

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

Double Tree Hotel, Sacramento CA 95818

Thursday, August 13, 2009

MEMBERS PRESENT

Allan Rawland, MSW, CMHSA President, San Bernardino County
Mike Opredek, LCSW, CMHSA Vice President, Solano County
Dr. Wayne Clark, PhD, CMHSA Secretary, Monterey County
Denise Hunt, MFT, CMHSA Central area Rep., Stanislaus County
Curtis Boewer, MPA, MFT, CMHSA Treasurer, Colusa County
Dr. Mark Montgomery, Psy. D., CMHSA Board Member, Shasta County

MEMBERS ABSENT

Dr. Karen Baylor, PhD, MFT, CMHSA Southern Area Rep., San Luis Obispo
Tom Sherry, MFT, CMHSA Board Member, Sutter/Yuba County

OTHERS PRESENT

Kim Santin, CPA, George Hills Company, Inc
Melia Bird, George Hills Company, Inc.
Alice Washington, California Institute for Mental Health
Stephanie Welch, M.S.W., CMHDA
Bill Carter, LCSW, CiMH
Brad Luz, Sutter/Yuba County

1. CALL TO ORDER

The meeting was called to order at 3:40 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; Mark Montgomery, Board Member, Shasta County.

3. PUBLIC COMMENT

Mr. Ed Walker requested a copy of the Agenda, it was given to him. No other public comment.

4. APPROVAL OF AGENDA AS POSTED (OR AMMENDED)

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

Dr. Clark motioned to approve the agenda. Seconded by Ms. Hunt. Motion passed unanimously.

It was noted by the President that a Treasurers Report was not in the Agenda but would be presented as an information item and not acted on later in the meeting.

5. NEW MEMBER OUTREACH/DEVELOPMENT

5.A. Approval of New applicants for Membership

A membership application was presented to the Board for Sutter/Yuba County.

Mr. Opredek motioned to approve Sutter/Yuba Counties membership in CMHSA . Seconded by Dr. Clark. Motion passed unanimously.

5.B CMHSA Survey Results-Membership Interest

Ms. Alice Washington, representing CiMH, presented to the board an update on the status of membership interest in CMHSA JPA. She stated from the survey they had received thirty-seven (37) responses, two (2) were out for Board action, seventeen (17) had not yet responded, and the others were in the process of reviewing. The Board requested CiMH send another request for membership interest again to the seventeen (17) Counties who had not responded. Mr. Rawland mentioned he has received calls from other Counties with inquiries and interest. It was requested of Dr. Clark and Ms. Hunt to discuss the JPA in the Small Counties Meeting and Regional Meeting.

6. CONSENT CALENDAR

6.A. Minutes from July 9, 2009 Board Meeting.

Dr. Clark motioned to approve the Consent Calendar which included the Minutes of July 9, 2009 Board Meeting. Seconded by Mr. Opredek. The motion carried unanimously.

7. PRESENTATIONS

7.A. Training, Technical Assistance and Capacity Building.

Mr. Bill Carter of CiMH made the presentation. He presented to the Board three handouts that were produced from the planning meeting held July 17,

2009. The first handout was a Statewide Capacity Building Project Framework and Menu. The handout divided the statewide goals, activity categories, statewide activities, and local activities. The second handout was overall view of the Planning Meeting Notes from July 17, 2009 that broke down the Counties and their individual interests. The third handout was recommendations that focused on five different projects. Mr. Carter explained these projects were ideas and not suggestions and were not exactly slated to be actual projects.

Ms. Hunt and Mr. Boewer requested that all three documents to be sent to the participants and all Board Members.

Mr. Rawland mentioned with this information, the next step would be to implement these projects. However to implement these projects a scope of work would have to be determined, the funding would need to be available, and certain services needs to be determined. Dr. Clark proposed the Board move quicker on the projects aspect and mentioned he believes it should be as simple as possible to get this done. Mr. Oprendeck asked for clarification regarding the different bylaws needed for the projects, the vote allocation of participation etc.

Mr. Rawland suggested that a "Bylaw" will not be needed for every project, but a possible MOU (Memorandum of Understanding) would address this problem. Dr. Clark volunteered to draft the MOU. It was agreed the MOU that goes to the individual Boards should be the same JPA Board approved MOU.

Dr. Clark suggested to move quickly and suggested having a teleconference in two weeks to review the "MOU" for the projects so that next meeting it can be voted on instead of waiting.

Dr. Clark motioned to draft the MOU, and meet in two weeks via phone conference. Seconded by Ms. Hunt. Motion passed unanimously.

8. ADMINISTRATIVE MATTERS

****Treasurer's Report presented by Treasurer Mr. Curtis Boewer.****

Mr. Boewer presented a financial transaction statement, prepared by CiMH, of transactions through August 10, 2009. All Counties are making regular payments, and Solano has paid in advance an annual payment. George Hills Company, Inc. will be sending out monthly and an annual invoice in case the County wants to pay dues in advance. Expenses have totaled \$5000.00. County dues will be reallocated as new members to the JPA are added.

8.A. CMHSA Agreement for Administrative and Financial Services with Optimum Risk Advisors (ORA) a division of George Hills Company.

President, Mr. Allan Rawland, has taken the agreement to his County Counsel for review. The County Counsel has commented it may need to be more "County" oriented and wanted to make sure County interests were being protected. Mr. Rawland mentioned according to the document the President would be required to sign and his Board of Supervisors has delegated that authority. Mr. Rawland stated this is the last time he will be able to review a document for the CMHSA JPA and going forward the JPA will need their own legal representation.

Dr. Clark asked for clarification as to exactly what George Hills Company services they provide. Ms. Santin clarified GHC provides the Recording Secretarial Services, Financial Services, Management Services, and Support Services.

Dr. Clark stated the idea of needing more mechanisms or contractors should be discussed at the next Strategic Planning Meeting.

The Board directed George Hills Company, Inc. (GHC) to bring recommendations and a sample Request for Qualifications (RFQ) for legal counsel to the next meeting.

8.B. CMHSA Website

Staff gave an updated status, the domain has been purchased www.calmhsa.org. Bill Carter stated CiMH is looking for ideas and a suggestion for wants and needs on the site. Mr. Boewer mentioned the Participating Resolutions should be on the website. He stated it will help direct the Counties that are interested in becoming a member. Potential members may use these as samples to draft their presentations to their Boards of Supervisors.

Ms. Hunt requested the JPA Agreement with the collected signatures be mailed to her. The entire Board directed GHC to mail the JPA agreement with signatures to each member.

8.C. CMHSA Investment in the Local Agency Investment Fund (LAIF) – Resolution No. 09-04

Ms. Santin presented Resolution 09-04, with supporting documents describing LAIF. She indicated in this market not many investment tools are seeing a large return. However this is a Fund that many JPAs use. It tends to be stable, while earning interest and the funds are very liquid. Mr. Rawland mentioned the idea of California Communities. Ms. Santin recommended approving this resolution and at a later date other investment vehicles will be

evaluated. Mr. Rawland stated that California Communities is familiar to the Counties and may be easier to use. Ms. Santin stated she will look into this option for the future.

Ms. Hunt raised questions in regards to if the funds are being held in the state treasury, and if there is any insurance with the fund. Ms. Santin stated the funds are kept segregated and accounted for by Depositor. She indicated these funds are not in the State General Fund.

Dr. Clark motioned to approve Resolution 09-04, Seconded by Ms. Hunt. Motion carried unanimously.

8.D.Review and Discuss CMHSA Draft Bylaws

Bylaws are still in draft form. Mr. Rawland asked the Board if anyone has received any requests for changes, or additions to the Bylaws. None have been received but they are still in draft form and will continue to be until more members add. Clarification was given that Sutter/Yuba is two Counties but act as one entity in regards to Mental Health Services.

8.E. CMHSA Calendar of Meetings and Strategic Planning

The Telephone Conference Meeting was discussed with the Board and date was set for August 28, 2009 at 3 p.m.

It was presented to the Board that the Strategic Planning Meeting is September 9, 2009 from 1-4 pm. Ms. Hunt felt she may have a conflict, but after checking calendar, arrangements will be made. Mr. Rawland asked the Board what items should be discussed at the Strategic Planning Meeting.

- Ms. Hunt suggested creating flowcharts at the Strategic Planning Meeting that would help demonstrate what types of mechanisms are used and how by CMHSA.
- Dr. Clark asked to discuss the resources or structures needed to move forward, the conflicts of interest regarding all of the different memberships, and what is needed for the CMHSA to continue to grow and grow properly.
- Mr. Rawland asked to discuss having the funds in place and to have an infrastructure. Mr. Rawland wanted to discuss the need for staff, and the funding for those staff. He stated that the MOU for the projects that is in the works will also need to be discussed at the Strategic Planning Meeting.

- Ms. Santin suggested possibly discussing a “vision” for nine or twelve months and what needs to be put in place to meet that vision. It was requested that GHC facilitate the Strategic Planning Meeting. Ms Santin indicated John Chaquica would be in attendance for the planning session and has extensive experience with leading these sessions.

Ms. Hunt will prepare a draft agenda of the items to be discussed at the Strategic Planning Meeting and will be presented and discussed at the teleconference.

Ms. Hunt asked Ms. Alice Washington, with CiMH if the Counties that were in the process of joining the JPA be contacted with a phone call asking if they need any other assistance or just a status report.

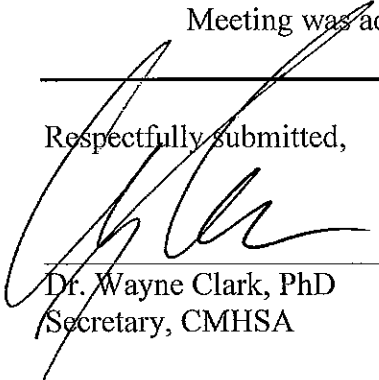
9. PROGRAMS

No projects were presented and there was no discussion on this topic.

10. ADJOURNMENT

Meeting was adjourned at 5:05 p.m. by President, Allan Rawland.

Respectfully submitted,



Dr. Wayne Clark, PhD
Secretary, CMHSA

9/9/09
Date