission meeting must be given and made available on the MHSOAC website at [www.dmh.ca.gov/MHSOAC](http://www.dmh.ca.gov/MHSOAC), at least ten (10) calendar days before the meeting. The PAN will also be emailed to the MHSOAC list-serve. Any person who requests a PAN in writing must be sent a copy. The notice must include:

- Name, address, and telephone number of the individual who can provide additional information prior to the meeting
- Address of the internet site where notices are posted
- Specific agenda for the meeting containing a brief description of the items of business to be transacted or discussed in either open or closed session. No agenda items may be added after the ten-day period begins, with specific exceptions set forth in the Bagley-Keene Open Meeting Act. (Government Code Section 11125)

Upon request by a person with a disability the PAN shall also be made available in appropriate alternative formats as required by Section 202 of the American with Disabilities Act of 1990 and the federal rules and regulations adopted in

implementation thereof. The PAN shall include information regarding how, to whom, and by when a request for any disability-related modification or accommodation including auxiliary aids or services may be made by a person with a disability who requires these aids or services in order to participate in the public meeting.

#### **4.9 Availability of Commission Meeting Materials**

PANs and all other materials distributed to the Commissioners for discussion or consideration prior to or at a Commission meeting are public records and as such are subject to disclosure, unless a recognized exemption applies (California Public Records Act, set forth in Government Code Sections 6250 et seq.). Commission meeting materials are available to the public at [www.dmh.ca.gov/MHSOAC](http://www.dmh.ca.gov/MHSOAC) as attachments to the PAN. The materials are also available in printed format on the day of the meeting.

The Bagley-Keene Open Meeting Act specifically provides that before taking final action on any item, writings pertaining to the item that are public records and have been distributed by staff or individual Commissioners to the Commission prior to or during the meeting must be:

- Made available for public inspection at the meeting
- Distributed to all persons who request or have requested copies of these writings
- Available on the internet

#### **4.10 Closed Sessions**

Any closed session must be noted on the meeting agenda and properly noticed, citing the statutory authority or provision of the Bagley-Keene Open Meeting Act that authorizes the particular closed session. The Commission may only hold closed sessions for the reasons set forth in the Bagley-Keene Open Meeting Act. Pursuant to the Bagley-Keene Open Meeting Act, the following matters may be properly conducted in closed session:

- To consider the appointment, employment, evaluation of performance, discipline or dismissal, as well as to hear charges or complaints about a Commission employee's actions (Government Code Section 11126(a)(1)).
- To confer with or receive advice from legal counsel regarding pending litigation when discussion in open session would prejudice the Commission's position in the litigation (Government Code Section 11126(e)(1)).

Prior to convening a closed session, the Chair must publicly announce those issues that will be considered in closed session (Government Code Section 11126.3). This can be done by a reference to the item as properly listed in the agenda. After the closed session has been completed, the MHSOAC must reconvene in public prior to adjournment (Government Code Section 11126.3). If the closed session involved a decision to hire or fire an individual the Chair is required to report the action taken, and any roll call vote taken.

Chief Counsel will attend each closed session and keep and enter in a minute book a record of topics discussed and decisions made at the meeting. These minutes are confidential, maintained in a sealed envelope by Chief Counsel, and are discoverable only to the Commission itself or to a reviewing court. The minutes may, but need not, consist of a recording of the closed session.

#### **4.11 Teleconference Meetings**

The Bagley-Keene Open Meeting Act provides that the MHSOAC or its Committees may hold a meeting by audio or audio-visual teleconference for the benefit of the public and the Commission or Committee (Government Code Section 11123). All PAN requirements apply.

#### **4.12 Quorum**

A simple majority shall constitute a quorum for the transaction of business. Every act or decision done or made by a majority of the Commissioners present at the meeting duly held at which a quorum is present, shall be regarded as binding. A meeting at which a quorum is initially present may continue to transact business, notwithstanding the withdrawal of Commissioners below a quorum, if any action taken is approved by at least a majority of the required quorum for the meeting.

#### **4.13 Voting**

After a motion is made, seconded, and public comment has been heard, the Commission may vote. A Commissioner must be present to vote.

A Commission member who is disqualified in a matter because of financial contributions, financial interest, or another conflict is not entitled to vote. The Commissioner is required to announce at the meeting that he or she “will not participate” and disclose the reasons for the disqualification on the record. This information is noted in the meeting minutes.

A Commissioner may “abstain” from voting, if he or she is entitled to participate, but chooses not to. The reason for not participating need not be disclosed on the record.

Any proposed policy item on the agenda, along with its corresponding language/documents, shall be presented for discussion at a Commission meeting at least one (1) meeting prior to the meeting at which the vote on the issue is taken.

The Commission may take action, by a simple majority, on an agenda item at the same meeting that the item is presented if the Commission deems that there exists a need to take action.

Approval of county MHSA PEI and Innovation Plans is exempt from this review schedule and may be voted upon at the Commission meeting at which they are first presented by staff and need not be posted 30 days before the meeting.

#### **4.14 Public Comment**

Opportunity is provided for the public to address the Commission on agenda items. The Commission may adopt reasonable procedures so that members of the public have an opportunity to directly address the Commission on each agenda item before the Commission. These procedures may include limiting the total amount of time allocated for public comment on particular issues and for each individual speaker. (Government Code Section 11125.7)

If the agenda item has already been considered by a Committee composed exclusively of members of the Commission at a public meeting where interested members of the public were afforded the opportunity to address the Committee on the item, additional public comment opportunity at the Commission meeting need not be provided unless the item has been substantially changed since the Committee heard the item. (Government Code Section 11125.7)

The meeting coordinator will request anyone planning to speak to complete a public comment card.

It is the policy of the Commission to vet issues as much as is practical through the MHSOAC standing committees before those issues are brought to the full Commission. It is the responsibility of the committee chair to engage stakeholder participation at the committee level and to report back to the full Commission. Public comment and stakeholder involvement at the committee level does not replace public comment at the Commission meetings.

#### **4.15 Access to Commission Meeting Sites**

Commission meeting sites are accessible to people with disabilities and should also be accessible by public transportation. Those who need special assistance may contact the meeting coordinator.

#### **4.16 Minutes and Motion Summaries**

Minutes and motion summaries of each open session meeting are distributed to Commissioners, the Executive Director, Chief Counsel, and selected staff for review. After review and Commission approval, the minutes and motion summaries are published on the MHSOAC website at:  
[www.dmh.ca.gov/MHSOAC](http://www.dmh.ca.gov/MHSOAC).

### **COMMITTEES**

#### **5.1 Committee Structure**

The MHSOAC shall establish one or more standing Committees as necessary to provide technical and professional expertise pursuant to Welfare and Institutions Code Section 5845 (d)(2). Such Committees provide guidance, review materials, and make recommendations to the MHSOAC, and, in rare instances, when given delegated authority by the MHSOAC, make decisions on behalf of the MHSOAC.

The Commission Chair shall appoint a Chair and Vice-chair for each standing Committee from among the Commission's membership. Each year the Commission Chair may reappoint a Committee Chair and Vice-chair.

Ideally each standing Committee shall have a maximum of 15 members and shall include public membership. Of this public membership, at least two shall be consumers, at least two shall be family members or care givers of consumers, and at least two shall be members of underserved ethnic and cultural communities. Public membership of each Committee shall be selected by the Committee Chair and Vice-chair. In their recruitment and appointment, Committee Chair and Vice-chair shall pay special attention to issues related to cultural diversity and competency. Commission staff and/or consultants will staff each Committee.

The MHSOAC currently has the following standing Committees:

- Client & Family Leadership
- Cultural and Linguistic Competence
- Mental Health Funding & Policy
- Mental Health Services
- Evaluation

In addition to the above listed standing Committees the MHSOAC currently also has an Operations Committee that is composed of the Chair or the Vice-chair of each standing Committee. The Commission Chair and Vice-chair are the Chair

and Vice-chair of the Operations Committee. The Operations Committee is exempt from the public membership listed above and it is not authorized to take policy positions on behalf of the Commission unless the Commission specifically delegates such authority.

## **5.2 Compensation and Expenses**

Commissioners, staff, agendized presenters, and active Committee members will be reimbursed in accordance with State per diem laws. Also, any reasonable business expenses incurred will be reimbursed as authorized by the Commission. On a case-by-case basis a Committee member designee may also be reimbursed in accordance with the State per diem laws.

## **5.3 Open Meetings**

The principal law that governs the meetings of the MHSOAC and its Committees is the Bagley-Keene Open Meeting Act which is set forth in Government Code Sections 11120 et seq.

## **5.4 Public Agenda Notice (PAN)**

A Notice of any Committee meeting must be given and made available on the MHSOAC website at [www.dmh.ca.gov/MHSOAC](http://www.dmh.ca.gov/MHSOAC), at least ten (10) calendar days before the meeting. The PAN will also be emailed to the MHSOAC list-serve. Any person who requests a PAN in writing must be sent a copy. The notice must include:

- Name, address, and telephone number of the individual who can provide additional information prior to the meeting
- Address of the internet site where notices are posted
- Specific agenda for the meeting containing a brief description of the items of business to be transacted or discussed.

Upon request by a person with a disability the PAN shall also be made available in appropriate alternative formats as required by Section 202 of the American with Disabilities Act of 1990 and the federal rules and regulations adopted in implementation thereof. The PAN shall include information regarding how, to whom, and by when a request for any disability-related modification or accommodation including auxiliary aids or services may be made by a person with a disability who requires these aids or services in order to participate in the public meeting.

## **WORKGROUPS**

### **6.1 Establishment of Workgroups**

The MHSOAC and its Committees may establish Workgroups to focus on a specific dimension of the Commission's or Committees' work. The Workgroups are project focused with specific time limited deliverables.

The membership of the Workgroups will consist of a smaller body of Committee members who volunteer or are appointed by the Committee Chair and Vice-chair.

December 10, 2009

Agenda Item 7.G.

**ADMINISTRATIVE MATTERS**

**SUBJECT: CalMHSA Website Host and Management**

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**BACKGROUND AND STATUS:**

The CalMHSA website is live and fully functional. The website is currently hosted and maintained by California Institute of Mental Health (CiMH). The Board requested staff look into other Hosting and Management sources, as to keep a clear separation between CiMH and CalMHSA.

**RECOMMENDATION:**

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

**REFERENCE MATERIALS ATTACHED:**

\*Website Quotes



**To:** John Chaquica, Kim Santin, Board CalMHSA  
**From:** GHC Marketing/Business Development  
**Re:** Per Request – 3-CalMHSA Website Project Quotes  
Per Request -- Final Selection Suggestion  
**Date:** 12-1-09

**GHC/CalMHSA WEBSITE REDESIGN, HOSTING, WEBMASTERING PROPOSAL QUOTES** *(Based on 8-page site similar in scope and dynamics*

*to what is already launched ([www.calmhsa.org](http://www.calmhsa.org)) and a January 20, 2010 relaunch date.)*

- √ Web Design—Homepage and Internal page Design/Static Format
- √ HTML Programming
- √ Content addition and formatting
- √ Testing, uploading site live
- √ Google Tracking and SEO
- √ Hosting – 1 year
- √ Webmaster – 1 year (minor changes, additions, document uploading, monthly)

#### **BREAKDOWN OF DELIVERABLES:**

##### **WEBSITE REVISED DESIGN**

Homepage designs, 2 concepts to select from/1 round of edits  
Internal page designs, 2 concepts to select from/1 round of edits

##### **HTML PROGRAMMING**

Initial programming in Dreamweaver, creating templates, CSS styles and navigation

##### **CONTENT CREATION** (as provided by CalMHSA Board and GHC)

Website Optimum Flow Writing, Formatting, Editing, Loading -- 8 pages

##### **PHOTOS**

Searching, purchasing and placing photos throughout site  
(Cost of stock photos to be billed and quoted separately. To be 'free' and/or up to no more than \$200/@) - one time charge)

##### **SEARCH ENGINE RANKING/OPTIMIZATION**

Adding basic SEO and Google Analytics tracker into each page

##### **TESTING**

1 hr testing in all browsers for compatibility, uploading live, FTP setup

**HOSTING/WEBMASTER** -- 1 year from time of launch

**PROPOSAL BID #1**

CoChel Communications  
623 Nevada Street  
Sausalito, Ca 94965

**\$2,580 inclusive project fee based on above parameters and webmastering/hosting for 1 year from date of launch**  
(After first year special fee of \$50/mo for hosting/webmastering = \$600/year.) Professional courtesy discount in project proposal for CalMHSA as GHC is long-time, local client of CoChel.

**Year 1 - \$2850 total**

**Year 2 - \$600 for hosting/webmastering total**

Note to CalMHSA: CoChel Communication's design team created and provided the web banner currently in use on site at short notice at no charge. CoChel designers are also first rate programmers, thus offer of inclusive fee to CalMHSA. GHC's recommendation

**PROPOSAL BID #2**

That Agency  
120 South Dixie Highway Suite 201  
West Palm Beach, FL 33401

Note to CalMHSA: GHC Marketing Director has worked with this firm. It is very good and reliable. Probably too much creative agency however than is needed for CalMHSA at this time -- which is reflected below in base cost plus added fees for parameters of project. Is GHC's third choice for CalMHSA website project.

**\$3,000 base plus \$60/mo hosting/webmastering; plus \$750 one time SEO work fee first year) --** CalMHSA website creation, delivery based on above parameters with webmastering/hosting/SEO work added fees as indicated.

**Year 1 - \$4470 total**

**Year 2 - \$720 for hosting/webmastering total**

**PROPOSAL BID #3**

Impression Design  
1001 Shannon Ct. Suite E  
Livermore, CA 94550

**\$2,000 base plus \$10/mo hosting plus \$75-150/mo webmastering--** CalMHSA website creation, delivery based on above parameters with webmastering/hosting work added fees as indicated.

**Year 1 - \$3100-\$4050 total**

**Year 2 - \$900-\$1800 for hosting/webmastering total**

Note to CalMHSA: GHC Marketing Director has worked with this firm before several times. They are good, reliable, local. Fees are competitive with current market. Is GHC's second choice for CalMHSA website project.

December 10, 2009

Agenda Item 8.A.

**FINANCIAL MATTERS**

**SUBJECT: CalMHSA Public Officials Liability Approval Quote**

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**BACKGROUND AND STATUS:**

Staff presented a quote for Liability Insurance at the November Board meeting. Staff requested additional time to obtain more quotes for CalMHSA insurance and bond. Staff encourages the Board to review and discuss the new information.

**RECOMMENDATION:**

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

**REFERENCE MATERIALS ATTACHED:**

To be distributed under separate cover