

## MINUTES

### CALIFORNIA MENTAL HEALTH SERVICES AUTHORITY (CalMHSA)

#### BOARD OF DIRECTORS MEETING – REGULAR MEETING

Sacramento, California

July 14, 2011

#### MEMBERS PRESENT

Wayne Clark, PhD, CalMHSA President, Monterey County  
Maureen F. Baumann, LCSW, CalMHSA Vice President, Placer County  
Karen Baylor, PhD, MFT, CalMHSA Secretary, San Luis Obispo County  
Scott Gruendl, MPA, CalMHSA Treasurer, Glenn County  
William Arroyo, MD, Los Angeles Region Representative, Los Angeles County (alternate)  
Mark Refowitz, MSW, Southern Region Representative, Orange County  
Michael Kennedy, MFT, Bay Area Region Representative, Sonoma County  
William Cornelius, PhD, CalMHSA Superior Region Representative, Colusa County  
Anne Robin, MFT, Butte County  
Suzanne Tavano, BSN, PhD, Contra Costa County  
Barbara LaHaie, Humboldt County (alternate)  
Michael W. Horn, MFT, Imperial County  
James A. Waterman, PhD, Kern County  
Kristy Kelly, MFT, Lake County  
Janice Melton, LCSW, Madera County  
Karen Stockton, PhD, MSW, Modoc County  
Jaye Vanderhurst, LCSW, Napa County  
Mary Ann Bennett, Sacramento County  
CaSonya Thomas, MPA, CHC, San Bernardino County (alternate)  
Alfredo Aguirre, LCSW, San Diego County  
Stephen Kaplan, San Mateo County  
Nancy Pena, PhD, Santa Clara County  
Halsey Simmons, MFT, Solano County  
Madelyn Schlaepfer, PhD, Stanislaus County

Tom Sherry, MFT, Sutter/Yuba County (alternate)

Pam Beesley, Yolo County (alternate)

**NON-VOTING ALTERNATES**

Michelle Callejas, MFT, Sacramento County

Allan Rawland, MSW, ACSW, San Bernardino County

**MEMBERS ABSENT**

Neda West, El Dorado County

Donna Taylor, RN, Fresno County

Andrea Kuhlen, Imperial County (alternate) (listened in)

Bruce Gurganus, MFT, Marin County

Zoy Kazan, Mendocino County

Jerry Wengerd, LCSW, Riverside County

Jo Robinson, San Francisco City and County

Leslie Tremaine, EdD, Santa Cruz County

Michael Noda, Siskiyou County

Noel J. O'Neill, MFT, Trinity County

Meloney Roy, LCSW, Ventura County

**STAFF PRESENT**

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

Kim Santin, CPA, CalMHSA Finance and Administration Director

Ann Collentine, MPPA, CalMHSA Program Director

Stephanie Welch, MSW, CalMHSA Program Manager

Dorothy Lebron, Lebron Consulting Group

Jenifer McDonald, George Hills Public Entity Relationship Manager

Maya Maas, George Hills Corporate Assistant

Doug Alliston, Legal Counsel, Murphy Campbell Guthrie & Alliston

**MEMBERS OF THE PUBLIC**

Raja Mitry

Kathleen Derby, NAMI California

Larry Bye, Field Research Corporation

Susan Keys, Inspire USA Foundation

Estelle Saltzman, Runyon Saltzman & Einhorn, Inc.

Scott Rose, Runyon Saltzman & Einhorn, Inc.

Norma Rivera, Runyon Saltzman & Einhorn, Inc.

Stacy Smith, AdEase

Tracy Miller, AdEase

Anara Guard, National Suicide Prevention Resource Center

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

Viviana Criado, CEMHAC

V. Diane Woods, Dr.P.H., M.S.N., RN, African American Health Institute of San Bernardino County

Amber Burkan, CAYEN

Marissa Lee, California Department of Mental Health, Office of Suicide Prevention

Monica Nepomuceno, California Department of Education

Delphine Brody, California Network of Mental Health Clients

Doretha Williams Flournoy, CiMH

**1. CALL TO ORDER**

The regular meeting of the Board of Directors of the California Mental Health Services Authority (CalMHSA) was called to order by President Wayne Clark, Ph.D., at 2:45 p.m. on July 14, 2011, at the Courtyard Marriott Hotel in Sacramento, California.

**2. ROLL CALL AND INTRODUCTIONS**

Doug Alliston, Legal Counsel, Murphy Campbell Guthrie & Alliston, called roll of the board and confirmed a quorum. Following roll call, guests were invited to introduce themselves.

**3. INSTRUCTIONS FOR PUBLIC COMMENT AND STAKEHOLDER INPUT**

Mr. Alliston reviewed the instructions for public comment, including the process of public comment cards. He also noted items not on the agenda would be reserved for public comment at the end of the agenda.

**4. APPROVAL OF AGENDA AS POSTED**

President Clark noted staff has recommended the following amendments to the agenda:

Item 5.C. Summary of Board Approved Statewide PEI Projects – remove from the Consent Calendar and add to item 8.A. Program Matters

Item 8.C. California Institute for Mental Health: JPA Progress Report – July 2011 Evaluation Capacity Building Project Update – remove from agenda

***Action: A motion was made to approve the consent calendar as amended.***

***Motion – Mark Refowitz, Orange County***

***Second – William Arroyo, Los Angeles County***

***Motion carried unanimously.***

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

None

**5. CONSENT CALENDAR**

President Clark acknowledged the consent calendar and asked for comment from Board members or staff. Hearing none, President Clark entertained a motion to approve the consent calendar.

***Action: A motion was made to approve the consent calendar.***

***Motion: James A. Waterman, Kern County***

***Second: William Cornelius, Colusa County***

***Motion carried unanimously.***

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

None

**6. NEW COUNTY MEMBERSHIP APPLICATION(S)**

President Clark reported the Counties of Humboldt and Lassen had completed the applications and requirements for membership in CalMHSA and recommended approval of their membership.

***Action: A motion was made to approve Humboldt County and Lassen County's memberships to CalMHSA.***

***Motion – Kristy Kelly, Lake County***

***Second – Scott Gruendl, Glenn County***

***Motion passed unanimously.***

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

Karen Baylor, San Luis Obispo County, welcomed Humboldt County alternate Barbara LaHaie and presented her with a membership package and CalMHSA pin. John Chaquica reported with the addition of these two new counties, CalMHSA membership is now at 38 counties.

## 7. FINANCIAL MATTERS

### A. Report from Finance Ad Hoc Committee

Kim Santin provided an overview of the report from the Finance Ad Hoc Committee and noted the insurance coverage from CSAC-EIA which had been approved by the Board for no more than \$30,000 per year, has been negotiated at a rate of \$29,938. The reinsurance carrier has approved the coverage and the policy will be bound.

As a follow-up to action taken at the June meeting to move funds to money market account at Morgan Stanley Smith Barney, she reported the Finance Ad Hoc Committee had requested CalMHSA prepare an RFQ for investment management services. In addition to meeting with various investment managers to discuss CalMHSA's need for services, the RFQ will be distributed next week. Responses to the RFQ will be reviewed with the Finance Ad Hoc Committee that will make further recommendations to the Board.

Ms. Santin noted current assets are \$97 million with \$8.6 million in receivables from the state for 2010/11 and an additional \$35 million to be collected in FY 2011/12.

Following discussion, the Board took the following action on the report from the Finance Ad Hoc Committee:

***Action: Motion to approve the Finance Ad Hoc Committee become a standing Finance Committee.***

***Motion – Anne Robin, Butte County  
Second – Mark Refowitz, Orange County***

***Motion passed unanimously.***

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

Ms. Santin reported staff will now work with legal counsel to develop a charter and standing procedures for the Finance Committee. A report on the recommendations will be presented to the board for review and approval.

**B. Resolution 11-04 Morgan Stanley Smith Barney Money Market Account.**

Ms. Santin reported Morgan Stanley Smith Barney (MSSB) has asked for a formal resolution of the board for the purpose of authorizing the deposit of monies in Money Market Account and MSSB. She further reported this is a banking formality so MSSB can establish the account and that a CalMHSA investment policy is still being developed. The MSSB account will have no points and fees but has been opened because CalMHSA assets have exceeded the Local Agency Investment Fund (LAIF) limit of \$50 million.

***Action: Motion to approve Resolution 11-04 Authorizing Investment of Monies with Morgan Stanley Smith Barney***

***Motion: Scott Gruendl, Glenn County***

***Second: Stephen Kaplan, San Mateo County***

***Motion unanimously carried.***

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

**8. PROGRAM MATTERS**

**A. Report from Implementation Ad Hoc Committee Chair**

President Clark noted Ann Collentine and Stephanie Welch have joined the George Hills/CalMHSA staff as Program Director and Program Manager, respectively. He noted he has received compliments from many in the mental health community regarding the variety of activities CalMHSA is involved in. Ms. Collentine and Ms. Welch reported the contracts with 26 "program partners" are being negotiated at this time with a goal that all contracts will be in place by early August. Ms. Welch is meeting with project partners and both she and Ms. Collentine are developing the scope of work for each contractor. CalMHSA will present an orientation for the project partners on August 16-17 in Sacramento with a goal to build cross-fertilization of ideas now how the projects fit together. The seminar will also provide details on what is expected from the project partners in meeting contract deliverables. CalMHSA board members are welcomed at this seminar.

Ms. Welch also reported \$10 million has been designated for the evaluation component and a highly qualified partner is being sought for this project.

CalMHSA will develop a RFQ instead of an RFP since the price has already been determined and the RFQ process will more quickly identify partners.

Mr. Chaquica noted a separate handout on each program with a description from the contracts that also include the amount of the award had been provided to the Board.

***Action: The report of the Implementation Ad Hoc Committee was received and filed.***

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

**B. Stigma and Discrimination Reduction – Program 1, Component 2**

Mr. Chaquica reported staff had recommended at the June meeting that a contract with Runyon, Saltzman & Einhorn be approved with that recommendation deferred to this meeting due to a request for more details from staff be provided on the evaluation process for this project component. Those details were provided in a detailed report in the board agenda package and were discussed in detail at this meeting.

Several board members posed questions about which firm was the strongest for ethnic groups and all age groups with the following recommendations submitted for consideration for inclusion in the final scope of work for Program 1:

- Include a statewide audit such as that recommended in the Vanguard proposal.
- Do not limit the age range to 11 and above – this program should include all ages and be a life-span component to any contract
- Include provisions to reach the hearing-impaired communities and outreach to rural areas
- PBS advertising may not reach all segments of the population, especially in rural communities

The Board also asked for clarification on what the role of the members of the board should be for these types of processes in the future. President Clark indicated that for this process it had been previously determined Board members should not be part of the evaluation process, but that could be revisited for future programs.

President Clark and Mr. Alliston provided a complete review of the review process and appeal provisions of the RFP that outlined that process and reported

that according to the RFP, bidders will receive notice of the award of the contract along with the results of the proposal review process after the award of the contract. He further reported this has been consistent with each of the RFP's for all CalMHSA programs.

**Action:** *Motion to approve recommendation for staff to negotiate a contract with Runyon, Saltzman & Einhorn based on its program for implementation of Program 1, Strategies for a Supportive Environment, Component 2, Social Marketing, within a maximum funding limit allocated for this component in the approved Implementation Work Plan. Further that authority is delegated to CalMHSA President or Executive Director the authority to executive a contract negotiated by staff.*

**Motion:** *Mark Refowitz, Orange County*  
**Second:** *Tom Sherry, Sutter/Yuba County*

**Motion passed with the following counties abstaining from the vote:**  
*Suzanne Tavano, Contra Costa County*  
*Alfredo Aguirre, San Diego County*  
*Nancy Pena, Santa Clara County*  
*Halsey Simmons, Solano County*

Public comment was heard from the following individual(s):  
Estelle Saltzman, Runyon, Saltzman & Einhorn  
Stacy Smith, AdEase  
Scott Rose, Runyon, Saltzman & Einhorn  
Norma Rivera, Runyon, Saltzman & Einhorn

## **9. ADMINISTRATIVE MATTERS**

### **A. Bylaw Changes**

Mr. Alliston reviewed the draft changes to the bylaws as below that will be before the Board for a vote at its next meeting:

1. Establishment and Administration of Programs – An issue that staff has wrestled with is whether matters such as the Contra Costa WET and Marin SAMHSA grants should be characterized as Programs or as mere service contracts. In part, this was driven by the belief that full board approval was too cumbersome and at times too time consuming to take advantage of opportunities to serve the interests of CalMHSA's members. Staff's suggested revisions are as follows:
  - a. Section 4.1.3.6 is revised to provide that the full Board reserves to itself the establishment of Programs only if they involve multiple members and



member contributions, allowing pursuit of grants and establishment of small single-member administrative Programs (such as on today's agenda) without having to convene the full board.

- b. Section 12.1.2 is revised to recognize that receipt of grants sustains CalMHSA's operations just as well as checks written by members or assignment of PEI funds. Also, in keeping with the JPA Agreement's stated intent that Programs be fiscally self-contained, this section is revised to express that Program development costs will be refunded by Program funds when received.
  - c. New section 12.1.3 expands on the concept that while full Board approval will be required for multi-member Programs that require contributions from members, either the Board or Executive Committee can authorize single-member Programs and Programs funded other than by members, such as by grants. Should they decide to do so, the Board or Executive Committee can delegate to the Executive Director limited authority to establish Programs meeting the parameters they specify, to facilitate quick action on grants or single-member Programs.
  - d. Section 12.1.4 is modified to indicate that there is no need for a Participation Agreement as to the Statewide PEI Program, as the Program is already in place and defined by Information Notices, assignment documents, the CalMHSA contract with the California Department of Mental Health and the Bylaws. Section 12.2.1 is revised consistent with this reality.
2. Designation of Regional Representative Terms – As they stand, the Bylaws state out that in each even numbered year, three regional representatives shall be elected for a two year term and each odd numbered year, two regional representatives shall be elected for a two year term. However, they do not designate which Regional Representatives terms end in an odd year and which in an even year. Section 6.1.2 is revised to state the Central and Superior Regional Representatives terms should end in an odd year, with the Bay Area, Southern and Los Angeles Regional Representatives terms ending in an even year.
  3. Voting Provisions – Various provisions were revised to clarify or modify voting as follows:
    - a. Section 4.3 is modified to break down a complex paragraph and make it easier to understand, to specify the census to be used for weighted voting, to clarify application of weighted voting to specific programs, ban proxy voting, allow the Executive Committee to act in the absence of a

- quorum, and to require some financial contribution (by assignment, support of a grant application, etc.) before a new member can vote.
- b. Section 6.1.1 is revised to state what was previously only implied, which is that only the elected member of the Executive Committee may vote as a member of the Executive Committee.
4. Executive Committee – As indicated above, the revisions would allow the Executive Committee to act for the full Board in the absence of a quorum.
- a. Section 6.1.1 was further revised to clarify that a County’s alternate can be the elected member of the Executive Committee, as is currently the case with Los Angeles County.
  - b. Section 6.1.1 was further revised add the most recent past President to the Executive Committee.
  - c. Section 6.1.4 makes explicit that Program participants can delegate authority to the Executive Committee.
  - d. Section 6.1.2 is revised to eliminate a minimum number of Executive Committee meetings.
  - e. Section 11.3 is revised to clarify that either the Board or the Executive Committee can delegate authority to the Executive Director to execute contracts or categories of contracts, and clarifies that “contract” can refer to a Participation Agreement. What staff contemplates is that the Board may want to delegate authority to the Executive Director to sign Participation Agreements that establish Programs of limited scope as specified by the Board or Executive Committee, such as the Contra Costa WET or Marin SAMHSA matters in this agenda.
5. Other Refinements – Section 2.1 is clarified by addition of a statement that the JPA Agreement controls over the Bylaws. Section 4.2.1 is revised to eliminate overlap with section 5.5.3 (secretary’s duties), which was modified to add an item deleted from 4.2.1. Section 5.5.4 is revised to express that election of the treasurer is intended to constitute compliance with the Joint Exercise of Powers Act.

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

None

**B. Program Committee**

Mr. Chaquica reported the Implementation Ad Hoc Committee Program Committee, following meetings with interested CalMHSA stakeholders, MHSOAC

and others, recommends the establishment of a CalMHSA Program Committee that would include five (5) CalMHSA board members and three (3) stakeholders. He noted this would be an action-based committee rather than an advisory committee and the complete outline had been provided in today's agenda materials. Further, members of this committee have not been identified but would go through a nomination process.

President Clark asked for public comment and several representatives of the stakeholder community requested this item be deferred since they wanted to have a greater role in the proposed committee structure.

Mr. Alliston reported that public entities sometimes form committees that include non-board members. However, as this was contemplated to be an action committee, not merely advisory, the assumption was that the member counties' Boards of Supervisors would expect county representatives to have a controlling vote on such a committee.

Upon call of the question by William Arroyo, Los Angeles County, the following action was taken:

***Action: A motion to approve the formation of the CalMHSA Program Committee as recommended.***

***Motion: William Arroyo, Los Angeles County***  
***Second: Alfredo Aguirre, San Diego County***

***A roll call vote was taken:***

<u>Aye</u>	Butte	<u>        </u>	Marin	<u>Aye</u>	San Mateo
<u>No</u>	Colusa	<u>        </u>	Mendocino	<u>No</u>	Santa Clara
<u>Abstain</u>	Contra Costa	<u>No</u>	Modoc	<u>        </u>	Santa Cruz
<u>        </u>	El Dorado	<u>Aye</u>	Monterey	<u>        </u>	Siskiyou
<u>        </u>	Fresno	<u>No</u>	Napa	<u>No</u>	Solano
<u>No</u>	Glenn	<u>Aye</u>	Orange	<u>No</u>	Sonoma
<u>Abstain</u>	Humboldt	<u>No</u>	Placer	<u>Aye</u>	Stanislaus
<u>        </u>	Imperial	<u>        </u>	Riverside	<u>Aye</u>	Sutter/Yuba
<u>        </u>	Kern	<u>No</u>	Sacramento	<u>        </u>	Trinity
<u>Aye</u>	Lake	<u>Aye</u>	San Bernardino	<u>        </u>	Ventura
<u>        </u>	Lassen	<u>Aye</u>	San Diego	<u>No</u>	Yolo
<u>Aye</u>	Los Angeles	<u>        </u>	San Francisco	<u>        </u>	
<u>Aye</u>	Madera	<u>No</u>	San Luis Obispo	<u>        </u>	

The motion did not receive a majority of votes and failed. The Implementation Ad Hoc Committee will revisit the proposal to create a Program Committee and will report back at the next Board meeting. CaSonya Thomas, San Bernardino County, and Karen Stockton, Modoc County, asked the Ad Hoc Committee to revisit the idea of the committee serving in an advisory committee process.

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

Viviana Criado, CEMHAC

V. Diane, Woods, African American Institute of San Bernardino County

Anonymous

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

Kathleen Derby, NAMI

## 10. GENERAL DISCUSSION

### A. Report from CalMHSA Executive Director

Mr. Chaquica further discussed the Evaluation Contractor Process that was discussed earlier on the agenda, noting the RFQ process will benefit CalMHSA due to the saving of time that would be required if CalMHSA went out with a full RFP.

He reported the staff recommendation that CalMHSA approve an intergovernmental contractual relationship between the County of San Bernardino and the JPA to enable the sharing of resources, thus allowing Allan Rawland to provide consulting services to CalMHSA for the purpose of recruiting additional county members. He reviewed the scope of work and Dr. Rawland noted for the Board and stakeholders that the contract would not provide for additional income but would reimburse the county for the time he would devote to CalMHSA activities.

***Action: Motion to approve the intergovernmental contractual relationship between CalMHSA and the County of San Bernardino, as presented in the Associate Administrator, Government Relations Scope of Work.***

***Motion: Mark Refowitz, Orange County***

***Second: Karen Baylor, San Luis Obispo***

***The motion carried with one abstention (San Bernardino County).***

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

None

**11. PUBLIC COMMENTS**

Dr. Clark invited members of the public to make comments on non-agenda items.

Anara Guard, National Suicide Prevention Resource Center, asked for CalMHSA to be as transparent as possible on all the program proposals and asked for the outcomes from each evaluation to be made public. Staff indicated those evaluations will be made public as stated in each RFP.

**12. NEW BUSINESS**

Mr. Chaquica noted the CMHDA is holding its strategic planning during the dates of a regularly scheduled CalMHSA Board meeting in September. Following discussion, action was taken to cancel the September meeting.

***Action: Cancel the regularly scheduled September Board Meeting with the caveat that a teleconference meeting could be held during September if necessary so urgent business was not deferred to October.***

***Motion: Nancy Pena, Santa Clara County***

***Second: Kristy Kelly, Lake County***

***Motion unanimously carried.***

The Board also asked that at future meetings requested additional training on how to best use technology tools and the Website similar to the sessions Mr. Alliston provided regarding Brown Act compliance

**13. CLOSING COMMENTS**

Dr. Clark thanked the Board members for their attention to the important business of CalMHSA during his first meeting as President of the JPA.

**14. ADJOURNMENT**


There being no further comments, the meeting was adjourned at 5:00 p.m.

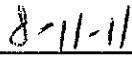
***Motion – Nancy Pena, Santa Clara County***

***Second – Mark Refowitz, Orange County***

***Motion carried unanimously.***

Respectfully submitted,

  
\_\_\_\_\_  
Dr. Karen Baylor, PhD, LMFT  
Secretary, CalMHSA

  
\_\_\_\_\_  
Date