

**MINUTES**  
**CALIFORNIA MENTAL HEALTH SERVICE AUTHORITY**  
**TELECONFERENCE MEETING**

Friday, August 28, 2009

**MEMBERS PRESENT**

Allan Rawland, MSW, CMHSA President, San Bernardino County  
Mike Oprendek, LCSW, CMHSA Vice President, Solano County  
Dr. Wayne Clark, PhD, CMHSA Secretary, Monterey County  
Denise Hunt, MFT, CMHSA Central Area Rep., Stanislaus County  
Dr. Mark Montgomery, Psy.D., CMHSA Board Member, Shasta County  
Dr. Karen Baylor, PhD, MFT, CMHSA Southern Area Rep., San Luis Obispo

**MEMBERS ABSENT**

Curtis Boewer, MPA, MFT, CMHSA Treasurer, Colusa County  
Tom Sherry, MFT, CMHSA Board Member, Sutter/Yuba County

**OTHERS PRESENT**

Kim Santin, CPA, George Hills Company, Inc  
Meliah Bird, George Hills Company, Inc.  
Alice Washington, California Institute for Mental Health  
Stephanie Welch, M.S.W., CMHDA  
Bill Carter, LCSW, CiMH  
Brad Luz, PhD, Sutter/Yuba County  
Dr. Sandra Naylor-Goodwin, California Institute for Mental Health  
Karolyn Stein, RN, Humboldt County  
Patricia Ryan, MPA, California Mental Health Directors Association  
Elizabeth Gowan, Butte County (Behalf of Ed Walker)  
Donna Wigand, LCSW, Contra Costa County  
Bruce Gogenas, MFT, Marin County

**1. CALL TO ORDER**

The meeting was called to order at 3:04 p.m. by President, Allan Rawland.

**2. INTRODUCTIONS**

Everyone present introduced him/herself. Allan Rawland, President, San Bernardino County; Mike Oprendek, Vice President, Solano County; Dr. Wayne Clark, Secretary, Monterey County; Denis Hunt, Central Area Representative, Stanislaus County; Dr. Mark Montgomery, Board Member, Shasta County; Dr. Karen Baylor, Southern Area Representative, San Luis Obispo.

3. **PUBLIC COMMENT**

No public comments.

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

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

*Mike Opredek motioned to approve the agenda. Seconded by Denise Hunt. Motion passed unanimously.*

5. **DISCUSSION ITEMS**

**5.A. Memorandum of Understanding (MOU) for CMHSA PEI Capacity Building Project**

Ms. Kim Santin from George Hills Company presented a staff report and introduction regarding the Memorandum of Understanding. The item was put onto the agenda based on discussion from the August Board Meeting. The discussion surrounded the Statewide Technical Training Projects and the mechanisms needed to get the funding transferred to the JPA. At the August meeting Dr. Wayne Clark took the lead and stated he would do research and work on drafting a MOU. Dr. Clark had the County Council meet with their County auditor. Dr. Clark stated the wording should be in the JPA Agreement and Bylaws. A Financial Provisions section that will define the annual budget, the budget is adopted, the description of how the treasurer will receive and distribute funds, and then each County is invoiced and pays into the JPA. His County council recommended amending or adopting the Bylaws to include the Financial Provisions. Mr. Mike Opredek stated he understood that is why a different MOU would be produced for each project.

Ms. Santin researched with CSAC and CSAC EIA, it is possible to add wording to the Bylaws that establishes ability to make committees under separate MOU's. Kim Santin stated George Hills Company will work on some amendments to the Bylaws and CiMH would draft a model MOU for the program. Mr. Allan Rawland stated the Bylaws can be modified to be used as a vehicle. Dr. Clark stated that his County Council suggested making the Bylaws broad enough to give the Board Members the authority to make decisions on the Projects and the annual budget supports the decisions. Dr. Clark stated his County Council did not feel a new MOU would be needed for each project for each County. Mr. Opredek reiterated that the Bylaws would incorporate establishing the Project framework, and as different projects came up it would be broad enough to encompass it all. Mr. Rawland stated that it would not be the Bylaws but a Scope of Work for each project. Mr. Rawland states once the funds are assigned to the JPA, the authority has the ability to draw on the funds for projects. Ms. Denise Hunt questioned how each

Member County would then participate in selected projects. Mr. Rawland then stated it is in the Bylaws and the mechanism to communicate with the Board. Dr. Clark stated from his research, the JPA has more authority than believed, the invoice goes to the County, then the funds are put into the JPA and each County makes the decision to use that funding for the projects they choose to participate.

Mr. Rawland stated his County Council is working on the wording for the Administrative Fees and should have ready beginning of September. Dr. Sandra Naylor-Goodwin offered to put together a draft Model Scope of Work for the Training and TA Capacity Building. Dr. Clark has a scope of work and stated he would be willing to work with George Hills Company for proper language and wording. Stephanie Welch stated the Oversight Accountability Committee, wants to see if the JPA can expedite the projects.

Mr. Opredek asked Mr. Rawland to contact Steve to discuss the Statewide Projects and the JPA. The Board agreed and asked Mr. Rawland to make the call. Ms. Hunt suggested there is sensitivity regarding the Statewide Projects and to keep Senator Steinberg's office informed of the JPA.

Mr. Rawland reiterated that the Bylaws need word changes for clarification of funding and projects. Ms. Santin requested clarification that Dr. Naylor-Goodwin will combine with Dr. Clark to draft of the Scope of Work. Ms. Hunt questioned if there would be a conflict of interest with CiMH drafting the Scope of Work they may eventually bid on and Kim Santin clarified there would be no conflict to draft a model Scope of Work.

#### **5.B Strategic Planning Agenda for September 9, 2009**

Ms. Santin presented a draft of the Strategic Plan for the meeting on September 9, 2009. Ms. Hunt assisted in the draft of the Plan. The agenda noted the main points of topic for discussion, identifying stakeholders and each role, a visioning exercise, the future and how to get to that success. Mr. Rawland suggested adding in under the Actions to achieve Success, the Administrative Contract. Ms. Hunt suggested adding to the agenda Policies and Procedures under Challenges and Legal Resources for discussion under Contractor Mechanisms.

Dr. Clark wants the meeting to touch on the mechanics for contracting out, and the funding. Ms. Hunt suggested having a goal of having everything in order for December.

#### **6. CLOSING COMMENTS**

Mr. Mark Montgomery states he is receiving questions from his County Council and states he will forward all questions to Ms. Santin of George Hills

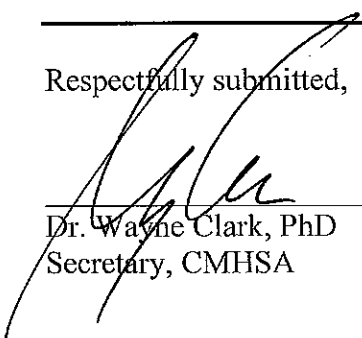
for clarification. Ms. Karolyn Stein stated that there County Council is working on drafting recommendations to their Board for approval.

**7. ADJOURNMENT**

Meeting was adjourned at 3:52 p.m. by President, Allan Rawland.

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Respectfully submitted,



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Dr. Wayne Clark, PhD  
Secretary, CMHSA

9/09/09  
Date