

**MINUTES**

**CALIFORNIA MENTAL HEALTH SERVICES AUTHORITY**

**BOARD OF DIRECTORS MEETING – REGULAR MEETING**

Marriott Courtyard

April 15, 2010

**MEMBERS PRESENT**

Allan Rawland, MSW, CalMHSA President, San Bernardino County

Dr. Wayne Clark, PhD, CalMHSA Secretary, Monterey County

Dr. Karen Baylor, PhD, MFT, CalMHSA Southern Area Rep., San Luis Obispo County

Dr. Brad Luz, MFT, Sutter/Yuba County

Anne-Marie Rucker, MBA, Sacramento County (alternate)

Lynn Tarrant, MFT, Board Member, Placer County (alternate)

Scott Gruendl, MPA, Glenn County

Noel J. O'Neill, LMFT, Trinity County

Michael Laffin, Colusa County (alternate)

**MEMBERS ABSENT**

Robert Martinez, CalMHSA Board Member, Butte County

Denise Hunt, MFT, CalMHSA Central Area Rep., Stanislaus County

Vacant, CalMHSA Vice President, Solano County

**STAFF PRESENT**

John Chaquica, CPA, MBA, ARM, George Hills Company, Inc.

Doug Alliston, Murphy, Campbell, Guthrie & Alliston

Kim Santin, CPA, George Hills Company, Inc.

Margo Walls, Executive Assistant, George Hills Company, Inc.

**MEMBERS OF THE PUBLIC**

Stephanie Welch, California Mental Health Directors Association (CMHDA)

Karen Stockton, Modoc County

Dr. Asha George, Humboldt County

Karolyn Stein, Humboldt County

Sandra Naylor-Goodwin, CIMH

Andrea Porter, California Mental Health Directors Association (CMHDA)

Kristen Barlow, California Mental Health Directors Association (CMHDA)

Michele Zavoris, Placer County

Michael Kennedy, MFT, Sonoma County

**1. CALL TO ORDER**

Board President, Mr. Allan Rawland, called the meeting to order at 3:37pm.

**2. INTRODUCTIONS**

A quorum could not immediately be established. Soon another Member joined the group, and a quorum was established.

Allan Rawland dedicated the Board meeting, in memory of CalMHSA President, Michael Opredek. There was a brief moment of silence from the group in acknowledgement.

Those present introduced themselves.

**APPROVAL OF THE AGENDA AS POSTED**

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

Allan Rawland suggested, since the group did not have a quorum yet, to move Agenda Item 7A to the first item.

**7. NEW MEMBER OUTREACH / DEVELOPMENT**

During each Board meeting, the staff and members provide an update to the Board on the status of prospective new membership.

Mr. Chaquica began the discussion and explained that new applications from Sonoma County and Glenn County have been received. Sonoma County, however, has not yet received approval from their Board of Supervisors.

Additionally, CalMHSA has received the Resolution from the Board of Supervisors approval for Trinity County and a new membership application has been mailed.

The membership application for Glenn County and Trinity has been submitted to the Board for approval. Sonoma County will submit the Resolution from the Board of Supervisors at the next meeting.

**Dr. Karen Baylor moved to approve the JPA membership applications. Dr. Wayne Clark seconded the motion. The motion carried unanimously.**

Dr. Baylor indicated the need to designate alternates. Mr. Chaquica explained that the Board Member from each Member County (in accordance to governing documents) has full authority to designate his or her alternate. Mr. Chaquica further stated each Member of the Board should write a letter of authorization naming his or her chosen alternate. This alternate member may attend all Board meetings and vote in the Board Member's absence.

### **3. PUBLIC COMMENTS**

3.A. Mr. Allan Rawland asked if there was any public comment. There were no public comments made.

3.B. Stakeholder Input began with a comment from Ms. Stephanie Welch. Stephanie Welch explained that she regularly informs parties from several agencies regarding times/locations for CalMHSA Board meetings. Ms. Welch suggested to the Board that a conference call-in option could improve communication and attendance between Counties, and Statewide organizations.

Dr. Clark indicated that there are several different line capabilities when utilizing a conference line to bridge an audience for a relatively large meeting.

The Board decided to add this item to the May 13, 2010 agenda and will further discuss telephone conference options as it relates to future Board meetings.

No further stakeholder comments were made.

#### **No Action Taken**

### **4. BOARD OF DIRECTORS STUDY SESSION – Rules for Conducting Meetings and Taking Action**

Doug Alliston presented general discussion on the topic of the Brown Act. The focus was to lead discussion in an introductory way. Today's topic focused on how to conduct a meeting and how the Brown Act applies to public meetings.

Mr. Alliston explained that the Brown Act applies to meetings of legislative bodies. The Act requires open meetings (meetings that are open and fully accessible to the public) and that no action can be taken on any item that is not on the agenda. Mr. Alliston added that members of the public also may address the Board, at any time, during any publically held meeting.

In addition to the Brown Act, Doug Alliston introduced some ideas from, "Rosenberg's Rules of Order", which clearly outline discussion format for an agenda. During this time, Mr. Alliston reviewed instructions for the Chair, which is comprised of ten specific items and is directly related to "Rosenberg's Rules of Order: Format for Agenda Item Discussion."

The study session topic for the next Board meeting (May 13, 2010) will be, "What constitutes a legislative body and what constitutes a meeting of a legislative body?"

#### **No Action Taken**

**APPROVAL OF THE AGENDA AS POSTED (OR AMENDED)**

A quorum having been achieved, Dr. Brad Luz moved to approve the agenda as amended. Dr. Wayne Clark seconded the motion. The motion carried unanimously.

**6. CONSENT CALENDAR**

5.A. Minutes from the March 12, 2010 Board of Directors Meeting

5.B. National Alliance on Mental Illness (NAMI) Letter

5.C. Vendor Check Register Report – December 2009 to March 3, 2010

**Recommendation: Formally approve the Consent Calendar as posted.**

**Dr. Karen Baylor moved to approve the consent calendar as posted. The motion was seconded by Dr. Wayne Clark. The motion was carried and unanimously approved.**

**8. FINANCIAL MATTERS**

**A. Financial Statements for the Quarter Ending March 31, 2010**

Mr. Allan Rawland turned the discussion over to Ms. Kim Santin.

Ms. Santin provided a summary of highlights and reviewed financial statements for the quarter ending March 31, 2010. One of the key items to note was the reduction of accounts receivable for San Bernardino County, in the amount of \$139,000, for an adjustment in Technical Assistance funding.

Ms. Santin reviewed the CalMHSA balance sheet, cash flow, and budgetary information for the JPA. Ms. Santin also made note that accounting will be kept track of by program, and by member.

The group discussed the CalMHSA budget and how costs are broken out from a financial prospective.

**Recommendation: Formally accept the financial statements as presented.**

**Dr. Wayne Clark made a motion to accept the financial statements for the quarter ending March 31, 2010. Dr. Brad Luz seconded the motion. The motion carried and was unanimously approved.**

## **8. NEW MEMBER OUTREACH / DEVELOPMENT**

### **B. Budget Projection for the Fourteen Months Ending June 30, 2011**

Mr. Chaquica introduced the budget projection discussion, and mentioned beforehand that it made a lot of sense to look at a 14-month projection.

CalMHSA is working with the Department of Mental Health (DMH) to have the PEI funds transferred to CalMHSA to carry out the purpose of the Mental Health Services Act.

At the inception of the JPA, the original members agreed to share formation costs on a temporary basis until funding is generated by the JPA. To date, the JPA has been operating for eight (8) months and has recently been receiving Technical Assistance and Capacity Building funds.

At the March 12, 2010 meeting, the Board requested staff modify the budget and present for discussion on April 15, 2010. The modified budget includes a 14-month projection and includes program funds.

Ms. Santin then addressed key revenue items. She explained that three (3) program years are included in the expense calculations, and that the figures are built in, using an 85% figure (which is considered conservative) for estimated cost expenditure. Ms. Santin discussed the allocation of program funds as well.

Noel O'Neill, of Trinity County, inquired as to "who does the paperwork for the planning estimate". Allan Rawland answered by informing the group that the JPA will be responsible for the planning estimate; however, funds are held by the State Controller. Allan Rawland added, as plans fold out, although funds are controlled by the State, the JPA fund allocation will be seamless.

Further discussion followed regarding how program funds will be calculated and utilized.

Mr. John Chaquica mentioned the importance of the budget, as well as a sense of urgency to come up with a budget because of general operational and staffing issues.

Stephanie Welch commented that once the Program is approved, funds may be received in large amounts once the project is funded.

John Chaquica mentioned the possibility of Counties wanting to participate in the JPA without membership. Going forward, there could be an approval by the Board to allow Counties to operate in that capacity, through utilization of an MOU arrangement. He further stated that going through the JPA process can be lengthy and that these Counties could potentially begin using some of the Technical Assistance fund allocation prior to joining the JPA.

**Dr. Wayne Clark moved to approve the budget projection ending June 30, 2011. The motion was seconded by Dr. Karen Baylor. The motion carried and was unanimously approved.**

**9.A. ADMINISTRATIVE MATTERS**

**A. CalMHSA Agreement with the Department of Mental Health (DMH)**

Mr. Allan Rawland and Mr. Doug Alliston provided an update to the Board regarding the current status of the contract with the Department of Mental Health (DMH).

Mr. Rawland indicated that he and Mr. Alliston had a recent conversation with the DMH legal counsel, Alice Lee, as well as, the DMH Chief Deputy Mark Heilman. During that conversation, there was mention that the contract is in its final form; however, there was no specific mention of signature timeline.

John Chaquica interjected and noted for the group that the current contract language stands and does not require any further action.

Doug Alliston noted to the group that the contract may require some formal action in the form of a Resolution referring to the specific contract number.

There were questions by Ms. Stephanie Welch and Ms. Karen Stockton regarding limit of administrative expenditures (15%), adequate funding for the evaluation component and for the OAC funding attached to that. Allan Rawland stated that the budget and plan will be rolled out with a robust evaluation component.

**No Action Taken**

**9.B. DISCUSSION OF THE MENTAL HEALTH SERVICES AND OVERSIGHT ACCOUNTABILITY COMMISSION (MHSOAC) – GUIDELINES FOR STATEWIDE PEI PROJECTS**

The MHSOAC has issued Guidelines for Prevention and Early Intervention (PEI) Statewide Programs. These guidelines are applicable to all requests that involve PEI Statewide Funds that will be submitted to the MHSOAC.

These Guidelines provide Counties the option to implement Statewide Programs through a Joint Powers Authority (JPA) and provide an expedited approval process referred to as "Phase I Approval" for initial requests from Counties choosing this option.

The group briefly reviewed the enclosure which was a copy of the MHSOAC Guidelines.

**No Action Taken**

**9.C. STATE DEPARTMENT OF MENTAL HEALTH INFORMATION NOTICE 10-05 AND 10-06**

On March 29, 2010, the State Department of Mental Health (DMH) published DMH Information Notices No. 10-05 and No. 10-06.

Information Notice 10-05 replaces DMH Information Notice 08-25. The notice transmits updated instructions to Counties choosing to expand their Prevention and Early Intervention (PEI) Funds on one or more of the following programs:

- Suicide Prevention
- Student Mental Health Initiative
- Stigma and Discrimination

Additionally, this Notice provides an option for implementation of these programs, of which, option one is, "A County may act jointly with one or more Counties to implement a Statewide program through CalMHSA", a Joint Powers Authority (JPA).

The purpose of Information Notice No. 10-06 is to transmit the Guidelines for Counties to submit their request for PEI Statewide Funds made available in planning estimates for Suicide Prevention. These Guidelines provide information to Counties on allowable use of PEI Statewide Funds. In addition, they contain content and format instructions for updates to the PEI Component of the County's Three-Year Program and Expenditure Plans that include Statewide Funds.

**No Action Taken****9. D. REPORT FROM STRATEGIC PLANNING**

At the March 12, 2010 Board meeting, a strategic planning session was held. In light of the recent CalMHSA development and anticipated future, it was deemed necessary to allow time to revisit the CalMHSA Vision, the Mission statement and Goals.

The group briefly reviewed the CalMHSA (draft) Vision Statement, Purpose statement and Goals/Objectives from the May 12, 2010 Board meeting.

John Chaquica discussed the CalMHSA Goals and Objectives with the group. The group decided to collectively approve the CalMHSA Goals and Objectives as stated and to review the Vision and Purpose statements in the May 13, 2010 Board meeting.



**Dr. Wayne Clark made a motion to accept the Goals and Objectives as stated and that the Board should review the Vision and Purpose statements in the May 13, 2010 Board meeting. Mr. Scott Gruendl seconded the motion. The motion was carried and was unanimously approved.**

President Allan Rawland had to excuse himself from the meeting. Dr. Clark presided over the meeting going forward.

#### **9. E. CONTRACT FOR ADMINISTRATIVE AND FINANCIAL SERVICES – GHC CONTRACT**

CMHSA has utilized the services of George Hills Company dba ORA for JPA Administration Services. The Agreement states that ORA will provide General and Management Services, Recording, Secretarial Services, Financial and Support Services. The Agreement shall be in effect from July 2009 through June 30, 2014.

Due to the recent positive development of the JPA and the expected executed contract with the Department of Mental Health (DMH), an increase in staff will be needed to support the JPA membership and future membership. As a result, staff has prepared an amended contract for Board consideration.

Mr. John Chaquica explained the purpose of the Amendment and mentioned that Mr. Doug Alliston of Murphy Campbell Guthrie and Alliston has reviewed the First Amendment in its entirety.

A copy (handout) of the First Amendment to the Agreement was distributed to the Board for review.

Mr. Chaquica added the JPA has asked George Hills Company (GHC) to provide additional staff from the program side. He explained the First Amendment provides for additional program services, general marketing services, additional staff (Program Director/Analyst) and additional support staff. The agreement is designed to represent triggering events. Each event has been identified in the Amendment and will provide for additional funding at the appropriate time.

Mr. Alliston brought up Section 5, Page 3 of the First Amendment and suggested the document, as written, should receive a minor change. As such, where the First Amendment states, "will participate in the annual performance review process." Mr. Alliston suggested slight edit to Section 5, Paragraph A, to read, "will be subject to the annual performance review process."

Dr. Clark reviewed and clarified some of the financial triggers written in the First Amendment.

Dr. Wayne Clark made a motion to approve the First Amendment as presented. Noel O'Neill seconded the motion. The motion was tabled for further discussion.

Comments were made by Ms. Karen Stockton regarding the bid process for the JPA. Dr. Wayne Clark indicated that a bid would either go out annually or that the Board would approve George Hills Company as the JPA vendor of choice on an annual basis.

It was further explained by Mr. Alliston that the intent is to amend the existing (5 year) contract with the First Amendment, as opposed to drafting a new Agreement.

On page 4 of 5, Mr. Michael Laffin questioned whether or not there is a cap on JPA fees. Mr. Chaquica responded to the question in detail. This contract can come back to the Board at any time.

Mr. Scott Gruendl asked what the original term of the Contract is and suggested a review.

Dr. Clark asked about a consequence of the Amendment is not approved. He explained that a delay in processing this Amendment would prevent ORA/George Hills Company from hiring a Program Director.

Further discussion lead to Dr. Clark suggesting that we, as a group, need to be more efficient in order to to be effective. Mr. Gruendl formally retracted his suggestion to table the Amendment for further discussion.

Mr. Scott Gruendl and Ms. Anne-Marie Rucker requested a copy of the original Agreement for review.

**Dr. Wayne Clark made a motion to approve the First Amendment as presented. Noel O'Neill seconded the motion. The motion was approved as follows:**

Roll Call Vote Taken: There were four ayes from: Dr. Wayne Clark, Neil O'Neill, Dr. Karen Baylor and Dr. Brad Luz. Abstentions: Anne-Marie Rucker, Scott Gruendl and Michael Laffin.

#### **9. F. TECHNICAL ASSISTANCE CAPACITY BUILDING**

Dr. Sandra Naylor-Goodwin presented an update to the Board as to the development of the Technical Assistance Program since the last Board meeting.

Dr. Naylor-Goodwin explained that there will be conference calls with each County (Mental Health Director) regarding planning and evaluation for Technical Assistance and Capacity Building. The importance of the Directors involvement, during the early stages, was stressed during this conversation.

The next step is to set up site visits. From there, Dr, Sandra Naylor-Goodwin's group will design the learning collaborative. As a side note, Dr. Naylor-Goodwin also mentioned that the first steps are essential in making this project successful.

**No Action Taken**

**9.G. REVISED PROCUREMENT POLICY – RESOLUTION NO. 09-09**

Dr. Brad Luz motioned to table this item until the next meeting. Mr. Noel O'Neill seconded the motion. The motion carried unanimously.

**BOARD COMMENTS**

Dr. Karen Baylor inquired about the JPA lapel pins and will work with Ms. Walls to coordinate design and approval for the CalMHSA lapel pin design.

Mr. Chaquica promised to update the Board with any news regarding signature for the JPA Contract with the State and with the hiring of staff.

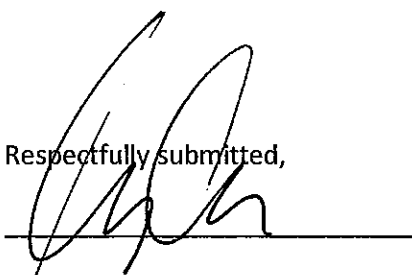
President, Allan Rawland, will begin looking at new appointments to fill vacancies for Solano and Colusa Counties.

Dr. Clark also suggested that we may want to review upcoming Board meeting dates and times. Dr. Clark suggested the possibility of coming up with an alternate meeting schedule to meet the demands of CalMHSA and the expected growth of the organization going forward.

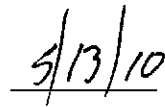
**10. ADJOURNMENT**

Dr. Wayne Clark moved to adjourn the meeting at 5:15pm. Anne-Marie Rucker seconded the motion. The motion carried and was unanimously approved.

Respectfully submitted,

  
Dr. Wayne Clark, PhD

Secretary, CalMHSA



Date