

Executive Committee Teleconference Meeting

AGENDA

January 24, 2013

3:00 p.m. – 4:00 p.m.



**Call-In Information: 1-877-339-2412,
Conference Code: 8850044352**

Teleconference Meeting Locations:

Glenn County

420 East Laurel Street
Willows, CA 95988
(530) 934-6582

Monterey County

1270 Natividad Road
Salinas, CA 93906
(831) 755-4509

San Bernardino County

268 West Hospitality Lane, Suite 400
San Bernardino, CA 92415
(909) 382-3101

Tuolumne County

105 Hospital Road
Sonora, CA 95370
(209) 533-6245

Modoc County

441 North Main Street
Alturas, CA 96101
(530) 233-6312

Placer County

11512 B Avenue
Auburn, CA 95603
(530) 889-7256

San Luis Obispo County

2180 Johnson Ave.
San Luis Obispo, CA 93401
(805) 781-4719

George Hills Company

3043 Gold Canal Drive, Suite 200
Rancho Cordova, CA 95670
(916) 859-4829



CalMHSA Executive Committee Teleconference

Agenda

Thursday, January 24, 2013

3:00 p.m. –4:00 p.m.

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 Laura Li at (916) 859-4818 (telephone) or (916) 859-4805 (facsimile). 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 Committee after distribution of the agenda packet are available for public inspection at 3043 Gold Canal Drive, Suite 200, Rancho Cordova, California, 95670, during normal business hours.

1. CALL TO ORDER

2. ROLL CALL AND INTRODUCTIONS

3. INSTRUCTIONS FOR PUBLIC COMMENT AND STAKEHOLDER INPUT - The Executive Committee welcomes and encourages public participation in its meetings. This time is reserved for members of the public (including Stakeholders) to address the Committee concerning matters on the agenda; however, due to duration and single issue on this agenda, time will be limited to two minutes per person and 10 minutes total.

For agenda items, public comment will be invited at the time those items are addressed. Each interested party is to indicate their interest at the request of the Chair upon conclusion of Committee discussion of each item. When it appears there are several members of the public wishing to address the Committee on a specific item, at the outset of the item, the Committee Chair may announce the maximum amount of time that will be allowed for presentation of testimony on that item.

Since this meeting is by teleconference, members of the public will have the option of going to one of the identified meeting sites, or calling in. For public comment, and comment on any agenda item(s) and/or non-agenda item(s), first comments will be requested from each noticed location, then from persons who have called in. Members of the public calling in are requested to send an email to calmhsa@georgehills.com during the meeting stating their name and the subject of their comment (emails must be received prior to moving to the next agenda item).

4. APPROVAL OF AGENDA AS POSTED (OR AMENDED)

- 5. CONSENT CALENDAR** – If the Committee would like to discuss any item listed, it may be pulled from the Consent Calendar
- A. Minutes from the October 3, 2012 Executive Committee Teleconference 4
Recommendation: Approval of the consent calendar.
- 6. PROGRAM MATTERS**
- A. Resources from Statewide Projects 5
Recommendation: None, information only.
- B. Plan Update Contract Amendments 7
Recommendation Approval of increasing the range of funding allocation for Institute on Aging by \$50,000, or up to \$282,920, and for the University of California by \$19,224, or up to \$877,224.
- 7. ADMINISTRATIVE MATTERS**
- A. Amended Travel Policy(ies) 8
Recommendation: Approval of the amended Board of Directors Travel Policy.
- 8. GENERAL DISCUSSION**
- A. Report from CalMHSA President – Wayne Clark 9
- Strategic Planning Task Force
 - General
- Recommendation: Discussion and/or action as deemed appropriate.**
- B. Report from CalMHSA Executive Director – John Chaquica 10
- Department of Health Care Services No-cost Extension
 - State Hospital Beds
 - CalMHSA Projects Funding Model
 - Paschal/Roth Agreement Amendment
 - General
- Recommendation: Discussion and/or action as deemed appropriate.**
- 9. CLOSING COMMENTS** - This time is reserved for comments by Committee members and staff to identify matters for future Committee business.
- A. Committee
- B. Staff
- 10. ADJOURNMENT**

CONSENT CALENDAR
Agenda Item 5.A

SUBJECT: Consent Calendar

BACKGROUND AND STATUS:

The Consent Calendar consists of items that require approval or acceptance but are self-explanatory and require no discussion. If the Executive Committee would like to discuss any item listed, it may be pulled from the Consent Calendar.

A. Minutes from the October 3, 2012 Executive Committee Teleconference

RECOMMENDATION:

Approval of the consent calendar.

REFERENCE MATERIALS ATTACHED:

- Minutes from the October 3, 2012 Executive Committee Teleconference

PROGRAM MATTERS

Agenda Item 6.A

SUBJECT: Resources from Statewide Projects

BACKGROUND AND STATUS:

CalMHSA Program Partners continue to produce valuable resources as part of their program activities, and CalMHSA staff is committed to making these products accessible and readily available. The CalMHSA Website (www.calmhsa.org) is undergoing some reorganization to improve the visual display of these materials, and a full list of materials will be presented at the February Board meeting. Below are highlighted some of the Suicide Prevention and Stigma and Discrimination Reduction social marketing campaign materials that have been made available to counties and the public to date.

Stigma and Discrimination Reduction Social Marketing: Mobilization Campaign

The Mobilization Campaign (SDR Program 1, Strategies for a Supportive Environment; Component 2, Social Marketing) links youth and young adults to tools, resources and a series of interactive forums at ReachOutHere.com (English-language forums) and BuscaApoyo.org (Spanish-language forums). While mobilizing youth to change social norms, the ReachOut Forums provide visitors with a safe space to discuss a range of social and mental health-related issues with trained peer leaders to encourage both support seeking and support giving around mental health challenges. All of these materials are available to counties and the public (please read the Mobilization memo below for information on how to request high-quality print versions of the materials):

Mobilization Campaign Materials

- [Memo to Board Members and County Liaisons 12.12.12](#)
 - [Sample ReachOutHere.com Poster](#) - Customized for CSU
 - [Sample ReachOutHere.com Flyer](#) - Customized for CSU
 - [Sample ReachOutHere.com TakeOne handout](#) - Customized for CSU
 - [BuscaApoyo.org \(ReachOut.com\) Flyer – Spanish](#)
 - [BuscaApoyo.org \(ReachOut.com\) TakeOne handout – Spanish](#)
 - [BuscaApoyo.org \(ReachOut.com\) Poster – Spanish](#)

Suicide Prevention Social Marketing Campaign: SP Program 3, Regional Local SP Capacity Building Program: Social Marketing

The Know the Signs campaign (SP Program 3, Regional Local SP Capacity Building Program: Social Marketing) increases the capacity of Californians to prevent suicide by teaching them the warning signs, how to offer help, and where to go for resources.

- [KnowTheSigns Campaign Overview](#)
- [KnowTheSigns Campaign Talking Points](#)

- [KnowTheSigns Poster](#)
- [KnowTheSigns Bowling Buddies Print Ad](#)

Working with Media

Appropriate reporting on suicide can relay accurate facts, raise awareness about the preventability of suicide and educate the public on resources and treatment options. When suicides are not reported on appropriately, the media can also indirectly transmit suicide contagion—the process by which one suicide becomes a compelling model for successive suicides. This component of the suicide prevention social marketing campaign aims to improve media coverage of suicide.

- [Baseline Analysis of Media Coverage of Suicide](#)
- [Making Headlines - Guide to Engaging the Media in Suicide Prevention](#)
- [Prepping Speakers with Personal Stories for Media Interviews - 2-pager](#)
- [Drop in Article - Lethal Means](#)
- [Drop in Article - Older Adults](#)
- [Drop in Article - Rural Communities](#)

Working with Schools

Student filmmakers throughout California are invited to “Direct Change” by submitting videos for a statewide contest to prevent suicide and change minds about mental illness.

- [Directing Change Student Video Contest Announcement](#)
- [Directing Change Poster](#)
- [Directing Change Presentation for Schools](#)
- [Suicide Prevention Programs and Trainings for California Schools](#)

RECOMMENDATION:

None, information only.

REFERENCE MATERIALS ATTACHED:

- None

PROGRAM MATTERS

Agenda Item 6.B

SUBJECT: Plan Update Contract Amendments

BACKGROUND AND STATUS:

On December 13, 2012, the CalMHSA Board authorized staff to negotiate and execute amended contracts for Program Partners as recommended by the CalMHSA Advisory Committee. These new program funds are intended to strengthen the existing, approved statewide PEI programs, consistent with Key Principles for Funding Allocations vetted through the CalMHSA Advisory Committee, and CalMHSA Board.

Staff is negotiating contract amendments based on direction from the Board. The level of funding is contingent upon modifications requested by the review panels and current contract performance. Staff anticipates executing these contract amendments starting in early February, with the majority being completed by March 30, 2013.

Additionally, at the December 13, 2012 CalMHSA Board meeting, staff provided a list of current funding allocations for each of the Program Partners and a contract modification funding range “up to” amount, for each proposal submitted. As such, calculation errors for Institute on Aging (Suicide Prevention: Regional Capacity Building) and the University of California (Student Mental Health: Higher Education) occurred, and there is a request for approval from the Committee to change the contract modification funding range “up to” the amount as follows:

Program	Program Partner	Current Funding	(Originally Requested) Contract Modification Funding	(Corrected) Contract Modification Funding, Up To	Difference
SP: Regional Capacity Building	Institute on Aging	\$1,853,900	\$232,920	\$282,920	\$50,000
SMH: Higher Education	University of California	\$6,897,652	\$858,000	\$877,224	\$19,224

RECOMMENDATION:

Approval of increasing the range of funding allocation for Institute on Aging by \$50,000, or up to \$282,920, and for the University of California by \$19,224, or up to \$877,224.

REFERENCE MATERIALS ATTACHED:

- None

ADMINISTRATIVE MATTERS

Agenda Item 7.A

SUBJECT: Amended Travel Policy(ies)

BACKGROUND AND STATUS:

In the past, the Board adopted travel policies for the purpose of expense reimbursement for Board, Committee and Non-Board Committee Members, in the event of financial hardship, for the ordinary and necessary travel expenses incurred while conducting CalMHSA business, to the extent financially possible.

The policies adopted indicate upon demonstration of fiscal hardship, approval will be given by the Executive Committee. Staff is recommending an amendment to the current policies similar to our Procurement Policy giving the CalMHSA Executive Director the authority to approve expense reimbursement requests under \$5,000 and requests for an amount up to \$100,000 to be approved by the President and Treasurer of the Board. The new process allows us to be consistent with the current Procurement Policy as well as being mindful of the Executive Committee's limited and valuable time.

Staff has amended the Board of Directors Travel Policy to Member Travel Policy, to include the following:

- Requiring demonstration of fiscal hardship and approval of the Executive Director for amounts up to \$5,000 and amounts up to \$100,000 to be approved by the President or Treasurer of the Board, a Member may apply for reimbursement for travel.
- Requiring that once approval has been given, the approved county will be designated as a "hardship county," for one year, therefore only needing approval once per year for any/all reimbursements requested within that year.

Both amended policies are attached for your review and approval.

RECOMMENDATION:

Approval of the Amended Non-Board Committee Member Travel Policy and Amended Board of Directors Travel Policy.

REFERENCE MATERIALS ATTACHED:

- Draft Amended Non-Board Committee Member Travel Policy (redlined)
- Draft Amended Member Travel Policy (redlined)

GENERAL DISCUSSION

Agenda Item 8.A

SUBJECT: Report from CalMHSA President – Wayne Clark

BACKGROUND AND STATUS:

CalMHSA President Wayne Clark will provide general information and updates regarding the JPA.

- Strategic Planning Task Force
- General

RECOMMENDATION:

Discussion and/or action as deemed appropriate.

REFERENCE MATERIALS ATTACHED:

- None

GENERAL DISCUSSION

Agenda Item 8.B

SUBJECT: Report from CalMHSA Executive Director – John Chaquica

BACKGROUND AND STATUS:

CalMHSA Executive Director John Chaquica will provide general information and updates regarding the JPA.

- Department of Health Care Services No-cost Extension
- State Hospital Beds
- CalMHSA Projects Funding Model
- Paschal/Roth Agreement Amendment
- General

RECOMMENDATION:

Discussion and/or action as deemed appropriate.

REFERENCE MATERIALS ATTACHED:

- None



"A George Hills Company Administered JPA"

CalMHSA Executive Committee

Meeting Minutes from October 3, 2012

Teleconference start time: 4:02 p.m.

ROLL CALL:

MEMBERS PRESENT:

Wayne Clark, PhD, Monterey County
Maureen Bauman, LCSW, Placer County
Karen Baylor, PhD, LMFT, San Luis Obispo County
Scott Gruendl, MPA, Glenn County, Superior Region (not at a noticed location)
William Cornelius, PhD, Colusa County, Superior Region
CaSonya Thomas, San Bernardino County (not at a noticed location)
Michael Kennedy, MFT, Sonoma County, Bay Area Region

MEMBERS ABSENT:

Brad Luz, PhD, Sutter/Yuba Counties, Central Region
William Arroyo, PhD, Los Angeles County, Los Angeles Region

STAFF:

John Chaquica, CalMHSA
Ann Collentine, CalMHSA
Stephanie Welch, CalMHSA
Sarah Brichler, CalMHSA
Kim Santin, CalMHSA
Doug Alliston, Murphy, Campbell, Guthrie & Alliston, PLC
Laura Li, CalMHSA

OTHERS:

None

1. CALL TO ORDER

Wayne Clark, PhD, Monterey County, CalMHSA President, Chair, called the meeting to order.

2. ROLL CALL AND INTRODUCTIONS

Laura Li, CalMHSA, called roll and a quorum was established at 4:56 p.m.

3. INSTRUCTIONS FOR PUBLIC COMMENT AND STAKEHOLDER INPUT

Ms. Li then reviewed the meeting process:

- The chair will take comment from members first. Once members have commented, he will open the subject up for public comment by call in location followed by comment by those calling in.

Ms. Li asked if the public was present. No public members identified themselves.

4. APPROVAL OF AGENDA AS POSTED (OR AMENDED)

Action: A motion was made to approve the agenda as posted.

**Motion – William Cornelius, PhD, Colusa County, Superior Region
Second – Maureen Bauman, LCSW, Placer County**

Motion passed unanimously.

CaSonya Thomas	***Aye	Michael Kennedy	Aye
Scott Gruendl	***Aye	William Cornelius	Aye
Wayne Clark	Aye	Brad Luz	*N/P
Maureen Bauman	Aye	William Arroyo	*N/P
Karen Baylor	Aye		

***Not Present **Abstain ***Ineffective Vote, not at a noticed location**

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

5. APPROVAL OF CONSENT CALENDAR

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

**Motion – Karen Baylor, PhD, LMFT, San Luis Obispo County
Second – William Cornelius, PhD, Colusa County, Superior Region**

Motion passed unanimously.

CaSonya Thomas	***Aye	Michael Kennedy	Aye
Scott Gruendl	***Aye	William Cornelius	Aye
Wayne Clark	Aye	Brad Luz	*N/P
Maureen Bauman	Aye	William Arroyo	*N/P
Karen Baylor	Aye		

***Not Present **Abstain *** Ineffective Vote, not at a noticed location**

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

6. ADMINISTRATIVE MATTERS
A. Proposed Bylaw Amendments

Chairman Clark stated CalMHSA had received several requests to have more members participate on the Executive Committee on voting matters. There would be one regional representative per region who would be added to the Executive Committee, requiring a special meeting to elect the regional representatives.

There was a consensus of the present Executive Committee members regarding the additional regional representation on the Executive Committee.

Action: A motion was made to recommend to the CalMHSA Board of Directors on October 14, 2012 for approval of (1) proposed bylaw amendments and (2) a special election to be held at the December 2012 meeting of the Board.

Motion – Karen Baylor, PhD, LMFT, San Luis Obispo County
Second – William Cornelius, PhD, Colusa County, Superior Region

Motion passed unanimously.

CaSonya Thomas	***Aye	Michael Kennedy	Aye
Scott Gruendl	***Aye	William Cornelius	Aye
Wayne Clark	Aye	Brad Luz	*N/P
Maureen Bauman	Aye	William Arroyo	*N/P
Karen Baylor	Aye		

***Not Present **Abstain *** Ineffective Vote, not at a noticed location**

**B. Contract Specialists (formally referred to as Regional Consultants) –
Member Discussion and Input**

Chairman Clark explained the Contract Specialists’ function would be to assist in managing the contracts CalMHSA has with the counties within the different initiatives. Furthermore, the Contract Specialists would assure the counties are receiving a good return on their investments and have a better visibility of the lasting impact of the Statewide PEI Initiatives.

Chairman Clark stated the function and role of this position has been modified since June, when the position was formally referred to as Regional Consultants,

and requested Ann Collentine, CalMHSA Program Director, to give the Executive Committee a brief overview.

Ms. Collentine stated the topic of Regional Consultants was brought before the Board in June, where the position was approved for CalMHSA staff to move forward in selecting and retaining Regional Consultants to perform contract monitoring and technical assistance. The Board authorized the President and the Executive Director to execute contracts on its behalf. Staff interviewed candidates on a regional perspective.

Ms. Collentine stressed the need for Contract Specialists to be the staff members who are located within each region and area throughout California, as, based on the breath of the contracts, it has become difficult to connect personally with each county and program partner. Through the Contract Specialists, CalMHSA can assess local implementation strengths and weaknesses and help out with regional contracts and local capacity building within the Suicide Prevention, Stigma and Discrimination Reduction, and Student Mental Health Initiatives. The Board had requested better communication on the returns on investments; the Contract Specialists would report to the contract managers, who would be able to give the pertinent information back to the Board in a much faster timeframe.

Dr. William Cornelius, Colusa County, stated that, given geographic diversity concerns, Contract Specialists are very critical in order to ensure coordination and to make sure all counties are contacted.

Scott Gruendl, Glenn County, agreed with Dr. Cornelius, also stating he was pleased with the presentation from Ms. Collentine as it addresses concerns with the Superior region and communication with program partners.

CaSonya Thomas, San Bernardino County, asked if CalMHSA had addressed the concerns of the officers who requested the hold on the Contract Specialists' positions.

Ms. Collentine answered in order to address the issues presented by the officers, the transition from regional consultants to contract specialists was made.

Chairman Clark asked the members of the Executive Committee if there were any other issues not being addressed in the transition to contract specialists, and to bring those issues forward to be resolved.

Ms. Thomas stated she discussed the matters with the representatives of the Southern region, and the issues that had been raised can be addressed within the region itself at an upcoming retreat.

Dr. Karen Baylor, San Luis Obispo County, asked if Los Angeles County would be on board.

Chairman Clark stated Los Angeles County verbally supports the Contract Specialist position, and had participated in the interview process when the position was still Regional Consultants.

Dr. Baylor further stated she had concerns about the issues being raised by Rose Kings.

Chairman Clark answered, stating CalMHSA is accountable for the Statewide projects, and as such, the Contract Specialists would help in giving a more comprehensive and accurate overview of the programs being implemented by CalMHSA.

Action: A motion was made to move forward with the Contract Specialists as soon as possible, with giving regions the option to opt out of participation.

Motion – William Cornelius, PhD, Colusa County, Superior Region

Second – Maureen Bauman, LCSW, Placer County

Motion passed unanimously.

CaSonya Thomas	***Aye	Michael Kennedy	Aye
Scott Gruendl	***Aye	William Cornelius	Aye
Wayne Clark	Aye	Brad Luz	*N/P
Maureen Bauman	Aye	William Arroyo	*N/P
Karen Baylor	Aye		

***Not Present **Abstain *** Ineffective Vote, not at a noticed location**

C. Proposed Procurement Policy Changes

Chairman Clark called on Doug Alliston, Counsel, to give a brief overview of the changes to the procurement policy.

Mr. Alliston explained the existing procurement policy doesn't provide any authority for the President or the Executive Director of CalMHSA to be able to execute contracts without first approaching the Board for its approval. The changes would allow small contracts (up to \$5,000) to be approved by the Executive Director, and contracts from \$5,000 up to \$100,000 to go through a short process which includes the approval of either the President or Treasurer once the staff has used a competitive selection process as specified by the policy, and provided the necessary documentation to the President or Treasurer.

Chairman Clark stated the proposed procurement policy changes were brought up when CalMHSA was in the process of hiring a suicidologist consultant.

Mr. Alliston stated the proposed changes would go on the agenda on the next Board meeting to keep things as transparent as possible. Furthermore, any contract executed through the procurement policy would also go on the next Board meeting agenda to keep members informed.

Mr. Gruendl stated the need for the procurement policy to require approval from both the President and Treasurer, not either or.

Action: A motion was made to approve the proposed changes to the Procurement Policy, to include Mr. Gruendl's recommendation above. (Resolution 12-01).

**Motion – William Cornelius, PhD, Colusa County, Superior Region
Second – Michael Kennedy, MFT, Sonoma County, Bay Area Region**

Motion passed unanimously.

CaSonya Thomas	***Aye	Michael Kennedy	Aye
Scott Gruendl	***Aye	William Cornelius	Aye
Wayne Clark	Aye	Brad Luz	*N/P
Maureen Bauman	Aye	William Arroyo	*N/P
Karen Baylor	Aye		

***Not Present **Abstain *** Ineffective Vote, not at a noticed location**

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

7. GENERAL DISCUSSION

A. Report from CalMHSA President – Wayne Clark

- a. Executive Committee – Frequency of Meetings**
- b. Strategic Planning Role of Executive Committee**
- c. Other**

Chairman Clark stated some reasons for these changes to the Executive Committee as well as hiring Contract Specialists. As CalMHSA grew from 12 counties to 51 county members, there has been an increased need for better communication with members and program partners. Chairman Clark also stated one of the roles of the Executive Committee would be meeting when the Board does not or cannot, and having the opportunity to review any proposals or contracts. This would allow for a much smoother process without any unnecessary delay while waiting for approval.

Chairman Clark also stated the CalMHSA Express is a very good tool for giving people an opportunity to see what’s going on within the Statewide PEI Projects. The Contract Specialists would further help in reaching out to stakeholders and program partners on the ground level, to visibly show the outcomes of the projects.

Action: None.

8. ADJOURNMENT

Hearing no further comments, the meeting was adjourned at 5:11 p.m.

Action: A motion was made to adjourn the meeting.

Motion – Maureen Bauman, LCSW, Placer County

Second – William Cornelius, PhD, Colusa County, Superior Region

Motion passed unanimously.

CaSonya Thomas	***Aye	Michael Kennedy	Aye
Scott Gruendl	***Aye	William Cornelius	Aye
Wayne Clark	Aye	Brad Luz	*N/P
Maureen Bauman	Aye	William Arroyo	*N/P
Karen Baylor	Aye		

***Not Present **Abstain *** Ineffective Vote, not at a noticed location**

Non-CalMHSA Board Committee Member Travel Policy

Resolution No. ~~113-027~~

Replaces Resolution No. 11-07

WHEREAS, CalMHSA recognizes the commitment to reimburse Non-Board Committee Members, in the event of financial hardship, for the ordinary and necessary travel expenses incurred while conducting CalMHSA business, to the extent financially possible.

NOW THEREFORE, The Board of Directors of CalMHSA hereby adopts the following Non-Board Committee Member Travel Policy below, and hereby confirms that the policy is effective as of the date of this meeting, ~~October 13, 2011~~January 24, 2013.

CALIFORNIA MENTAL HEALTH SERVICES AUTHORITY

(CalMHSA)

Non-Board Committee Member Travel Policy

CalMHSA recognizes the commitment to reimburse Non-Board Committee Members, in the event of financial hardship, for the ordinary and necessary travel expenses incurred while conducting CalMHSA business, to the extent financially possible. The Board of Directors of CalMHSA hereby adopts the following Non-Board Committee Member travel policy.

The Authority may reimburse Non-Board Committee Members for ordinary and necessary travel expenses, subject to budget limitations.

- A. ~~Subject to demonstration of fiscal hardship and approval of the Executive Committee, a Non-Board Committee Member may apply for reimbursement for travel. Subject to demonstration of fiscal hardship and approval of the Executive Director for amounts up to \$5,000 and amounts up to \$100,000 to be approved by the President or Treasurer of the Board, a Non-Committee Member may apply for reimbursement for travel.~~
- B. The Authority may reimburse travel expenses based on the most economical and cost effective mode of transportation.
- C. The following CalMHSA Travel Policy Guidelines are attached to assist in implementation of this policy. Exceptions to this policy or the implementing guidelines must be approved in advance by the President.
- D. Expense claims, including those for mileage, are to be submitted for reimbursement within thirty (30) days of accruing the expense on the CalMHSA travel claim form. Claims not submitted in a timely manner will be denied.

E. Non-Board Committee Members are defined as follows: Advisory Committee stakeholder members, workgroup members, subject matter experts, etc.

CalMHSA

Non-Board Committee Member Travel Policy Guidelines

I. Automobile Expenses: CalMHSA may pay a mileage allowance equivalent to the amount authorized by the Internal Revenue Service for employee use of private automobiles.

- A. CalMHSA may reimburse for mileage from the point of departure to the point of return. The mileage reimbursement shall be based on the most direct or commonly traveled route.
- B. Rental autos used for transportation between an airport or station and hotel or meeting site should be used only if it is the most economical transportation. Reasonable efforts should be made to share rental auto expenses with other Non-Board Committee Members when appropriate. The size of vehicle rented shall be appropriate to the length of trip and number of people being transported.

II. Transportation and Hotel Accommodations: All air, rail or bus transportation and hotel accommodation arrangements will be made by CalMHSA. Non-Board Committee Members must contact staff for these arrangements.

- A. Air transportation should be used when it is the most cost effective and economical mode of transportation. Exceptions to this rule must be approved in advance by the Executive Director of CalMHSA.
- B. Frequent flyer miles or friends fly free benefits may be retained by the Non-Board Committee Member.
- C. Non- Board Committee Members making their own transportation and hotel accommodation arrangements will be personally responsible for those charges.

III. Parking and Tolls: CalMHSA may reimburse Non-Board Committee Members for parking expenses or toll fees incurred while on Authority business.

IV. Travel expenses claims: A travel expense claim form shall be submitted on forms provided by CalMHSA. Receipts shall accompany the travel expenses claim for all expenses. CalMHSA retains the right to audit any claim requesting reimbursement. The claim must include the following:

- Claimant's name and address.
- Date and purpose of the meeting.
- Location of the meeting.
- Itemized statement of expenses incurred.
- Total expenses incurred.
- Amounts payable to the Committee Stakeholder Member
- Claimant's certification and signature.
- Proof of travel expenses.

| Date Adopted: ~~October 13, 2011~~ January 24, 2013

Date of Last Revision: N/A

Replaces Resolution No: N/A

Ayes: _____ Noes: _____ Abstains: _____ Absent: _____

NAME

TITLE

DATE

CalMHSA ~~Board of Directors~~Member Travel Policy

Resolution No. ~~11-0113-02~~

Replaces Resolution No. 11-01

WHEREAS, CalMHSA recognizes the obligation to reimburse ~~its~~ members ~~of the Board of Directors, or their alternates, or their staff~~, in the event of financial hardship, for travel expenditures related to CalMHSA business as outlined in the travel policy below,

NOW THEREFORE, The Board of Directors hereby confirms that the ~~Board of Directors~~Member Travel Policy is effective as of the date of this meeting, ~~February 10, 2011~~January 24, 2013.

CALIFORNIA MENTAL HEALTH SERVICES AUTHORITY

(CalMHSA)

~~Board of Directors~~Member Travel Policy

CalMHSA recognizes the obligation to reimburse members ~~of the Board of Directors, or their alternates, or their staff~~, in the event of financial hardship, for the ordinary and necessary travel expenses incurred while conducting Authority business, to the extent financially possible. The Board of Directors of CalMHSA hereby adopts the following ~~Board of Directors~~Member travel policy.

The Authority will reimburse members ~~of the Board of Directors, or their alternates, or their staff, and members of Authority committees~~, for ordinary and necessary travel expenses, subject to budget limitations, upon demonstration of fiscal hardship and approval by the Executive Director for amounts under \$5,000 and approval by the President ~~or~~ and Treasurer of the Board for amounts up to \$100,000.

A. Once approval has been given by ~~the Executive Committee~~ the appropriate authority as stated above, the approved county will be designated as a "hardship county" for one year, therefore, only needing approval once per year for any/all reimbursements requested within that year.

A.B. ~~Subject to demonstration of fiscal hardship and approval of the Executive Committee, members of CalMHSA shall apply for reimbursement for travel.~~ Members' travel expenses may include:

i. Expenses incurred to travel more than 100 miles one way to attend regularly scheduled and special meetings of the Board of Directors ~~or~~, Executive Committee Meetings of the Board of Directors, ~~or~~ committee meetings or required meetings related to CalMHSA projects. The annual (July to June) maximum reimbursement shall be \$600 per member county.

ii. The Authority will reimburse the alternate member of Board of Directors attending regularly scheduled and special meetings of the Board of Directors or

Executive Committee in place of a regular member. The Authority recognizes the value of keeping additional individuals apprised of issues affecting the Authority.

~~ii.iii.~~ Expenses incurred to travel any distance to a board of directors meeting in the event of an emergency; (e.g., a quorum is needed and would not be met without his or her presence).

~~iii.iv.~~ Travel expenses for committee chairpersons responsible for reporting committee activities to the Board of Directors and the Executive Committee for attending regular board meetings or executive committee meetings if the chairperson is not a voting member of the Board of Directors as covered by paragraph [AB.i](#) above.

~~B.C.~~ The Authority recognizes the business value of members attending conferences and CalMHSA enhancing business, and will reimburse travel expenses of members for such travel as follows:

- No more than three (3) representatives will be authorized per conference, unless approved by the Executive Director.
- Conference attendance requests must be made at least two weeks in advance.
- Conferences and conference attendance will be specifically approved in the Authority's conference budget or by the Executive Director within the overall CalMHSA budget.

~~C.D.~~ The Authority will reimburse travel expenses based on the most economical and cost effective mode of transportation.

~~D.E.~~ The following CalMHSA Travel Policy Guidelines are attached to assist members to implement this policy. Exceptions to this policy or the implementing guidelines must be approved in advance by the President.

~~E.F.~~ Expense claims, including those for mileage, are to be submitted for reimbursement within thirty (30) days of accruing the expense on the CalMHSA travel claim form. Claims not submitted in a timely manner will be denied.

CalMHSA

~~Board of Directors~~Member Travel Policy Guidelines

I. Automobile Expenses: CalMHSA will pay a mileage allowance equivalent to the amount authorized by the Internal Revenue Service ([IRS](#)) for employee use of private automobiles.

- A. CalMHSA will reimburse for mileage from the point of departure to the point of return. The mileage reimbursement shall be based on the most direct or commonly traveled route.
- B. A ~~Board or committee~~ member may choose to rent an automobile instead of using a personal vehicle. Reimbursement for rental cars used to travel between the member's county and the meeting shall not exceed the IRS mileage rate per mile times the mileage of the most direct or commonly traveled route. Purchase of rental insurance is required.
- C. Rental autos used for transportation between an airport or station and hotel or meeting site should be used only if it is the most economic transportation considering the availability and cost of shuttles and taxis. Reasonable efforts should be made to share rental auto expenses with other ~~Board~~ members when appropriate. The size of vehicle rented shall be appropriate to the length of trip and number of people being transported.
- D. A ~~Board or committee~~ member may choose to use a county vehicle. CalMHSA will reimburse the county at the county's vehicle usage rate, not to exceed the IRS mileage rate.

II. Transportation Fares: CalMHSA will reimburse ~~Board or committee~~ members for the cost of transportation fares for travel by air, rail or bus with the appropriate proof of expenditure.

- A. Government rate should be requested when available. Absent a government rate, the lowest available rate should be used. A proof of payment or airline, train or bus ticket receipt is required to be attached to the travel claim.
- B. Air transportation should be used when it is the most economic mode of transportation. Exceptions to this rule must be approved in advance by the President. The Executive Director is given flexibility for approval as it relates to carrying out the mission and vision of CalMHSA.
- C. Frequent flyer miles or friends fly free benefits may be retained by the ~~Board or committee~~ member.

III. Lodging: CalMHSA will reimburse ~~Board or committee~~ members for out of town lodging expenses, for conference attendance only. A proof of payment or hotel receipt shall be attached to the travel expenses claim.

- A. Government or conference rates shall be requested when available. If a government, corporate or conference rate is not available, CalMHSA will reimburse the single occupant rate. Lodging expenditures shall be covered up to the posted government rate at the time of request. Expenditures exceeding the government rate must have prior Executive Director approval and shall not exceed 125% of posted government rate. Transient or occupancy tax exemption should be requested when available to government employees.
- B. ~~Board or committee members~~ Members may request When possible, CalMHSA ~~Staff~~ staff ~~to is to~~ make all hotel reservations for ~~their~~ travel. CalMHSA may be required to guarantee payment for reservations made on behalf of its members. In the event that a ~~Board or committee~~ member cannot honor a reservation, the member is responsible for canceling the reservation in a timely manner to avoid a hotel charge. In the event the reservation is not canceled, and CalMHSA is billed for the lodging, the member will be charged. If alternate lodging is purchased, CalMHSA will reimburse the member for the lesser of the two rooms purchased.
- C. Hotel dividend points or benefits offered by hotels may be retained by ~~Board or committee~~ the member. Hotel dividend points or benefits obtained by the group purchase of hotel rooms and services shall be retained and used by CalMHSA.

IV. Meals: CalMHSA will reimburse ~~Board or committee~~ members for out of town meal expenses, for conference attendance only with the appropriate proof of expenditure.

- A. The maximum daily reimbursement for meals shall equal the standard meal allowance set by the ~~Internal Revenue Service~~ IRS for the majority of California locations. This allowance includes tips to meal servers.
- B. When lunches or other meals are included with conference or meeting registrations, an alternate meal expense will not be reimbursed.
- C. ~~Board or committee members~~ Members may request staff to make meal reservations during Authority meetings. CalMHSA is required to guarantee meal counts made on behalf of its members forty-eight hours in advance. In the event that a ~~Board or committee~~ member cannot honor his or her reservation, the member is responsible for canceling his or her reservation. In the event the reservation is not canceled, alternate meals will not be reimbursed.
- D. CalMHSA will reimburse members for partial day meal expenses in accordance to the following percentages of the standard meal allowance. This applies when traveling for less than a 24 hour period or when paragraphs IV B and C apply.

		Per Diem Meal Allowance*
Breakfast	Midnight to 10:00 a.m.	\$11
Lunch	10:00 a.m. to 4:00 p.m.	16
Dinner	4:00 p.m. to Midnight	<u>29</u>
Per Diem		\$56

V. Parking and Tolls: CalMHSA will reimburse ~~Board or Committee~~ members for parking expenses or toll fees incurred while on Authority business with appropriate proof of expenditure.

VI. Incidental Expenses: CalMHSA will reimburse members for the following incidental expenses incurred while on Authority business, for conference attendance only and with the appropriate proof of expenditure.

- A. Telephone: The cost of business calls while on your trip including business communication by fax machine or other communication devices. A short personal call may also be reimbursed per day.
- B. Baggage and shipping: The cost of sending baggage or meeting material between your regular work and the meeting locations.
- C. Tips: Tips you pay for any expense described in these guidelines. Tips to meal servers are included in the standard meal allowance.

VII. Travel expenses claims: A travel expense claim form shall be submitted on forms provided by CalMHSA. Receipts shall accompany the travel expenses claim for transportation fares, rental cars, lodging and any other expense. CalMHSA retains the right to audit any claim requesting reimbursement. The claim must include the following:

- Claimant's name and address.
- Date and purpose of the meeting.
- Location of the meeting.
- Itemized statement of expenses incurred.
- Total expenses incurred.
- Amounts payable to the Board ~~member or~~, committee member, or county staff, or payable to the ~~Member's-member's~~ County.
- Claimant's certification and signature.
- Proof of travel expenses.

Date Adopted: ~~February 10, 2011~~ January 24, 2013

Date of Last Revision: ~~N/A~~ February 10, 2011

Replaces Resolution No: ~~N/A11-01~~

Ayes: _____ Noes: _____ Abstains: _____ Absent: _____

NAME TITLE DATE