

Planning Workshop
Board of Directors Meeting

AGENDA

March 12, 2010

9:00 a.m. – 3:00 p.m.



Meeting Location:

California Institute for Mental Health (CiMH)

2125 19th Street

Sacramento, CA

(916) 556-3480

California Mental Health Service Authority
(CalMHSA)

Board of Directors Meeting

Agenda

Friday, March 12, 2010

9:00 a.m. – 3:00 p.m.

California Institute for Mental Health (CiMH)

2125 19th Street

Sacramento, CA

(916) 556-3480

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 Kim Santin at (916) 859-4820 or (916) 859-4805 (fax). 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 Board after distribution of the agenda packet are available for public inspection at: 2125 19th Street, Sacramento, CA 95818, during normal business hours.

1. CALL TO ORDER - 9:00am

2. INTRODUCTIONS - 9:05am

3. PUBLIC COMMENTS - 9:08am

This time is reserved for members of the public to address the Board relative to matters of the CalMHSA not on the agenda. No action may be taken on non-agenda items unless authorized by law. Comments will be limited to five minutes per person and twenty minutes in total.

4. APPROVAL OF AGENDA AS POSTED (OR AMENDED) - 9:10am

CONSENT CALENDAR

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 Board would like to discuss any item listed, it may be pulled from the Consent Calendar.

- A. Approval of New Applicants for Membership in CalMHSA
- B. Minutes from the February 10, 2010 Board of Director's Meeting
- C. Governing Document: Review and Discuss CalMHSA Bylaws
- D. Vendor Check Register Report – December 2009 to March 3, 2010

RECOMMENDATION:

Staff recommends the Board formally consider approval of the Consent Calendar.

REFERENCE MATERIALS ATTACHED:

- *Minutes from the February 10, 2010 Board of Director's Meeting
- *Vendor Check Register Report – December 2009 to March 3, 2010

MINUTES

CALIFORNIA MENTAL HEALTH SERVICES AUTHORITY

BOARD OF DIRECTORS MEETING – REGULAR MEETING

Riverside Convention Center – Victoria Room

February 10, 2010

MEMBERS PRESENT

Allan Rawland, MSW, CalMHSA President, San Bernardino County
Mike Oprendek, LCSW, CalMHSA Vice President, Solano County
Dr. Wayne Clark, PhD, CalMHSA Secretary, Monterey County (joined meeting at 3:32 p.m.)
Dr. Karen Baylor, PhD, MFT, CalMHSA Sothern Area Rep., San Luis Obispo County
Edward Walker, LCSW, CalMHSA Board Member, Butte County
Maureen Bauman, LCSW, Board Member, Placer County (joined meeting at 3:30 p.m.)

MEMBERS ABSENT

Curtis Boewer, MPA, MFT, CalMHSA Treasurer, Colusa County
Denise Hunt, MFT, CalMhsa Central Area Rep., Stanislaus County
Tom Sherry, MFT, Sutter/Yuba County

STAFF PRESENT

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

MEMBERS OF THE PUBLIC

Stephanie Welch, California Mental Health Directors Association (CMHDA)
Patricia Ryan, CMHDA
Dr. Sandra Naylor-Goodwin, California Institute for Mental Health (CiMH)
Karolyn Rim Stein, Humboldt County
Bill Carter, CiMH
Vicki Smith, CiMH
Brian Keefer, California Department of Mental Health
Kimberly Mayer, CiMH
Suzanne Tavano, Conta Costa County

Bruce Gurganus, Marin County
Delphine Brody, CA Network of Mental Health Clients
Doretha Williams-Flournoy, CiMH
Gale Bataille, CiMH
Adrienne Shilton, CiMH

1. CALL TO ORDER

Board President, Mr. Allan Rawland, called the meeting to order at 2:17 p.m.

2. INTRODUCTIONS

Those present introduced themselves.

3. PUBLIC COMMENT

Mr. Rawland reported Commissioner Van Horn had asked to comment upon joining the meeting. Commissioner Van Horn joined the meeting at 3:12 p.m. and gave his comments following Agenda item 6.A.

Commissioner Van Horn addressed the issue of evaluation. He suggested that the JPA contract for evaluation of the statewide projects by building a central unit where they could contract with the OAC or a different group where the counties could have a quick return of evaluation of their strengths and weaknesses of the programs they implemented.

It was noted that one of the elements of the technical assistance program is to address this very Item.

4. APPROVAL OF THE AGENDA AS POSTED

Mike Oprende moved to approve the agenda as posted. Karen Baylor seconded the motion. The motion passed unanimously.

5. CONSENT CALENDER

5.A. Approval of New Applicants for Membership in CalMHSA

No new applicants for membership in CalMHSA.

5.B. Minutes from the January 14, 2010 Board of Directors Meeting

Mr. Walker mentioned wording be added to the minutes to address Placer county was approved and then Maureen Bauman joined the Board and participated as a board member for the remainder of the meeting.

5.C. Governing Document: Review and Discuss Draft CalMHSA Bylaws

Ed Walker motioned to approve the consent calendar items 5.A. – 5.C as amended. Mike Oprendeck seconded the motion. The motion carried unanimously.

6.FINANCIAL MATTERS

6.A. Budget Projection 2010/2011 and Formation Costs

Mr. Boewer was absent due to illness therefore could not present the financials. As such it was turned over to Mr. Chaquica and Ms. Santin to review the financials.

Mr. Chaquica mentioned Mr. Boewer was a part of the formation costs discussion as well as having reviewed the budget. Staff indicated Mr. Boewer granted his approval of releasing the budget for board discussion. Ms. Santin presented budget documents for CalMHSA. The first page of the document consists of a projected budget with variable options for size of memberships. The second page includes the budget notes that support some of the line item amounts on the first page.

Mr. Rawland requested the revenue and overall expenses be discussed before going over the operational budget. He wanted to know how the numbers were developed. Ms. Santin began with revenue and current membership. The allocation on the PEI amounts were added together to create the amount shown for the revenue and current membership.

Mr. Rawland mentioned there were assumptions made in the proposed budget which the state department of mental health had not completely agreed upon in the contractual relationship in that they were going to transfer all of the monies. They may transfer part of the monies in order to give up to 5% for infrastructure. As projects are approved they would transfer monies to the JPA.

Ms. Santin presented the expenses. The expense for statewide projects is \$3.29 million, which was estimated based on 85% of the revenue to go towards program services. The difference represents contingency costs is 15% of the revenue. Mr. Chaquica explained that this 15% was built in to ensure that monies were not spent in excess of the planning estimate.

Ms. Santin presented the general administrative expenses. General management was developed based on assumptions of experience working with businesses and JPAs as well as looking at CSAC's budget for administrative needs, IT and marketing. For the current membership of 10 members the staffing amount has been projected to be \$765,500.

Ms. Santin then presented the formation costs. In regards to the anticipated formation costs, which were related to the administrative services, the formation committee agreed to pay those costs upfront. In note 2 the actual January 2010 costs, \$81,000, which were all the costs associated up until the point of obtaining the Department of Mental Health contract were defined by Ms Santin, Mr. Chaquica and Mr. Boewer as formation costs. The estimated formation costs through June 2010 are estimated at an additional \$99,000. The estimated formation costs for the fiscal year is conservatively projected to be \$180,000.

The Board requested staff to modify the staffing budget to drill down to staffing costs, benefit costs and operational costs and present at the March meeting.

7. New Membership and Outreach Development

7.A. Discussion regarding CalMHSA Membership Development

Mr. Chaquica addressed the issue of new member packets and the new website. All comments regarding the new packets and the website are welcome. He mentioned three of the Board members had some outreach to the 19 members who have assigned the monies to the state as to their interest in the JPA. The majority of the members were interested.

Mr. Chaquica mentioned the website has not been distributed to the rest of the counties as it was his desire for the Board to review the website prior to its distribution to ensure there were no oversights or modifications necessary. The overall opinion of the Board was the website exhibited the high standard of excellence expected of the JPA and the website should be distributed.

8. Administrative Matters

8.A. Technical Assistance and Capacity Building Statewide Projects

Mr. Chaquica discussed the contract and the changes that were made. The changed contract document was presented in the contract packet.

Within the agenda could be found a master template agreement to be used with future vendors. The standard contract will be brought back to the Board at the next meeting for their review.

Mr. Rawland mentioned the slight increase of the dollar amount to \$120,000. Dr. Goodwin explained the scope of work is what was discussed at the previous meeting just in a more deliverable manner and the fee increased for the addition of three counties. She also explained the work group encompassed designated people from the different member counties. When the contract is concluded the work group could be implemented within 3 weeks and projects could begin.

Ed Walker moved to approve the contract with stipulation that the effective date be changed to February 10, 2010. Maureen Bauman seconded the motion. The motion carried unanimously.

8.B. CalMHSA Agreement with Department of Mental Health

In regards to exhibit A, the DMH contract, there were no comments from the board regarding necessary changes. Mr. Chaquica discussed 08-25. During the meeting on January 19th a draft of 08-25 was distributed. As for the current status there is no current copy of 08-25. The understanding is, however, the changes to 08-25 are very minor.

Mr. Chaquica proceeded to discuss the draft contract. The contract has been edited as a result of input by the Board and the various discussions concerning the contract. In addition DMH has been provided with suggested changes to the contract. There are also additional items which are not discussed in the contract which need to be cleared up. One of the issues is, the 19 counties monies are not mentioned specifically in the contract. The question is whether this will be dealt with through the contract or 08-25. There is documentation that establishes the counties can transfer the monies from the state to the JPA.

One of the other issues is on the 5% for community program planning. It is not clear whether it is limited to the 5% and if so what is the approval process to go about increasing that amount? In addition since the OAC contemplated getting the administrative funds as well as the first year phase one money all at once, would it be possible for the JPA to get the same in an effort to offset the initial start up costs?

Mr. Rawland asked about the contract replacing the MOU and Mr. Chaquica confirmed this to be true. Mr. Chaquica further indicated that if a county did not want to go through the 08-25 process there would be a MOU available. He then stated that the 08-25 route for the counties would be the fastest track for the counties.

8.C. Oversight Accountability Commission (OAC) Guidelines

The OAC approved the guidelines and they have been issued. Emphasis leans toward the JPA as the most appropriate vehicle however the other options are stated. Strong emphasis on shell and ensures the stakeholder process is in place. Statewide projects have had one round of stakeholder process. As the plans are developed at the local level there must still be a stakeholder process, review process, and input process. Mr. Allan Rawland requested a recognition letter be forwarded to the OAC.

It was mentioned the mission of the JPA is beyond the statewide projects and beyond the Mental Health Services Act (MHSA). It is a business vehicle for counties to work together and collaborate. As long as this remains true the possibilities are endless.

There were several things mentioned as the foundation of the statewide projects. The first being the continuous stakeholder input of which the desire is to continue with this input. The desire is to conform to the strategic direction and preserve the degree of the statewide projects while evaluating the impact of the projects and ensuring the core principles are incorporated. This has been the goal of the OAC and the MHSA as well as those involved with the initial discussions regarding statewide projects.

Mr. Opredek introduced the next topic of discussion on a possible process of moving forward with the statewide projects. From the local stakeholders there were a couple of issues. The first was whether they wanted to join the JPA, or do they simply want to assign their money. This is where it has been recommended there be stakeholder input.

The next piece is that at the end of each year, or as there are changes made to the MHSA plan, a plan update will be created. The understanding is that when statewide projects are approved the mechanism for the JPA counties or any counties that are a part of that project are going to report their expenditures in their plan update.

The third piece is a statewide standing stakeholder input work group. What this work group will do is allow those in the local communities to have a voice in a statewide project as it is moving forward. If there were a project that a couple of counties were working on and other counties decided they wished to be a part of there would be some work around the development of the application or the plan. Then there should be a webcast call or posting of the plan. This would allow individuals to contribute to the project. There would then need to be an application work group to take the feedback and rework the application. Then there would be a public posting and comment period. Following this aspect the project would be taken to the OAC which would again require a period of public comment. This is just a model of what the process could be. This process has six points of stakeholder input. Mr. Opredek presented this may be

accomplished by creating a standing statewide stakeholder work group made up of various stakeholders.

Mr. Chaquica explained that the OAC drafted the guidelines to be very general and simplistic. They want a check in with the stakeholders after plans have been developed to determine whether or not priorities have been established. There must be a process however to his knowledge the OAC has never mandated retooling.

After lengthy discussion, the Board appointed Ed Walker and Mike Oprendeck to test the above framework for one program implementation and to develop a working model.

8.D. CalMHSA Website

The website was approved earlier in the meeting.

8.E. CalMHSA Strategic Planning

Mr. Rawland stated the date of March 12th from 9 am – 2 pm with a working lunch to deal with the strategic planning portion. Mr. Rawland, along with Ms. Denise Hunt, took responsibility of creating a working committee which would create a work plan regarding what is hoped to be accomplished at that meeting.

8.F. CalMHSA 2010 Calendar of Meetings

Mr. Chaquica stated the document was an affirmation of what has already been discussed regarding the monthly meetings. The Board unanimously confirmed to meeting dates.

Board comments

Mr. Rawland turned the discussion to job descriptions and the recruitment process. A template was offered that could be adjusted to fit the needs of the JPA. Dr. Goodwin and Mr. Chaquica will work together to prepare those job descriptions. Mr. Chaquica is hopeful that at the March 12th meeting he will have some applicants for those positions to discuss with the board. However there is the issue of funding for these positions.

Staff comments

John Chaquica announced Meliah Bird has resigned from George Hills Company.

9. ADJOURNEMENT

Meeting was adjourned at 4:33pm by President, Allan Rawland.

Respectfully submitted,

Dr. Wayne Clark, PhD
Secretary, CalMHSA

Date

| | | | | |
|--------------|-------|------|--------------|---------------|
| Ranges: | From: | To: | From: | To: |
| Check Number | First | Last | Check Date | First |
| Vendor ID | First | Last | Checkbook ID | CB&T CHECKING |
| Vendor Name | First | Last | | CB&T CHECKING |

Sorted By: Check Number

* Voided Checks

| Check Number | Vendor ID | Vendor Check Name | Check Date | Checkbook ID | Audit Trail Code | Amount |
|---------------|-----------|--------------------------------|------------|-------------------------|------------------|-------------|
| 100000 | GEOR01 | George Hills Company | 12/10/2009 | CB&T CHECKING | PMCHK00000001 | \$25,000.00 |
| 100001 | MURP01 | Murphy, Campbell, Guthrie & Al | 12/10/2009 | CB&T CHECKING | PMCHK00000001 | \$12,339.50 |
| 100002 | GEOR01 | George Hills Company | 1/12/2010 | CB&T CHECKING | PMCHK00000002 | \$11,241.81 |
| 100003 | MURP01 | Murphy, Campbell, Guthrie & Al | 1/12/2010 | CB&T CHECKING | PMCHK00000002 | \$7,263.85 |
| 100004 | JOHN01 | John O Bronson Company | 1/27/2010 | CB&T CHECKING | PMCHK00000003 | \$2,500.00 |
| 100005 | GEOR01 | George Hills Company | 2/9/2010 | CB&T CHECKING | PMCHK00000004 | \$7,500.00 |
| 100006 | MURP01 | Murphy, Campbell, Guthrie & Al | 2/9/2010 | CB&T CHECKING | PMCHK00000004 | \$10,267.50 |
| 100007 | GORR01 | Mady Gorrell | 2/25/2010 | CB&T CHECKING | PMCHK00000005 | \$2,257.75 |
| ----- | | | | | | |
| Total Checks: | 8 | | | Total Amount of Checks: | | \$78,370.41 |
| | | | | | | ===== |

STRATEGIC PLANNING

SUBJECT: CalMHSA Strategic Planning

BACKGROUND AND STATUS:

At the September 9, 2009 Board meeting, a strategic planning session was held. Below, represents the notes from that meeting. Updated goals (sub-committee - Denise Hunt, Ed Walker and staff) and the strategic planning draft agenda, for today, are attached.

In light of recent CalMHSA development and anticipated future, it was deemed necessary to allow time to revisit CalMHSA vision, mission and goals.

RECOMMENDATION:

For discussion and/or action should action be deemed appropriate.

REFERENCE MATERIALS ATTACHED:

*CalMHSA Strategic Planning Workshop (Draft Notes) – September 9, 2009

*CalMHSA Goals

*CalMHSA Strategic Planning Agenda (Draft) – March 12, 2010

California Mental Health Services Authority (CMHSA)**Strategic Planning Workshop – Draft Notes**

September 9, 2009Note: all of the following is subject to confirmation by CMHSA members and reflects a synthesis of discussion.

Vision:

The California Mental Health Services Authority (CMHSA) provides an intergovernmental structure for counties to jointly develop, fund and implement mental health services and educational programs at the state, regional, and local levels. CMHSA promotes systems and services arising from a commitment to community mental health and the values of the California Mental Health Services Act:

- Community Collaboration
- Cultural Competence
- Client/family-driven mental health system for older adults, adults and transition age youth and family-driven system of care for children and youth
- Wellness focus, which includes the concepts of recovery and resilience
- Integrated service experiences for clients and their families throughout their interactions with the mental health system

Mission Statement (A mission statement typically describes how an organization operates in order to meet its vision.):

The CMHSA provides an administrative structure with flexibility for member counties to develop collaborative partnerships and pool efforts to: 1) effectively and efficiently develop and implement common strategies and programs; 2) provide fiscal integrity, protections and manage collective risk; and 3) provide accountability at the state, regional and local levels.

Stakeholders (This area requires further discussion)

The following reflects discussion of a list of stakeholders related to CMHSA and definition of the relationship:

| Stakeholder | Role related to JPA | Business Partner | Customer | Friend | Need to discuss |
|---------------------------|---------------------|------------------|----------|--------|-----------------|
| MHSAOC | X | | | | |
| DMH | X | | | | |
| Planning Council | | X | | | |
| Family (NAMI) | | | X | | |
| Consumer Network | | | X | | |
| Board of Supervisors | X | | | | |
| Member Counties | | | X | | |
| CMHDA | | | | X | |
| CIMH | | X | | | |
| Stakeholder Agencies | | | | | X |
| CCCMHA | | X | | | |
| MHSA State Level Partners | | | | | X |
| CSAC | | X | | | |
| Legislature | X | | | | |

There was also consideration given to the notion that CMHSA has a single group of customers/stakeholders consisting of member counties and their Boards of Supervisors. This point of view acknowledges that member counties may have stakeholder relationships with all of the above, but that CMHSA is specifically focused on serving its members' interests.

Goals & Objectives:

There was not adequate time to develop the goals and objectives. The following are a general list of areas to address in the next strategic planning session:

1. Figure out the mechanism to move funds from state to county to JPA
2. Retain Legal Counsel
3. Explore statewide administration funds to support administering the projects
4. Create and Implement Specific Projects
5. Research/Analyze effectiveness of those projects
6. Distribute findings and conclusions of projects

Goals/Objectives

Purpose: How you know you are addressing your mission.

Plan to get other counties on board

- Outreach to stakeholders
- Figure out how to get money
 - Mechanism from state (step-by-step)
 - From counties to JPA
 - Unstuck group
- Retain legal counsel
 - Strategize funding
- Explore MHSAs administrative money (5%)
- Evaluate O/C and effectiveness
 - Distribute funding
- Operationalize authorities
- Operationalize program work
- Survey member counties to determine interest for Training, TA & Capacity Building
- - +other counties

CALMHSA GOALS

GOAL #1: JPA INFRASTRUCTURE

- Policies and Procedures-Develop
 - Conflict of Interest-revisit/redesign
 - Procurement
- Organizational Chart/CalMHSA Roles-present, discuss, finalize
- Budget-continue development
 - Short term
 - Long term
- Outreach and Marketing-Plan of Action-Remaining Counties-Short term

GOAL #2: FUNDING

- Complete MOU with Department of Mental Health
- Participate in OAC Guideline completion
- Revisit/Redesign Conflict of Interest Policy
- 50% Share of Statewide Projects by July 1, 2010
- Technical Assistance Planning Program Developed

GOAL #3: ACCOUNTABILITY

- Promote Project Evaluation –develop process/tool
- Develop Structure for Evaluating/Reporting/Accountability
 - Logic Model?
- Communicate accountability standards to stakeholders

GOAL #4: COLLABORATION: PLAN, EXECUTE, AND EVALUATE

- JPA Members
- Statewide Stakeholders
- Department of Mental Health
- Oversight Accountability Committee
- Other

Planning Workshop Meeting

AGENDA

March 12, 2010

9:00 a.m. – 3:00 p.m.



California Mental Health Services Authority (CMHSA)

Strategic Planning Meeting

Friday, March 12, 2010

Allan Rawland, President
John Chaquica
Dr. Sandra Naylor-Goodwin

Welcome, Opening Remarks

Meeting Overview

Introductions

Strategic Planning Goals, Objectives and Participant Expectations

Review of Strategic Planning Session September 9, 2009

Strategic Action Planning

1. Visioning Exercise
2. What is Success in 24, 12, 6 Months
 - Revise Goals
 - Development Plan for Administrative Operations
3. Actions to Achieve Success in 24, 12, and 6 months
 - a. Challenges
 - i. Conflict of Interest Resolutions
 - b. Resources Needed
 - i. Contractor Mechanisms

Strategic Planning Wrap-Up

Action Summary Plan

Strategic Planning Meeting Review

FINANCIAL MATTERS

SUBJECT: Budget Projection 2010/2011 and Formation Costs

BACKGROUND AND STATUS

Budget Projection-2010/2011:

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. The recently approved Oversight and Accountability Commission (OAC) guidelines will assist in the completion of our contract with DMH and hopefully the planning funds would be available in sixty (60) days, with the annual apportionments coming after plan preparation and approval.

As such, staff has prepared a draft budget with varying levels of County member participation for review, consideration, as well as providing staff with an idea of staff needs.

• Formation Costs:

At the inception of the JPA the original members agreed to share the formation costs on a temporary basis until funding was generated by the JPA. To date the JPA has been operating for seven (7) months and recently the JPA has been receiving Technical Assistance and capacity Building Funds. In addition to the known administrative costs there are the unanticipated extent of legal costs in working with the State Department of Mental Health (DMH) and the Oversight and Accountability Commission (OAC). As such, most of these costs can be defined as formation costs. Staff met with Treasurer Curtis Boewer and are prepared to present the proposed plan in dealing with such issues today and in the future.

At the February 10, 2010 meeting, the Board requested staff modify the staffing budget to distinguish staffing and benefits costs and operational costs.

RECOMMENDATION:

For discussion and/or action should action be deemed appropriate.

REFERENCE MATERIALS ATTACHED:

To be distributed under separate cover.

NEW MEMBER OUTREACH/DEVELOPMENT

SUBJECT: Discussion regarding CalMHSA Membership Development

BACKGROUND AND STATUS:

Staff attended the policy forum conference on February 10-11, 2010. During this conference, President, Allan Rawland, other board members and staff received positive feedback from various counties expressing interest in joining CalMHSA (once the JPA has a contract with DMH). No other discussions occurred.

RECOMMENDATION:

For discussion and/or action should action be deemed appropriate.

REFERENCE MATERIALS ATTACHED:

N/A

ADMINISTRATIVE MATTERS

SUBJECT: CalMHSA Agreement with the Department of Mental Health (DMH)

BACKGROUND AND STATUS:

On February 26, 2010, John Chaquica and Doug Alliston met with Mark Heilman and Gayathri Murthy, with DMH, to finalize terms of the contract between CalMHSA and DMH. Attached is the most recent version. In addition, we discussed DMH Information Notice 08-25. There are minor changes to this document, with the assumption that DMH is going to work with OAC to incorporate "option 1" from the OAC guidelines.

The meeting was viewed as successful. A verbal update, and hopefully, final documents will be provided in this meeting.

RECOMMENDATIONS:

For discussion and/or action should action be deemed appropriate.

REFERENCE MATERIALS ATTACHED:

*DMH Information Notice - 08-25

*DMH Scope of Work - Exhibit A

CalMHSA

BOARD OF DIRECTORS MEETING

DMH INFORMATION NOTICE NO.: (Replaces DMH Information Notice No. 08-25)

TO: LOCAL MENTAL HEALTH DIRECTORS
LOCAL MENTAL HEALTH PROGRAM CHIEFS
LOCAL MENTAL HEALTH ADMINISTRATORS
COUNTY ADMINISTRATIVE OFFICERS
CHAIRPERSONS, LOCAL MENTAL HEALTH BOARDS

SUBJECT: ASSIGNMENT OF MENTAL HEALTH SERVICES ACT (MHSA)
PREVENTION AND EARLY INTERVENTION (PEI) FUNDS FOR PEI STATEWIDE
PROGRAMS

REFERENCE: WELFARE AND INSTITUTIONS CODE (WIC) SECTION 5840

This Information Notice supersedes DMH Information Notice 08-25 and transmits updated instructions to Counties¹ choosing to assign Prevention and Early Intervention (PEI) funds to the California Department of Mental Health (DMH) for the following PEI Statewide Programs:

1. Suicide Prevention
2. Student Mental Health Initiative
3. Stigma and Discrimination Reduction

Funds may be assigned to DMH for the following purposes: (1) for DMH to administer PEI Statewide Programs; and/or (2) to fund a contract between DMH and the California Mental Health Services Authority (CalMHSA) for the development and implementation of these programs.

Please refer to Enclosure 1 for the amount of funding available to each County for assignment in support of these three PEI Statewide Programs. The Planning Estimates these Statewide Programs are in addition to (not a part of) the original Planning Estimates provided through Information Notice 07-19 (September 2007) that transmitted the PEI Proposed Guidelines.

¹ "County" may be a county mental health program, two or more counties acting jointly, or a city-operated mental health program pursuant to Welfare and Institutions Code section 5701.5.

Background

Assembly Bill 3X 5 (Chapter 20, Statutes of 2009) provides the Mental Health Services Act Oversight and Accountability Commission (OAC) full authority over PEI funds. As a result, the initial plan for funding of PEI Statewide Programs has been revised. This letter reflects those changes. The OAC will issue Guidelines and instruction for the submission of County PEI statewide work plans.

Procedure for Assigning Funds

Section 5897 (a) of the MHSAs requires that services provided pursuant to the Act be implemented through contracts with individual Counties or Counties acting jointly. The MHSAs Agreement, DMH's contract with each individual county, allows each County to assign funds in its Planning Estimates for any of the components to DMH for the implementation of statewide MHSAs programs on behalf of Counties. Provision 10 of the MHSAs Agreement indicates that such assignment will occur through an assignment agreement executed between the County and the state. The state retains the right under this assignment to sub-contract for the provision of services identified in the assignment.

Counties choosing to act jointly through CalMHSAs may choose to assign funds to DMH specifically for the purpose of funding a contract between DMH and CalMHSAs to implement statewide PEI programs. DMH will secure the necessary authority in the State Budget Act to support this contract and when funds are assigned by counties, DMH will encumber these funds against this contract. *(G; Need to be careful how we phrase this or we will end up back in the discussion of whether reversion applies)*

Enclosure 2 is the modified MHSAs PEI Statewide Programs Assignment Agreement that each County may use to designate that its assigned PEI Statewide Program Planning Estimate be used specifically to fund a contract between the state and CalMHSAs to fund the implementation of the PEI Statewide Programs. A County choosing to assign funds for this purpose must complete the Assignment Agreement by **[date]**, and mail the signed form to:

California Department of Mental Health
[NAME] Unit
Attn: PEI Statewide Projects Assignment Agreement
16009thStreet, Room [number]
Sacramento, CA 95814

This PEI Statewide Projects Assignment Agreement must either be:

- signed by the individual designated by your County to act as fiscal and programmatic administrative agent for the purposes of your MHSAs Agreement, or

DMH INFORMATION NOTICE NO.:

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- accompanied by a copy of the resolution, order, motion, or ordinance of the local governing body which by law has authority to enter into an agreement authorizing this assignment.

Additionally, since the PEI Statewide Program Assignment Agreement is an update to the County's Three-Year Program and Expenditure Plan it is subject to the requirements contained in California Code of Regulations Title 9, sections 3300, Community Program Planning Process; 3310, The Three Year Program and Expenditure Plan; and 3315, subdivision (b), Local Review Process. If a County does not yet have a fully executed MHSA Agreement in place, the assignment will become effective with the execution of the County's MHSA Agreement. If a County does not yet have a Three-Year Program and Expenditure Plan that contains a PEI component, the County must submit the PEI component as a Plan, subject to section 3315, subdivision (a), Local Review Process, which requires that a public hearing be held on the draft Plan. The County may include the assignment agreement in this Plan, or it may be submitted after the Plan is approved as an update to the approved Plan.

If you have any questions about the assignment and MHSA Agreement process, please contact **Liaison [contact-DMH or OAC?]** identified from the following link:
<http://www.dmh.ca.gov/docs/CoOpRoster.pdf>.

If you have questions or need additional information about the three Statewide Programs or the County Guidelines, please contact the OAC.

We look forward to working jointly with you in these endeavors.

Sincerely,

STEPHEN W. MAYBERG, Ph.D.
Director

Enclosures

- Enclosure 1- PEI State-Administered Projects Planning Estimates
- Enclosure2- Supplemental MHSA PEI Statewide Projects Assignment Agreement

cc: California Mental Health Directors Association
California Mental Health Planning Council
Mental Health Services Oversight and Accountability Commission

Enclosure 2
SUPPLEMENTAL MHSA PEI STATEWIDE PROJECTS ASSIGNMENT AGREEMENT
_____ (name of County¹)

_____ (name of County) (the County) agrees to participate in the Mental Health Services Act (MHSA) Prevention and Early Intervention (PEI) Statewide Programs funded from the PEI component of the MHSA Three-Year Program and Expenditure Plan. The three Statewide Programs intended to be funded by this agreement are: Suicide Prevention, Student Mental Health Initiative, and Stigma and Discrimination Reduction.

The County agrees that upon its execution of this Agreement, (in addition to any funds previously assigned) the following amounts will be assigned to DMH concurrent with the start of the State Fiscal Year (SFY) from which they are assigned subject to the conditions specified below:

- \$ (_____) of the County's SFY 08/09 PEI Statewide Program Planning Estimate
- \$ (_____) of the County's SFY 09/10 PEI Statewide Program Planning Estimate
- \$ (_____) of the County's SFY 10/11 PEI Statewide Program Planning Estimate
- \$ (_____) of the County's SFY 11/12 PEI Statewide Program Planning Estimate

Funds in the amount specified will be transferred from the Mental Health Services Fund Local Assistance portion of the DMH state budget, item 4440-601-3085 to the DMH state budget, item 4440-101-3085, Program 10, Local Assistance

Specifically the County makes the assignment to (please check one):

- Fund DMH administration of these programs
- Fund a contract pursuant to WIC 5897 (a) between DMH and the California Mental Health Services Authority (CalMHSA) to support CalMHSA administration of these programs

Assignment shall be effective only upon:

- approval by DMH;
- a fully executed County MHSA Agreement with DMH; and
- appropriation of sufficient budget authority in the State Budget Act to allow DMH to expend the funds assigned by counties to support the PEI Statewide Programs outlined above.

Approved for County (by signature)

Date:

Printed Name and Title:

¹ "County" may be a county mental health program, two or more counties acting jointly, or a city-operated mental health program to Welfare and Institutions Code section 5701.5

EXHIBIT A
SCOPE OF WORK

1. California Mental Health Services Authority (CalMHSA), a joint powers authority of counties acting jointly pursuant to Welfare and Institutions Code section 5897(a) herein referred to as Contractor, agrees to provide to the California Department of Mental Health (CDMH) program development, administrative oversight and fiscal management services for its members and other county program participants, in accordance with the terms of the Joint Powers Agreement and this Agreement. Specifically the Contractor will, consistent with the requirements of the MHSOA and as approved by the Mental Health Services Oversight and Accountability Commission (MHSOAC) and CDMH, develop and implement Prevention and Early Intervention (PEI) programs, on a statewide or regional basis, that conform with the "Guidelines for Prevention and Early Intervention (PEI) Statewide Programs" issued by MHSOAC and the three State Strategic Plans referenced therein. The purpose of these programs will be reducing suicides, eliminating stigma and discrimination related to mental illness, and promoting student mental health. Funding for these programs will come exclusively from funds in the "Prevention and Early Intervention State-Administered Projects Planning Estimates published on September 11, 2008.
2. The services shall be performed at the offices of CalMHSA, c/o George Hills Co., 3043 Gold Canal Drive, Ste. 200, Rancho Cordova, CA 95670-6394.
3. The services shall be provided during working hours, Monday through Friday, except holidays.
4. The program representatives during the term of this agreement will be:

| | |
|---------------------------------------------------------------------------------------------|----------------------------------------------------------------------|
| State Agency: Department of Mental Health (DMH) | Contractor: California Mental Health Services Authority (CalMHSA) |
| Name: (1) Sandy Lyon (for Administrative matters) (2) Mark Heilman (for Program matters) | Name: John Chaquica |
| DMH | CalMHSA c/o George Hills Co. |
| 1600 9 th Street Room 150 | 3043 Gold Canal Drive, Suite 200 |
| Sacramento, CA 95814 | Rancho Cordova, CA 95670-6394 |
| 916-651-3966 (Sandy); 916-651-8037 (Wendy) | 916.859.4800 |
| Fax: 916-651-3862 or 916-654-6394 | 916.859.4805 |

5. Responsibilities of the parties:

A. CDMH responsibilities:

- (1) Enactment of all regulations required to implement programs pursuant to this Agreement.

- (2) Prompt notification to the Contractor of any legislation, regulations, and guidelines that may affect the programs subject to this agreement.
- (3) Identification of any and all funds that Counties have assigned to the State for the purpose of funding the development and implementation of Statewide PEI programs by CalMHSA.
- (4) Prompt distribution of funds to the Contractor, contingent upon approval by the MHSOAC and notification of approval to CDMH by the MHSOAC, of Three-Year Program and Expenditure Plans or updates submitted by the Contractor on behalf of counties. "Prompt distribution" means distribution within 60 days of satisfaction of the conditions stated in this Section 5.A.4.

Upon the approval date of this Agreement and pursuant to MHSOAC approval of the Contractor's Three-Year Program and Expenditure Plan or update, with the exception of funds approved for local planning purposes, the CDMH shall distribute MHSA funds for approved Three-Year Program and Expenditure Plans and updates to the Contractor as follows:

- Seventy-Five percent (75%) of State Fiscal Year Plan Approved amount upon Three-Year Program and Expenditure Plan(s) approval or the start of the State Fiscal year, whichever is later;
- Twenty-Five percent (25%) of State Fiscal Year Plan Approved amount upon receipt by the State of completed fiscal and programmatic reports, as required by this Agreement.

Funds requested by the Contractor and approved for planning purposes will be distributed in total upon approval. Such funds will be limited to the amounts prescribed by Welfare and Institutions Code section 5892 (c).

- (5) Review, comment and approval for Three-Year Program and Expenditure Plans or updates submitted by the Contractor or its members as provided for by Welfare and Institutions Code section 5847, subdivisions (b) and (d).
- (6) Accounting of and report, as necessary, to the Contractor, the MHSOAC and CDMH, on the distribution of monies from the Mental Health Services Fund to the Contractor for the purposes outlined in this Agreement.
- (7) Provision of technical assistance, as needed, to the Counties or the Contractor, as provided for in Welfare and Institutions Code section 5846.

B. Contractor responsibilities:

- (1) Utilization of funds provided under this agreement in accordance with the MHSA, state regulations and directives, policies, procedures, and guidelines and the Three-Year Program and Expenditure Plan or updates approved by the MHSOAC and CDMH.

- (2) Adherence to controls, record keeping reporting and fund accounting procedure requirements of the MHSA, and all applicable regulations, directives, policies and procedures to ensure the proper disbursement of, and accounting for, program funds paid to the Contractor and disbursed by the Contractor, under this Agreement.
- (3) Development of Three-Year Program and Expenditure Plans or updates, on behalf of and in coordination with individual Counties and consistent with applicable laws, regulations and guidelines issued by the State, for the provision of services and the expenditure of funds encumbered under this Agreement for statewide or regional PEI programs designed in accordance with the "Guidelines for Prevention and Early Intervention (PEI) Statewide Programs" issued by MHSOAC.
- (4) Submission of Three-Year Program and Expenditure Plans or updates, in coordination with individual Counties and consistent with Guidelines issued by the MHSOAC pursuant to section 5846, subdivision (c), to CDMH for review and comment and to the MHSOAC for review and approval.
- (5) Placement of funds distributed under this Agreement from the Mental Health Services Fund into a separate account established for this Agreement (Account). The Contractor shall account for MHSA funds in accordance with MHSA Section 5892 (f) and in a manner to allow the State to exercise its responsibility under MHSA Section 5892 (h).
- (6) Accounting of funds received on behalf of a County in a separate subaccount within the account established pursuant to this Agreement.
- (7) Investment of funds received from the State Mental Health Services Fund and transfer of interest and other income earned from such investments, in accordance with Welfare and Institutions Code section 5892, subdivision (f) and all applicable laws, regulations, policies and procedures.
- (8) Accounting for income generated from investment of funds received from the State Mental Health Services Fund in a manner that distinguishes this income from other MHSA funds.
- (9) Assurance that the expenditure of funds distributed under this Agreement is consistent with a currently approved Three-Year Program and Expenditure plan or update pursuant to Welfare and Institutions Code section 5847.
- (10) Development and submission of reports of services, activities, performance attainment, expenditures, status of cash and closeout information or additional reports by the dates specified by the State in regulations, directives, guidelines, and policies.

- (11) Acting in tandem with other statewide entities that hold County funds for PEI State Level Programs to coordinate such programs between CalMHSA and other statewide entities.

6. Deliverables

- A. In order to receive funds to administer and/or implement an MHSA program, the Contractor shall, on behalf of and in coordination with individual Counties and consistent with all applicable statutes, regulations, guidelines, policies and requirements, submit to CDMH for review and comment and to the MHSAOAC for review and approval a Three-Year Program and Expenditure Program Plan or update that requests funds for that program.
1. This Agreement shall be amended at a later date to include specific deliverables consistent with the approved Three-Year Program and Expenditure Plan or update submitted by CalMHSA on behalf of Counties.
- B. Commencing in FY2010/2011 and each fiscal year thereafter, not later than December 31, the Contractor shall provide to CDMH the following information for the previous fiscal year:
- (1) An accounting of the funds administered by the Contractor in aggregate, to include:
- a.) Amount at the beginning of the fiscal year in the account specified in item 5. B. 5.
 - b.) Amounts received.
 - c.) Amount disbursed throughout the fiscal year.
- (2) An accounting of funds by County sub-account specified in item 5. B. 6. to include:
- a.) Amount at the beginning of the reporting term.
 - b.) Amount of funds received for each County.
 - c.) Amount of interest earned on funds by date posted to the account.
 - d.) Amount in the County sub-account at the end of the reporting term.
 - e.) A report on the total amount of encumbered and unencumbered funds.
- C. The Contractor shall prepare and distribute at its meetings quarterly reports of all of its revenues and expenditures.

D. The Contractor shall keep such books and records of the operation of the programs and the Account, pursuant to common accounting principles, practices and applicable laws and regulations. CDMH, or its representative, shall have the right to audit the programs and Account at its expense and upon reasonable notice to the Contractor.

7. Other Conditions

- A. CDMH may terminate this Agreement in whole or in part when it has determined that the Contractor has willfully violated a specific provision of the MHSA or affiliated regulations. In the event of a violation that CDMH does not determine to be willful, CDMH will request from Contractor a plan of correction with a specific timeline to achieve improvements. If Contractor fails to timely make the necessary improvements, CDMH may terminate this Agreement. If CDMH terminates this Agreement, it will provide a termination notice in writing to the Contractor.
- B. This Agreement is of no force and effect until signed by both of the parties hereto. The Contractor will not commence performance prior to the beginning of this Agreement or upon final approval whichever is later.
- C. Failure to adhere to the specified reporting requirements contained in this Agreement may result in funds not being released by CDMH to the Contractor.

ADMINISTRATIVE MATTERS

SUBJECT: County Participation for Non-JPA Members

BACKGROUND AND STATUS:

There has been discussion with certain county's, whereas they have expressed interest in participating in the statewide PEI funds to be held and managed by CalMHSA, but cannot at this time become members of the JPA.

The CalMHSA Board, in anticipation of receiving planning funds soon, should discuss the governing fiscal impact of these participants.

Staff will discuss options for Board consideration.

RECOMMENDATION:

For discussion and/or action should action be deemed appropriate.

REFERENCE MATERIALS ATTACHED:

N/A

ADMINISTRATIVE MATTERS

SUBJECT: Stakeholder Process

BACKGROUND AND STATUS:

At the February 10, 2010 CalMHSA Board Meeting, the Board discussed clarification of stakeholder input. Staff was directed to process the flip charts and conduct a trial run as it would be applied to one of the PEI programs.

RECOMMENDATION:

For discussion and/or actions should action be deemed appropriate.

REFERENCE MATERIALS ATTACHED:

*PEI Statewide Stakeholder Input

PEI STATEWIDE STAKEHOLDER INPUT



- **1** Local Input
 - JPA or Not
 - Plan Update Process
 - Input to Statewide Workshop

- **2** Statewide Input
 - Development of Application/Plan
 - **3** Web Cast/Call
 - **3** Input in Writing (posting plan)

 - JPA Meeting/Application Workgroup
 - **4/5** Public Posting Comments

 - **6** OAC Hearing

STATEWIDE APPLICATION INPUT PROCESS

Counties →

JPA Member →

Contractor Association →

Statewide Consumer Advocate Groups →

Statewide Interested Parties (system partners) →

Cultural Brokers →

DMH Representatives →

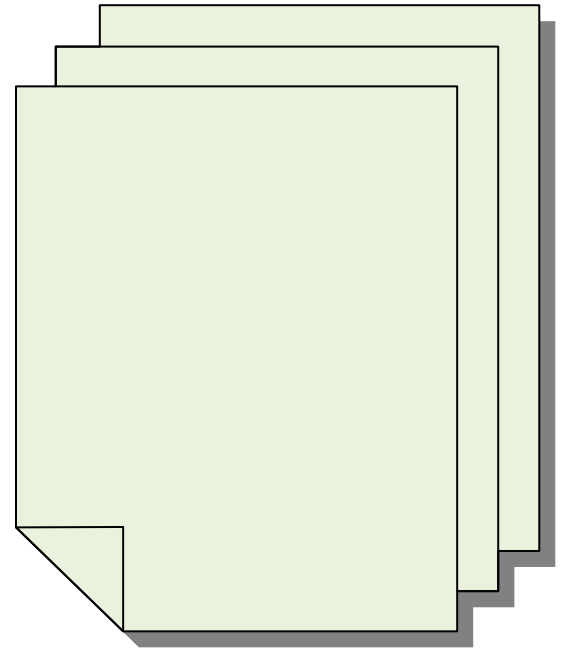
Statewide Family Members →

OAC Staff →

CMH →

CMHDA →

Planning Counsel →



**Use OAC Email List for State Level Stakeholder*

APPLICATION PROCESS

1. Member and Active County Desire for Statewide Project

2. Draft Project for Review
 - A. Counties Consensus
 - B. Stakeholder Feedback/Input

3. Revised Plan/Post/Review

ADMINISTRATIVE MATTERS

SUBJECT: Technical Assistance and Capacity Building Statewide Projects

BACKGROUND AND STATUS:

Dr. Sandra Naylor-Goodwin and staff will be present to update the Board as to the development in this program since the last meeting.

RECOMMENDATION:

For discussion and/or action should action be deemed appropriate.

REFERENCE MATERIALS ATTACHED:

N/A