

**California Mental Health Service Authority  
FINANCE COMMITTEE TELECONFERENCE  
AGENDA**

**September 14, 2015  
3:00 p.m. – 4:00 p.m.**

**Dial-in Number: 877-339-2412  
Access Code: 225-038-1321**

**George Hills Company / CalMHSA**  
3043 Gold Canal Drive, Suite 200  
Rancho Cordova, CA 95670

**Riverside County Department of Mental  
Health**  
4095 County Circle Drive, MS #3790  
Riverside, CA 92503

**Sonoma County Behavioral Health Division**  
3322 Chanate Road  
Santa Rosa, CA 95404

**Madera County Behavioral Health**  
209 E 7th Street  
Madera, CA 93638

**Colusa County Department of  
Behavioral Health**  
162 E. Carson Street, Suite A  
Colusa, CA 95932

**Los Angeles County Department of  
Mental Health**  
550 Vermont Ave  
Los Angeles, CA 90020

*The Finance Committee welcomes and encourages public participation in its meetings. Following each item, time is reserved for members of the public to address the Committee. Items not on the agenda are reserved for the end of the meeting.*

*Comments will be limited to three minutes per person and 20 minutes total. 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.*

**A. FINANCE COMMITTEE MEETING**

**1. CALL TO ORDER**

**2. ROLL CALL AND PUBLIC COMMENT INSTRUCTION**

The 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. Items not on the agenda are reserved for the end of the meeting. Comments will be limited to three minutes per person and 20 minutes total.

For agenda items, public comment will be invited at the time those items are addressed. Each interested party is to complete the Public Comment Card and provide it to CalMHSA staff prior to start of 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 President may announce the maximum amount of time that will be allowed for presentation of testimony on that item. Comment cards will be retained as a matter of public record.

<b>3. CONSENT CALENDAR</b> .....	<b>3</b>
A. Routine Matters	
a. Minutes from the July 27, 2015 Finance Committee Teleconference	
<i>Recommendation: Approval of the consent calendar.</i>	
<b>4. PROPOSED REVISION – CALMHSA INVESTMENT POLICY</b> .....	<b>8</b>
<i>Recommendation: Recommend Policy to Board of Directors for Approval</i>	
<b>5. CASH FLOW MANAGEMENT</b> .....	<b>16</b>
<i>Recommendation: None, information only.</i>	
<b>6. CALMHSA INVOICE AND COUNTY PAYMENT POLICY</b> .....	<b>19</b>
<i>Recommendation: None, information only.</i>	
<b>7. EXECUTIVE DIRECTOR FINANCE REPORT</b> .....	<b>21</b>
A. Strategic Development of 2016/2017 Revenue	
B. Annual Adjustment Development	
<i>Recommendation: None, information only.</i>	
<b>8. PUBLIC COMMENT</b>	
<p>This time is reserved for members of the public to address the Committee relative to matters of CalMHSA not on the agenda. No action may be taken on non-agenda items unless authorized by law. Comments will be limited to three minutes per person and twenty minutes in total. The Committee may also limit public comment time regarding agenda items, if necessary, due to a lengthy agenda.</p>	
<b>9. CLOSING COMMENTS</b>	
<b>10. ADJOURNMENT</b>	

### **Agenda Item 3**

#### **SUBJECT: CONSENT CALENDAR**

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#### **ACTION FOR CONSIDERATION:**

Approval of the 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 Finance Committee would like to discuss any item listed, it may be pulled from the Consent Calendar.

A. Routine Matters

- a. Minutes from the July 27, 2015 Finance Committee Teleconference

#### **FISCAL IMPACT:**

None.

#### **RECOMMENDATION:**

Approval of the Consent Calendar.

#### **TYPE OF VOTE REQUIRED:**

Majority vote.

#### **REFERENCE MATERIALS ATTACHED:**

- Minutes from the July 27, 2015 Finance Committee Teleconference



## CalMHSA Finance Committee

### **TELECONFERENCE MINUTES FROM JUNE 27, 2015**

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#### **Finance Committee Members**

##### **Present**

- Dawan Utecht, Fresno County, Treasurer
- Maureen Bauman, CalMHSA President (Ex-Officio)
- Dennis P. Koch, Madera County
- Dr. William Arroyo, Los Angeles County
- Terence M. Rooney, Colusa County
- Michael Lucid, Sonoma County

##### **Absent**

- Jerry Wengerd, Riverside County

##### **CalMHSA Staff**

- Wayne Clark, Executive Director
- Kim Santin, Finance Director
- Laura Li, JPA Administrative Manager
- Armando Bastida, Executive Assistant
- Romaine Taylor, Administrative Assistant

1. **Call to Order**

The CalMHSA Finance Committee teleconference was called to order at 3:02 p.m. on July 27, 2015 by Dawan Utecht, Fresno County, Treasurer. All participants were asked to introduce themselves, followed by instructions for the teleconference process.

2. **Roll Call and Public Comment Instructions**

Dawan Utecht, Fresno County, Treasurer, called roll and a quorum was established as well as reviewed the public comment instructions and noted items not on the agenda would be reserved for public comment at the end of the agenda.

3. **Consent Calendar**

Dawan Utecht, Fresno County, Treasurer, asked for any changes to the following items:

Routine Matters

- May 11, 2015 Finance Committee Minutes

Reports / Correspondence

- Treasurer's Report as of June 30, 2015

**Action: Approval of the consent calendar.**

**Motion: Dr. William Arroyo, Los Angeles County**

**Seconded: Dennis P. Koch, Madera County**

Public comment was heard from the following individual(s):

*None*

4. **Cash Flow Management**

Kim Santin, Finance Director gave an overview of the Cash Flow Management. Cash Balances are decreasing as payments for prior year PEI contract obligations are paid out. Staff anticipates to be paid in the next six months. CalMHSA cash management is a priority and to be added to regular Finance Committee discussions. Wayne Clark, Executive Director spoke on the importance of collections for the fiscal year 2015-2016.

**Action: None, information only.**

Public comment was heard from the following individual(s):

*None*

5. **CalMHSA Annual Revenue and Expenditure Report – June 30, 2016 – Proposed Revision**

Kim Santin, Finance Director, did a thorough review of the proposed budget. Members asked questions and proposed that the staff provide some clarification on unexpected

funds/ reserve in the Total Expenditure section of the Annual Revenue and Expenditure Report, referred to on page 18. Revisions to the adopted annual budget are below.

Total unexpended funds/ Reserves – adopted budget June 30, 2016	\$2,428,385
Proposed Revisions:	
Plumas County Contract - \$1,000,000 over 2 years	1,000,000
Allocation for General and Admin costs Plumas County	75,000
Funding to NAMI	(200,000)
Plumas County Expenditures – 1 <sup>st</sup> year	(500,000)
Proposed Consultant Agreements	<u>(82,000)</u>
(Two contracts at maximum of \$36,000 and one contract to \$10,000)	
Revised Unexpended Funds/ Reserves at June 30, 2016	<u>\$2,721,385</u>

**Action: Approve proposed revision to adopted budget.**

**Motion: Dr. William Arroyo, Los Angeles County**  
**Seconded: Dennis P. Koch, Madera County**

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

6. **CalMHSa Investment Update– Final Performance and Income Report**

Kim Santin, Finance Director, briefly went over page 33 with the Finance Committee that shows the income since inception. Wayne Clark, Executive Director concluded with, Morgan Stanley performed very well.

**Action: None, information only.**

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

7. **Executive Director Finance Report**

Wayne Clark, Executive Director stated they were working on a template for the annual adjustment that could be used by all counties. The template will provide fiscal and program information needed for them to seek the appropriate approval. Harbage Consulting is piloting 2 counties – Placer County and Orange County.

Dr. Clark met with Darrell Steinberg on July 23, 2015 and discussed the need for more Prevention and Early Intervention at colleges.

**Action: Action: None, Information only.**

Public comment was heard from the following individual(s):

*None*

8. **Finance Committee Calendar**

Dawan Utecht, Finance Committee Chair discussed the incorporation of the Cash Flow Management meetings in the revised Finance Committee Calendar and the importance.

**Action: Approve revised Finance Committee meeting schedule for Fiscal Year 2015-2016**

**Motion: Dr. Bill Arroyo, Los Angeles County  
Seconded: Michael Lucid, Sonoma County**

Public comment was heard from the following individual(s):

*None*

9. **State Hospital Beds Program Update**

State Hospital Bed Committee conducted site visits of the Correct Care facilities located in Florida with a report out to the Board at the August 13, 2015 meeting. Correct Care will also be doing a brief presentation.

10. **General Public Comment**

This time is reserved for members of the public to address the Committee relative to matters of CalMHSA not on the agenda. No action may be taken on non-agenda items unless authorized by law. Comments will be limited to three minutes per person and twenty minutes in total. The Committee may also limit public comment time regarding agenda items, if necessary, due to a lengthy agenda.

Public comment was heard from the following individual(s):

*None*

11. **Closing Comments**

Dawan Utecht, Fresno County, Treasurer, asked for any closing comments.

12. **Adjournment**

Hearing no further comments, the meeting was adjourned at 3:40 p.m.

## Agenda Item 4

### **SUBJECT: PROPOSED REVISION – CALMHSA INVESTMENT POLICY**

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#### **RECOMMENDATION:**

Recommend Policy to Board of Directors for Approval.

#### **BACKGROUND AND STATUS:**

John Liddle, Morgan Stanley Smith Barney, has proposed revision of the investment policy at the request of a Board Member. John Liddle will present the proposed revision to the investment policy for Finance Committee discussion and to recommend approval of the policy to the CalMHSA Board of Directors

PFM was initially tasked with:

1. Maintaining safety of principle
2. Meeting liquidity need
3. Meeting market rate of return
4. Investing according to the CalMHSA Investment Policy

#### **CalMHSA Investment Policy – Draft Revision**

It is recommended that the following language be added to the CalMHSA Board of Directors Investment Policy, specifically under paragraph VIII. Investment Guidelines and Constraints:

D. In order to align CalMHSA's investment portfolio with its mission to improve the health of California residents, investment managers are instructed to avoid investments in companies that derive significant gross revenue from the manufacture of alcohol, tobacco, or sugar sweetened beverages.

#### **FISCAL IMPACT:**

None, Information only.

#### **RECOMMENDATION:**

Recommend Policy to Board of Directors for Approval.

#### **TYPE OF VOTE REQUIRED:**

Majority vote.



**REFERENCE MATERIALS ATTACHED:**

- CalMHSA Investment Policy No. 11-06

## CalMHSA Board of Directors Investment Policy

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### Resolution No. 11-06

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**WHEREAS**, CalMHSA recognizes the need to clearly identify the objectives and guidelines for the investment and management of funds,

**WHEREAS**, this policy is intended to comply with the California Government Code Sections 53600-53610 and 53630-53686,

**NOW THEREFORE**, the Board of Directors hereby confirms that the Board of Directors Investment Policy is effective as of the date of this meeting, October 13, 2011.

### CALIFORNIA MENTAL HEALTH SERVICES AUTHORITY

#### Board of Directors Investment Policy

##### I. Statement of Purpose

The purpose of this document is to clearly identify the objectives and guidelines for the investment and management of funds under the direction of the California Mental Health Services Authority (CalMHSA). This policy is intended to comply with the California Government Code Sections 53600-53610 and 53630-53686.

##### II. Scope

This statement of investment policy applies to all financial assets of CalMHSA.

##### III. Delegation of Authority

The CalMHSA Board of Directors (or delegated Committee) is responsible for directing and monitoring the investment management of CalMHSA assets. The Board of Directors may delegate certain responsibilities to professional experts in various fields. These include, but are not limited to:

- A. **Investment Management Consultant.** The consultant may assist the Board of Directors in establishing investment policy, objectives, and guidelines; selecting investment managers; reviewing such managers over time; measuring and evaluating investment performance; and other tasks as deemed appropriate.
- B. **Investment Manager.** The investment manager has discretion to purchase, sell, or hold the specific securities that will be used to help meet the objectives.
- C. **Custodian.** The custodian will physically (or through agreement with a sub-custodian) maintain possession of securities, collect dividend and interest payments, redeem maturing securities, and effect receipt and delivery following

purchases and sales. The custodian may also perform regular accounting of all assets owned, purchased, or sold, as well as movement of assets into and out of applicable CalMHSA accounts.

#### **IV. General Investment Principles**

- A. Investments will be made solely in the interest of CalMHSA.
- B. Funds will be invested with the care, skill, prudence, and diligence under the circumstances then prevailing that a prudent person acting in a like capacity and familiarity with such matters would use in the investment of funds of like character and with like aims.
- C. Board members, staff and agents involved in the investment process must be free of conflict with proper execution of the investment program. This shall be accomplished by the following:
  - 1) Board members must comply with Government Code section 1090 et seq., which prohibits any involvement in a contract in which the director has an economic interest and
  - 2) Directors and staff involved in the investment process shall comply with the Conflict of Interest Code (disclosure as required under Resolution 09-01) and report conflicts as required by CalMHSA's Conflict of Interest Policy (Resolution 10-02).

#### **V. Investment Objectives (ranked in decreasing order of importance)**

- A. Maintaining the safety of principal
- B. Meeting the liquidity needs of CalMHSA
- C. Attaining a market rate of return on the investments which is consistent with the constraints imposed by safety objectives and cash flow considerations.

#### **VI. Investment Time Horizon**

The time period over which the investment objectives, as described in this statement, are expected to be met is 1-3 years.

#### **VII. Permitted Investments**

- A. U.S. Treasuries (bills, notes, and bonds) for which the full faith and credit of the United States are pledged for the payment of principal and interest.
- B. U.S. Agency Obligations. Federal agency or U.S. government-sponsored enterprise obligations, participations, or other instruments, including those issued by or fully

guaranteed as to principal and interest by federal agencies or U.S. government-sponsored enterprises.

- C. California State and Local Agency Obligations. Obligations of the State of California or any local agency within the State, including bonds payable solely out of revenues from a revenue-producing property owned, controlled or operated by the State or any local agency or by a department, board, agency or authority of the State or any local agency.
- D. Other State Obligations. Registered treasury notes or bonds of any of the other 49 United States in addition to California, including bonds payable solely out of the revenue from a revenue-producing property owned, controlled, or operated by a state or by a department, board, agency, or authority of any of the other 49 United States, in addition to California.
- E. Medium-term Corporate Notes. Notes defined as all corporate and depository institutional debt securities with a maximum remaining maturity of five years or less, issued by corporations organized and operated within the United States or by depository institutions licensed by the United States or any state and operating within the U.S. Medium-term notes must be rated "A" or better (or its equivalent) by a nationally recognized statistical rating organization (NRSRO) and may not exceed 30 percent of the CalMHSAs investment portfolio.
- F. FDIC insured or fully collateralized time Certificates of Deposit in a state or national bank, savings association or federal association, federal or state credit union in the State of California.
- G. Negotiable Certificates of Deposit. Negotiable CDs issued by a nationally or state-chartered bank, a savings association or a federal association (as defined by Section 5102 of the Financial Code), a state or federal credit union, or by a state-licensed branch of a foreign bank. Purchases of negotiable certificates of deposit shall not exceed 30 percent of the CalMHSAs investment portfolio.
- H. State of California's Local Agency Investment Fund (LAIF)
- I. Bankers' Acceptances. Purchases of bankers' acceptances may not exceed 180 days maturity or 40 percent of the CalMHSAs investment portfolio. No more than 30 percent of the CalMHSAs investment portfolio may be invested in the bankers' acceptances of any one commercial bank.

J. Commercial paper of "prime" quality of the highest ranking or of the highest letter and number rating as provided for by a nationally recognized statistical rating organization (NRSRO). The entity that issues the commercial paper shall meet all of the following conditions in either paragraph 1 or 2:

1. The entity meets the following criteria: a) Is organized and operating in the U.S. as a general corporation, b) Has total assets in excess of five hundred million dollars (\$500,000,000), c) Has debt other than commercial paper, if any, that is rated "A" or higher by a nationally recognized statistical rating organization (NRSRO).
2. The entity meets the following criteria: a) Is organized within the U.S. as a special purpose corporation, trust, or limited liability company, b) has program wide credit enhancements including, but not limited to, overcollateralization, letters of credit, or a surety bond, c) has commercial paper that is rated "A-1" or higher, or the equivalent, by a nationally recognized statistical rating organization (NRSRO).

Eligible commercial paper shall have a maximum maturity of 270 days or less. Purchases of eligible commercial paper may not represent more than 25 percent of the CalMHSA investment portfolio, with no more than 10 percent of the outstanding commercial paper invested in any single issuer.

K. Repurchase Agreements. Investments in repurchase agreements may be made on an investment authorized in this investment policy statement, when the term of the agreement does not exceed one year. The market value of securities that underlie a repurchase agreement shall be valued at 102 percent or greater of the funds borrowed against those securities and the value shall be adjusted no less than quarterly. Since the market value of the underlying securities is subject to daily market fluctuations, the investments in repurchase agreements shall be in compliance if the value of the underlying securities is brought back up to 102 percent no later than the next business day. The counterparty will deliver the underlying securities to CalMHSA by book entry, physical delivery, or by third-party custodial agreement. The transfer of underlying securities to the counterparty bank's customer book-entry account may be used for book-entry delivery.

L. Money Market Funds. Shares of beneficial interest issued by diversified management companies that are money market funds registered with the Securities and Exchange Commission under the Investment Company Act of 1940 (15 U.S.C. Sec. 801-1 et seq.). To be eligible for investment, companies shall have met either of the following criteria: 1) attained the highest ranking or the highest letter and numerical rating provided by not less than two nationally recognized statistical rating organizations (NRSROs), 2) have an investment advisor registered or exempt from registration with the Securities and Exchange Commission with not less than five years experience investing in money market mutual funds and with assets

under management in excess of five hundred million dollars (\$500,000,000). The purchase price of shares shall not exceed 20 percent of the CalMHSA investment portfolio.

**VIII. Investment Guidelines and Constraints**

- A. To support the stated investment objectives, the portfolio must be constructed to minimize risk and maintain marketability.
- B. Investment maturities will be based on and scheduled to meet anticipated cash flow needs.
- C. Where this investment policy specifies maximum percentage limitations or credit quality criteria, the limitations and criteria are applicable at the date of purchase. If subsequent to the time of purchase, the credit quality of a holding falls below the allowed rating, the Investment Manager will notify CalMHSA and recommend a course of action. In the event that the percentage limit guidelines are exceeded subsequent to the time of purchase, the Board expects the Investment Manager to bring the portfolio into compliance within a time frame which allows for good trade execution.

**IX. Reporting**

- A. Monthly statements showing positions marked to the market, all transactions, and summary of income will be provided to CalMHSA by the investment manager(s) and custodian.
- B. Quarterly investment performance and asset allocation reports will be provided to CalMHSA by the Investment Management Consultant and Investment Manager
- C. The Treasurer shall submit a quarterly report to the Board of Directors which complies with the requirements of Government Code Sections 53646 (b) and (c).

**X. Investment Policy Adoption and Review**

- A. The CalMHSA investment policy shall be adopted by the Board of Directors.
- B. The investment policy shall be reviewed on an annual basis by the Finance Committee and Board of Directors.
- C. Modification to the investment policy must be approved by the Board of Directors.

Date Adopted: October 13, 2011

Date of Last Revision: N/A

Replaces Resolution No: N/A

Ayes: 28 Noes: 0 Abstains: 0 Absent: 13

<u>Maureen F. Bawman</u>	<u>Secretary</u>	<u>10/13/11</u>
NAME	TITLE	DATE
Maureen F. BAWMAN		

## **Agenda Item 5**

### **SUBJECT: CASH MANAGEMENT**

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#### **ACTION FOR CONSIDERATION:**

For Information and discussion.

#### **BACKGROUND AND STATUS:**

CalMHSA is finalizing the Program Partner Agreements related to the initial Prevention and Early Intervention contracts and Phase I. Historically, CalMHSA has held adequate balances of cash and investments. Cash balances are decreasing as we payout on the contract obligations. After the August cash disbursements, our cash balance is \$15 million. Approximately \$8 million is obligated for Phase I contracts and will be expended in the next six months. CalMHSA has currently received \$2 million for Phase II, which is substantially less than the approved contract amounts. Cash Management is becoming a priority for CalMHSA, therefore becoming a regular item in the agenda. As such, staff is proposing to add meeting dates to the Finance Committee calendar for Cash Flow updates. CalMHSA's current priority is to collect Phase II funds from counties early in this fiscal year.

We received 38% of the Phase I LOA funding from counties by September 30, 2014.

Amount from Phase I remaining to be collected is \$312,009.91

#### **FISCAL IMPACT:**

None.

#### **RECOMMENDATION:**

For Information and discussion.

#### **TYPE OF VOTE REQUIRED:**

Majority vote.

#### **REFERENCE MATERIAL ATTACHED:**

- CalMHSA Cash Balance
- Letters of Acknowledgement Update



**CalMHSA**  
**Cash Balance**  
**As of September 8, 2015**

<b>Cash Balance by Program</b>		
PEI/Phase I	\$ 10,969,577.09	Contract Obligations unpaid are \$8 million
Plumas Contract	\$ 915,000.00	(Contract \$1 million. Initial payment made of \$85,000 for contract execution)
Suicide Prevention Hotline	\$ 75,891.53	amount collected to date
Phase II	\$ 1,079,302.73	amount collected, less payments for expenses to date
Phase III	\$ 61,651.17	amount collected to date
WET	\$ 148,470.00	
State Hospital Beds	\$ 493,194.42	
TTACB	\$ 203,448.00	
Feasibility Study	\$ 243,125.39	
SDR Conference	\$ 51,139.10	Payment due to CIBHA for \$70,000 for Conference management contract
Operations	\$ 823,361.00	
<b>Total</b>	<b>\$ 15,064,160.43</b>	

<b>Cash Balance by Institution</b>	
California Bank & Trust	217,036.37
Morgan Stanley Smith Barney	1,470.02
Local Agency Investment Fund	14,845,654.04
<b>Total</b>	<b>15,064,160.43</b>

County	PHASE I FUNDING FY 14-15 Funding		Date Payment Received	PHASE I Funding Received	PHASE II FUNDING FY 15-16 LOA Rcvd & Funding Projected		Date Payment Received	PHASE II Funding Received FY 15-16	FY 16-17 LOA Rcvd & Funding Projected (Phase II)		Date Payment Received	PHASE II Funding Received FY 16-17
	\$	%		\$	\$	%		\$	\$	%		\$
Alameda County	\$ 380,240.00	4%	8/27/2015	\$ 380,240.00	\$ 342,215.00	3%	8/27/2015	\$ 342,216.00	\$ 290,883.00	3%		\$
*Alpine County												
*Amador County	\$ 8,000.00	4%	8/12/2014	\$ 8,000.00								
Butte County	\$ 15,000.00	2%	6/18/2015	\$ 15,000.00	\$ 25,000.00	6%	7/31/2015	\$ 25,000.00				
*Calaveras County	\$ 2,693.64	1%	2/25/2014	\$ 2,694.00								
City of Berkeley												
Colusa County	\$ 11,413.72	7%	7/10/2014	\$ 11,414.00	\$ 11,414.00		8/17/2015	\$ 11,414.00				
Contra Costa County												
Del Norte County												
El Dorado County												
Fresno County	\$ 550,974.00	7%	8/19/2014	\$ 455,864.00								
Glenn County	\$ 8,800.00	5%	9/22/2014	\$ 8,800.00	\$ 12,536.00	3%	5/27/2015	\$ 12,536.00	\$ 13,493.00	3%	5/27/2015	\$ 13,493.00
Humboldt County	\$ 8,198.31	1%	9/1/2015	\$ 8,198.31	\$ 8,198.31				\$ 8,198.31			
Imperial County	\$ 48,915.00	4%	5/7/2015	\$ 48,915.00	\$ 48,915.00	4%			\$ 48,915.00	4%		
Inyo County												
Kern County	\$ 120,019.19	2%			\$ 120,019.19	2%			\$ 120,019.19	2%		
Kings County	\$ 48,915.50	5%	7/10/2014	\$ 48,916.00	\$ 48,373.00	5%	7/21/2015	\$ 48,373.00	\$ 48,373.00	5%		
Lake County	\$ 27,027.69	7%	7/11/2014	\$ 27,028.00								
Lassen County												
Los Angeles County												
Madera County					\$ 15,200.00	2%	7/23/2015	\$ 12,200	\$ 15,000.00	2%		
Marin County	\$ 101,536.00	7%	10/8/2014	\$ 101,536.00	\$ 75,000.00	5%			\$ 75,000.00	5%		
Mariposa County	\$ 11,413.72	7%	7/30/2014	\$ 11,414.00								
Mendocino County	\$ 5,348.14	1%	8/7/2014	\$ 5,348.00	\$ 7,180.00	1%			\$ 8,625.00	1%		
*Merced County	\$ 40,000.00	4%	8/5/2014	\$ 40,000.00								
Modoc County	\$ 6,522.13	4%	7/10/2014	\$ 6,522.00	\$ 6,522.00	4%			\$ 6,522.00	4%		
Mono County												
Monterey County	\$ 208,460.20	7%	7/30/2014	\$ 208,460.00	\$ 252,000.00	7%	8/10/2015	\$ 252,000.00	\$ 252,000.00	7%		
Napa County	\$ 10,551.00	1%	4/15/2015	\$ 10,551.00	\$ 9,391.00	1%			\$ 10,471.00	1%		
Nevada County												
Orange County	\$ 900,000.00	4%	4/27/2015	\$ 900,000.00	\$ 900,000.00	4%			\$ 900,000.00	4%		
Placer County	\$ 162,000.00	6%	10/3/2014	\$ 162,000.00	\$ 162,000.00	6%	8/20/2015	\$ 162,000.00	\$ 162,000.00	6%		
*Plumas County	\$ 20,000.00		7/8/2015	\$ 20,000.00	\$ 25,000.00				\$ 25,000.00			
Riverside County	\$ 494,695.00	4%	10/14/2014	\$ 482,953.00	\$ 516,058.00	4%	8/11/2015	\$ 516,058.00	\$ 526,379.00	4%		
Sacramento County	\$ 460,302.00	5%	7/16/2014	\$ 460,302.00	\$ 342,486.00	3%	7/21/2015	\$ 342,486.00				
San Benito County												
San Bernardino County	\$ 561,894.23	4%	7/30/2014	\$ 561,894.00	\$ 561,894.00	4%			\$ 561,894.00	4%		
San Diego County	\$ 650,000.00	3%	11/25/2014	\$ 650,000.00	\$ 650,000.00	3%						
San Francisco City And County	\$ 100,000.00	2%	7/22/2014	\$ 100,000.00	\$ 100,000.00	2%	7/15/2015	\$ 100,000.00	\$ 100,000.00	2%		
San Joaquin County	\$ 174,662.54	4%	1/8/2015	\$ 174,663.00	\$ 174,662.54	4%			\$ 174,662.54	4%		
San Luis Obispo County	\$ 67,308.34	4%	9/3/2014	\$ 67,308.00	\$ 67,308.00	4%			\$ 67,308.00	4%		
San Mateo County	\$ 85,139.00	2%			\$ 90,508.00	2%			\$ 95,965.00	2%		
Santa Barbara County												
Santa Clara County	\$ 502,699.41	4%	6/16/2015	\$ 502,699.00	\$ 550,000.00	4%						
Santa Cruz County												
Shasta County	\$ 11,485.46	1%	1/5/2015	\$ 11,485.00	\$ 11,485.00	1%			\$ 11,485.00	1%		
*Sierra County												
Siskiyou County	\$ 11,674.61	5%	10/7/2014	\$ 11,674.00								
Solano County	\$ 54,922.00	2%	1/27/2015	\$ 54,922.00	\$ 53,930.00	2%	8/11/2015	\$ 53,930.00	\$ 60,611.00	2%		
Sonoma County	\$ 57,355.58	2%	3/23/2015	\$ 57,356.00	\$ 109,000.00	4%	9/1/2015	\$ 109,000.00				
Stanislaus County	\$ 232,931.00	7%	8/15/2014	\$ 232,931.00	\$ 90,000.00	1%						
Sutter/Yuba County	\$ 39,185.00	4%	6/26/2014	\$ 39,185.00	\$ 39,185.00	4%			\$ 39,185.00	4%		
*Tehama County												
Tri-City Mental Health Center	\$ 13,324.70	1%	9/25/2014	\$ 13,325.00	\$ 14,852.00	1%			\$ 15,181.00	1%		
Trinity County	\$ 6,522.13	6%	7/21/2014	\$ 6,522.13	\$ 10,000.00	4%			\$ 10,000.00	4%		
Tulare County	\$ 31,443.17	1%	7/22/2014	\$ 31,443.00	\$ 31,443.17	1%	4/27/2015	\$ 31,443.17	\$ 31,443.17	1%	4/24/2015	\$ 31,443.17
Tuolumne County	\$ 15,750.94	5%	7/9/2014	\$ 15,751.00	\$ 16,715.00	5%	5/20/2015	\$ 16,715.00	\$ 16,715.00	5%	5/20/2015	\$ 16,715.00
Ventura County	\$ 55,000.00	1%	9/23/2014	\$ 55,000.00	\$ 52,500.00	1%			\$ 53,500.00	1%		
Yolo County	\$ 70,000.00	5%	9/17/2014	\$ 70,000.00								
<b>TOTAL</b>	<b>\$ 6,392,323.35</b>	<b>4%</b>		<b>\$ 6,080,313.44</b>	<b>\$ 5,550,990.21</b>	<b>3%</b>		<b>\$ 2,035,371.17</b>	<b>\$ 3,748,828.21</b>	<b>3%</b>		<b>\$ 61,651.17</b>
<b>Balance Due</b>				<b>\$ 312,009.91</b>				<b>\$ 3,515,619.04</b>				<b>\$ 3,687,177.04</b>

<b>KEYS</b>
BLUE = PHASE I FY 14-15
GREEN = PHASE II FY 15-16
PURPLE = PHASE II FY 16-17
ORANGE = HAS IDENTIFIED FUNDING FOR SPECIFIC PROGRAM
RED = VERBAL COMMITMENT

## Agenda Item 6

### **SUBJECT: CALMHSA INVOICE AND COUNTY PAYMENT POLICY**

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#### **ACTION FOR CONSIDERATION:**

For Information and discussion.

#### **BACKGROUND AND STATUS:**

CalMHSA is a JPA of California counties. Its funding comes from counties that elect to participate in its programs and pay for the services to be provided. To pay for such services, CalMHSA sends out invoices to counties that indicated an intent to participate. The funds received are used to contract and pay for the contemplated services. Consequently, if a county indicates its intent to participate in a program, CalMHSA relies on the commitment in contracting with providers and committing funds for such contracts. Failure by a county to timely pay an invoice from CalMHSA impairs CalMHSA's ability to contract and/or pay service providers. Consequently, CalMHSA feels its imperative County participants, in its programs, provide payment within 30 days of the beginning of the fiscal year.

As such, staff would like to develop an invoice policy delineating CalMHSA's process for invoicing and payments, in an effort to better guide our County Members.

#### **Invoicing Process for FY 16/17 and Beyond**

**Invoices** – Invoices will be mailed out on May 1<sup>st</sup>, of each fiscal year, based on Program Participation Agreements, MOUs, Letters of Acknowledgement (LOA), verbal and/or electronic commitments made by CalMHSA members.

**Invoices Contact Form** – Invoices will be sent to the CalMHSA Board Member via email, and cc'd to the CalMHSA Designated Alternate and appropriate Fiscal staff. CalMHSA staff is currently working on having Board Members complete an "Invoice Contact Form," with the contact information for those individuals identified as additional recipients of CalMHSA invoices.

**Payment(s)**- Payments will be due by August 1<sup>st</sup>, of each fiscal year.

#### **FISCAL IMPACT:**

None.

**RECOMMENDATION:**

For Information and discussion.

**TYPE OF VOTE REQUIRED:**

Majority vote.

**REFERENCE MATERIAL ATTACHED:**

- None.

## Agenda Item 7

### **SUBJECT: EXECUTIVE DIRECTOR FINANCE REPORT**

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#### **ACTION FOR CONSIDERATION:**

None, Information only.

#### **BACKGROUND AND STATUS:**

CalMHSA Executive Director, Wayne Clark, will report on CalMHSA finance topics. The following topics may be discussed:

- Strategic Development of 2016/2017 Revenue
- Annual Adjustment Development
- Other Financial Matters

#### **FISCAL IMPACT:**

None.

#### **RECOMMENDATION:**

None, Information only.

#### **TYPE OF VOTE REQUIRED:**

Majority vote.

#### **REFERENCE MATERIAL(S) ATTACHED:**

- None