

MINUTES
CALIFORNIA MENTAL HEALTH SERVICE AUTHORITY
BOARD OF DIRECTORS MEETING-REGULAR MEETING
Doubletree Hotel Sacramento, CA
December 10, 2009

MEMBERS PRESENT

Allan Rawland, MSW, CalMHSA President, San Bernardino County
Mike Opredek, LCSW, CalMHSA Vice President, Solano County
Dr. Wayne Clark, PhD, CalMHSA Secretary, Monterey County
Denise Hunt, MFT, CalMHSA Central area Rep., Stanislaus County
Curtis Boewer, MPA, MFT, CalMHSA Treasurer, Colusa County
Dr. Karen Baylor, PhD, MFT, CalMHSA Southern Area Rep., San Luis Obispo
Edward Walker, LCSW, CalMHSA Board Member, Butte County
Brad Luz, CalMHSA Alternate Board Member, Sutter/Yuba County

MEMBERS ABSENT

None.

STAFF PRESENT

John Chaquica, CPA, MBA, ARM, George Hills Company, Inc
Kim Santin, CPA, George Hills Company, Inc
Melia Bird, George Hills Company, Inc.
Doug Alliston, Murphy, Campbell, Guthrie & Alliston

MEMBERS OF THE PUBLIC

Alice Washington, California Institute for Mental Health (CiMH)
Stephanie Welch, California Mental Health Directors Association (CMHDA)
Patricia Ryan, CMHDA
Dr. Sandra Naylor-Goodwin, CiMH
Ann Collentine, Oversight Accountability Commission (OAC)
Michael Laffin, Colusa County
Karen Hurley, Stanislaus County
Karen Stockton, Modoc County
Bailao LaHaie, Humboldt County
Michelle Callesas, Sacramento County
Lima Zykofsky, Sacramento County
Will Rhett-Mariscal, CiMH

1. CALL TO ORDER

The meeting was called to order at 3:30 p.m. by President, Allan Rawland.

2. INTRODUCTIONS

Those present introduced themselves.

3. PUBLIC COMMENT

Question from Karen Stockton from Modoc County regarding cost for membership. Staff responded there is a membership application fee, and a monthly administration fee based on population. Colusa County was charged \$33.00 a month. It was clarified the total fee was not required by each County. Staff was instructed to send the fee details to Karen Stockton.

4. APPROVAL OF AGENDA AS POSTED (OR AMMENDED)

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

Dr. Naylor-Goodwin requested Item 7.D. Technical Assistance and Capacity Building Statewide projects to be moved to first Item of Agenda. The Board voted and approved Item 7.D. to be taken out of order.

*Dr. Clark motioned to approve the agenda. Seconded by Mr. Oprende
Motion passed unanimously.*

7.D. Technical Assistance and Capacity Building Statewide Projects

Dr. Naylor-Goodwin and Will Rhett-Mariscal representing CiMH, presented a power point presentation to the Board regarding the Technical Assistance and Capacity Building Statewide Projects. CiMH met with representatives from each member County the group adopted Project One: PEI Evaluation and Continuous Quality Improvement. Four projects were presented to the staff of each County and this Project was targeted as a priority. The goal is to make this project community inclusive. Some of the project will be learning collaborative and some of the project will be individual. There would be two phases to the project. Phase one would be the local PEI evaluation and framework and the cost is estimated between \$100,000 and \$120,000. Each County will receive a plan, a framework, and evaluation at the end of the project. Each County will be met with initially, and specific needs will be evaluated at which time the information will be collected and again a collaborative learning meeting will take place. Phase Two the deliverables would give each county an implemented and defined framework and training. Phase two would consist of the training and the implementation and the cost is estimated between \$110,000 and \$130,000. Dr. Clark asked for a copy of the presentation to be sent to all members. Mr. Walker asked for a list of benefits and how this project will help operationally. Ms. Hunt wanted clarification in regards to the evaluation. Mr. Rhett-Mariscal clarified the evaluation would be

on a local level and share what each County is doing and what is working and not working. Mr. Walker also suggested having the project offer a response burden included, so that it is properly evaluated for all Counties.

Ms. Hunt raised the question as to how non-member Counties may want to participate in, not specific to this proposal but those in the future. Mr. Opredek suggested including some state wideeness, such as early intervention. Mr. Opredek also suggested offering information to other Counties that are not actual participants. Staff suggested to the Board will have to review as to how to handle in the future new members joining as well as the financials. This project on an annual basis, would take approximately 20% of the projects funds, staff asked CiMH as to if this was on target. Dr. Naylor-Goodwin responded it would depend on the other projects, and that a budget can always be made to fit the funds available. The projects would promote both collaborative and local learning.

Mr. Boewer motioned to approve the preliminary plan by CiMH and await their Budget and Scope of Work at the January meeting. Seconded by Dr. Baylor. Dr. Clark and Ms. Hunt abstained. Motion passed unanimously.

5. NEW MEMBER OUTREACH/DEVELOPMENT

5.A. Approval of New applicants for Membership

No new applicants were presented for membership. Staff asked the Board if they would like a letter to be sent out as an outreach. Mr. Walker and Mr. Boewer indicated they would be working alongside small Counties and offering any assistance available. Dr. Clark indicated the JPA was still a standing item on the Bay Area Counties meeting. Mr. Opredek also asked for a section to be put on the website that possibly indicated in detail – How to Join the JPA. Mr. Opredek suggested placing in the How to Join section: Samples of what to take to the Board, membership application, Bylaws, and talking points. The Board instructed staff to re-send a Zoomerang Survey to evaluate any Counties that may need assistance. All Board members agreed to reach out to surrounding Counties and put those Counties in contact with their staff to assist in needs or difficulties they may be encountering with their Board of Supervisors.

5.B. Discussion regarding CalMHSA Membership Development and Conference attendance

Staff presented the information and estimated cost to participate in the CiMH Behavioral Health Information Management Conference in April. The Board discussed as to whether or not this conference would be beneficial. Mr. Walker felt that this conference would not be as beneficial as possibly the February conference in Riverside, California. Karen Stockton from Modoc

County stated a conference would not be as beneficial as more local assistance with the Counties who are trying to become members and is having difficulties with their Boards. Mr. Walker suggested possibly looking at the marketing and survey responses as to who we still need to reach and what is the best way to reach those individuals. Mr. Walker suggested the Policy Forum in February. Mr. Walker also suggested sending letters to the California State Association of Counties (CSAC) and the County Administrative Officers association of California (CAOAC) to either be part of a public venue or part of a meeting agenda to introduce the JPA and at that time answer any questions or concerns. Staff was instructed to research the estimated costs of the February Policy Forum Conference in Riverside as well as draft letters to both CSAC and CAOAC. Karen Stockton stated the Counties need assistance in joining versus information about the JPA.

Mr. Opredek motioned to instruct staff to research the Policy Forum Conference in February as well as sending introduction letters. Seconded by Mr. Walker. Motion passed unanimously.

6. CONSENT CALENDAR

6.A. Minutes from November 13, 2009 Board of Directors Meeting.

6.B. Statement of Facts Roster of Public Filing-Update

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

Dr. Clark motioned to approve the consent calendar items 6.A – 6.C. Seconded by Mr. Boewer. The motion carried unanimously.

7. ADMINISTRATIVE MATTERS

7.A. CalMHSA MOU with Department of Mental Health

Mr. Alliston presented an update to the Board in regards to his meeting with the Department of Mental Health (DMH) as well as the status of the MOU. Mr. Alliston stated there are currently three versions of the MOU. Two versions from DMH, one referring to Welfare and Inst. Code 5897 (b) and another version referring to Welfare and Inst. Code 5897 (a). The third version is Draft #7 by CalMHSA. After meeting with DMH he felt there are options as to how this may be done. One option referred to a 59th County, which would be able to use the fiscal tracker the DMH already has established but did not protect from reversion. Another option was to follow similar to the CalFHA process, a form of conditional re-assignment. The third option would be to directly assign to the JPA in a form of a sub-contract. Mr. Opredek was also at the meeting and felt there was not disagreement in regards to the MOU it was just a matter of figuring the proper language and mechanism to

complete it. Mr. Opredek indicated it was noted in the meeting an important figure in this process would be resigning at the end of the month, Mr. Mark Heilman. Mr. Heilman has been a large part of the process and it was stated it may be beneficial to try and get this finalized before Mr. Heilman leaves.

Mr. Opredek also indicated encouraging DMH to complete their info notice so it may be distributed with the MOU. One objective is to determine what the 19 Counties who have already assigned some of their funds will do in regards to the MOU. There would then need to be an agreement between DMH and the JPA to re-assign or get access to those funds. The second issue was how to get the funds moved. The counties would assign there funds to DMH, who in turn would send the funds to the JPA. Mr. Boewer stated Mr. Heilman indicated there are still MHSA funds sitting in the account and will revert if something is not done. Mr. Walker indicated a teleconference can be held to speed up the next steps of the process. DMH is referring to the Controllor/Auditor definition as to expended. Stephanie Welch stated she feels the problem is the fiscal tracking of the funds from County to state to JPA. The stakeholder process was also discussed in that trying to incorporate the process into one source instead of the County and the State and the JPA having to complete reports. The question remains as to if other Counties who are not members can participate and if so how and also as to the administrative fees on the JPA side that will need to be worked out.

Mr. Alliston concluded the MOU was close to being completed but still needed work. The Board instructed Mr. Alliston to continue working with DMH and indicated they would assist in empowering him to finalize the MOU.

Stephanie Welch from CMHDA stated after the most recent CMHDA meeting she was instructed to assist the JPA in any way possible to make sure a meeting between Senator Steinberg, Department of Mental Health (DMH), Oversight and Accountability Commission (OAC), and CalMHSA as soon as possible.

**Mr. Allan Rawland left the meeting at 4:52 p.m.

**Dr. Wayne Clark left the meeting at 4:55 p.m.

7.B. CalMHSA Resolutions 09-05, 09-06, 09-07 JPA Agreement Revisions

Staff presented Resolution 09-05-JPA Agreement Revision Article Five. The Resolution is an attempt to amend the voting structure of CalMHSA. Humboldt County and other smaller Counties were concerned with the current voting system. This Resolution was to address the Voting issue. The Resolution indicates that the CalMHSA will follow the CSAC Voting system in that one County one vote will be the method of voting, unless the Board wishes to use weighted voting which is reviewed annually as to calculations. The Resolution will stand until the JPA Agreement is amended in the future.

If adopted the JPA agreement would be amended at a later time after more Counties have joined the JPA. At the time the JPA Agreement is amended each County will take these changes to their individual Board's for approval.

Mr. Boewer motioned to adopt Resolution 09-05. Seconded by Dr. Baylor. Dr. Clark and Mr. Rawland were absent. Motion passed unanimously.

Staff presented Resolution 09-06-JPA Addition Article Three to the Board. This Resolution was created by request from Humboldt County regarding the addition of an article three titled Creation of the Authority. The Resolution refers to Government Code 6508.1, and the responsibility for, specific debts, liabilities, or obligations of the Authority. If adopted the JPA agreement would be amended at a later time after more Counties have joined the JPA.

Mr. Walker motioned to adopt Resolution 09-06. Seconded by Ms. Hunt Dr. Clark and Mr. Rawland were absent. Motion passed unanimously.

Staff presented Resolution 09-07-JPA Agreement Amendment Article One to the Board. This Resolutions was developed by request of Humboldt County and their concern with be responsible financially for more than they could undertake as a smaller County. Each County would not be responsible for in an amount greater than the amount to which the member previously agreed. If adopted the JPA agreement would be amended at a later time after more Counties have joined the JPA.

Ms. Hunt motioned to adopt Resolution 09-07 Seconded by Mr. Luz. Dr. Clark and Mr. Rawland were absent. Motion passed unanimously.

7.C. CalMHSA Resolution 09-08 Procurement Policy

Staff presented Resolution 09-08-Procurement Policy to the Board. The full Board will be needed to accept procurement for services. Those who are on the Board and have other obligations to other Boards may be part of a service needed for the JPA will abstain from voting on items pertaining to those entities. The policy was said to be efficient, fair, and open. Dr. Baylor had questions in regards to the dollar amount referred to in the policy. The policy allows for the Board to then vote accepting the services regardless of the cost of the project. If adopted this policy would then be used for all future service needs of CalMHSA. The policy allows for the Board to vote amending the policy if needed.

Mr. Boewer motioned to adopt Resolution 09-08. Seconded by Ms.Hunt. Dr. Clark and Mr. Rawland were absent. Motion passed unanimously.

7.D. Technical Assistance and Capacity Building Statewide Projects

Item addressed earlier in the meeting.

7.E. CalMHSA Strategic Planning, September 9, 2009

Staff provided an update to the conference call with Ms. Hunt, Mr. Walker, and George Hills regarding CalMHSA Strategic Planning. Four Goals were discussed: Fully developed JPA Infrastructure, Promote Regional and Statewide Collaboration in Planning, Execution, and Reporting, JPA Administers County Directed Funding, and Contribute to Statewide Accountability. It was concluded that another Strategic Planning session should be set for the first of the year (2010) so that the Vision and Goals can be clearly defined not by sub-committee but by the entire Board.

7.F. CalMHSA Role Descriptions-Org Chart-Rules of Procedure

Staff presented the ongoing draft Role Descriptions and the Organizational Chart with the most recent suggested changes. Mr. Walker stated the box indicating "Stakeholders" should now be called "Member Counties". Staff acquired a Rules of Procedure handout from the Mental Health Oversight and Accountability Committee (MHSOAC), and created a draft CalMHSA version and used for future informational piece. The handout was descriptive in CalMHSA mission, members, Committees, and organization. Mr. Walker indicated after the discussion regarding the Org Chart, that Stakeholders should now be replaced with Member Counties. The items were to be reviewed by the Board members.

7.G. CalMHSA Website Host and Management

Staff presented three quotes to the Board for the website hosting and management of CalMHSA website. Proposal Bid #1 from CoChel Communications estimated the first year to cost approximately \$2850.00 and the second year \$600.00. Proposal Bid #2 from That Agency estimated the first year at \$4470.00 and the second year \$720.00. Proposal Bid #3 from Impressions Design estimated the first year at \$3100 to \$4050 and the second year at \$900-\$1800.00. Staff indicated they had experience working with those of Proposal Bid #1, Mady Gorrell who also assisted with the Logo and is familiar with JPA's. Staff also indicated Proposal Bid #1 included all options of the other proposals but at a lower price.

Mr. Boewer motioned to accept Proposal Bid #1. Seconded by Dr. Baylor. Dr. Clark and Mr. Rawland were absent. Motion passed unanimously.

8. FINANCIAL MATTERS

8.A. CalMHSA Public Officials Liability Approval Quote

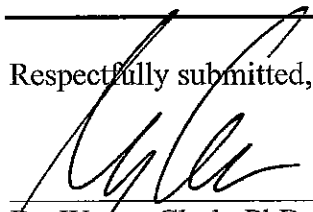
Staff was instructed to research and obtain quotes for CalMHSA Insurance. No other companies were able to match or beat the first proposal given by John O Bronson Company. Ms. Hunt asked for clarification for the purpose of insurance. Staff indicated the insurance was for the members of CalMHSA. Ms. Hunt asked if this is standard to other JPA's and what insurance they may hold and also Legal Counsel had reviewed the policy and proposal. Mr. Alliston had not yet seen the proposal or policy. Ms. Hunt suggested sending both the proposal and the policy to all CalMHSA members as well as legal counsel for review and requested the item be put back on the agenda for the January Board meeting.

Ms. Hunt motioned to adjourn the CalMHSA Board of Directors December Meeting. Mr. Luz seconded. The motion carried unanimously.

9. ADJOURNMENT

Meeting was adjourned at 5:13 by Vice President, Mike Oprendeck.

Respectfully submitted,



Dr. Wayne Clark, PhD
Secretary, CalMHSA

1/14/10
Date