

Board of Directors Meeting Agenda

Thursday, June 15, 2017

10:00 a.m. – 12:30 p.m.

(916) 233-1968

Code: 3043



Meeting Locations:

Courtyard by Marriott Sacramento Cal Expo

1782 Tribute Road
Sacramento, CA 95815

Lassen County

555 Hospital Lane
Susanville, CA 96130

Tuolumne County

105 Hospital Road
Sonora, CA 95370

Butte County

3217 Cohasset Road
Chico, CA 95973

Mendocino County

747 South State Street
Ukiah, CA 95482

San Bernardino County

303 E. Vanderbilt Way
San Bernardino, CA 92415

Kings County

460 Kings County Drive, Suite 101
Hanford, CA 93230

San Francisco Department of Public Health

1380 Howard Street, 5th Floor
San Francisco, CA 94103

California Mental Health Service Authority
(CalMHSA)
Board of Directors Meeting
Agenda

Thursday, June 15, 2017

10:00 a.m. – 12:30 p.m.

In compliance with the Americans with Disabilities Act, if you are a disabled person and you need a disability-related modification or accommodation to participate in this meeting, please contact Laura Li at (916) 859-4818 (telephone) or (916) 859-4805 (facsimile). Requests must be made as early as possible, and at least one full business day before the start of the meeting.

Materials relating to an item on this agenda submitted to this Board after distribution of the agenda packet are available for public inspection at 3043 Gold Canal Drive, Suite 200, Rancho Cordova, CA, 95670, during normal business hours.

A. BOARD OF DIRECTORS REGULAR MEETING

1. CALL TO ORDER

A. President's Memo

2. ROLL CALL AND INTRODUCTIONS

3. INSTRUCTIONS FOR PUBLIC COMMENT AND STAKEHOLDER INPUT

The Board welcomes and encourages public participation in its meetings. This time is reserved for members of the public (including stakeholders) to address the Board 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 Board on a specific item, at the outset of the item, the Board 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.

4. CONSENT CALENDAR.....5

A. Routine Matters

1. Minutes from the April 13, 2017 Board of Directors Meeting.....6

B. Reports / Correspondence

1. Cash Balance as of May 31, 2017.....	11
2. Projected Cash Flow as of May 31, 2017.....	12
3. CalMHSA Financial Statement for Quarter Ending March 31, 2017.....	13
4. State Hospitals Committee – June 7, 2017 Agenda.....	18

Recommendation: Approval of the Consent Calendar.

5. PROGRAM PRESENTATION

A. RSE (Runyon Saltzman Einhorn).....	29
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6. FINANCIAL MATTERS

A. CalMHSA Contract with George Hills.....	54
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- Proposed Fourth Amendment to the Agreement between CalMHSA and George Hills

Recommendation: Approval of the Fourth Amendment to the George Hills contract.

B. CalMHSA Annual Proposed Revenue and Expenditure Report – June 30, 2018	59
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Recommendation: Approval of the CalMHSA Proposed Revenue and Expenditure Report – June 30, 2018

7. PROGRAM MATTERS

A. Sustainability Task Force - Phase III Statewide PEI Project – FY 17/18 Contracts.....	64
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Recommendation:

1. ***a. Approve contract funding recommended by the Sustainability Taskforce for FY 17/18 implementation of the Phase III Statewide PEI Project for a maximum of \$3.7 million, as follows:***

- ***RSE, Inc. - \$1,150,000***
- ***Each Mind Matters Outreach & Engagement - \$300,000***
- ***NAMI California - \$200,000***
- ***Active Minds - \$350,000***
- ***Foundation for California Community Colleges - \$400,000***
- ***Your Social Marketer - \$450,000***
- ***The Social Changery - \$400,000***
- ***Directing Change - \$150,000***
- ***RAND Corporation - \$300,000***

b. Delegate authority to the Sustainability Taskforce to direct staff on allocating up to \$2 million in additional funds to Phase III contractors if funds become available.

2. ***Authorize the Executive Director to execute new contracts and/or contract extensions with selected contractors consistent with the foregoing approvals.***

8. ADMINISTRATIVE MATTERS

A. Officers / Executive Committee / Finance Committee Election.....	100
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Recommendation: Approve recommended slate of officers, Executive Committee members representing the five CMHDA regions, and Finance Committee Members.

B. Proposed Bylaw Changes.....102

Recommendation: Approve the proposed amendments to the Bylaws as shown in the Exhibit to this Agenda item.

9. GENERAL DISCUSSION

A. Each Mind Matters Outreach and Engagement Presentation131

B. Report from CalMHSA President – Terence M. Rooney.....144

- General

C. Report from CalMHSA Executive Director – Wayne Clark.....145

- DHCS Audit Update
- Lester Consulting Group Update
- Encourage Attendance at Payment Reform Educational Session

D. Report from CalMHSA Program Director – Ann Collentine.....146

- General

Recommendation: Discussion and/or action as deemed appropriate.

10. PUBLIC COMMENTS

A. Public Comments Non-Agenda Items

This time is reserved for members of the public to address the Board 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 20 minutes in total. The Board may also limit public comment time regarding agenda items, if necessary, in the case of a lengthy agenda.

11. NEW BUSINESS

General discussion regarding any new business topics for future meetings.

12. CLOSING COMMENTS

This time is reserved for comments by Board members and staff to identify matters for future Board business.

13. ADJOURNMENT

CONSENT CALENDAR
Agenda Item 4

SUBJECT: Consent Calendar

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

A. Routine Matters:

1. Minutes from the April 13, 2017 Board of Directors Meeting

B. Reports / Correspondence

1. Cash Balance as of May 31, 2017
2. Projected Cash Flow as of May 31, 2017
3. CalMHSA Financial Statement for Quarter Ending March 31, 2017
4. State Hospitals Committee – June 7, 2017 Agenda

FISCAL IMPACT:

See staff reports for fiscal impact.

RECOMMENDATION:

Approval of the Consent Calendar.

TYPE OF VOTE REQUIRED:

Majority vote.

REFERENCE MATERIAL(S) ATTACHED:

- April 13, 2017 Board of Directors Minutes
- Cash Balance as May 31, 2017
- Projected Cash Flow as of May 31, 2017
- CalMHSA Financial Statement for Quarter Ending March 31, 2017
- State Hospitals Committee – June 7, 2017 Agenda



"A George Hills Company Administered JPA"

**CalMHSA Board of Directors
Meeting Minutes from April 13, 2017**

BOARD MEMBERS PRESENT

Butte County – **Dorian Kittrell**
Colusa County – **Terence M. Rooney**
El Dorado County – **Patricia Charles-Heathers**
Fresno County – **Dawan Utecht**
Glenn County – **Amy Lindsey**
Kern County – **Bill Walker**
Kings County – **Ahmad Bahrami** (*Alternate*)
Los Angeles County – **William Arroyo** (*Alternate*)
Madera County – **Dennis P. Koch**
Marin County – **Suzanne Tavano**
Mendocino County – **Karen Lovato**
Merced County – **Yvonnia Brown**
Modoc County – **Karen Stockton**
Monterey County – **Amie Miller**
Napa County – **Bill Carter**
Orange County – **Mary Hale**
Placer County – **Maureen Bauman**
Plumas County – **Bob Brunson**
Sacramento County – **Uma Zykofsky**
San Diego County – **Alfredo Aguirre**
San Francisco – **Kavoos Ghane Bassiri**
San Luis Obispo – **Anne Robin**
San Mateo – **Stephan Kaplan**
Shasta County – **Dean True** (*Alternate*)
Siskiyou County – **Toby Reusze**
Solano County – **Alcon Walker**
Sonoma County – **Michael Kennedy**
Sutter/Yuba County – **Tony Hobson**
Tri-City Mental Health Center – **Rimmi Hundal** (*Alternate*)
Trinity County – **Noel O'Neill**
Ventura – **Kiran Sahota**

BOARD MEMBERS ABSENT

Alameda County
Berkeley, City of
Contra Costa County
Del Norte County
Humboldt County
Imperial County
Inyo County

Lake County
Lassen County
Mariposa County
Mono County
Nevada County
Riverside County
San Benito County
San Bernardino County
San Joaquin County
Santa Barbara County
Santa Clara County
Santa Cruz County
Stanislaus County
Tulare County
Tuolumne County
Yolo County

MEMBERS OF THE PUBLIC

Nicole Jarred, The Social Changery
Erik Villalobos, NAMI CA
Jim Bonfield, MHDATA.org
Scott Rose, RSE
Paula Wilhelm, CBHDA
Kirsten Barlow, CBHDA
Lisa Yates, ACS Quantum Strategies
Judith DeCamp, ACS Quantum Strategies

STAFF PRESENT

Wayne Clark, CalMHSA Executive Director
John Chaquica, CalMHSA Chief Operations Officer
Ann Collentine, CalMHSA Program Director
Kim Santin, CalMHSA Finance Director
Laura Li, CalMHSA JPA Administrative Manager
Douglas Alliston, CalMHSA Legal Counsel
Theresa Ly, Program Manager
Aubrey Lara, Assistant Program Manager
Armando Bastida, CalMHSA Executive Assistant

A. Board of Directors Regular Meeting

1. CALL TO ORDER

CalMHSA President Terence M. Rooney, Colusa County, called the Board of Directors meeting of the California Mental Health Services Authority (CalMHSA) to order at
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1:10 P.M. on April 13, 2017, at the Courtyard by Marriott Sacramento Cal Expo, California. President Rooney welcomed those in attendance as well as those listening in on the phone, and asked all present to introduce themselves.

President Rooney asked CalMHSA JPA Administrative Manager Laura Li to call roll, in order to confirm a quorum of the Board.

2. ROLL CALL AND INTRODUCTIONS

Ms. Li called roll and informed President Rooney a quorum was reached.

3. INSTRUCTIONS FOR PUBLIC COMMENT AND STAKEHOLDER INPUT

CalMHSA Legal Counsel, Douglas Alliston reviewed the instructions for public comment, and noted items not on the agenda would be reserved for public comment at the end of the agenda. Public comment cards to be submitted to Laura Li and individuals on the phone were instructed to email Laura Li with their comments.

4. CONSENT CALENDAR

President Rooney acknowledged the consent calendar and asked for comment from Board members. President Rooney entertained a motion for approval of the Consent Calendar.

Action: *Approval of the consent calendar.*

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

Second: *Noel O'Neill, Trinity County*

Motion passed unanimously.

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

None

5. PROGRAM MATTERS

A. Sustainability Taskforce Report – Alfredo Aguirre

Alfredo Aguirre presented an overview of Sustainability Taskforce recommendations. Director Aguirre reviewed the recommendations including one concerning augmented services for counties that fund above the contribution threshold. Members expressed their concerns regarding language in the action and amended the recommendation to reflect the appropriate language.

Action: *1) Direct staff to establish a funding contribution threshold for counties to receive augmented services through the Phase III Statewide PEI Project. Recommended funding for augmented services contribution threshold is at least 5% or \$300,000 in contributions to the Phase III Statewide PEI Project. 2) Authorize staff to extend and amend current Phase II contracts for the first year of the Phase III Statewide PEI Project Implementation Plan, based*

on available funding. 3) Authorize staff to enter into sole source contracts with two, Phase II subcontractors for FY 17-18, based on the CalMHSA Sole Source Procurement Policy, and available funding.

Motion: Maureen Bauman, Placer County

Second: Anne Robin, San Luis Obispo County

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

None

B. Each Mind Matters Presentation

This item was postponed until June.

Action: Information only.

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

None.

6. FINANCIAL MATTERS

A. Finance Committee – Complexities Related to Non Paying Counties

Treasurer, Bill Walker, provided an overview of the staff report. The topic prompted the Finance Committee to have several meetings to develop a reasonable solution. As discussion ensued, the members felt it was a complex matter and should be tabled and brought back to the members with another alternative at a future meeting.

Action: Tabled for a later meeting.

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

None.

B. George Hills Company Contract with CalMHSA

Treasurer, Bill Walker, provided an overview of the staff report and the recommendation for discussion. The members requested to see the George Hills Company Contract with CalMHSA. As discussion ensued, the members felt it was difficult to proceed without having a draft contract to review and consider. In addition, members felt they needed more time to assess future goals/purpose of CalMHSA. Therefore, the Members present indicated a willingness to extend the current contract for one additional year, in order to allow them the time necessary, to define the future of CalMHSA. Given there was not a quorum of the board present for this action item, formal action was postponed to a later meeting, not past June 30, 2017.

No action taken, lack of quorum.

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

7. GENERAL DISCUSSION

A. Report from CalMHSA President – Terence M. Rooney
President Rooney reminded everyone of the upcoming election.

Action: Discussion and/or action on items above, as deemed appropriate.

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

8. PUBLIC COMMENTS

President Rooney invited members of the public to make comments on non-agenda items.

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

9. NEW BUSINESS

General discussion regarding any new business topics for future meetings.

10. CLOSING COMMENTS

11. ADJOURNMENT

Hearing no further comments, the meeting was adjourned at 12:07 p.m.

Respectfully submitted,

Michael Kennedy, MFT
Secretary, CalMHSA

Date

CalMHSA
Cash Balance
As of May 31, 2017

Cash Balance, 6/30/2016	7,709,093.70
Cash Received 07/01 to 05/31/2017	6,873,041.55
Cash Payments 07/01 to 5/31/2017	(7,645,551.35)
Cash Balance, 05/31/2017	6,936,583.90

Cash Balance by Institution	
California Bank & Trust	84,925.79
Morgan Stanley Smith Barney	1,471.11
Local Agency Investment Fund	6,850,187.00
Cash Total 5/31/2017	6,936,583.90

California Mental Health Services Authority
Projected Cash Flow
2016/2017

As of May 31, 2017

	July	Aug	Sept	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	Totals
Beginning Cash Balance	7,709,094	9,648,712	11,342,521	11,095,582	10,609,287	10,094,743	9,582,663	8,951,200	8,519,210	8,263,966	7,482,001	6,936,584	7,709,094
Cash Receipts:													
Phase II -1- Sustainability 15-16	409,471	8,198		27,028	35,000								479,697
Phase II-2 - Sustainability 16-17	2,131,811	2,324,063	63,115	18,625	138,722	7,591		177,376					4,861,302
Suicide Prevention Hotline 16-17	15,063	30,451	109,235										154,749
State Hospital Beds 15-16	168,941	16,824	73,605						269,000			1,402	529,772
State Hospital Beds 16-17	86,924	44,864	89,728	4,206	5,608							161,138	392,468
Fiscal Modernization Project												4,427	4,427
Other Strategic Programs	18,500		3,000		8,000								29,500
Private Fund Develop - Member Fee					5,671	99,923	5,087	70,160	816	13,092	68,817	270,911	534,477
Other (LAIF Interest, etc.)	11,978	12,989		14,264		600	267,481			17,216			324,528
Total Cash Receipts	2,842,687	2,437,389	338,683	64,123	193,001	108,114	272,568	247,536	269,816	30,308	68,817	437,878	7,310,920
Cash Expenses:													
PEI/Phase I Obligations 2014/15	63,769	-	-	-	-	-	-	-	-	-	-	297,906	361,675
Phase II Obligations 2015/16 & 2016/17	559,871	344,159	318,925	189,327	514,061	374,679	652,557	454,257	276,640	444,200	392,299	1,506,770	6,027,745
Suicide Prevention Hotline	45,022	47,383	51,094	49,393	41,243	45,271	37,527	50,135		87,749	41,170	62,415	558,403
Plumas Wellness Center		116,061	43,116	92,305	436	47,286	69,147	6	49,438		4	40,758	458,555
Community Response Plan	3,848	2,250	8,923	90	3,441								18,552
TTACB Contract													-
State Hospital Beds	52,414	309	887	51,190	330	5,618	634		523	105,700	811	243,384	461,801
Fiscal Modernization Project	922	30,270		1,866	1,134		1,936	486	4,494	6,550	206	47,278	95,141
Drug Medi-Cal	1,604	1,554		388	1,359	1		18				17,256	22,180
PNWE	257	338											595
EDC	675	4,378	496		1,395								6,944
Orange County													-
Sutter									6,659	17,805	9,823	25,459	59,746
WET Program Expenditures													-
Research & Development													-
Private Fund Develop - Consulting					15,000	15,000	15,000	15,000	15,000	15,000	15,000	15,000	120,000
Total Administrative Expenses	174,687	196,878	162,182	165,859	129,147	132,338	127,230	159,623	172,306	135,269	154,921	122,848	1,833,289
Total Cash Expenses	903,069	743,580	585,622	550,417	707,546	620,193	904,031	679,526	525,060	812,273	614,234	2,379,074	10,024,625
Ending Cash Balance	9,648,712	11,342,521	11,095,582	10,609,287	10,094,743	9,582,663	8,951,200	8,519,210	8,263,966	7,482,001	6,936,584	4,995,388	4,995,388

CONSENT CALENDAR
Agenda Item 4.B.3.

SUBJECT: CALMHSA FINANCIAL STATEMENT FOR THE QUARTER ENDING MARCH 31, 2017

ACTION FOR CONSIDERATION:

Approval of the CalMHSA Financial Statement for the Quarter ending March 31, 2017.

BACKGROUND AND STATUS:

The Board of Directors will review and discuss the financial statement for the quarter ending March 31, 2017.

Some key items are noted in the financial statement cover memo.

FISCAL IMPACT:

None.

RECOMMENDATION:

Approval of the CalMHSA Financial Statement for the Quarter ending March 31, 2017.

TYPE OF VOTE REQUIRED:

Majority vote.

REFERENCE MATERIALS ATTACHED:

- CalMHSA Financial Statement Quarter Ending March 31, 2017

**SUMMARY OF SIGNIFICANT CHANGES IN FINANCIAL STATEMENTS
FOR THE NINE MONTHS ENDED MARCH 31, 2017**

BALANCE SHEET:

Cash and Cash Equivalents – The total cash balance as of March 31, 2017 is \$8.3 million. This is a decrease of \$1.3 million compared to the \$9.6 million in cash as of December 31, 2016. The decrease in cash is due to expenses of \$2.1 million for the second quarter, offset by \$600,000 of expenses which were payable at March 31, 2017.

Receivables – The balance in accounts receivable as of March 31, 2017, is \$678,000. The categories with the most significant balances are as follows:

• State Hospital Beds Program	\$ 322,276
• Public/Private Partnership Development	<u>341,388</u>
	\$ 663,664

Accounts Payable – The balance in accounts payable as of March 31, 2017, is approximately \$1.3 million. The payables are primarily for payments to program partners. The vendors with the most significant balances are as follows:

• George Hills Company/Each Mind Matters	\$ 171,690
• Runyon Saltzman & Einhorn, Inc.	141,574
• University of California	<u>595,813</u>
	\$ 909,077

STATEMENT OF REVENUE AND CHANGES IN NET ASSETS:

Operating Revenue – Total revenue for the nine months ended March 31, 2017 was \$7.1 million consisting primarily of revenue for Phase II Sustainability (\$5.2 million) and Public/Private Partnership Development Fee (\$500,000), as well as other strategic programs such as Wellness Center, Suicide Prevention Hotline, the Community Response Plan and the State Hospital Beds Program.

Expenses – Overall expenses for the nine months ended March 31, 2017 were \$6.0 million. Expenses consisted mainly of contract expenses for the Statewide Program (Phase II.)

CALIFORNIA MENTAL HEALTH SERVICES AUTHORITY

**UNAUDITED
BALANCE SHEET**

	<u>March 31,</u> <u>2017</u>	<u>June 30,</u> <u>2016</u>
ASSETS		
Current Assets:		
Cash & Cash Equivalents	\$ 8,263,924	\$ 7,713,846
Investments - Current Portion		
Contractor Prepayments		60,000
Receivables:		
State Hospital Bed Funds	323,678	529,772
Public/Private Partnership Development	341,388	
Fiscal Modernization	13,281	13,281
Phase II Sustainability		452,669
Other		31,348
Interest	16,716	11,978
Prepaid Expense	15,000	
Total Current Assets	<u>8,973,987</u>	<u>8,812,894</u>
Noncurrent Assets:		
Investments		
Total Assets	<u>\$ 8,973,987</u>	<u>\$ 8,812,894</u>
LIABILITIES AND NET ASSETS		
Current Liabilities:		
Accounts Payable and Accrued Expenses	\$ 1,279,775	\$ 1,541,735
Deferred Revenue	23,040	780,361
Total Current Liabilities	<u>1,302,815</u>	<u>2,322,096</u>
Net Assets:		
Operations	611,680	776,518
Obligated Funds Under Contract:		
International SDR Conference	(50,116)	(50,116)
Tech Asst/Capacity Building	203,272	203,272
WET Program Funding	148,470	148,470
Fiscal Modernization	123,981	169,915
SHB Program Funding	1,734,111	1,347,307
Plumas Wellness Center	203,124	620,938
Suicide Prevention Hotline	260,594	34,015
Community Response Plan	1,041	10,745
PNWE	7,576	7,576
Drug Medi-Cal	(6,603)	(4,797)
Orange County	2,862	2,862
Education Development Center, Inc.	2,024	2,968
Sutter Health Systems	225,536	
Public/Private Partnership Development	350,005	
Statewide PEI Project	3,853,615	3,221,124
Total Net Assets	<u>7,671,172</u>	<u>6,490,798</u>
Total Liabilities and Net Assets	<u>\$ 8,973,987</u>	<u>\$ 8,812,894</u>

CALIFORNIA MENTAL HEALTH SERVICES AUTHORITY

**UNAUDITED
STATEMENT OF REVENUES, EXPENSES AND
CHANGES IN NET ASSETS**

For The Nine Months Ended March 31, 2017

	<u>Operations</u>	<u>Strategic Programs</u>	<u>Statewide PEI Program</u>	<u>March 2017 Total</u>	<u>June 2016 Total</u>
OPERATING REVENUES:					
Program Funding Contributions		\$ 1,447,981	\$ 5,187,065	\$ 6,635,046	\$ 8,552,942
Private Fund Development Fee		500,005	-	500,005	
Conference Registration				-	(20,421)
Donations				-	-
License Royalty Fee	\$ 600			600	-
Application Fee				-	250
Total Operating Revenue	<u>600</u>	<u>1,947,986</u>	<u>5,187,065</u>	<u>7,135,651</u>	<u>8,532,771</u>
PROGRAM EXPENSES:					
SDR Conference		-		-	3,117
Program Contract		851,102	3,440,803	4,291,905	9,798,835
Program Mgmt. & Oversight		253,064	895,697	1,148,761	1,926,174
Other Contract Services		55,338	4,806	60,144	184,006
Private Fund Development Contract		60,000	-	60,000	
Legal	111,692	4,940	-	116,631	20,621
Marketing				-	1,396
Meeting and Other	13,449	10,821	4,286	28,556	78,994
Total Program Expense	<u>125,141</u>	<u>1,235,264</u>	<u>4,345,592</u>	<u>5,705,997</u>	<u>12,013,143</u>
INDIRECT EXPENSES:					
General Management			199,181	199,181	322,407
Other Contract Services	19,550		7,021	26,571	28,386
Legal Services	9,675		-	9,675	22,952
Insurance	29,920		-	29,920	29,203
Investment Management Fees	182		-	182	439
Dissemination Materials				-	64,263
Meeting and Other	24,680		2,781	27,461	16,512
Total General And Administrative	<u>84,007</u>	<u>-</u>	<u>208,982</u>	<u>292,988</u>	<u>484,161</u>
Total Expenses	<u>209,147</u>	<u>1,235,264</u>	<u>4,554,574</u>	<u>5,998,986</u>	<u>12,497,304</u>
Income/(Loss) from Operations	(208,547)	712,722	632,491	1,136,666	(3,964,533)
NONOPERATING INCOME:					
Investment Income	48,461			48,461	51,073
Change in Investment Value	(4,752)			(4,752)	(500)
Total Nonoperating Income	<u>43,709</u>			<u>43,709</u>	<u>50,573</u>
Change in Net Assets	(164,838)	712,722	632,491	1,180,375	(3,913,960)
Beginning Net Assets	<u>776,518</u>	<u>2,493,155</u>	<u>3,221,124</u>	<u>6,490,797</u>	<u>10,404,757</u>
Ending Net Assets	<u>\$ 611,680</u>	<u>\$ 3,205,877</u>	<u>\$ 3,853,615</u>	<u>\$ 7,671,172</u>	<u>\$ 6,490,797</u>

CALIFORNIA MENTAL HEALTH SERVICES AUTHORITY

**UNAUDITED
STATEMENT OF REVENUES, EXPENSES AND
CHANGES IN NET ASSETS**

For The Nine Months Ended March 31, 2017

	Strategic Programs											June 2016 Total	
	Fiscal Modernization	SHB Program	Wellness Center	Suicide Prevention Hotline	Community Response Plan	PNWE	Drug Medi-Cal	Orange County	EDC	Sutter Health Systems	Public/Private Partnership Development		Total Strategic Programs
OPERATING REVENUES:													
Program Funding Contributions		\$ 553,606		\$ 636,375	\$ 5,000				\$ 3,000	\$ 250,000		\$ 1,447,981	\$ 2,593,150
Private Fund Development Fee											\$ 500,005	500,005	
Conference Registration												-	(20,421)
Total Operating Revenue	-	553,606	-	636,375	5,000	-	-	-	3,000	250,000	500,005	1,947,986	2,572,729
PROGRAM EXPENSES:													
SDR Conference												-	3,117
Program Contract			416,842	409,796						24,464		851,102	869,481
Program Mgmt. & Oversight	9,802	153,262									90,000	253,064	205,670
Other Contract Services	34,962				14,704		1,728		3,944			55,338	115,685
Private Fund Development Contract											60,000	60,000	
Legal		4,940										4,940	1,499
Meeting and Other	1,170	8,601	972				78					10,821	9,058
Total Program Expense	45,934	166,802	417,814	409,796	14,704	-	1,806	-	3,944	24,464	150,000	1,235,264	1,204,510
Change in Net Assets	(45,934)	386,804	(417,814)	226,579	(9,704)	-	(1,806)	-	(944)	225,536	350,005	712,722	1,368,219
Beginning Net Assets	169,915	1,347,307	620,938	34,015	10,745	7,576	(4,797)	2,862	2,968	-	-	2,493,155	1,124,936
Ending Net Assets	\$ 123,981	\$ 1,734,111	\$ 203,124	\$ 260,594	\$ 1,041	\$ 7,576	\$ (6,603)	\$ 2,862	\$ 2,024	\$ 225,536	\$ 350,005	\$ 3,205,877	\$ 2,493,155

CaIMHSA State Hospitals Committee

Meeting Agenda

Wednesday, June 7, 2017

Time: 12:00 PM – 1:00 PM

Teleconference

Call-In: 916-233-1967

Code: 6300

ITEMS FOR DISCUSSION:

1. Introductions

2. Update on Alternatives to State Hospitals

- *Los Angeles County – Lancaster*
- *Fresno County – 1st visit done, 2nd trip to be scheduled for late February –Early March*
- *Sonoma County – In process of working with 1st District Supervisor and Michael Kennedy on potential sites within the county.*
- *California Department of Corrections and Rehabilitation (CDCR) – Sites Visited*
 - ***Norwalk** (Attendees: Dr. Melanie Heto- CCS, Mary Marx, Jennilee Tuazon, Jacqueline You-Los Angeles County, Deborah Lent-Orange County, Katherine Tebrock, Esq., Deputy Director*
 - *CA Correctional Health Care Services, Michael Beaber, Associate Director, Design and Environmental Services and Standards- CDCR, Michael Thompson, Correctional Plant Manager-CDCR, John Chaquica, Laura Li – CalMHSA)*
 - ***Northern California Women’s Facility - Stockton** (Attendees: Greg Stinson, Chief Asset and Property Management, Facility Planning, Construction and Management – Dept. of Corrections and Rehabilitation, Michael Thompson – CDCR, Mary Marx – Los Angeles County, Deborah Lent – Orange County, Jeremy Barr – CCS, John Chaquica, Laura Li – CalMHSA)*
(see attached site overview pg. 3)
 - ***Paso Robles Youth Correctional Facility - San Luis Obispo** (Attendees: Greg Stinson, Chief Asset and Property Management, Facility Planning, Construction and Management –Dept. of Corrections and Rehabilitation, Michael Thompson – CDCR, Mary Marx – Los Angeles County, Deborah Lent – Orange County, Jeremy Barr – CCS, John Chaquica, Laura Li – CalMHSA)*
(see attached site overview pg. 4)

- **Heman G. Stark Correctional Facility – Chino** (Attendees: Greg Stinson, Chief Asset and Property Management, Facility Planning, Construction and Management – Dept. of Corrections and Rehabilitation, Michael Thompson – CDCR, Mary Marx – Los Angeles County, Deborah Lent – Orange County, Jeremy Barr – CCS, John Chaquica, Laura Li – CalMHSA)
(see attached site overview pg. 11)

- **Fairview Development Center – Costa Mesa** (In process of assessing viability)

3. **Process for Obtaining County Support on Alternatives within/outside of County**

- **Questions**

- Is your county knowledgeable of this project? Effect?
- Would you like a write-up to assist you in informing your county?
- Steps foreseen needed to move through your county approval process?
- Steps foreseen needed to move through your county process to fiscally participate? And position to make an offer on a potential site?

4. **Addition of 1 FTE to Lead Current Program Efforts**

- Project Manager (This person would lead all efforts, including alternatives to state hospitals and would consider someone located in Southern California)

5. **Amendment to the MOU/CalMHSA Participation Agreement**

6. **Updates RE Work Groups from State Hospital Steering Committee**

- Meetings scheduled for July, updates will follow, after these take place

7. **Other Items**

8. **Adjourn**

Northern California Women's Facility (NCWF)

Acreage

- 134 Acres

Building Types

- Administration Building 18,000 + SQFT
- Entrance Building 2500 SQFT
- Educational/Vocational Class Rooms 23,000 SQFT
- GYM 10,200 SQFT
- Medical Clinic/Chapel 6,600 SQFT
- 4 Inmate Housing Units Bi level 18,900 SQFT per Building. **2 Beds per cell, 50 Cells per level, 100 cells per building.**
- Dining Hall/Receiving and release 14,000 SQFT. **Two Parts To Dining Hall, Serving line on each side, 40 Tables per Dining area, 4 seats per table**
- Work Change Building 625 SQFT
- Pia Laundry Warehouse 22,00 SQFT
- Plant Operations Building 4,500 SQFT
- Ware House
- Family Visiting Building 1730 SQFT

Backup Generators/Emergency

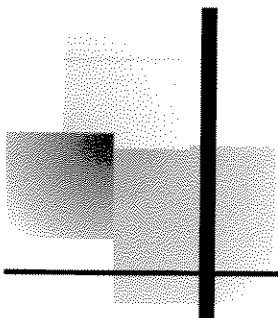
- Caterpillar Model 3412 Diesel
- Caterpillar Model 3208 Diesel

Parking Lot/Yard Area

- High Mast Lighting

Facility Power

- Overhead Power Poles



THE DIVISION OF JUVENILE
JUSTICE OF THE CALIFORNIA
DEPARTMENT OF CORRECTIONS
AND REHABILITATION



EL PASO DE ROBLES YCF

DAVE BACIGALUPO
SUPERINTENDENT (A)
4545 Airport Road
Paso Robles, CA 93446

Phone: 805-227-2520
Fax: 805-227-2568
Email: dbacigalupo@cya.ca.gov
September 1, 2006

ADMINISTRATION AND MANAGEMENT

DAVID BACIGALUPO, Superintendent (A)
Barbara Gordon, Executive Secretary
Vacant, Assistant Superintendent
Jan Page, Secretary
CLEMENTE RODRIGUEZ, Chief Medical Officer
Theresa Greenwood, Supervising Nurse

MANAGEMENT STAFF

Randy Means	Chief of Security II (A)
James Bonnifield	Business Manager
Vacant	Program Administrator
Josie Slonski	Parole Agent III
Art Westerfield	Principal
Vacant	Academic Assistant Principal
Linda Nursement	Academic Assistant Principal
Robert Gundrum	Chief, Plant Operations
Misty Weferling	Personnel Services Supervisor I (A)
David Crowder	Food Service Manager
Patrick Mullen	Training Officer
Bobbie Smith	Health & Safety Officer

TREATMENT TEAM SUPERVISORS

Robert Martinez	Cambria, Los Osos West, Pismo
Christine Pacheco	Nacimiento, Arroyo, Cayucos
Vacant	Wards Rights Coordinator

RELIGIOUS SERVICES

Robert Curry	Protestant Chaplain
Hassan Rashad	Muslim Chaplain
Jose Ojeda	Catholic Chaplain

MENTAL HEALTH

Contract	Psychiatrist
Jan Marie Alarcon	Clinical Psychologist
Scott Smith	Clinical Psychologist

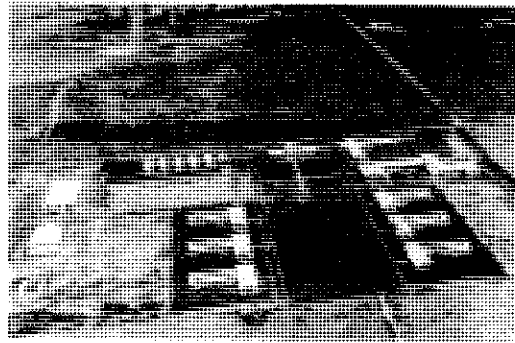
History

The El Paso de Robles Youth Correctional Facility opened in 1947 as the Paso Robles School for Boys. It was originally housed in Quonset huts, on 140 acres of the abandoned Estrella Army Corps Base. This property was acquired by the State of California after World War II.

Most of the institution, as we know it today, administration and living units were completed in 1954 with a design capacity of approximately 300 wards.

Due to a declining ward population, the institution was closed briefly in 1972. It reopened two years later as El Paso de Robles School.

The 1980's brought a significant increase in population as well as new construction. 1988, marked by completion of the 140 bed Los Robles Forestry Camp, a maintenance complex and a security control center. The Skip Ottoson Visiting and Training Center as well as an additional 180 bed living unit were completed in 1990. In 2001 a state of the art Out-patient Housing Unit was completed replacing a 1954 infirmary. The Education Department was remodeled in 2004 adding a 6 new classrooms and upgrading the air condition system.



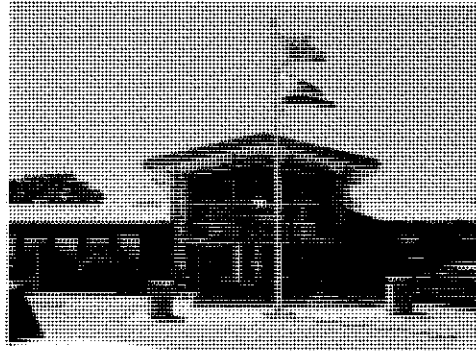
FACILITY DESCRIPTION

The facility was designed to house 300 wards. New construction has increased designed housing capacity to **732**. Current population is **208**.

The Administration Building and a chain link fence make up the outer walls of the institution on the east. The interior security area of the institution is enclosed within a chain link fence. All chain link fencing is twelve (12) feet tall and topped with two strands of razor wire. All buildings used by wards and custody, administrative, education and ancillary staff are primarily modern, reinforced brick structures, six to eight inches thick.

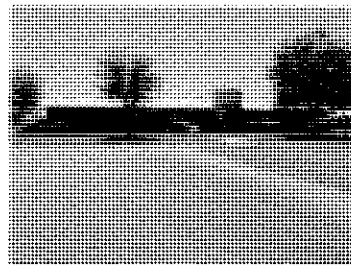
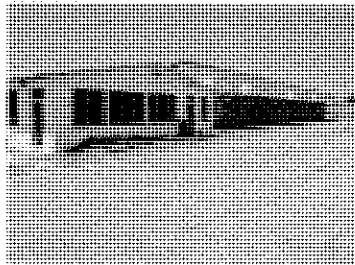
Gates and fences are twelve feet high. The west sally-port gate is electrically operated through the use of a key by specified on-site personnel. This gate provides access to the institution for vehicular traffic.

The north, east and west fences have gates which can accommodate vehicular traffic. The fence is equipped with a fence alarm system that sounds an alarm in Main Control. A video fence surveillance system allows visual inspection of the fence area by Main Control. The institution sits on approximately 60 acres this including the parking areas and Plant of Operations.



Building Description

<u>Living Units</u>	<u>Ward Capacity</u>	<u>Building #</u>
1. Avenal Cottage	50	3713
2. Cholame Cottage	50	3726
3. Nacimiento Cottage TD	32	3709
4. Los Robles Cottage	100	34395
5. Morro Cottage	50	3718
6. Cayucos Cottage	50	3715
7. Los Osos East Cottage	50	3716
8. Los Osos West Cottage	50	3714
9. Nipomo Cottage	50	3717
10. Cambria Cottage	40	3724
11. 270 Unit (Arroyo)	96	34894
12. 270 Unit (Pismo)	96	34894
13. San Simeon Cottage	50	3727



<u>Support Services Buildings</u>	<u>Building</u>
1. Out Patient Housing Unit	40477
2. Training Center	3709
3. Dining Hall	3712
4. Food Preparation-Storage	3712
5. Laundry-Boiler Room	3711
6. Academic Offices	3720
7. Academic Classrooms	3720/37223/3769
8. Visiting Hall	34896
9. Library	3725
10. Vocational Shops	3725/34902/34897
11. Gymnasiums	3728/3723
12. Auditorium	3719
13. Plant of Operations	37700
14. Canteen Building	34893
15. Emergency Generators	34900
16. Administration	3708
17. Swimming Pool	3728
18. California Div. Of Forestry	27910/37967/37968/27909/37969/27911

CITIZEN'S ADVISORY COMMITTEE

This group is composed of approximately 20 individuals from throughout San Luis Obispo County, and from all walks of community life. Their function is to provide information sharing and education as to who we are and what we are all about; to enhance citizen participation and community involvement at El Paso de Robles Youth Correctional Facility ; to enhance the community's awareness of the various public service projects available within the Youth Authority ; to act as spokespersons for the institution by assisting in promoting and communicate the activities and accomplishments of the school and staff; to sponsor annual fund raisers ; to advise the Superintendent of El Paso de Robles Youth Correctional Facility.

WARD ADVISORY COMMITTEE

The Ward Advisory Committee is comprised of ward representatives from each of the living units. The committee members are selected by their peers and meet with the Superintendent a minimum of one time each month. The group's main function is to discuss general ward concerns, potential problem areas, along with suggestions for needed corrective action. At the El Paso de Robles Correctional Facility, the committee is actively involved in fund raising projects which benefit worthwhile causes and programs throughout the year. The Committee also assists the Superintendent in developing and maintaining public service projects which creates training and treatment opportunities and at the same time gives back to the local community.



VOLUNTEER SERVICES AND CITIZEN PARTICIPATION

El Paso de Robles Youth Correctional Facility proudly boasts over 110 volunteers for the primary purpose of enhancing and increasing Religious Services, all denominations services to the ward population. The volunteer programs have also become an excellent means for community involvement and at the same time provides concrete role models for the wards within our community.

- Annual Emanuel
- Match-two (M2)
- Victims' Assistance
- Surrogate Parents
- Employability Skills & Job Training
- Special Speakers' Bureau
- Family Planning
- Education Aides
- Psychological Interns

HEMAN G. STARK CORRECTIONAL FACILITY GENERAL SITE INFORMATION

3 Housing units: 400 Cells per unit, Total: 1200 Cells, over 2000 beds

Dining: No central dining, each HU has seating for 60

Administration building

CTC: 12 Beds + 2 restraint rooms

Kitchen/Warehouse combination bldg.

Office buildings

Chapel building

Auditorium

Gymnasium with pool

11 vocational training buildings

1 Educational building

4 Plant ops buildings including office

Boiler plant building

Staff housing: 7 apartments, 5 residential houses

2 RV parking spaces

Water provider is California Institution for Men

Sewer is treated by City of Chino

Power provider is Sol Cal Edison

Natural gas provider is Sol Cal Gas

Acreage: Approximately 111.1

Parking: Approx. 550

PROGRAM PRESENTATION
Agenda Item 5.A.

SUBJECT: RSE (Runyon Saltzman Einhorn) Presentation

ACTION FOR CONSIDERATION:

None, information only.

BACKGROUND AND STATUS:

In 2016, the CalMHSA Board requested that meetings incorporate more program updates and presentations from contractors. This presentation provides an overview of the activities of RSE, a contractor of the Statewide PEI Project.

RSE has been a contractor with CalMHSA on this project since its implementation in 2011. Their current activities include social marketing, ongoing development and support of Each Mind Matters: California's Mental Health Movement, development of messaging and materials to reach California's diverse communities, and much more. Today's presentation highlights their social marketing efforts with an overview of the impact of our social media activities.

FISCAL IMPACT:

None.

RECOMMENDATION:

None, information only.

TYPE OF VOTE REQUIRED:

None, information only.

REFERENCE MATERIAL(S) ATTACHED:

- RSE Presentation slide deck



What is Social Marketing and How Does it Apply to the Each Mind Matters Campaign

CalMHSA Board Meeting
June 15, 2017



Definition of Social Marketing

Social marketing is the planning and implementation of programs designed to bring about social change using concepts from commercial marketing.



- What Distinguishes a Social Marketing Campaign?
 - To bring about “social good” whereas a commercial marketing effort’s primary goal is financial gain.
 - Benefits the person and/or society at large, not the marketer.
 - Changing a negative behavior into a positive behavior
 - Long-term benefits for the person and/or society

- Key Components of a Social Marketing Campaign

- Research
- Use of multiple disciplines
- Integration across disciplines
- Culturally relevant messaging
- Message relevance to the target and influencers
- Evaluation



- Beginning in 2011 with strategic planning, we synthesized insights, input, theory and evidence to develop the campaign logic model.
- A baseline survey found that adult Californians were generally ambivalent about people with mental illness; however social norms and anticipated consequences of taking action played a large role in attitudes and beliefs.

- We grounded our approach in behavior change theory - cognitive dissonance (Festinger, 1957), reasoned action (Ajzen & Fishbein, 1980) and planned behavior (Ajzen & Fishbein, 2005) - and mental health education and contact strategies ([Corrigan, 2005](#)).
- The strategy for the Each Mind Matters effort is highly segmented, leveraging influencers and people with lived experience to create an umbrella brand that rings true with multiple diverse audiences.

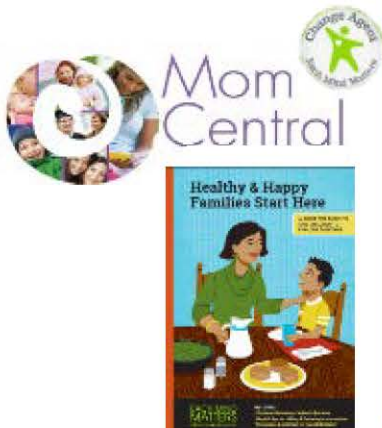
EACH MIND MATTERS

California's Mental Health Movement

Lifespan Approach + Diverse Audiences

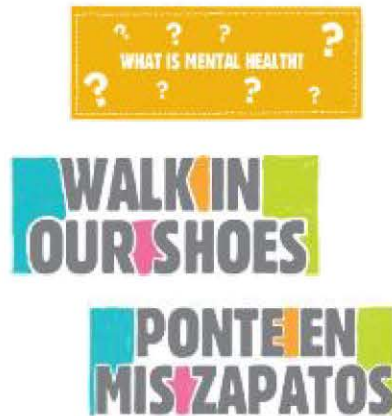
Parent & Caregivers (Age 0-8)

- Educate parents and caregivers to provide stigma-free environment
- Outreach to local parent bloggers with customized SDR messaging in English and Spanish
- Latino family forums to encourage open dialogue



Tweens (Age 9-13)

- Early intervention with adolescents to prevent formation of stigma
- Fill key gaps in knowledge and debunk myths through website, school-based performances, take-home materials and advertising/education campaigns



Transition-Age Youth (Age 14-24)

- Mobilize age group to seek and provide online support within their peer group
- ReachOutHere.com (English-language) and BuscaApoyo.com (Spanish-language) to access online forums for peer support and to engage as peer-supporters



Adults (Age 25+)

- Targeted messaging to adults with influence over people with mental health challenges
- Provide credible, local, targeted and continuous contact with people with mental health challenges
- Reinforce hope, recovery and resilience



EACH MIND MATTERS

California's Mental Health Movement

Lifespan Approach + Diverse Audiences

African American

Asian & Pacific Islander

Latino

LGBTQ

Native American

- Faith-based initiative that creates Mental Health Friendly Communities through training and outreach

- Grassroots PR outreach activities to reach Hmong, Cambodian, Laotian, and Mien adults

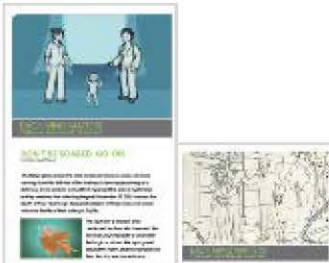
- Bring together key influencers to network, raise awareness and collaborate as change agents on the issue of SDR

- Partner with Gay-Straight Alliance (GSA) Network to introduce and extend SDR messages to LGBTQI youth and allies

- Develop a culturally relevant outreach campaign guided by input from Native American Advisory Committee and community leaders



MENTAL HEALTH
friendly COMMUNITIES
Building Mental Health Friendly Communities
...one congregation at a time



SanaMente
Movimiento de Salud Mental de California



gsanetwork

Inspire
usa foundation

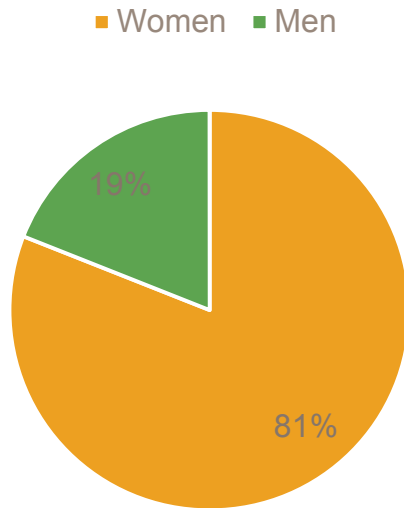


NATIVE
COMMUNITIES OF CARE

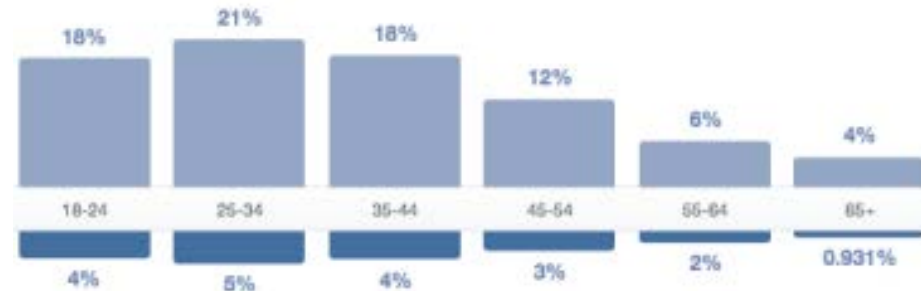
Social Media



Facebook Audience



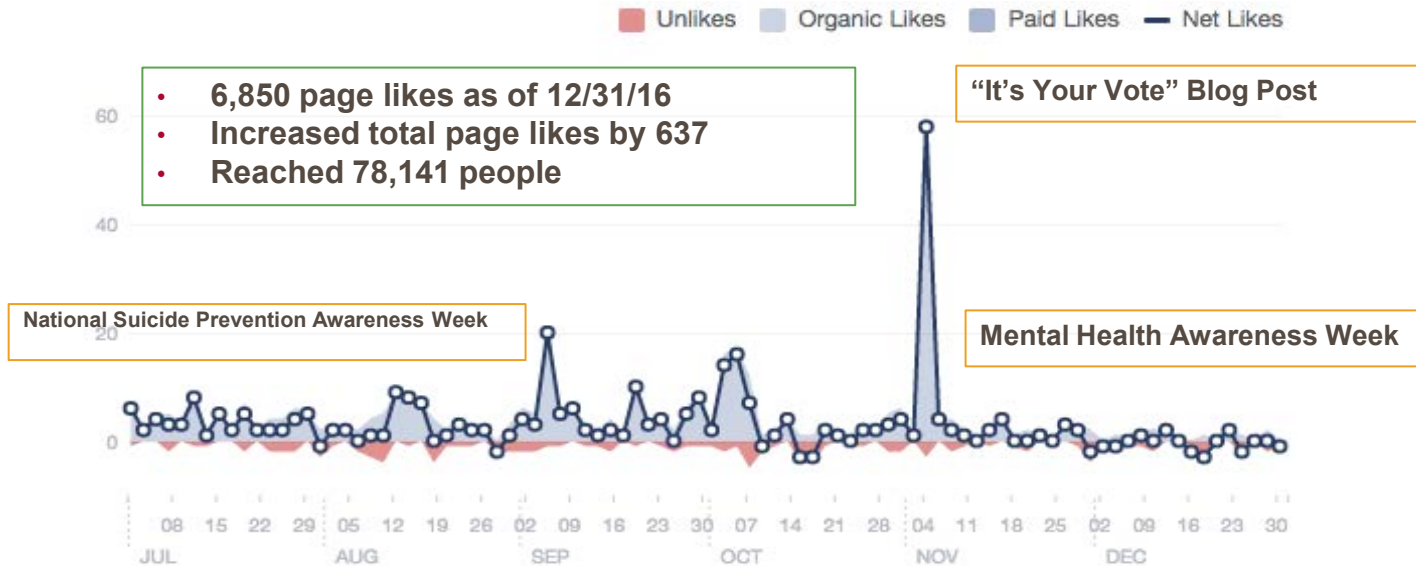
Facebook Audience Ages



- Facebook offers largest reach among target audience.
- Vast majority of EMM Facebook page fans are women; ages 18-54
- The most active fans are from Los Angeles, Sacramento, San Diego, Modesto, Fresno, San Francisco and San Jose.

Facebook Likes

facebook



- Overall increase in followers and reach during six month period.
- Notable spikes in page likes coincide with widely-shared posts (introduced new audiences to EMM page and drove brand new likes).

Most Popular Posts (Factoring Out Suicide Prevention)

facebook

- 45,394 People Reached
- 2,215 Engagements
- 5% Engagement Rate

- 9,389 People Reached
- 359 Engagements
- 5% Engagement Rate

- 6,545 People Reached
- 236 Engagements
- 7% Engagement Rate

Each Mind Matters with Shannon Winter and 6 others.
Published by Jessica Payne (7) · October 2, 2016 · 🌐

Today kicks off Mental Health Awareness Week! Did you know that half of us will have a mental health challenge in our lifetime? Help us spread awareness of the importance of mental health this week by sharing this post.

Mental Health Awareness Week
Oct. 2-8 2016

👍 **Get More Likes, Comments and Shares**
Boost this post for \$20 to reach up to 5,000 people.

45,394 people reached [Boost Post](#)

👍❤️👤 215 4 Comments 503 Shares

👍 Like 🗨 Comment ➦ Share

Each Mind Matters
Published by Jessica Payne (7) · December 27, 2016 · 🌐

Thank you Carrie Fisher for your passionate advocacy for mental health. You will be missed.

How Carrie Fisher Became a Huge Advocate for Mental Health
Actress was diagnosed as bi-polar at a young age
EONLINE.COM

👍 **Get More Likes, Comments and Shares**
Boost this post for \$20 to reach up to 5,000 people.

9,389 people reached [Boost Post](#)

👍❤️👤 Valerie Dacpano and 193 others 2 Comments 49 Shares

👍 Like 🗨 Comment ➦ Share

Each Mind Matters
Published by Jessica Payne (7) · October 25, 2016 · 🌐

Already, many haunted attractions have removed scenes that once depicted mental illness as frightening or that reinforced stigma. But there is still plenty of work to be done.

Halloween attractions use mental illness to scare us. Here's why advocates say it must stop.
When asylums are part of a haunted attraction the message isn't subtle. People...
WASHINGTONPOST.COM | BY COLBY FROWTE

👍 **Get More Likes, Comments and Shares**
Boost this post for \$20 to reach up to 5,000 people.

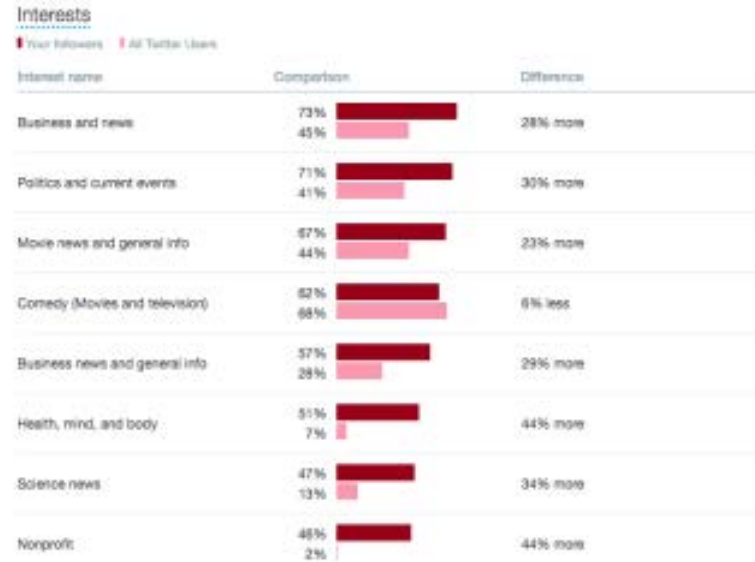
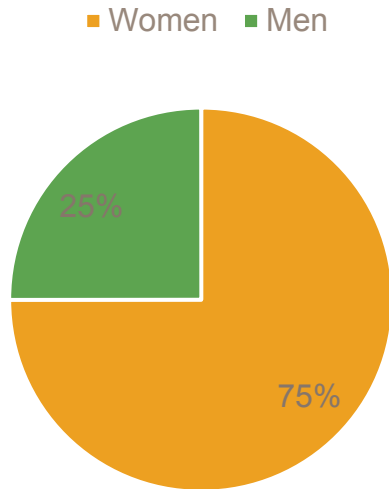
6,545 people reached [Boost Post](#)

👍❤️👤 17 1 Comment 56 Shares

👍 Like 🗨 Comment ➦ Share

- Top posts occurred in October and September; all promoted key upcoming mental health awareness dates:
 - Mental Health Awareness week
 - National Suicide Prevention Awareness Week
 - World Suicide Prevention Day
- Including a “share” call-to-action in actual increased engagement.
- Top posts maintained an above-average engagement rate (3%+).

Twitter Audience



- Audience is mostly female (75%); 18-54.
- 50% are from California (5% Great Britain, 4% New York, Ontario 3%). UK audience has grown due to EMM sharing content about Heads Together, a popular UK mental health campaign.
- Top interests are business news, followed by politics and current events and include an above-average interest in health, mind and body.

Most Popular Tweets



- 6,975 People Reached
- 463 Engagements
- 2.4% Engagement Rate

- 4,683 People Reached
- 65 Engagements
- 1.4% Engagement Rate

- 4,682 People Reached
- 114 Engagements
- 2.4% Engagement Rate

Top Tweet earned 6,975 impressions

We're inspired by [@arschmitt](#)'s words about living with depression. Thank you, Allison! [#EachMindMatters](#)
<pic.twitter.com/F1zIVvjY8s>

"I have a passion to destigmatize the negativity around mental health and depression."
-Allison Schmitt

2 20 71

View Tweet activity

Top Tweet earned 4,683 impressions

Here's one story behind the [@Active_Minds](#) Send Silence Packing exhibition:
<bit.ly/2eKNekT>
<pic.twitter.com/OKP0uBFvqF>

Here's one story behind the [@Active_Minds](#) Send Silence Packing exhibition:
<bit.ly/2eKNekT>
<pic.twitter.com/OKP0uBFvqF>

9 15

View Tweet activity

Top Tweet earned 4,682 impressions

Writer [@offbeatorbit](#) is helping end [#mentalhealth](#) stigma by sharing her experience. Thanks, Ashley!
[#EachMindMatters](#)
<pic.twitter.com/4cFcVicc9f>

"Being vulnerable about [mental health] can be an important part of self-care, and it can also help others in the same boat."
-Writer Ashley Reese

10 21

View Tweet activity

Twitter Influencers



Emily Wu Trump @emilyspeaks
Following

@JonTenney So wonderful to meet you & see you here tonight at the @SAMHSA #VoiceAward! @EachMindMatters

1 retweet 5 likes

- @emilyspeaks
- 11.6K tweets
- 1,228 followers

Painted Brain @ThePaintedBrain
Following

.@mamaya19970282 @csam_smca @patriciasinglet @mpowerminds @EachMindMatters @_caitynmt @bahirmustafa @amessofchaos TY for the RT

Breaking the Cycle

The Painted Brain

- @ThePaintedBrain
- 2,842 tweets
- 11.5K followers

Active Minds, Inc. @Active_Minds
Following

Our friends at @EachMindMatters have tons of #LGBTQ #mentalhealth resources online: eachmindmatters.org/resources/?res...

1 retweet 1 like

1:15 AM - 8 Oct 2016

- @Active_Minds
- 10.8K tweets
- 47.5K followers

Health Care Services @DHCS_CA
Following

It's the last day of #MHAW16 but #WorldMentalHealthDay is around the corner on October 10! Retweet to help spread the word! @EachMindMatters

OCT 10TH WORLD MENTAL HEALTH DAY

1 retweet 1 like

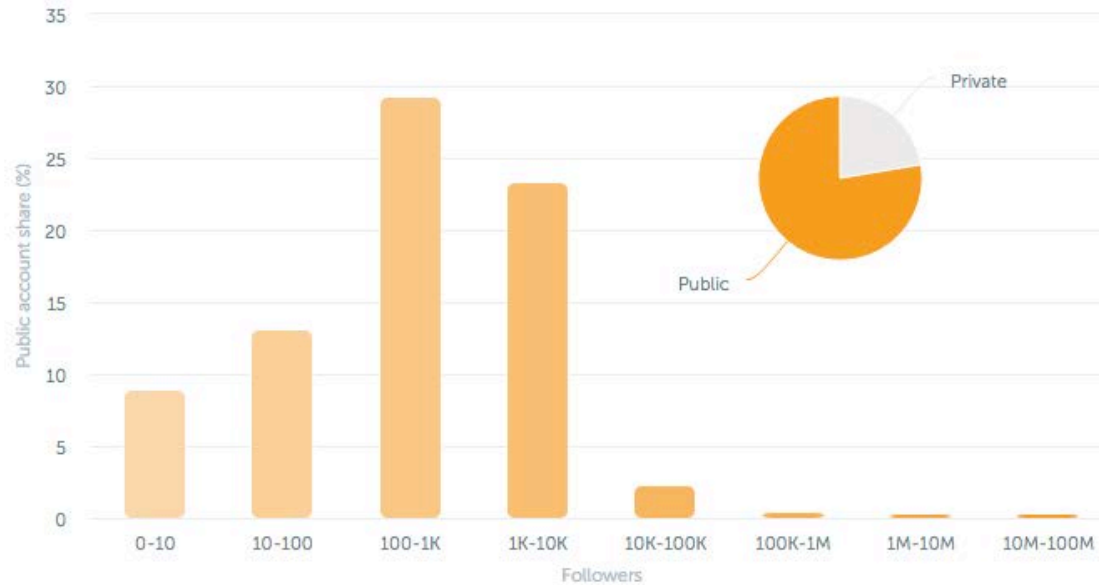
1:30 PM - 8 Oct 2016

- @DHCS_CA
- 1,683K tweets
- 1,991 followers

- One tweet stole the show:
 - The Allison Schmidt shout-out generated 463 engagements and 6K+ impressions; one of the most engaging tweets
- Top tweets Included:
 - Celebrity shout-outs with handles and a quote or thank you for raising mental health awareness
 - Timely/news-related
 - Partner and influencer shout-outs
- All top tweets were original content and maintained an above-average engagement rate (1% or higher).

Instagram Audience

Instagram



- Majority of followers have between 0-1,000 followers on Instagram.
- The majority of followers have public profiles (22.4% are private).
- 91.3% are from the U.S., followed by Australia (1.6%) and Canada (1.37%).

Most Popular Posts

Instagram

- 116 Engagements
- 9.65% Engagement Rate

- 77 Engagements
- 7.35% Engagement Rate

- 76 Engagements
- 7.02% Engagement Rate



- Broadening topics and incorporating related hashtags like #nature #suicidepreventionweek, #health, #lgbtq and #selfcare helped reach new audiences and boost engagement.
- The top, most-engaging posts were:
 - Selena Gomez mental health awareness quote and shout out
 - Suicide Prevention Week heads up
 - Mental Health Awareness Week
- All top posts maintained an above-average engagement rate (3%+)

Social Media Highlights

- Suicide Prevention content resonated most strongly, evident by spikes in social media engagements.
- Toolkits, mental health news stories and celebrity shout-outs were effective on social media.
- Using a supportive voice (“raise mental health awareness”) increased social engagement and contributed largely to website traffic. Whereas, shifting away from a topical/timely voice most likely contributed to decreased eNewsletter engagement.

Social Media Highlights

- Suicide Prevention content resonated strongly across social media and contributed to high levels of engagement and website traffic. Strategy: Integrate more suicide prevention-related content in the editorial calendar including around observances and important dates.
- Key conversations are taking place between followers on EMM social media channels whether EMM is involved or not. Strategy: Find new ways to add value on social media to attract new audiences and encourage organic conversations.

Social Media Highlights

- All of EMM's social media channels remain among the top five referral sources for the entire EMM website. Strategy: Find ways to create more engaging moments-in-time (Facebook Live, Stories, etc.)
- Giving kudos helps as does hashtagging. Strategy: Leverage more broadly-used hashtags, tag celeb/influencers and partners and provide more helpful toolkit-type content to increase engagement and website traffic.

Social Media Highlights

Thank You

FINANCIAL MATTERS
Agenda Item 6.A.

SUBJECT: CalMHSA Agreement for Administrative and Financial Services with George Hills

ACTION FOR CONSIDERATION:

Recommend for Board Approval of the Fourth Amendment to the George Hills contract.

BACKGROUND AND STATUS:

CalMHSA entered into a formal contract on October 28, 2009, with George Hills, to be the Administrative Company to manage CalMHSA. That contract was later amended upon the execution of the CalMHSA contract with the Department of Mental Health on April 15, 2010. Subsequently, and since then, the CalMHSA Finance Committee was asked to continually review the performance of the contract and the financial terms with GH and report to the board. At the December 13, 2013, Board of Directors Meeting, action was taken to approve the amended contract with GH, with a term of July 1, 2014 through June 30, 2017. With the GH Contract term coming to the end, the Finance Committee has met twice in 2017 to discuss and recommend for approval by the Board. At the March 27, 2017 Finance Committee meeting the recommendation was to go forward on a Sole Source basis the renewal and three-year extension of the GH Contract. At the April 13, 2017 Board meeting the item was discussed, but there was not a quorum to take action. However, based on input received at that meeting of a potential one-year extension, the Finance Committee met again on May 8, 2017 and reached the following conclusions:

1. Based on discussion, and the section below in italics, that conducting a RFI, RFQ, and/or RFP was not deemed necessary.
2. The GH proposed terms seemed reasonable and appropriate. The Finance Committee was in support of renewal, but could not reach consensus on the length of the contract—one, two, or three year term.
3. Finance Committee recommended that this item be reviewed by the CalMHSA Executive Committee for the purpose of making a recommendation for approval by the Board of a one, two, or three year renewal of contract.

As a matter of information, the following contract termination clause applies: “This Agreement may be terminated in the following ways:

- (a) By mutual agreement of the parties, expressed in writing.
- (b) By either party, without cause, by providing the other party not less than one ninety days (90) days written notice.
- (c) By either party at any time, for good cause, by providing the other party not less than sixty days (60) written notice. The party attempting to terminate this Agreement for

good cause shall specifically outline in writing the factual bases for the allegations of good cause as defined herein, and shall give the other party thirty (30) days after receiving the written notice of termination for good cause to cure the alleged cause for termination. The terminating party shall not unreasonably refuse to accept the proposed cure offered by the other party.

- (d) If CMHSA determines GH is abusing or defrauding, or has abused or defrauded CMHSA or others in relation to this Agreement, CMHSA may immediately terminate this Agreement upon verbal notice to GH to be followed by written notice.
- (e) If, during the term of this Agreement, State funds appropriated for the purpose of this Agreement are reduced or eliminated, CMHSA may immediately terminate this Agreement upon written notice to GH.

CalMHSA's Procurement Policy generally requires a competitive selection processes but includes exceptions recognizing that noncompetitive contracting may better serve CalMHSA in some cases. The Procurement Policy lists factors that may justify sole source contracting, including the following: "Retaining professional services, such as but not limited to, an attorney, auditor, manager or administrator, to maintain expertise, continuity, consistency and knowledge of CalMHSA." In this case the extension of the GH contract will allow for:

1. *Special knowledge and expertise of vendor, in that the staff provided by GH are specialized in managing CalMHSA's various and programs and JPA's in general, which are vital to the services required of CalMHSA.*
2. *Continuity - Continuation of programs without disruption. Any other administrator would have to furnish space, and hire and train new staff. The current administrator keeps expenses low by utilizing some staff on a part-time basis while their remaining time is dedicated to other GH related matters. This includes the JPA Administrative Manager, Finance Director and Chief Operations Officer, as well as IT, reception, and HR staff. Additionally, the contract has been able to retain certain subject matter expert staff at a reduced level (80%), which includes Program Manager and Program Director.*
3. *Comparability - The CalMHSA Finance Committee requested GH study comparable staffing and associated costs with two models: (1) another CSAC affiliated JPA (CSAC-EIA), and (2) a comparable county. In both cases, the cost per employee and associated costs exceed GH costs. Two sister BH County organizations that have structures to potentially achieve some fraction of CalMHSA's functions are CBHDA and CIBHS, both with different purposes and IRS status. In the past the Finance Committee [or Board] has also looked at the JPA hiring, managing and housing its own staff, but due to economies mentioned below, that alternative has not been found to be cost effective.*
4. *Efficiency - CalMHSA is unique in that it is an entity that provides program, administrative and fiscal services in support of its members acting alone or in collaboration with other departments. CalMHSA includes an extensive list of program operations, including but not limited to, administration of PEI services, contract and negotiations with state and/or other providers, risk pools, group purchasing, contract*

management, research and development, data management and maintenance of a research depository.

GH's involvement in CalMHSA's creation and operation of these programs has been instrumental and its knowledge and experience could not easily be replaced. This includes retention of essential staff, relationships with stakeholders and program partners, and connections with key people at relevant state agencies. The contractual inability of a different administrator to employ current staff, other than the Executive Director, could result in a significant loss to CalMHSA's institutional memory and effectiveness.

In addition, the Finance Committee has found the cost of GH's services as a percentage of program dollars has been well within standards.

Time is another factor that has been considered. It is estimated that an RFP process could take 6-9 months. The cost for conducting such a RFP is unknown, but would likely require use of personnel other than CalMHSA staff to avoid conflicts of interest, assuming GH chose to compete for the contract. The uncertainty during that process could lead to erosion of staff morale and the loss of key staff. Moreover, if a new vendor is selected, the start-up and transfer period could be another several months.

Should the JPA determine that releasing an RFP is the preferred next step, the following is a draft summary of tasks for the JPA:

- 1. Prepare a timeline for the Board*
- 2. Follow Procurement Policy for Contract for services for RFP management*
- 3. Form a Board Committee for developing an RFP*
- 4. Recruit Review Committee/Panel*
- 5. Release RFP*
- 6. Collect and prepare responses to RFP questions*
- 7. Conduct Proposer's Question and Answer conference/webinar*
- 8. Collect letters of intent*
- 9. Develop a scoring tool and interview protocols*
- 10. Select a review panel*
- 11. Conduct training for Review Committee/Panel*
- 12. Collect Proposals*
- 13. Convene a Committee/Panel to review proposals and score*
- 14. Notification to the Board of final selections*
- 15. Obtain Board approval for contracting with final selection*

PROPOSED FOURTH AMENDMENT TO THE AGREEMENT BETWEEN CALMSHA AND George Hills

George Hills proposal for extension is as follows:

1. This extension allows for continued program funding and compensation.

2. The terms provide for flexibility in the event of CalMHSA funding decreases or increases adjustments.
3. In the event of increased programs or services, compensation shall increase to reflect the current hourly rate of \$99 per hour/per FTE. In the event of decreased program funding, George Hills shall make similar adjustments downward FTE reductions required to support the revised budget.
4. Annual adjustments to the above rate, for cost of living, shall be limited to 2% per annum.

On May 24, 2017 the Executive Committee met via teleconference to consider the above recommendation from the Finance Committee. After having heard all background information and justification for the sole source contract, the Executive Committee approved the recommendation with an amendment as follows:

Approval of a sole source contract extension with George Hills for a term of two (2) year with option to extend for an additional year.

RECOMMENDATION:

Recommend for Board Approval of the Fourth Amendment to the George Hills contract.

TYPE OF VOTE REQUIRED:

Majority vote of the Executive Committee

REFERENCE MATERIALS ATTACHED:

- Proposed Fourth Amendment to the Agreement between CalMHSA and George Hills

**FOURTH AMENDMENT TO THE AGREEMENT
 FOR
 ADMINISTRATIVE AND FINANCIAL SERVICES**

This FOURTH Amendment to the Agreement for Administrative and Financial Services (which, as modified, may be referred to as the “Fourth Amended Agreement”) is made and is effective as of the 1st day of July, 2017, by and between the California Mental Health Services Authority, hereinafter referred to as “CalMHSA”, and George Hills, hereinafter referred to as “GH”, a California Corporation. The provisions of the Third Amended Agreement shall continue to apply until July 1, 2017.

In consideration of the covenants and conditions hereinafter provided, CalMHSA and GH do hereby covenant and agree that the First Amended Agreement is amended in the following respects:

1. **The Fourth Amendment hereby amends the Third Amended Agreement to reflect the following:**
 - A. **Term** – Effective July 1, 2017 through, to and including June 30, 2019, with option to extend for one additional year.
 - B. **Program Funding & Compensation -**
 - i. Program funding and Resources Required – The program funding is budgeted at the same level as prior year, however additional resources are included for the Hospital Program and reserves will be utilized. In the event of future funding decreases and increases, which may result in a need for changes to FTE requirements, compensation shall be adjusted. Compensation adjustments shall be based on changes to FTE requirements, which would be agreed by the parties. This adjustment agreement by CalMHSA may be delegated to Executive or Finance Committee.
 - ii. Compensation adjustments would be take effect based upon the above FTE adjustment agreement, at the current hourly rate per FTE.
 - iii. Annual adjustments to the above rate, for cost of living, shall be limited to 2% per annum.
 - iv. Compensation Summary:

	FTE	FY 16/17	FTE	FY 17-18 Proposed	FTE	FY 17-18 Target
Contract for Admin & Finance Services-Includes state hospitals	6.8	\$1,357,824	7.55	\$1,554,696	9.25	\$1,904,760
Contract for Exec Director -Estimated & Separate Contract	1.5	\$299,520	1.5	\$308,880	1.5	\$308,880
Total	8.3	\$1,657,344	9.05	\$1,863,576	10.75	\$2,213,640

IN WITNESS HEREOF, the parties hereto have executed this Agreement on June 15, 2017.

George Hills:

 John Chaquica, CEO

 Dated

California Mental Health Services Authority:

 Terence M. Rooney, PhD, President

 Dated

FINANCIAL MATTERS
Agenda Item 6.B.

**SUBJECT: CALMHSA ANNUAL PROPOSED REVENUE AND EXPENDITURE REPORT –
JUNE 30, 2018**

ACTION FOR CONSIDERATION:

Approval of the CalMHSA Proposed Revenue and Expenditure Report – June 30, 2018

BACKGROUND AND STATUS:

The CalMHSA Bylaws provide for a fiscal year of July 1 to June 30, and require the Board of Directors to adopt the annual budget by July 1 of the new fiscal year. The draft budget is to be presented to the Board at least 45 days prior. (Bylaws, §§ 4.1.3, 8.1, and 9.1.)

Ms. Kim Santin, CalMHSA Finance Director, will provide an oral overview of the timeline for Compilation of the Annual Revenue and Expenditure Report – Proposed Budget June 30, 2018, distributed as discussed above.

The Sustainability programs have the following key items for the Board of Directors consideration

- CalMHSA Annual Revenue and Expenditure Report – Proposed Budget June 30, 2018.

Historically CalMHSA has allowed a certain number of counties that have chosen to not reimburse CalMHSA for state hospital bed contract management and negotiations, however this budget includes invoicing for those beds. The state department has taken the position that counties not having executed the DSH MOU for FY 14-15/FY 15-16, will be required to pay a higher rate.

FISCAL IMPACT:

None.

RECOMMENDATION:

Approval of the CalMHSA Proposed Revenue and Expenditure Report – June 30, 2018

TYPE OF VOTE REQUIRED:

Majority vote.

REFERENCE MATERIALS ATTACHED:

- CalMHSA Annual Revenue and Expenditure Report – Proposed Budget June 30, 2018

SUMMARY OF SIGNIFICANT ASSUMPTIONS IN THE PROPOSED OPERATING BUDGET FOR FISCAL YEAR 2017/2018

REVENUE:

Revenue has been estimated based on the Historical results of the fiscal year 2016/2017. The memo column is included for information purposes only.

EXPENSES:

Program Expenses Highlights (Details are on Page 2 of Budget Document)

- Program Contracts have been estimated at \$4,209,100 for PEI Sustainability and Suicide Prevention Regional Programs.
- Program Staffing is \$1,269,742 and combined with the General & Administrative Staffing of \$593,834 is a Total Staffing of \$1,863,576. This amount is made of two contracts with George Hills Company: 1) CalMHSA Agreement for Administrative and Financial Services of \$1,357,824; and 2) CalMHSA Agreement for Executive Director Services of \$308,880.
- Program Staffing for 16/17 was a total of 8.3 FTE and this budget includes an additional .75 (3/4 of Year) FTE added for State Hospital Bed Specialist. See Page 3 to represent the total staffing of 9.05 FTE.
- Other Program Expenditures are related to Program Expenses for State Hospital Beds, WET Program, and Tech Asst/Capacity Building.

**California Mental Health Services Authority
2017/2018 Proposed Operating Budget**

	Approved Budget 2016/2017	Projected Actuals 2016/2017	Proposed Budget 2017/2018	Memo Column Target Funding 2017/2018
Revenues:				
PEI Sustainability	6,423,162	5,187,065	5,160,037	7,010,037
Private Fund Development Fees	500,000	200,000	500,005	500,005
State Hospital Bed Program		553,606	627,912	627,912
Suicide Prevention Program		636,375	636,375	636,375
Sutter Health		250,000		
Other Programs		8,000		
Licence Royalty Fee		600	0	
Total Revenues	6,923,162	6,835,646	6,924,329	8,774,329
Program Expenses:				
Program Contracts	8,069,952	7,700,000	4,209,100	5,604,125
Program Management	1,072,399	1,072,399	1,269,742	1,541,558
Fundraising Counsel	200,000	105,000	200,000	200,000
Other Contracts			35,000	35,000
Legal	28,952	150,000	28,952	28,952
Travel & Meetings	35,000	35,000	70,000	85,000
Other Program Expenditures	821,246	900,000	774,970	821,246
Total Program Expenses	10,227,549	9,962,399	6,587,764	8,315,881
General & Administrative Expenses:				
General & Administrative				
Staffing	584,945	584,945	593,834	672,082
Legal	10,000	11,000	10,000	10,000
Travel & Meetings	66,000	40,000	16,000	16,000
Other Contracts	45,000	35,000	10,000	10,000
Insurance	30,000	30,000	37,000	37,000
Financial Audit	15,000	15,000	15,000	15,000
Total General & Administrative Expenses	750,945	715,945	681,834	760,082
Total Expenditures	10,978,494	10,678,344	7,269,598	9,075,963
Net Increase/(Decrease) Unexpended Funds	(4,055,332)	(3,842,698)	(345,269)	(301,634)
Prior Year Reserves	6,491,784	6,490,797	2,648,099	2,648,099
Projected Reserves as of June 30	2,436,452	2,648,099	2,302,830	2,346,465
Less: Obligated Reserves	(2,343,350)	(2,574,111)	(2,191,000)	(2,191,000)
Total Available Reserves at June 30, 2018	93,102	73,988	111,830	155,465

**California Mental Health Services Authority
Administrative Expense Allocation
2017/2018 Program Year
Proposed Budget Expenses**

	Private Fund Development	Tech Asst/Capacity Building	WET Program Funding	Fiscal Modernization	State Hospital Bed Program	Plumas Wellness Center	Suicide Prevention - Regional Program	PEI - Sustainability	Totals
Direct Expenses:									
Program Contracts						-	509,100	3,700,000	4,209,100
Program Management	267,949	38,623		53,107	354,852	-	91,730	463,480	1,269,742
Fundraising Counsel	200,000								200,000
Other Contracts	15,000							20,000	35,000
Legal				500	5,000			23,452	28,952
Travel & Meetings	35,000				5,000			30,000	70,000
Other Program Expenditures		140,000	148,470	36,500	450,000				774,970
Total Direct Expenses	517,949	178,623	148,470	90,107	814,852	-	600,830	4,236,932	6,587,764
General & Administrative:									
General & Administrative									
Staffing	40,041	18,498	-	11,282	157,806	-	23,714	342,493	593,834
Legal	674	312	-	190	2,657	-	399	5,767	10,000
Travel & Meetings	1,079	498	-	304	4,252	-	639	9,228	16,000
Other Contracts	674	312	-	190	2,657	-	399	5,767	10,000
Insurance	2,495	1,153	-	703	9,832	-	1,478	21,340	37,000
Financial Audit	1,011	467	-	285	3,986	-	599	8,651	15,000
Total Indirect Expenses	45,975	21,239	-	12,954	181,191	-	27,229	393,246	681,834
Total Expenditures	563,924	199,862	148,470	103,061	996,043	-	628,059	4,630,178	7,269,598

Note 1 The combined total of these amounts are the Contracts for staffing related to the Contract for Administrative and Fiscal Services and Contract for Executive Director with George Hills Company. The combined total is \$1,863,576 (1,269,742+593,834).

CalMHSA Staffing Allocations 17/18

	(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)	(9)	(10)	(11)	(12)	(13)	(14)	(15)	(16)	(17)
Department/Position	Mid Level Staffing 15-16 FTE	Staffing 16-17 FTE	Based on PY Funding Level Staffing 17-18 FTE	Operations	Research and Development	Public/Private Partnership development	Tech Asst/ Capacity Building	Feasibility Study /Capitation Plan	State Hospital Bed Funding	Suicide Prevention	Plumas Wellness Center	PEI Programs	indirect	Total Percentage	\$99 per hour/Annual Hours per employee	Annual Staffing Cost	
Administrative Services																	
Chief Executive Officer *	1.00	1.00	1.00	0.03	0.38	0.35	0.01	0.05	0.05	0.03	-	0.10	-	1.00	99		
Chief Operating Officer	0.60	0.25	0.25	0.10	-	-	-	-	0.15	-	-	-	-	0.25			
Administrative Staff -	0.00	1.00	1.00	0.25	0.05	0.25	-	0.05	0.10	-	-	0.30	-	1.00			
Administrative Services Manager	1.00	0.90	0.90	0.25	-	0.25	-	-	0.35	-	-	0.05	-	0.90			
SUBTOTAL	2.60	3.15	3.15	0.63	0.43	0.85	0.01	0.10	0.65	0.03	-	0.45	-	3.15	2080	648,648	
Program Services																	
Program Director/Manager	1.00	0.80	0.80	0.20	0.15	0.05	0.05	0.05	-	-	-	0.30	-	0.80			
Senior Program Manager - Did not fill after SW	1.00	0.00	0.00	-	-	-	-	-	-	-	-	-	-	-			
Program Manager	0.50	0.80	0.80	0.05	0.10	-	-	-	-	0.35	-	0.30	-	0.80			
State Hospital Bed Program Specialist			0.75	-	-	-	-	-	0.75	-	-	-	-	-			
Asst Program Manager		0.8	0.80	-	-	0.10	0.03	-	-	-	-	0.67	-	0.80			
Program Associate	1.00	0.00	0.00	-	-	-	-	-	-	-	-	-	-	-			
Administrative Assistant -	1.00	0.00	0.00	-	-	-	-	-	-	-	-	-	-	-			
Contract Services	0.10	0.00	0.00	-	-	-	-	-	-	-	-	-	-	-			
Administrative Assistant	1.00	0.00	0.00	-	-	-	-	-	-	-	-	-	-	-			
SUBTOTAL	5.60	2.40	3.15	0.25	0.25	0.15	0.08	0.05	0.75	0.35	-	1.27	-	3.15	2080	648,648	
Fiscal Services																	
Finance Director	0.80	0.60	0.60	0.06	0.15	0.10	0.05	0.05	0.05	-	0.00	0.10	0.04	0.60			
Accountant	0.65	0.50	0.50	0.25	0.04	0.01	0.02	0.02	0.02	-	0.00	0.10	0.04	0.50			
Staff Accountant	0.40	0.40	0.40	0.00	0.00	0.00	0.00	0.00	0.00	-	-	0.00	0.00	0.40			
Staff Accountant	0.40	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	-	-	0.00	0.00	-			
SUBTOTAL	2.25	1.50	1.50	0.71	0.19	0.11	0.07	0.07	0.07	0.00	0.00	0.20	0.08	1.50	2080	308,880	
Indirect Staff: IT, Corp Admin, HR, Admin Support																	
Indirect Staff	1.45	1.25	1.25	0.00	-	-	-	-	-	-	-	-	-	1.25	1.25	2080	257,400
Total	11.90	8.30	9.05	1.59	0.87	1.11	0.16	0.22	1.47	0.38	0.00	1.92	1.33	9.05	2080	1,863,576	
Annual Hours	2,080	2,080	2,080	2,080	2,080	2,080	2,080	2,080	2,080	2,080	2,080	2,080	2,080	2,080			
All Inclusive Hourly Rate	\$ 93	\$ 96	\$ 99	\$ 99	\$ 99	\$ 99	\$ 99	\$ 99	\$ 99	\$ 99	\$ 99	\$ 99	\$ 99	\$ 99	\$ 99		
Annual Compensation	2,301,936	1,657,344	1,863,576	327,413	179,150	228,571	32,947	45,302	302,702	78,250	-	395,366	273,874	1,863,576			
				20.60%	11.27%	14.38%	2.07%	2.85%	19.04%	4.92%	0.00%	24.87%		100%			
				56,407	30,864	39,378	5,676	7,805	52,150	13,481	0	68,114	273,874				Allocation of Indirect to Programs
				383,819	210,014	267,949	38,623	53,107	354,852	91,730	0	463,480		1,863,576			

PROGRAM MATTERS
Agenda Item 7.A

**SUBJECT: Sustainability Taskforce – Phase III Statewide PEI Project – FY 17/18
Contracts**

ACTIONS FOR CONSIDERATION

1. a. Approve contract funding recommended by the Sustainability Taskforce for FY 17/18 implementation of the Phase III Statewide PEI Project for a maximum of \$3.7 million, as follows:
 - RSE, Inc. – \$1,150,000
 - Each Mind Matters Outreach & Engagement - \$300,000
 - NAMI California - \$200,000
 - Active Minds – \$350,000
 - Foundation for California Community Colleges – \$400,000
 - Your Social Marketer – \$450,000
 - The Social Changery - \$400,000
 - Directing Change - \$150,000
 - RAND Corporation - \$300,000
- b. Delegate authority to the Taskforce to direct staff on allocating up to \$2 million in additional funds to Phase III contractors if funds become available.
2. Authorize the Executive Director to execute new contracts and/or contract extensions with selected contractors consistent with the foregoing approvals.

BACKGROUND AND STATUS

- At the December 15th, 2016 Board of Directors meeting, the Board Members adopted the Statewide PEI Project Phase III Plan.
- At the February 9th, 2017 Board of Directors meeting, the Sustainability Taskforce presented prioritized activities of the Phase III Plan given a reduced anticipated funding level.
- At the April 13th, 2017 Board of Directors meeting, the Board of Directors adopted a funding threshold level for Augmented Services of the Phase III Plan for Counties that contribute at a higher level. In addition, the Board authorized staff to extend and amend current Statewide PEI Project contractors and sole source two current subcontractors for the first year of the Phase III Plan (FY 17/18).
- At the May 8th, 2017 Finance Committee Meeting, members proposed a \$5.1 million budget for the Statewide PEI Project in FY 17/18. Of this, \$3.7 million is proposed to fund Statewide PEI Project contracts.

Note: CalMHSA staff estimate at least \$200,000 will remain unspent from the FY 16/17 Statewide PEI Project contractors. This carryover will be applied to the FY 17/18 contractors for Phase III after July 1, 2017.

Strategies and goals of the Phase III Statewide PEI Project

The approved Phase III Plan identified two priority strategies for implementation – Social Marketing & Informational Resources, and Research, Evaluation and Surveillance. The Social Marketing & Informational Resources strategy can be further delineated into the following activities: 1) Dissemination, 2) Technical Assistance, 3) Networks and Collaborations, and 4) Development of New Outreach Materials to Reach Diverse Communities. These activities support the goals of increased capacities, increased reach and dissemination of materials and increased usage of materials. Collaboration between program partners will also be critical to achieve goals of the Phase III Plan. Attachments 1-9 provide an overview of the work projected for each contractor and each contractor is aware of the proposed reduction in contract awards. Subsequent to Board action on June 15th, staff will negotiate final scopes of work for each contractor.

Community Stakeholder Involvement in the Statewide PEI Project

All Statewide PEI Project programs and resources have been and are developed with guidance and input from community stakeholders from across California. CalMHSA’s community stakeholder involvement is informed by MHSR Regulations and public health best practices. Community stakeholder involvement in the Statewide PEI Project includes and is not limited to program planning and implementation, monitoring, quality improvement, and evaluation. Community stakeholders include and are not limited to individuals from fields of mental health, substance use, public health, and education, who represent a diverse range of perspective including consumers, family members, underserved ethnic and cultural groups, youth, older adults, community clinics, community-based organizations, faith-based organizations, foundations, health plans, research and surveillance institutions, public colleges and universities, county and state agencies, statewide offices, state legislative officials, and national policy advocacy groups. Best practices in stigma reduction and suicide prevention efforts incorporate feedback from community stakeholders who serve the targeted community, are a member of the targeted community, and/or receive services/support. Community stakeholders participate and collaborate to develop the content and format of efforts and in addition, new materials and campaigns are focus tested and new materials are vetted for final edits from the targeted community.

Proposed Contracts:

Contractor	Strategy Activities	Scope of Work Summary
RSE	Dissemination New Outreach	Implement social marketing, media and public awareness and education activities to expand the reach and impact of Each Mind Matters: California’s Mental

	Materials	Health Movement, including developing new materials for California's diverse communities with emphasis on Latino communities
Each Mind Matters Outreach & Engagement	Dissemination Networks and Collaborations	Further expand the Each Mind Matters partners network and promote grassroots fund development opportunities; manage the Each Mind Matters store to expand dissemination of resources and materials to the general population and engage key sectors in Each Mind Matters
NAMI California	Dissemination Networks and Collaborations	Engage local NAMI Affiliates and NAMI on Campus school clubs to continue and increase outreach and dissemination of NAMI and Each Mind Matters programs and resources; emphasizing the reach and impact of Mental Health 101 educational presentations reaching California's diverse communities with emphasis on Latino communities
Active Minds	Dissemination Networks and Collaborations	Support and engage California Active Minds Chapters on college campuses to engage a network of student mental health leaders and advocates to outreach and disseminate Each Mind Matters and Active Minds resources and programs
California Community Colleges	Dissemination Networks and Collaborations	Support and engage California's Community Colleges students, faculty and staff to promote and disseminate California Community College Student Mental Health Program and Each Mind Matters information, tools and resources including supporting the Community Colleges Health Services regional networks
Your Social Marketer	Dissemination Networks and Collaborations Technical Assistance	Provide customized resource navigation, technical assistance, and capacity building support to County Behavioral Health Agencies and their community partners to support local PEI goals and leverage resources between local and statewide efforts
The Social Changery	Dissemination Networks and Collaborations Technical Assistance	Provide customized resource navigation, technical assistance, and capacity building support to Community Based Organizations to support local PEI goals and leverage resources between local and statewide efforts, including fostering collaborative networks and implementing CBO mini-grant program
Directing Change	Dissemination	Implement the sixth annual Directing Change program reaching youth ages 14-25

RAND	Evaluation	Conduct analysis of the reach of Each Mind Matters, Know The Signs, and other programs by county and statewide
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Proposed Contract Amounts: (\$3.7 Million Total)

Contractor	Proposed FY 17/18 Contract Amount	Current FY 16/17 Contract Amount	For Reference: Estimated Increase/Decrease
RSE	\$1,150,000.00	\$2,604,784.00	-56%
Each Mind Matters Outreach & Engagement	\$300,000.00	\$664,929.00	-55%
NAMI California	\$200,000.00	\$458,752.00	-56%
Active Minds	\$350,000.00	\$412,692.00	-15%
California Community Colleges	\$400,000.00	\$936,878.00	-57%
Your Social Marketer	\$450,000.00	\$480,002.00 <i>(estimated)</i>	-7%
The Social Changery	\$400,000.00	\$502,517.00 <i>(estimated)</i>	-20%
Directing Change	\$150,000.00	\$150,000.00	0%
RAND	\$300,000.00	\$675,000.00	-56%
TOTAL CONTRACTS	\$3,700,000.00	\$5,903,035.00	-37%

**Note: CalMHSA staff estimate at least \$200,000 will remain unspent from the FY 16/17 Statewide PEI Project contractors. This carryover will be applied to the FY 17/18 contractors for Phase III after July 1, 2017.*

RECOMMENDATIONS:

1. a. Approve contract funding recommended by the Sustainability Taskforce for FY 17/18 implementation of the Phase III Statewide PEI Project for a maximum of \$3.7 million, as follows:
 - RSE, Inc. – \$1,150,000

- Each Mind Matters Outreach & Engagement - \$300,000
- NAMI California - \$200,000
- Active Minds – \$350,000
- Foundation for California Community Colleges – \$400,000
- Your Social Marketer – \$450,000
- The Social Changery - \$400,000
- Directing Change - \$150,000
- RAND Corporation - \$300,000

b. Delegate authority to the Taskforce to direct staff on allocating up to \$2 million in additional funds to Phase III contractors if funds become available.

2. Authorize the Executive Director to execute new contracts and/or contract extensions with selected contractors consistent with the foregoing approvals.

TYPE OF VOTE REQUIRED:

Majority vote.

REFERENCE MATERIAL(S) ATTACHED:

- Attachment 1: FY 17-18 Contract Scope of Work Overview – RSE
- Attachment 2: FY 17-18 Contract Scope of Work Overview – Each Mind Matters Outreach & Engagement
- Attachment 3: FY 17-18 Contract Scope of Work Overview – NAMI California
- Attachment 4: FY 17-18 Contract Scope of Work Overview – Active Minds
- Attachment 5: FY 17-18 Contract Scope of Work Overview – Foundation for California Community Colleges
- Attachment 6: FY 17-18 Contract Scope of Work Overview – Your Social Marketer
- Attachment 7: FY 17-18 Contract Scope of Work Overview – The Social Changery
- Attachment 8: FY 17-18 Contract Scope of Work Overview– Directing Change
- Attachment 9: FY 17-18 Contract Scope of Work Overview – RAND Corporation

Attachment 1:

**FY 17-18 Contract Scope of Work Overview
RSE**

In Phase III, RSE will build on CalMHSA's original investment – raising awareness, inspiring action and supporting activities that will expand California's Mental Health Movement. Our grassroots approach will provide a statewide infrastructure that will grow the Each Mind Matters (EMM) movement in the local, diverse communities of California's counties. Our approach will also implement targeted programs and education that reach California's Latino communities. The EMM movement will reflect collective efforts that aim to prevent suicide, improve student mental health and reduce the stigma and discrimination associated with mental illness.

Each Mind Matters Public Awareness and Education

- Maintain Each Mind Matters engagement through an integrated communications plan for social marketing strategies statewide that can be leveraged locally
- In collaboration with Each Mind Matters Outreach & Engagement, Your Social Marketer and The Social Changery, develop and implement a strategic plan for increasing dissemination and usage of materials and resources
- Maintain, review and refine EMM family of websites including EachMindMatters.org; SanaMente.org; WalkInOurShoes/PonteEnMisZapatos.org; SuicideIsPreventable/ElSuicidioEsPrevenible.org;
- Develop and/or adapt materials to meet local PEI needs

Diverse Communities and Special Populations

- Engage key stakeholders (County Behavioral Health Agencies, Ethnic Service Managers, Community Based Organizations and others) to broadly disseminate existing tools and resources
- Based on findings from various diverse communities reports and stakeholder feedback, develop and/or adapt culturally responsive campaign materials for mental health promotion and prevention of mental illness and suicide to:
 - Enhance the SanaMente campaign to include:
 - Address gaps, new/emerging threshold pops, and special pops at most risk for suicide

Evaluation

- Review, and address as needed, the need of a targeted evaluation with direction from CalMHSA and partners at NORC
- Coordinate with RAND on CalMHSA external evaluation development and execution, as needed

Attachment 2:

**FY 17-18 Contract Scope of Work Overview
Each Mind Matters Outreach & Engagement**

In Phase III, the Each Mind Matters (EMM) Outreach & Engagement (O&E) team will be primarily responsible for building EMM partnerships and sustainability. This will include developing relationships with larger statewide guilds, associations and state agencies to engage and integrate EMM. Through these relationships, O&E will pursue grassroots funding efforts to support EMM integration; in doing so, O&E will be a critical partner to the CalMHSA Fund Development Project. As the Fund Development Project explores multi-million dollar funds to support CalMHSA efforts, O&E will explore smaller, more grassroots contributions. The O&E team will be responsible for being the public “face” of EMM, attending conferences, tabling, and managing the EMM online store. Finally, as directed by the Board, O&E will also create the infrastructure for Each Mind Matters to become a 501(c)3 organization.

Developing community partnerships and sustainability opportunities for Each Mind Matters

- Participate in grant writing opportunities with partners to expand the integration and reach of Each Mind Matters
- Collaborate with CalMHSA Fund Development Project, keeping them apprised of smaller grassroots funding in EMM that can be leveraged for larger fund development opportunities

Statewide Community Outreach & Engagement

- In coordination with other contractors, develop and implement a strategic outreach plan within the first quarter. O&E will prioritize reaching Latino communities and counties that have large Latino presence
- Coordinate with program partners to identify EMM volunteers that can be dispatched to attend further events beyond those identified in the strategic outreach plan; develop a reporting requirement for volunteers and inform counties of any local EMM ambassadors
- Develop and maintain partnerships with previous partners, grantees and state-level and local organizations; as appropriate, share information with program partners to ensure these partners continue to receive EMM technical assistance and resource navigation
- Increase the reach of the Each Mind Matters Insider newsletter to ensure diversity of sectors and populations as well as geographic reach
- Develop and implement an Each Mind Matters 501(c)3 launch plan, consistent with the CalMHSA Fund Development Project goals; collaborate with CalMHSA and other contractors throughout development and implementation

Dissemination

- Manage the Each Mind Matters store including creating a business plan for FY 17/18 by the end of the first quarter and completing a summary of sales report at least twice a year
- Disseminate and track materials throughout the community, based on the strategic outreach plan

Attachment 3:

**FY 17-18 Contract Scope of Work Overview
NAMI California**

As part of the nation's largest grassroots mental health organization, NAMI California will utilize their extensive network of 62 statewide affiliates to continue to: expand its successful Mental Health 101 program, affiliate capacity building, reach underserved populations, and finally, expand the dissemination of the Each Mind Matters program materials.

Contractor will continue to engage underserved communities, increase statewide reach and membership within racial, ethnic, and diverse communities to become part of the NAMI CA network to improve peer and family-based mental health and wellness services. Through statewide trainings and implementation of local programs, NAMI California and its affiliates statewide will reach local leaders from diverse communities to embrace and support Each Mind Matters messaging and materials to reduce stigma and increase knowledge of mental health across all communities.

- NAMI CA will provide funding, coordination, technical assistance and oversight to Affiliates to implement Mental Health 101 (MH101) presentations locally, with a focus on reaching underserved communities.
- NAMI CA will offer support, coordination and technical assistance to NAMI on Campus High School (NCHS) chapters to conduct outreach and dissemination of Each Mind Matters materials and messaging; and utilize EMM materials to students, staff and faculty on high school campuses including Directing Change.
- NAMI CA will disseminate and promote the EMM toolkit and dissemination plan with Affiliates including trainings, technical assistance, and learning collaboratives in order to support successful use and adoption of relevant EMM materials at the local level.
- NAMI CA will leverage outreach opportunities to incorporate EMM into presentations, workshops, conferences, community meetings and other events as well as table exhibiting to promote EMM materials.
- NAMI CA will distribute EMM materials at all statewide trainings to engage local leaders from diverse communities, especially Spanish-speaking Californian communities

Attachment 4:

**FY 17-18 Contract Scope of Work Overview
Active Minds**

Active Minds' objective is to build, support and activate an engaged network of student mental health advocates throughout the state of California. Through engagement and intensive support, Active Minds' student network will reach diverse audiences with Each Mind Matters materials and will work towards increasing knowledge, and changing attitudes and behaviors around mental health on campuses in California.

Chapter Capacity Building

- Support and invest in Active Minds California Chapters through technical assistance, leadership training, educational programming and resource provision
- Manage fund distribution to student-led organizations to ensure student-led mental health programs and outreach on campuses

Community Engagement

- Build a network of students mental health advocates throughout California ensuring elevation of the transition age youth voice in stigma reduction and suicide prevention
- Ensure a diverse statewide network of student mental health advocates who are knowledgeable about Each Mind Matters and committed to mental health advocacy

Coordination and Dissemination

- Activate Chapters and Each Mind Matters student ambassadors for effective adaptation and dissemination of Each Mind Matters materials and documentation of distribution
- Hold campus and community educational events including Send Silence Packing exhibits and Speakers Bureau presentations that will reach large scale diverse student audiences with Each Mind Matters materials

Attachment 5:

**FY 17-18 Contract Scope of Work Overview
Foundation for California Community Colleges**

The California Community Colleges (CCC) Student Mental Health Program (SMHP) will promote and disseminate mental health information, tools and resources including Each Mind Matters: California's Mental Health Movement (EMM) programs and materials within the California Community Colleges system.

- Maintain project website including resource database and conduct activities to support awareness and traffic to the website
- Leverage CCC Health Services regional structure to increase dissemination, usage and capacities
- Develop and implement a strategic plan to increase dissemination, usage and capacities and promote EMM to CCCs
- With Active Minds and NAMI Ca, provide support to student leaders to promote local chapter/club activities, outreach, and usage of EMM and SMHP tools and resources
- Participate and coordinate Higher Education MH Program quarterly meetings that include UC, CSU, Active Minds and EMM

Attachment 6:

**FY 17-18 Contract Scope of Work Overview
Your Social Marketer**

Your Social Marketer will provide resource navigation, customized technical assistance and capacity building to County Behavioral Health Agencies (CBHAs) and their community partners. Resource Navigation and technical assistance will include, but not be limited to, communication and facilitation of sharing of EMM and partner programs and resources, efforts to increase local capacities and skills to fully engage in the EMM movement, subject matter expertise in stigma and discrimination reduction and suicide prevention, guidance and support of local implementation of targeted approaches.

Each Mind Matters

- Collaborate with RSE, Outreach & Engagement and The Social Changery Program Partners in dissemination, technical assistance and capacity building activities to ensure promotion and engagement of Each Mind Matters statewide, to include:
 - Review and support content development of social marketing, website, and new materials
 - Participate in outreach events/activities such as resource tables, presentations and conferences as capacity allows
 - Refresh existing EMM resources and materials as needed
 - Assist county agencies and their partners with utilizing EMM materials

County Technical Assistance and Support

- Develop and implement EMM County Technical Assistance program plan, in coordination with The Social Changery's Community Technical Assistance program as applicable
- Deliver EMM resource navigation and technical assistance to all contributing counties to include providing a designated Resource Navigator to every participating county and other counties as directed by CalMHSA and responding to county requests for resource navigation and technical assistance support

Attachment 7:

**FY 17-18 Contract Scope of Work Overview
The Social Changery**

In Phase III, the Social Changery will be responsible for providing technical assistance and resource navigation to community agencies. SC will work closely with the Each Mind Matters (EMM) Outreach & Engagement (O&E) team to identify appropriate community partners that should receive ongoing technical assistance and resource navigation. Furthermore, SC will provide technical assistance and support to mini-grantees, including working with counties to identify grantees, collaborating with grantees to establish workplans, creating plans with grantees regarding ongoing use and integration of EMM, and creating county-specific reports regarding grantee activities.

Community technical assistance and resource navigation

- Develop and implement a technical assistance plan prioritizing structured technical assistance
- Develop a dissemination plan based on existing gaps in dissemination to diverse populations
- Develop outreach/engagement/dissemination report describing CBOs engaged within each county
- Create content and send out the monthly EMM Insider Newsletter, in collaboration with program partners
- Build list of subscribers to the EMM Insider Newsletter and collaborate with other contractors to ensure ease of subscribing

Mini-grants

- Administer mini-grant program
- Provide technical assistance and ongoing support to mini-grantees
- Implement sustainability plan for mini-grantees to continue EMM integration and engagement beyond their funding cycle

Collaborations

- Support O&E to identify partners/sectors that have not been engaged by EMM
- Support the development of new outreach materials and dissemination plan for new outreach materials
- Support the ongoing refinement and updating of campaign websites and messaging
- Lead and collaborate with other program partners on Each Mind Matters Resource Center content management and curation

Attachment 8:

**FY 17-18 Contract Scope of Work Overview
Directing Change**

The Directing Change Program and Film Contest is part of Each Mind Matters: California's Mental Health Movement. The program offers young people the exciting opportunity to participate in the movement by creating 60-second films about suicide prevention and mental health that are used to promote awareness, education and advocacy efforts on these topics.

The program was created by Your Social Marketer Inc (YSM) and the YSM team has implemented the program for the past five years as a part of CalMHSA's Statewide PEI Project. Directing Change has now launched as an independent agency, and will continue to work with YSM to implement the program.

- Host and maintain program website and social media channels
- Create promotional and educational materials
- Program promotion with students, youth, teachers, schools, districts, community-based organizations and youth services providers across the state
 - In 2018 highlight and promote Spanish language film submissions
- Program implementation to include recruitment and training of judges, management of submissions and coordination of awards and recognitions

Attachment 9:

**FY 17-18 Contract Scope of Work Overview
RAND Corporation**

RAND will be responsible for supporting CalMHSA in examining potential changes in mental health metrics and the reach of key Each Mind Matters programs and potential changes within each county. Furthermore, RAND will be providing CalMHSA with ongoing technical assistance and consultation, assisting with planning for future phases of the Statewide PEI Project, and supporting other efforts related to PEI.

Analyses

- Conduct a third annual CHIS analysis on existing mental health and suicide-related metrics using 2016 data. CHIS analysis will be conducted at a statewide and county/regional basis (depending on availability of data).
- Conduct a county-level analysis of use of key program websites, including Each Mind Matters, Know the Signs and other programs

Consultation

- Provide technical assistance and consultation by CalMHSA, as requested
- Support the overall implementation of local and statewide PEI evaluations, as requested

CaMHSA Statewide PEI Project Phase III: FY 2017-2018 Contracts

June 15, 2017
Board of Directors Meeting



WELLNESS • RECOVERY • RESILIENCE





Actions for Consideration

1) A. Approve contract funding recommended by the Sustainability Taskforce for FY 17/18 implementation of the Phase III Statewide PEI Project for a maximum of \$3.7 million, as follows:

- RSE, Inc. – \$1,150,000
- Each Mind Matters Outreach & Engagement - \$300,000
- NAMI California - \$200,000
- Active Minds – \$350,000
- Foundation for California Community Colleges – \$400,000
- Your Social Marketer – \$450,000
- The Social Changery - \$400,000
- Directing Change - \$150,000
- RAND Corporation - \$300,000



Actions for Consideration

- 1) B. Delegate authority to the Taskforce to direct staff on allocating up to \$2 million in additional funds to Phase III contractors if funds become available.
- 2) Authorize the Executive Director to execute new contracts and/or contract extensions with selected contractors consistent with the foregoing approvals.



Background

- December 15th, 2016 Board of Directors meeting: Board adopted the Statewide PEI Project Phase III Plan.
- February 9th, 2017 Board of Directors meeting: Sustainability Taskforce presented prioritized activities of the Phase III Plan at a reduced funding level.



Background

- April 13th, 2017 Board of Directors meeting: Board adopted
 - a funding threshold level for Augmented Services of the Phase III Plan for Counties that contribute at a higher level;
 - the Board authorized staff to extend and amend current Statewide PEI Project contractors;
 - and sole source two current subcontractors for the first year of the Phase III Plan (FY 2017-2018).
- May 8th, 2017 Finance Committee Meeting: Members proposed a \$5.1 million budget for the Statewide PEI Project in FY 17/18. Of this, \$3.7 million is proposed to fund Statewide PEI Project contracts.



Phase III FY 17/18 Program Priorities

- 1) Dissemination and resource navigation of Statewide PEI Project campaigns, programs, resources and materials
- 2) Provide subject matter technical assistance in suicide prevention and stigma and discrimination reduction to support local PEI efforts and further integration and usage of Statewide PEI Project resources
- 3) Capacity-building support through counties, community-based organizations, schools, and partner organizations to foster networks and collaborations that support local PEI efforts
- 4) Develop new outreach materials to reach diverse communities



Phase III Programs

Stakeholder Involvement

- All Statewide PEI Project programs and resources have been and are developed with guidance and input from community stakeholders from across California.
- Stakeholder involvement in the Statewide PEI Project includes and is not limited to program planning and implementation, monitoring, quality improvement, and evaluation.
- Best practices incorporate feedback from stakeholders who serve the targeted community, are a member of the targeted community, and/or receive services/support.
- Stakeholders participate to develop content, and new materials and campaigns are focus tested and vetted by the targeted community.



Phase III FY 17/18

Program Contract Activities

Contractor	Dissemination & Resource Navigation Activities	Technical Assistance & Usage Support Activities	Capacity Building & Networks/ Collaborations Activities	Other Activities
RSE	✓			✓ Social Marketing and New Materials
Each Mind Matters Outreach & Engagement	✓		✓	
NAMI California	✓		✓	
Active Minds	✓		✓	
California Community Colleges	✓		✓	
Your Social Marketer	✓	✓	✓	
The Social Changery	✓	✓	✓	
Directing Change				✓ Directing Change Program
RAND				✓ County-specific evaluation



Phase III Program FY 17/18

Contract Budgets

Contractor	Proposed Contract Amount	For Reference: Estimated percent change in contract amounts between FY 16/17 and FY 17/18
RSE	\$1,150,000	- 56%
Each Mind Matters Outreach & Engagement	\$300,000	- 55%
NAMI California	\$200,000	- 56%
Active Minds	\$350,000	- 15%
California Community Colleges	\$400,000	- 57%
Your Social Marketer	\$450,000	- 7%
The Social Changery	\$400,000	- 20%
Directing Change	\$150,000	0%
RAND	\$300,000	- 56%
	TOTAL: \$3,700,000	- 37%



Phase III FY 17/18

RSE: \$1,150,000

Implement social marketing, media and public awareness and education activities to expand the reach and impact of Each Mind Matters: California's Mental Health Movement, including developing new materials for California's diverse communities with emphasis on Latino communities





Phase III FY 17/18

EMM Outreach & Engagement: \$300,000

Further expand the Each Mind Matters partners network and promote grassroots fund development opportunities; manage the Each Mind Matters store to expand dissemination of resources and materials to the general population and engage key sectors in Each Mind Matters

The screenshot shows the website header with the logo and navigation links: About Us | Shop | Media | Contact | SanaMente | GET HELP NOW. Below the header is a green navigation bar with buttons for Mental Health, Stories, Get Involved, Events, Partners, and Blog. The Partners page content includes a heading, a paragraph about joining the movement, and a link to a resource catalogue. An image of a woman in a green shirt is also visible.

EachMind MATTERS


About Us | Shop | Media | Contact | SanaMente | GET HELP NOW

Mental Health | Stories | Get Involved | Events | **Partners** | Blog

Partners

Ready to join California's Mental Health Movement and make a change in your community? Looking for information for yourself or someone you care about? We've gathered these helpful resources from national and local organizations working to promote mental health.

Are you a mental health professional looking for even more resources? Check out the complete [Each Mind Matters Program and Resource Catalogue](#).





Phase III FY 17/18

NAMI California: \$200,000

Engage local NAMI Affiliates and NAMI on Campus school clubs to continue and increase outreach and dissemination of NAMI and Each Mind Matters programs and resources; emphasizing the reach and impact of Mental Health 101 educational presentations reaching California's diverse communities with emphasis on Latino communities



**MENTAL
HEALTH
101**



Phase III FY 17/18

Active Minds: \$350,000

Support and engage California Active Minds Chapters on college campuses to engage a network of student mental health leaders and advocates to outreach and disseminate Each Mind Matters and Active Minds resources and programs





Phase III FY 17/18

California Community Colleges: \$400,000

Support and engage California's Community Colleges students, faculty and staff to promote and disseminate California Community College Student Mental Health Program and Each Mind Matters information, tools and resources including supporting the Community Colleges Health Services regional networks

Student Mental Health Program
Training and Technical Assistance for California Community Colleges

EachMind MATTERS
California's Mental Health Movement

FOUNDATION for CALIFORNIA COMMUNITY COLLEGES

CALIFORNIA COMMUNITY COLLEGES

CalMHSA

63 CALIFORNIA MENTAL HEALTH SERVICES ACT



Phase III FY 17/18

Your Social Marketer: \$450,000

Provide customized resource navigation, technical assistance, and capacity building support to County Behavioral Health Agencies and their community partners to support local PEI goals and leverage resources between local and statewide efforts

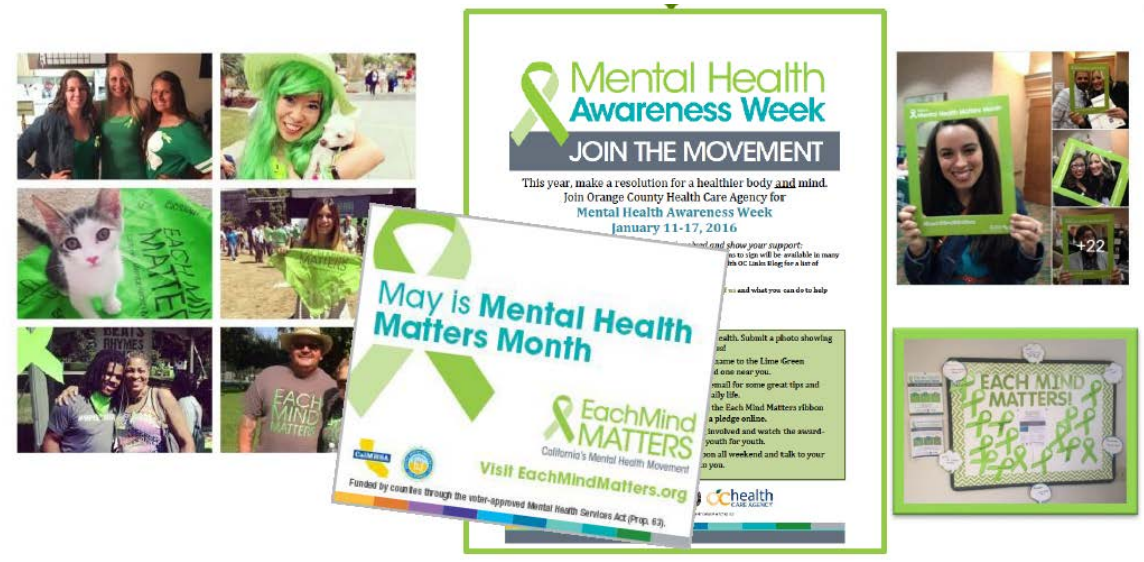




Phase III FY 17/18

The Social Changery: \$400,000

Provide customized resource navigation, technical assistance, and capacity building support to Community Based Organizations to support local PEI goals and leverage resources between local and statewide efforts, including fostering collaborative networks and implementing CBO mini-grant program





Phase III FY 17/18

Directing Change: \$150,000

Implement sixth annual Directing Change program reaching youth ages 14-25





Phase III FY 17/18

RAND: \$300,000

Conduct analysis of reach of Each Mind Matters, Know the Signs, and other programs within counties and statewide

On the Road to Mental Health

Highlights from Evaluations of California's Statewide Mental Health Prevention and Early Intervention Initiatives

Related Topics: [California](#), [Health Care Program Evaluation](#), [Health Interventions](#), [Mental Health and Illness](#), [Suicide](#)

 Citation  Embed  View related products





Actions for Consideration

1) A. Approve contract funding recommended by the Sustainability Taskforce for FY 17/18 implementation of the Phase III Statewide PEI Project for a maximum of \$3.7 million, as follows:

- RSE, Inc. – \$1,150,000
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- NAMI California - \$200,000
- Active Minds – \$350,000
- Foundation for California Community Colleges – \$400,000
- Your Social Marketer – \$450,000
- The Social Changery - \$400,000
- Directing Change - \$150,000
- RAND Corporation - \$300,000



Actions for Consideration

- 1) B. Delegate authority to the Taskforce to direct staff on allocating up to \$2 million in additional funds to Phase III contractors if funds become available.
- 2) Authorize the Executive Director to execute new contracts and/or contract extensions with selected contractors consistent with the foregoing approvals.



ADMINISTRATIVE MATTERS
Agenda Item 8.A.

SUBJECT: EXECUTIVE COMMITTEE / FINANCE COMMITTEE ELECTION

ACTION FOR CONSIDERATION

Approve recommended slate of officers, Executive Committee members representing the five CMHDA regions, and Finance Committee Members.

EXECUTIVE COMMITTEE BACKGROUND AND STATUS

On June 30, 2017, there are four (4) vacancies and eight (8) member terms for the regional representatives on the Executive Committee will end. The CalMHSA Bylaws state that the Board will elect, by majority vote, a new slate of officers and executive committee members at the last board meeting of the fiscal year.

The nominated slate of Officers and Executive Committee members is as follows:

Role	Member	Term Length	Term Start Date	Term End Date
President	Terence Rooney, Colusa County	2 years	7/1/2016	6/30/2018
Vice President	Dawan Utecht, Fresno County	2 years	7/1/2017	6/30/2019
Secretary	Steve Steinberg, Riverside County	2 years	7/1/2017	6/30/2019
Treasurer	Bill Walker, Kern County	annual¹	7/1/2016	6/30/2018
Past President	VACANT	2 years	7/1/2016	6/30/2018
CMHDA At-Large Member²	VACANT	1 year	7/1/2017	6/30/2019
Bay Area Regional Representatives	#1 VACANT	2 years	7/1/2017	6/30/2019
	#2 Bill Carter, Napa County	2 years	7/1/2016	6/30/2018
Central Regional Representatives	#1 VACANT	2 years	7/1/2017	6/30/2019
	#2 Uma Zykofsky, Sacramento County	2 years	7/1/2016	6/30/2018
Los Angeles Regional Representatives	#1 Jonathan Sherin, Los Angeles County	2 years	7/1/2017	6/30/2019
	#2 William Arroyo, Los Angeles County	2 years	7/1/2016	6/30/2018
Southern Regional	#1 Alfredo Aguirre, San	2 years	7/1/2017	6/30/2019

¹ Treasurer - To serve a two year term but be re-approved each year to represent the JPA on Investment decisions. Page 100 of 146

² CMHDA At-Large-Member per the December 12, 2013 Board approved Bylaw changes.

Representatives		Diego County			
	#2	Anne Robin, San Luis Obispo County	2 years	7/1/2016	6/30/2018
Superior Regional Representatives	#1	Dorian Kittrell, Butte County	2 years	6/30/2017	6/30/2019
	#2	Noel O' Niell, Trinity County	2 years	7/1/2016	6/30/2018

FINANCE COMMITTEE BACKGROUND AND STATUS

On June 30, 2017, the Finance Committee has one (1) vacancy of the Finance Committee. The CalMHSA Bylaws state that committee members to be appointed by the Board President and approved by the Board of Directors.

The appointment of committee members is as follows:

Position/Region	Nominee	Term
Chair	Bill Walker, Kern County	July 1, 2016 – June 30, 2018 ¹
Bay Area	Michael Lucid, Sonoma County	July 1, 2015 – June 30, 2018
Central ³	Dennis Koch, Madera County	July 1, 2017 – June 30, 2019
Los Angeles ³	William Arroyo, Los Angeles County	February 29, 2012 – June 30, 2019
Superior ³	VACANT	July 1, 2017 – June 30, 2019
Southern	Steve Steinberg, Riverside County	July 1, 2016 – June 30, 2018
Ex Officio	Terence Rooney, Placer County	NA

RECOMMENDATION:

Approve recommended slate of officers, Executive Committee members representing the five CMHDA regions, and Finance Committee Members.

TYPE OF VOTE REQUIRED

Majority of the Board of Directors.

REFERENCE MATERIAL(S) ATTACHED:

- None

³ Per the bylaws, Section 6.3.4, ... Terms shall be two years, except that in order to create staggered terms, the initial terms of three regional members (Los Angeles, Central and Superior) shall be three years.

ADMINISTRATIVE MATTERS
Agenda Item 8.B.

SUBJECT: Proposed Bylaw Changes

ACTION FOR CONSIDERATION:

Approve the proposed amendments to the Bylaws as shown in the Exhibit to this Agenda item.

BACKGROUND AND STATUS:

Current bylaws require the Board to meet at least twice a year, and restrict the Board from delegating 10 different items to the Executive Committee. However, obtaining a quorum of the Board is often difficult. The current Bylaws provide that at a regularly scheduled Board meeting, in the absence of a quorum of the Board the Executive Committee can act for the Board. This is even true as to six of the 10 items that otherwise cannot be delegated to the Executive Committee. These six are:

- Accepting a new member
- Approving a budget
- Amending the bylaws
- Approving contracts with administrators and legal counsel
- Establishing a Program
- Approving dividends or assessments

The net result of the current bylaws is that CalMHSA is forced to schedule a Board meeting to address items, even though it is likely that only the Executive Committee will address the items because a quorum of the Board will not be present. Noticing a Board meeting with knowledge that the Executive Committee is likely to act instead can come across as “bait and switch.”

Four types of matters currently cannot be addressed by the Executive Committee under any circumstances, even when a quorum of the Board is not present. These are:

- Approval of indebtedness
- Expulsion of a member
- Termination or suspension of rights of a member in default
- Approve dissolution of the Authority

These four items currently require a two-thirds vote of the entire Board. Because CalMHSA almost never has that many Board members present, these items are effectively impossible under current bylaws.

The proposed amendments to the bylaws would entirely eliminate the supermajority vote requirement. Also, items requiring a Board meeting, as opposed to an Executive Committee meeting, would be reduced to the following:

- Approval of indebtedness
- Approval of a budget
- Amendment of the bylaws
- Approval of dissolution of the Authority

The proposed amendments would require at least one Board meeting per year, and allow the Executive Committee to meet between Board meetings. Obviously, Board meetings can be scheduled more frequently, and all members of the Board can attend Executive Committee meetings and have input even if voting would only be by the Executive Committee.

FISCAL IMPACT:

None.

RECOMMENDATION:

Approve the proposed amendments to the Bylaws as shown in the Exhibit to this Agenda item.

TYPE OF VOTE REQUIRED:

Majority vote of the Board of Directors

REFERENCE MATERIAL(S) ATTACHED:

- CalMHSA Bylaws
- Legal Memorandum

**CALIFORNIA MENTAL HEALTH
SERVICES AUTHORITY**

BYLAWS

**BYLAWS
of the
CALIFORNIA MENTAL HEALTH SERVICES AUTHORITY**

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**BYLAWS
of the
CALIFORNIA MENTAL HEALTH SERVICES AUTHORITY**

ARTICLE 1

Section 1.1 - Purpose

The CALIFORNIA MENTAL HEALTH SERVICES AUTHORITY (Authority) is established for the purpose of the Members to jointly develop, fund and administer mental health services and education Programs as determined on a regional, statewide, or other basis.

ARTICLE 2 - GOVERNING DOCUMENTS

Section 2.1 - Governing Documents

The governing documents of the Authority shall be the Joint Exercise of Powers Agreement of the Authority (Agreement), these Bylaws, and the Participation Agreements for Programs administered by the Authority. In the event of a conflict between the Agreement and these Bylaws, the Agreement controls.

ARTICLE 3 - MEMBER ENTITIES

Section 3.1 - Membership

Each party to the Agreement is a Member. Only those agencies defined in the Joint Powers Agreement are eligible to become a Member of the Authority by agreeing to be bound by the governing documents and by complying with all of the following requirements:

- 3.1.1 Submit a completed application for membership and indicate method for payment of Application Fee.
- 3.1.2 Submit copy of resolution providing authorization to join CalMHSA;
- 3.1.3 Execute the Joint Powers Agreement;
- 3.1.4 Be accepted for membership as provided in Section 3.2;
- 3.1.5 Identify in writing a director to represent the Member on the Board. The director will designate an alternate to the Board as provided in Article 4;
- 3.1.6 Ensure all representatives (director and alternate) file with the Executive Director the required Fair Political Practices Commission ("FPPC") forms upon assuming office, during office, and upon termination of office.

Section 3.2 - Approval of Membership

The Executive Director shall review each applicant's submittal and may schedule a meeting with the applicant to discuss. The Executive Director shall report the results which shall be the basis for the recommendation to the Board. The Board shall either approve, ~~as provided in Section 4.1.3.1,~~ or disapprove the application based upon the Executive Director's recommendation, the application, and any inspections, reports, or other material which would be pertinent to the decision.

ARTICLE 4 - BOARD

Section 4.1 – Board Composition

- 4.1.1 The Board of the Authority shall be comprised of one representative from each Member. In addition to the director appointed to represent the Member, an alternate is designated by the director, who may vote in the absence of the director.
- 4.1.1.1 Each representative, when voting on Authority business, shall have the authority to bind his or her Member to the action taken by the Board.
- 4.1.1.2 The Member may change any of its representatives (director or alternate) to the Board by providing written notice to Authority.
- 4.1.1.3 At a Board meeting only one representative, if more than one representative is present, may vote on behalf of the member.
- 4.1.2 The Board shall provide policy direction for the Executive Committee, and the Executive Director, and other appointed committees. The Board may delegate any of its responsibilities except those requiring a vote by the Board as specified in the Agreement or the Governing Documents.
- 4.1.3 The Board reserves unto itself the authority to do the following ~~(except where specifically otherwise noted, the majority of the Board members present at a meeting may take action):~~
- ~~4.1.3.1 Accept a new member into the Authority;~~
- 4.1.3.2 Approve indebtedness ~~(two thirds vote of the entire Board);~~
- 4.1.3.3 Adopt a budget;
- 4.1.3.4 Amend these Bylaws;
- ~~4.1.3.5 Approve contracts for Authority administrative services and legal counsel;~~
- ~~4.1.3.6 Establish a Program if the Program involves more than one member and funding by members;~~
- ~~4.1.3.7 Approve dividends and assessments to members of a Program year;~~
- ~~4.1.3.8 Expel a member from the Authority (two thirds vote of the entire Board);~~
- ~~4.1.3.9 Terminate or suspend the rights of a member in default (two thirds vote of the entire Board); and~~
- 4.1.3.10 Approve dissolution of Authority ~~(two thirds vote of entire Board.)~~

Section 4.2 - Meetings of the Board

- 4.2.1 The Board shall hold at least ~~two~~one regular meetings each year to review all operations of the Authority. The Board will establish a time and place to hold such regular meetings and notice shall be sent to each director and alternate.
- 4.2.2 Every Member is expected to have its director or alternate attend Board meetings.
- 4.2.3 All meetings of the Board shall be conducted in accordance with the Ralph M. Brown Act (Government Code §54950 et seq.)
- 4.2.4 A special meeting may be called by the President or Vice President in the absence of the President, or a majority of the Board, by notifying the Executive Director of the purpose of the meeting. The Executive Director shall provide 24 hours written notice to each director and alternate representative stating the purpose, date, time, and place of the meeting.

Section 4.3 - Voting

- 4.3.1 The presence of a majority of the membership of the Board shall constitute a quorum for the transaction of business. ~~Following the establishment of a quorum, measures may be passed by a simple majority of Members present and voting, except as stated below.~~
- ~~4.3.2 A super majority of the Board is required as to those matters which are so specified in Section 4.1.3~~
- 4.3.3 As to votes on Program-specific matters (including but not limited to motions to approve Program Participation Agreements, to terminate a Program, or to expel a participant from a Program), only those members participating in the Program will be counted in determining whether there is a quorum and whether there is approval by a majority of those present and voting. Voting by Program participants regarding Program matters may be by roll call of the members participating. Program-specific votes shall be designated as such in the agenda for the meeting.
- 4.3.4 Upon the motion of any Board Member, seconded by another, passage of a measure by the Board will require approval through a weighted voting procedure rather than by majority or super majority vote. For weighted voting purposes there shall be a total of 75 votes. Each Member shall have one vote. The remaining votes shall be allocated among the Members based on the most recent census. "Census," as used in the Agreement and these Bylaws, shall mean the most recent E-1 Population Estimates of county population prepared by the California Department of Finance Demographic Research Unit, This calculation shall be performed and reviewed annually in June, prior to the next fiscal year. Any weighted vote will be a roll call vote. Weighted votes must be cast in whole by the voting county and may not be split. As to an action affecting only one of the Authority's established Programs, the number of votes a member has shall be determined by the formula stated in this paragraph, but only the weighted votes of the participants in the Program would be counted in determining whether there is a quorum and whether there is approval by a majority of those present and voting.

- 4.3.5 Voting by proxy shall not be permitted.
- 4.3.6 If a quorum of the Board is not present at a regular meeting of the Board, the Executive Committee may act in the Board's stead if a quorum of the Executive Committee is present, ~~except as to those actions listed in Section 4.1.3, as provided in Section 6.1.4.~~
- 4.3.7 Representatives of Member Counties or Cities that have not financially participated in any Program of the Authority may attend and participate in Board meetings and vote on agenda items not specific to a particular Program, but may not be a member of the Executive Committee until such time as their County or City takes all steps necessary to assign Statewide PEI funds or to participate financially in some other Program of the Authority resulting in funds being received by the Authority for or on behalf of the member.

ARTICLE 5 – OFFICERS OF THE BOARD

Section 5.1 - Officers

The Officers of the Authority shall consist of President, Vice President, Treasurer, and a Secretary to the Board.

Section 5.2 - Eligibility for President, Vice President, Treasurer and Secretary

Eligibility for election and continuation in office as President, Vice President, Treasurer and Secretary of the Board shall be limited to one representative of a Member.

Section 5.3 - Terms of Office

- 5.3.1 The terms of office for the President, Vice President, Treasurer, and Secretary shall be for two years, commencing with the start of the fiscal years in each of the odd calendar years or until their successors are elected.
- 5.3.2 In accordance with Government Code § 53607 and CalMHSA Investment Policy, the Treasurer (an elected position) shall be appointed every year as the investment delegate by the President of the Board.

Section 5.4 - Elections

- 5.4.1 Election of officers shall be performed biennially.
- 5.4.2 As referenced in Section 6.2, after receiving nominations from directors the Nominating Committee shall be responsible for developing a slate of nominees for regular elections.
- 5.4.3 Elections shall occur at the last regular Board meeting of the fiscal year in which the applicable officer term concludes. Those candidates receiving a majority of votes in each office will succeed to those offices. If no nominee receives a majority vote, the nominee with the least votes shall be deleted as a nominee and a new vote taken. This elimination process will continue until one nominee receives a majority vote. Each director to the Board or in the absence of any director, his/her alternate shall be eligible to vote.

- 5.4.4 The officers will serve for their elected terms with the Authority or until termination of office or employment with their Member, or until removal from office by a majority vote of the Board, whichever is earliest.
- 5.4.5 Vacancies in any office shall be appointed by the President, with the approval of the Board, at the next regularly scheduled Board meeting held after the vacancy occurs. A vacancy in the position of President shall be filled by election at the next regularly scheduled Board meeting held after the vacancy occurs.

Section 5.5 - Duties

- 5.5.1 President - The President shall preside at all meetings of the Authority. The President shall appoint the members of all ad hoc committees, which may be formed as necessary or appropriate for carrying on the activities of the Authority. The President shall execute documents, or delegate to the Executive Director on behalf of the Authority as authorized by the Board, and shall serve as the primary liaison between this and any other organization. The President shall serve as ex-officio member of all committees.
- 5.5.2 Vice President - The Vice President shall also serve as ex-officio member of all committees, when the President is unable to attend. In the absence of or temporary incapacity of the President, the Vice President shall exercise the functions covered in Section 5.5.1 above.
- 5.5.3 Secretary - The Secretary will be responsible for the oversight of staff's preparation and distribution of all minutes and agendas of the Board, and any other committee meetings, preparing necessary correspondence, and maintaining files and records.
- 5.5.4 Treasurer - The Treasurer shall serve under the authority of and comply with Government Code section 6505.6, and shall be responsible for: 1) ensuring the custody of and disbursement of Authority funds, accounts, and property, in accordance with the California Government Code; 2) supervising the maintenance of such records to assure that financial accounts, records, funds, and property are maintained in accordance with accepted accounting practices and procedures prescribed by the Government Accounting Standards Board; 3) providing for inspection of all financial records; 4) overseeing, monitoring, and reporting on investment action; and, 5) overseeing and monitoring the financial audit.

ARTICLE 6 - COMMITTEES

Section 6.1 – Executive Committee

- 6.1.1 Members - To facilitate the expeditious handling of transactions relating to the Authority's operations, an Executive Committee is established. The members shall be: 1) the offices of President, Vice President, Treasurer, Secretary; and 2) one director from each of the five regions utilized by CMHDA: Bay Area, Central, Los Angeles, Southern, and Superior, 3) a member-at-large, and 4) the immediate past President, if available. The Board Members elected to represent a region on the Executive Committee may be either a County's (or City's) mental health director or the designated alternate for such mental health director. Only the individual elected to represent the region can vote on the Executive Committee,

regardless of whether that individual is a mental health director or a designated alternate, except that alternate regional representatives may vote in the absence of the regional representative.

- 6.1.2 Elections - At the last regularly scheduled meeting of a fiscal year ending during an even numbered year, the Bay Area, Los Angeles and Southern regions shall each elect a representative and an alternate for a two-year term to commence on July 1 of the subsequent fiscal year to serve on the Executive Committee. At the last regularly scheduled meeting of a fiscal year ending during an odd-numbered year, the Superior and Central regions shall each elect a representative and an alternate for a two-year term to commence on July 1 of the subsequent fiscal year to serve on the Executive Committee. Only the directors for those counties within a region shall be eligible to vote for the representative of that region. At the first regularly scheduled meeting following ~~CMHDA's~~ ~~CBHDA's~~ annual elections, the Board shall elect a member-at-large who shall serve a term beginning the first day of the next month and concluding upon the first day of the month following the election of a successor member-at-large. If possible the member-at-large shall be an officer of ~~CMHDACBHDA~~.
- 6.1.3 Meetings - The Executive Committee will meet as required by business. A majority of the members of the Executive Committee is a quorum for the transaction of business. Such meetings will be duly noticed to all Board directors and alternate representatives. The Secretary of the Board shall be responsible for minutes of the meetings and within 30 days of the Executive Committee's meeting shall send copies of such minutes to all Board directors, alternate representatives, and members of the public who have requested notice of such meetings. All meetings of the Executive Committee shall be conducted in accordance with the Ralph M. Brown Act (Government Code § 54950, et seq.).
- 6.1.4 Authority - The Executive Committee shall have the same authority as that of the Board except for those items specifically reserved unto the Board in Section 4.1.3, and as to those items ~~(except those requiring a two-thirds vote of the Board)~~ the Executive Committee can act in the absence of a quorum of the Board at a regularly scheduled meeting, subject to the Appeal Process stated in Section 6.1.7. The Executive Committee may also exercise the authority delegated by a vote of the majority of the participants in a Program.
- 6.1.5 Attendance - Attendance of Executive Committee members is essential to conducting the business of the Authority. An Executive Committee member missing a maximum of two meetings in a fiscal year, shall be subject to review by the Board or Executive Committee concerning forfeiture of his/her membership on the Executive Committee.
- 6.1.6 Vacancies - The remaining term of any vacant representative position shall be appointed by the President, with the approval of the Board, at the next regularly scheduled Board meeting held after the vacancy occurs.
- 6.1.7 Appeal Process - Any action taken by the Executive Committee may be appealed by a minimum of five of the Members of the Authority to the Board by filing a written notice of appeal with the Executive Director within 21 days following the date the minutes are mailed as provided in Section 6.1.3. Such written appeal may be made by a single written notice of appeal signed by at least five of the Members, or by individual notices of appeal

from at least five of the Members. To be effective, the notice of appeal need only state that the Member requests the action to be placed on the agenda of the next meeting of the Board for reconsideration. Upon receipt of such appeal, the Executive Director shall stay the action, and place the appeal on the agenda of the next regularly scheduled Board meeting. The Board may rescind, modify or ratify the challenged action of the Executive Committee, and the decision of the Board shall be final. If at the next regularly scheduled Board meeting a quorum of the Board does not appear but a quorum of the Executive Committee is present, the Executive Committee may rescind, modify or affirm its prior action and such action shall be treated as the final action of the Board.

- 6.1.8 Minutes – To avoid delay in the distribution of minutes of the meetings of the Executive Committee, the Secretary of the Board shall within 14 days of the meeting send a draft copy of the minutes to each Executive Committee member who attended the meeting, and shall request that any corrections be provided within 7 days. After the 7-day correction period, the Secretary shall make any necessary corrections and shall send the minutes of the meeting to each Board member and alternate as required in Section 6.1.3.

Section 6.2 - Nominating Committee

- 6.2.1. A nominating committee shall be appointed by the President with the consent of the Board for the purpose of annual elections of Executive Committee members and the biennial elections of officers. The Nominating Committee shall consist of a minimum of three and a maximum of five members, and shall not include more than two members of the Executive Committee.
- 6.2.2. The nomination of candidates for the officers and Executive Committee shall be made in writing to the Board no later than 30 days prior to the last regular Board meeting of the fiscal year. The slate of nominees will be mailed to each director at least seven days before the last regular Board meeting of the fiscal year. Additional candidate(s) may be nominated at the time of the meeting, provided the candidate(s) meet the requirements set forth in Sections 5.4 and 6.1.

Section 6.3 – Finance Committee

- 6.3.1 The Finance Committee is established as a standing committee to oversee, review, and provide direction to the Authority’s Board of Directors regarding the Authority’s financial matters and investment programs. This Section 6.3 shall amend and supersede the Charter of the Finance Committee adopted on October 13, 2011.
- 6.3.2 The Finance Committee shall be composed of six voting members consisting of the Authority’s Treasurer, who shall serve as Chair, and a representative from each of the five (5) CMHDA regions. At least three of the Committee members shall be Board Members, who shall be determined and appointed by the President and approved by the Board of Directors. Two of the Committee members may be Chief Financial Officers of a County member of the Authority. In addition, the committee shall include the President of the Board of Directors, who shall serve as a non-voting Ex Officio Member.
- 6.3.3 Each committee member shall serve a two-year term with a renewal option upon recommendation of the Committee Chair and approval by the Board of Directors. New

members (to fill vacancies or at the expiration of an existing member's term) shall be appointed by the Board President and approved by the Board of Directors.

6.3.4 The Treasurer's term as Chair shall correspond to his or her term as Treasurer as provided in Article 5. Other members' terms shall be two years, except that in order to create staggered terms, the initial terms of three regional members (Los Angeles, Central and Superior) shall be three years. All such terms will be deemed to begin on December 31, 2011.

6.3.5 The Finance Committee shall have the following duties:

6.3.5.1 Review the Authority's financial policies and make recommendations for the Board's approval.

6.3.5.2 Review the proposed annual operating budget presented by the Executive Director. After any appropriate revisions, the committee will accept the budget. Then the committee chair will present the budget to the Board of Directors for approval.

6.3.5.3 Interview and recommend selection of the external auditor when directed by the Board of Directors.

6.3.5.4 Review audited financial statements and accept and file report.

6.3.5.5 Recommend guidelines and goals for the investment of the Authority's funds to the Board of Directors.

6.3.5.6 Review the status of the Authority's investments.

6.3.5.7 Because action may need to be taken on short notice, more quickly than the Board of Directors could be convened, the Finance Committee is authorized to review bids of, select, contract with and/or discharge the investment consultant and/or the investment manager, if the President concurs. When it so acts, the Finance Committee shall report such actions to the Board of Directors at its next meeting.

6.3.5.8 Other duties as authorized by the Board of Directors.

Section 6.4 – Advisory Committee

6.4.1 A standing Advisory Committee ~~has been~~may be established to serve as a hub of communication and disseminate program information to stakeholders, partners, the Executive Committee and the Board of Directors.

6.4.2 The Advisory Committee shall consist of twelve members. Six of the members shall be current members of the Board of Directors, and of these six, one shall be a member of the Executive Committee and each of the other five shall represent a CMHDA region. There shall be six stakeholder members, five of which shall represent a CMHDA region. One Board member and one stakeholder shall act as co-Chairs of the Advisory Committee. Each stakeholder member shall occupy a position of influence and be empowered to speak for

his/her organization, and shall contribute to diverse representation of consumers and families, cultural groups, and age spans and geographic regions. Stakeholder members are selected by application to CalMHSA. Vacancies will be filled by a selections committee. The Selection Committee shall attempt to fill any vacant position with a member who represents the same CMHDA region and fulfills the Committee need for representation from diverse constituencies.

- 6.4.3 Members serve personally, and cannot be represented on the Advisory Committee by alternates. Members serve a term of two years, except that half of the original roster of members shall serve an initial term of three years. Each of the co-chairs shall serve initial three-year terms. The stakeholder co-chair shall designate two other stakeholder members to serve initial three-year terms, and the Director co-chair shall designate two other Director members to serve initial three-year terms. Vacancies shall be filled by a selection committee (which includes stakeholder representation) appointed by the President.
- 6.4.4 The Advisory Committee shall advise the Executive Committee and/or the Board of Directors regarding the following subjects:
 - 6.4.4.1 Regular reporting from Program Partners in key areas related to Core Principles adopted by the Authority
 - 6.4.4.2 Development and administration of a system for compiling, analyzing and reporting stakeholder feedback on the statewide PEI and other programs
 - 6.4.4.3 New programs or structures to be created, including program monitoring, compliance, and reporting of results
 - 6.4.4.4 Member services and expansion of the Authority's services
- 6.4.5 The Advisory Committee will make recommendations to the Executive Committee and/or Board of Directors that have been adopted by consensus. When consensus is not reached, opposing positions will be reported to the Board of Directors.
- 6.4.6 Stakeholder members of the Advisory Committee will adhere to the Advisory Committee's Stakeholder Conflict of Interest Policy. Board Members that are members of the Advisory Committee are required to comply with the Authority's Conflict of Interest Code and Conflict of Interest Policy.

Section 6.5 - Other Committees

- 6.5.1. At any time, the President may appoint an ad hoc committee.
- 6.5.2 The Board and the Executive Committee have the authority to add additional committee(s) as deemed necessary.

ARTICLE 7 – FINANCIAL AUDIT

Section 7.1 - Audit Required

The Board shall cause to be made, by a qualified, independent individual or firm, an annual audit of the financial accounts and records of the Authority. By unanimous request of the Board, the audit may be biennial as permitted by Government Code section 6505, subdivision (f). The minimum requirements of the audit shall be those prescribed by State law.

Section 7.2 - Filing an Audit

The financial audit report shall be filed with the State Controller's Office within 6 months of the end of the fiscal year(s) under examination. The Authority shall have a copy of the audit report filed as a public record with each Member.

Section 7.3 - Costs of Audit

The Authority shall bear all costs of the audit. Such costs shall be charged against the operating funds of the Authority.

ARTICLE 8 - FISCAL YEAR

Section 8.1 - Fiscal Year

The fiscal year of the Authority shall be the period from July 1st of each year through June 30th of the subsequent year.

ARTICLE 9 - BUDGET

Section 9.1 - Budget

The Board shall adopt an annual budget by July 1 of each year, with receipt of a draft budget forty-five days prior thereto.

ARTICLE 10 - ESTABLISHMENT AND ADMINISTRATION OF FUNDS

Section 10.1 - Administration of Funds

The Authority is responsible for the strict accountability of all funds and reports of all receipts and disbursements. It shall comply with every provision of law relating to the subject, particularly Section 6505 of the California Government Code, and any other regulations that become applicable based on the source or nature of funding received.

The funds received for each Program shall be accounted for separately on a full-accrual basis. The portion of each Program contribution allocated for payment of expenses, if any, shall be held by the Authority for the Program participants for each Program, and accounted for as prescribed by each Program Participation Agreement.

Section 10.2 - Deposit and Investment of Authority Funds

The Treasurer may deposit and invest Authority funds, subject to the same requirements and restrictions that apply to the deposit and investment of the general funds in accordance with California Government Code and in accordance with the Investment Policy annually.

Section 10.3 - Accounting Method for Programs

The accounting method for each Program will be in accordance with the provisions of the Participation Agreement governing that Program and the principles established by the Government Accounting Standards Board.

ARTICLE 11 - ADMINISTRATION

Section 11.1 - Executive Director

The Board shall appoint the Authority's Executive Director. The Executive Director shall be responsible for the daily administration, management, and operation of the Authority's Programs and shall be subject to the direction and control of the Board and the Executive Committee. The Executive Director may, but need not be, an employee of the Authority, a consultant, or a corporation. Such arrangement shall be governed by contract and approved by Board

Section 11.2 - Compensation and Employment of Executive Director

The Authority shall compensate the Executive Director for services rendered to the Authority in such amount and manner as may be approved by the Board. Details respecting compensation, termination, and other employment related matters pertaining to the Executive Director shall be governed by such terms and conditions as the Board shall establish.

Section 11.3 – Authority of the Executive Director to Execute Contracts

The Board or the Executive Committee may delegate authority to the Executive Director to execute certain contracts on behalf of the Authority, either as to particular contracts, or as to particular categories of contracts. As used in this section, “contracts” includes Participation Agreements.

Section 11.4 – Program Director

The Board, or the Executive Director if authorized by the Board, may retain a Program Director to assist CalMHSA in setting goals and priorities; developing and managing the Authority's Programs and projects; interacting with the state, counties, stakeholders and consumers on behalf of the Authority; contracting with and monitoring contractors; keeping the Authority's Board informed of CalMHSA activities; and reporting to the California Department of Mental Health and the Mental Health Services Oversight and Accountability Commission.

Section 11.5 – Compensation and Employment of Program Director

The Authority shall provide for compensation of the Program Director if retained directly by the Authority, or if the Program Director is retained by the Executive Director, the contract with the

Executive Director may be adjusted on such terms and conditions as the Board may establish to take into account the Executive Director's obligation to compensate the Program Director.

ARTICLE 12 - PROGRAMS

Section 12.1 - Formation of Programs

12.1.1 The Authority may establish Programs in such areas as the Board may determine.

12.1.2 The Authority may authorize and use administrative funds to study the development/feasibility of new Programs. In the event of such development, the estimated Member contributions shall be developed by the Executive Director and each Member will be given a stated time period to state in writing whether it intends to participate in the new Program. Unless written notice of intent to participate in a Program is provided to the Executive Director by the Member, it shall be presumed that the Member declines to participate. Upon conclusion of the notice period, Member contributions will be determined and billed to the Members committed to join. Receipt by the Authority of funds from third parties on behalf of, or as the assignee of, the Member will be deemed contributions on behalf of the Member. To the extent feasible, Member contributions to a Program shall be used reimburse the Authority's administrative funds used to study and develop the Program. Each Member that elects to participate will be bound to the new Program for the period of time so required by the Participation Agreement for that Program.

12.1.3 Establishment of a Program that may involve more than one member and contributions made directly by such Members requires a vote of the full Board. Once a Program is established, addition of other Members as participants does not require additional Board action. Single-County Programs and Programs funded entirely by grants or other non-Member sources may be established by vote of either the Board or the Executive Committee. As to such Programs, the Board or Executive Committee may delegate authority to the Executive Director to establish and execute Participation Agreements for such Programs, subject to the limits imposed in the delegation of authority.

12.1.4 The Participants in a Program shall adopt and maintain a Participation Agreement to establish the operating guidelines of that Program, except as to the Statewide PEI Program. As to the Statewide PEI Program, the relevant Information Notices, assignment documents executed on behalf of Members, CalMHSA contract with the California Department of Mental Health and these Bylaws are deemed to constitute the Participation Agreement.

12.1.5 Participation Agreements shall, among other things, specify the conditions under which additional Members will be allowed to join in the Program after its inception.

Section 12.2 – Program Withdrawal or Expulsion

12.2.1 Withdrawal or expulsion by a member from any Program shall be in accordance with the provisions of the Participation Agreement governing that Program. In the absence of a

Participation Agreement for a Program, withdrawal or expulsion shall be governed by the Agreement and these Bylaws.

- 12.2.2 The withdrawal or expulsion of any participating member of any Program after the effective date of such Program shall not terminate its responsibility to contribute its share of contributions to any fund or Program created by the Authority. All current and past participating members shall be responsible for their respective share of the expenses, as determined by the Executive Director, until all unpaid liabilities, covering the period of the member's participation in the Program, have been finally resolved and a determination of the final amount of payments due by, or credit to, the participating member for the period of its participation has been made. The withdrawal or expulsion of any member from any Program shall not require the repayment or return to that member of all or any part of any contributions, payments, advances, or distributions except in conformance with the provisions set forth herein and in the Program's Participation Agreement.
- 12.2.3 Any participating member seeking to withdraw without proper and effective notice shall be responsible for the full cost of the subsequent year's contribution, and the notice will be deemed effective for the following year. The notice required to withdrawal from a Program shall be stated in each Program's Participation Agreement, but in the absence of such provision shall be 6 months.
- 12.2.4 No member can be expelled from a Program except as provided by Article 14 of these Bylaws.

ARTICLE 13 – RESPONSIBILITIES OF THE MEMBER ENTITIES

Section 13.1 – Governing Documents

Each Member shall comply with the provisions of the governing documents.

Section 13.2 – Timely Payment

Each Member shall timely pay all premiums, fees, charges and assessments imposed or levied by the Authority.

Section 13.3 – Late Fees

Members with delinquent amounts due shall be assessed a penalty which shall be one percent of the unpaid amount due and payable to the Authority 30 days after the initial invoice due date. A penalty of another one percent shall accrue after an additional 45 days. Interest shall accrue on all delinquent amounts due and payable to the Authority at the applicable rate of 5% per annum from the due date of the billing until the date finally posted by the designated financial institution. Each Member shall indemnify the Authority from any expense resulting from its failure to pay the sum due on or before the due date. The Board may elect to temporarily suspend service or other deliverables, as deemed appropriate if a Member fails to pay its contribution. For the purpose of assessing penalties and interest, the fee calculation shall be based on each calendar day the delinquent amount is late and notwithstanding the foregoing no late fee or other charge shall exceed the maximum authorized by law.

Any late fee assessed in accordance with the provisions of this Section may be appealed. Such appeal shall be in accordance with the Authority's Dispute Resolution Policy.

Section 13.4 – Cooperation

13.4.1 Each Member shall provide the Authority with requested information and assistance in order to fulfill the Programs under this Agreement.

13.4.2 Each Member shall in all ways cooperate with and assist the Authority in all matters relating to this Agreement and comply with the policies, procedures and rules promulgated by the Authority.

13.4.3 If a Member is held liable upon any judgment for damages caused by a negligent or wrongful act or omission occurring in the performance of the Agreement and pays in excess of its pro rata share in satisfaction of such judgment, such public entity is entitled to contribution from each of the other Members that are parties to the Agreement. The pro rata share of each Member will be determined by its population as compared to the total population of all Members, based on the most recent census. The right of contribution is limited to the amount paid in satisfaction of the judgment in excess of the pro rata share of the public entity so paying. No public entity may be compelled to make contribution beyond its own pro rata share of the entire judgment.

Section 13.5 – Confidential Records

Each Member shall maintain all confidential records in accordance with state regulations under the California Government Code § 6250, et seq., the California Public Records Act.

ARTICLE 14 - DEFAULTS AND EXPULSION FROM THE AUTHORITY

Section 14.1 - Events or Conditions of Default Defined

14.1.1 The following shall be "defaults" under the Agreement and these Bylaws:

- 14.1.1.1 Failure by a Member to observe and/or perform any covenant, condition, or agreement under the Governing Documents.
- 14.1.1.2 Consistent failure to: attend meetings, submit requested documents and cooperate in the fulfillment of the Program objectives;
- 14.1.1.3 Failure to pay any amounts, including penalties and interest, due to the Authority for more than 30 days;
- 14.1.1.4 The filing of a petition applicable to the Member in any proceedings instituted under the provisions of the Federal Bankruptcy Code or under any similar act which may hereafter be enacted; or
- 14.1.1.5 Any condition of the Member which the Board believes jeopardizes the financial viability of the Authority.

Section 14.2 - Remedies on Default

14.2.1 Whenever any event of default referred to in Section 14.1 of this article shall have occurred, it shall be lawful for the Authority to exercise any and all remedies available pursuant to law or granted pursuant to the Agreement and these Bylaws. However, no remedy shall be sought for defaults, until the Member has been given 30 days written notice of default from the Board, except defaults under Sections 14.1.1.4 and 14.1.1.5.

14.2.2 Expulsion of a Member from the Authority:

14.2.2.1 The Board, ~~as provided in Section 4.1.3.1,~~ may expel from the Authority any Member that is in default, as defined in Section 14.1.1 of this Article.

14.2.2.2 Such expulsion shall be effective on the date prescribed by the Board, but not earlier than 30 days after written notice of expulsion has been personally served on or sent certified mail to the Member.

14.2.2.3 The expulsion of any Member from any Program shall not terminate the Member's responsibility to contribute its share of contributions or funds to any fund or Program created by the Authority, nor its responsibility to provide requested data. All current and past participants shall be responsible for their respective share of the expenses, as determined by the Executive Director, until all unpaid liabilities, covering the period of the participant's participation in the program have been finally resolved and a determination of the final amount of payments due by, or credit to, the participant for the period of its participation has been made.

14.2.3 Expulsion from a Program:

14.2.3.1 Upon the occurrence of any default, the Board may temporarily terminate all rights of the defaulting Member in any program in which such Member is in default until such time as the condition causing default is corrected.

14.2.3.2 Upon the occurrence of any default, the Board, ~~as provided in Section 4.1.3.10,~~ may terminate permanently all rights of the defaulting Member in any program in which such Member is in default.

14.2.4 No remedy contained herein is intended to be exclusive. No delay or omission to exercise any right or power accruing upon any default shall impair any such right or shall be construed to be a waiver thereof.

Section 14.3 - Agreement to Pay Attorney's Fees and Expenses

In the event either the Authority or a Member is in breach of the Agreement and the other party employs attorneys or incurs other expenses for the collection of moneys or the enforcement of performance or observance of any obligation under the Agreement on the part of the defaulting party, the defaulting party shall pay to the other party the reasonable fees of such attorneys and such other expenses so incurred by the other party.

Section 14.4 - No Additional Waiver Implied by One Waiver

In the event any condition contained in the governing documents is breached by either party and thereafter waived by the other party, such waiver shall be limited to the particular breach so waived and shall not be deemed to waive any other breach hereunder.

ARTICLE 15 - LEGAL REPRESENTATION

Section 15.1 - Counsel Authorized

Legal counsel, to advise on matters relating to the operation of the Authority, may be recommended by the Executive Director and approved by the Board.

The Authority shall have the right to pay such legal counsel reasonable compensation for said services.

ARTICLE 16 - EXECUTION OF CONTRACTS

Section 16.1 - Authorization by Board or Executive Committee

The Board or Executive Committee may authorize the Executive Director, any officer or officers, agent or agents, to enter into any contract or execute any instrument in the name and on behalf of the Authority and such authorization may be general or confined to specific instances. Unless so authorized by the Board, no officer, agent, or employee shall have any power or authority to bind the Authority by any contract or to pledge its credit or to render it liable for any purpose or to any amount.

Section 16.2 – Representative and Officers Insurance

The Authority may purchase insurance indemnifying the Directors, Officers, and Administrative staff for personal liabilities arising out of wrongful acts in the discharge of their duties to the Authority or may elect to self-insure such risk.

ARTICLE 17 – WITHDRAWAL, EXPULSION AND TERMINATION

Section 17.1 – Termination and Distribution

The Agreement, these Bylaws, and the Authority continue to exist after termination for the purpose of disposing of all claims, distribution of assets, and all other functions necessary to conclude the obligations and affairs of the Authority.

Section 17.2 – Distribution Upon Termination of the Authority

Upon termination of the Authority, the assets of the Authority shall be distributed and apportioned among the Members that have been participants in its programs, including those Members which previously withdrew or were expelled pursuant to Articles 13 and 14 of these Bylaws, and as

provided by the Program Participation Agreements. Any additional funds received after the above distributions are made shall be returned in proportion to the contributions made.

Section 17.3 – Distributions to a Member Withdrawn or Expelled from a Program

If a Member withdraws or is expelled from a program, the Authority shall return any program contributions by the member, but only to the extent that the Member's contribution to that program exceeds the program expenses fairly allocable to the Member based on its proportionate contribution and period of participation.

Section 17.4 - Distributions to a Member Withdrawn or Expelled from the Authority

If a Member withdraws or is expelled from the Authority, the Authority shall return any contributions by the Member, but only to the extent that the Member's contribution to the Authority exceeds the Authority's expenses fairly allocable to the Member based on its proportionate contribution and period of participation in the Authority.

ARTICLE 18 - NOTICES

Section 18.1 - Notices

Any notice to be given or to be served upon any party hereto in connection with these Bylaws must be in writing (which may include facsimile) and will be deemed to have been given and received when delivered to the address specified by the party to receive the notice. Any party may, at any time by giving five days prior written notice to the other parties, designate any other address in substitution of the foregoing address to which such notice will be given.

Section 18.2 - Claims Against the Authority

Claims against the Authority shall be presented to the mailing address of the Authority.

ARTICLE 19 - EFFECTIVE DATE

Section 19.1 - Effective Date and Supremacy

These Bylaws shall be effective immediately upon the date of approval and upon adoption shall supersede and cancel any prior Bylaws and/or amendments thereto.

The Bylaws are an agreement between the Members, and supplement the Joint Powers Agreement to the extent they are not inconsistent with it. Any clauses in these Bylaws that are inconsistent with the Agreement shall be superseded by those clauses in the Agreement but only to the extent of the inconsistency.

ARTICLE 20 - AMENDMENTS

Section 20.1 – Procedure to Amend

These Bylaws may be amended or repealed from time to time as provided in Section 4.1.3.4.

Approved: June 23, 2009
Amended: July 15, 2010
Amended: July 14, 2011
Amended: December 15, 2011
Amended: October 11, 2012
Amended: December 12, 2013

MURPHY, CAMPBELL, ALLISTON & QUINN

A PROFESSIONAL LAW CORPORATION

LEGAL MEMORANDUM

TO: CalMHSA BOARD
FROM: DOUGLAS R. ALLISTON, BOARD COUNSEL
SUBJECT: NECESSITY OF QUORUM AT JUNE MEETING
DATE: 6/9/2017

QUESTIONS

1. Can CalMHSA pass a budget or approve a contract with GH without a quorum of the Board?
2. What are the consequences of failing to have an approved budget?
3. What are the consequences of failing to approve a contract with GH?

SHORT ANSWERS

1. The Bylaws require the Board to pass a budget and approve contracts for administrative services, but the Executive Committee can act at a Board meeting if a quorum of the Board cannot be established.
2. CalMHSA staff has no authority to make an expenditure outside an approved budget, meaning that CalMHSA's work will come to a halt if no budget is passed.
3. CalMHSA cannot pay GH for services rendered without a contract in place, so that GH could be expected to suspend providing services until a contract is in place.

DISCUSSION

Quorum of the Board Required

Section 4.3.1. of the Bylaws provides that a majority of the Board is a quorum which allows the Board to transact business. The JPA Agreement and Bylaws refer to the ability to continue transacting business after a quorum is lost, so long as the number voting in favor of an action constitute the majority of a quorum. However, a Member county's representative on the board subsequently questioned this provision, and counsel for the county provided a citation to an Attorney General opinion, 94 Ops.Atty.Gen. 100, that concluded that a majority must be present to act as required by Section 12 of the Civil Code and Section 15 of the Code of Civil Procedure, each of which provides:

Words giving a joint authority to three or more public officers or other persons are construed as giving such authority to a majority of them, unless it is otherwise expressed in the Act giving the authority. [Underlining added.]

The Brown Act has long defined “action taken” as “a collective decision made by a majority of the members of a legislative body, a collective commitment or promise by a majority of the members of a legislative body to make a positive or a negative decision, or an actual vote by a majority of the members of a legislative body when sitting as a body or entity” (Gov. Code, sec. 54952.6, underlining added.)

Since I last reviewed the issue of a quorum and whether the Board could act after losing a quorum, the Brown Act has been amended to require the Board to “publicly report any action taken and the vote or abstention on that action of each member present for the action.” (Sec. 54953(c)(2).) This requirement to record and report the vote of each would seem to preclude any suggestion that the Board could act without knowing whether a quorum continued to exist.

In the Absence of a Quorum of the Board, the Existing Bylaws Allow the Executive Committee to Adopt a Budget and Approve the GH Contract

Adopting a budget and contracting with an administrative service provider are functions of the Board. Section 4.1.3 of the Bylaws provides: “The Board reserves unto itself the authority to do the following (except where specifically otherwise noted, the majority of the Board members present at a meeting may take action): ... [¶] 4.1.3.3 Adopt a budget; ... [¶] 4.1.3.5 Approve contracts for Authority administrative services and legal counsel.”

CalMHSA has a procedure for proceeding without a quorum of the Board, which unfortunately is described inconsistently in two different sections. Section 4.3.6 of the Bylaws (part of the provisions governing the Board) states: “If a quorum of the Board is not present at a regular meeting of the Board, the Executive Committee may act in the Board’s stead if a quorum of the Executive Committee is present, except as to those actions listed in Section 4.1.3.” (Underlining added.) Section 6.1.4 (part of the Executive Committee provisions) allows the Executive Committee authority to act for the Board at a Board meeting where there is no quorum, including as to those matters listed in Section 4.1.3, subject to the appeal process in Section 6.1.7.

Which of the two provisions controls? I believe it is the broader authority conveyed in Section 6.1.4, which was added in 2013. Prior to the 2013 amendment, both sections similarly provided authority except as to items listed in Section 4.1.3. The 2013 amendment changed that as to Section 6.1.4, but omitted to make changes to section 4.3.6. This appears to have been an oversight.

Thus, a quorum of the Executive Committee can act when there is no quorum of the Board, including as to matters specifically reserved to the Board in Section 4.1.3. That includes adoption of a budget and contracting with an administrative service provider.

Note that Government Code section 6508 states in relevant part:

The governing body so created shall be empowered to delegate its functions to an advisory body or administrative entity for the purposes of program development, policy formulation, or program implementation, provided, however, that any annual budget of the agency to which the delegation is made must be approved by the governing body of the Joint Powers Agency.

The words “so created” in this sentence refer to the preceding portion of the paragraph, which provides that joint powers agreements “between parties composed exclusively of ... cities, counties, or public districts ... ,” may provide in their agreement that the governing body will be “composed exclusively of officials elected to one or more of the governing bodies of the parties to such agreement.” Thus, there is an argument that the budget-approval requirement applies only to such boards, and not to CalMHSA.

On the other hand, this paragraph is the only place in the Joint Exercise of Powers Act where delegation by a governing body is mentioned, so it might be argued that approval of the budget is always a function of the governing body and it was only necessary to mention it in the context of a provision allowing certain boards to delegate. Consequently, I think we are better off considering approval of the annual budget to be a Board action. Accordingly, if we do not have a quorum of the Board at the June meeting and the Executive Committee acting for the Board approves the budget, we should have the full Board ratify it later.

Effect of Failure to Adopt Budget

Adoption of a budget is significant. CalMHSA’s JPA Agreement provides in Article 7 for annual adoption of an operating budget. The Bylaws in Section 9.1 provide that the Board “shall” adopt an annual budget by July 1 of each year.

Government Code section 29000 et seq., which is known as the “County Budget Act,” requires adoption of a budget by July 1 each year and provides, among other things, that “[e]xcept as provided otherwise by law, the board ... shall be limited in the incurring or paying of obligations to the amounts of the appropriations allowed for each budget unit as originally adopted or as thereafter revised by addition, cancellation, or transfer.” (Sec. 29120.)

Except as provided otherwise by law, obligations incurred or paid in excess of the amounts authorized in the budget are not a liability of the county, but a *personal liability* of the official authorizing the obligation, per Government Code section 29121. There are exceptions for court orders and emergencies, and there is one for districts (without mention of JPAs) that include multiple counties (see sec. 53065) and there may be other exceptions, but the policy expressed is apparent. CalMHSA is not a county, but is a JPA of counties whose JPA agreement provides that it has the powers of a general law county. I did not find a case or AG opinion about whether a county JPA would be subject to the County Budget Act.

Apart from specific statutes, however, the requirement that the board adopt a budget each year implies that the board must do so to authorize expenditures. Without a budget, there would be a question as to the legitimacy of any expenditures made after expiration of the budget. There may be an argument that to the extent that CalMHSA continues to operate within the amounts

authorized for the prior year, expenditures are appropriate. However, that would only work if significant amounts are left over from the 2016-17 budget.

By analogy, we know the State continues to make some expenditures when there is a budget impasse. There has been litigation about what expenditures the state can make without a budget, and courts have found that expenditures continue to be appropriate only as to such things as continuing appropriations enacted by the legislature, when required by a self-executing provision of the state constitution, and when payment is mandated by federal law. (*White v. Davis* (2003) 30 Cal.4th 528.) I am not aware that any such overriding laws that would justify expenditures by CalMHSA outside an adopted budget.

Based on the foregoing, I believe any expenditure made outside of an approved budget is likely to be deemed improper, and the individual signing the check could become personally liable.

Effect of Failure to Renew GH Contract

Without a contract renewal, GH will be without a contract after June 30, 2017. It does not appear that CalMHSA could pay GH for services rendered thereafter without a contract. Contracts create enforceable rights, but those who perform services for public agencies without a valid contract have no right of action against the public entity. For example, where a public official without authority to contract assured a contractor that extra work would be paid for, the contractor who relied on the promise and performed the additional work had no enforceable claim against the public agency for such additional work. (See *Katsura v. City of San Buenaventura* (2007) 155 Cal.App.4th 104, 108-109, and cases cited therein.)

It is not clear whether CalMHSA could gratuitously provide payment later. California Constitution, article XI, section 10, subdivision (a), reads in part as follows: "A local government body may not grant extra compensation or extra allowance to a . . . contractor after service has been rendered or a contract has been entered into and performed in whole or in part, or pay a claim under an agreement made without authority of law."

Similarly, Art. XVI, section 6, of the Constitution states: "The Legislature shall have no power to give or to lend, or to authorize the giving or lending, of the credit of the State, or of any county, city and county, city, township or other political corporation or subdivision of the State now existing, or that may be hereafter established, in aid of or to any person, association, or corporation, whether municipal or otherwise, or to pledge the credit thereof, in any manner whatever, for the payment of the liabilities of any individual, association, municipal or other corporation whatever; nor shall it have power to make any gift or authorize the making of any gift, of any public money or thing of value to any individual, municipal or other corporation whatever;"

Both these provisions are often described as prohibiting gifts of public funds. The courts have concluded that an enforceable obligation is a prerequisite for a public agency to pay a contractor. As explained in one case: "Where the appropriation is aimed chiefly at benefiting an individual or group of individuals other than the public in general, it seems that there should be some contractual relation imposing a legal liability on the state, some specific authority justifying the

expenditure, or some enforceable claim.” (58 Cal.Jur.3d, State of California, § 88, pp. 244-245, as quoted in *People v. Honig* (1996) 48 Cal.App.4th 289, 352.)

Thus, in *Conlin v. Board of Supervisors* (1893) 99 Cal. 17, the California Supreme Court held that an appropriation for payment of a street contractor who did not have an enforceable contract was a gift of public funds, even though the city and county enjoyed the advantage and benefit of work done by the contractor.

Under these rules, without a contract in place GH would have no enforceable claim for payment as to services rendered to CalMHSA. Assurances that a contract will be made in the future, by those without present authority to contract, would not be enforceable. Under such circumstances, it would be anticipated that GH would likely suspend operations and lay off employees working on CalMHSA projects to avoid financial loss.

Some contractual infirmities can be cured by subsequent ratification. However, an agreement made without authority of the law in force at the time it is made is void, and may not be ratified or validated by subsequent enactments. (65 Ops. Cal. Atty. Gen. 66 (1982).) Ratification appears to be reserved for situations where the contract was made in good faith and with authority to do so, after which a defect was found, and not where there was a known defect from the beginning. (38 Ops. Cal. Atty. Gen. 143 (1961).)

GENERAL DISCUSSION
Agenda Item 9.A.

SUBJECT: Each Mind Matters Outreach & Engagement Presentation

ACTION FOR CONSIDERATION:

None, information only.

BACKGROUND AND STATUS:

In 2016, the CalMHSA Board requested that meetings incorporate more program updates and presentations from contractors. This presentation provides an overview of the activities of the Each Mind Matters Outreach & Engagement team (O&E), a contractor of the Statewide PEI Project.

O&E has been a contractor with CalMHSA on this project since its implementation in 2012. Their current activities include providing technical assistance about all of Each Mind Matters resources to community based organizations (CBO); implementing a CBO and school-based Each Mind Matters mini-grant program; disseminating outreach, engagement and education materials throughout the state; and expanding the network of organizations and agencies engaged in Each Mind Matters. Today's presentation highlights some of their accomplishments in engaging communities and organizations in Each Mind Matters.

FISCAL IMPACT:

None.

RECOMMENDATION:

None, information only.

TYPE OF VOTE REQUIRED:

None, information only.

REFERENCE MATERIAL(S) ATTACHED:

- O&E Presentation slide deck

Each Mind Matters: California's Mental Health Movement



WELLNESS • RECOVERY • RESILIENCE





The work of the
Each Mind Matters
Outreach and
Education Team

Educational Materials

- Toolkits and guides for event planning, social media and more
- Print ads (*English, Spanish*)
- TV and radio spots (*English, Hmong, Spanish*)
- Outdoor ads (*English*)
- Online ads (*English, Spanish*)
- Videos (*Chinese, English, Khmer, Korean, Lao, Spanish and captioned for hearing impaired*)
- Fact sheets and training materials (*Arabic, Armenian, Cambodian, Chinese, English, Hmong, Lu Mien, Khmer, Korean, Lao, Russian, Spanish, Vietnamese*)
- Outreach materials: posters, take-ones, fliers, brochures and resource cards (*English and Spanish*)
- Wearable outreach materials: t-shirts, ribbons,
- Evaluation and campaign reports



Community Partnerships

- Supporting the Experts: Community Members
- Mini-grant and Sponsorship Program
 - Funds more than 60 schools and CBOs, (not including additional minigrants available through the Sutter Health.)
 - Reaches 20 distinct audiences
 - More than money, awardees receive technical assistance and customized materials.





Technical Assistance

Technical Assistance



- Webinars
- The Insider
- One-on-one assistance
- Customized materials

Case Studies



- 1) Health Care Partnership
- 2) Cultural Community Partners
- 3) Statewide Organization Collaboration

Healthcare Partner Case Study

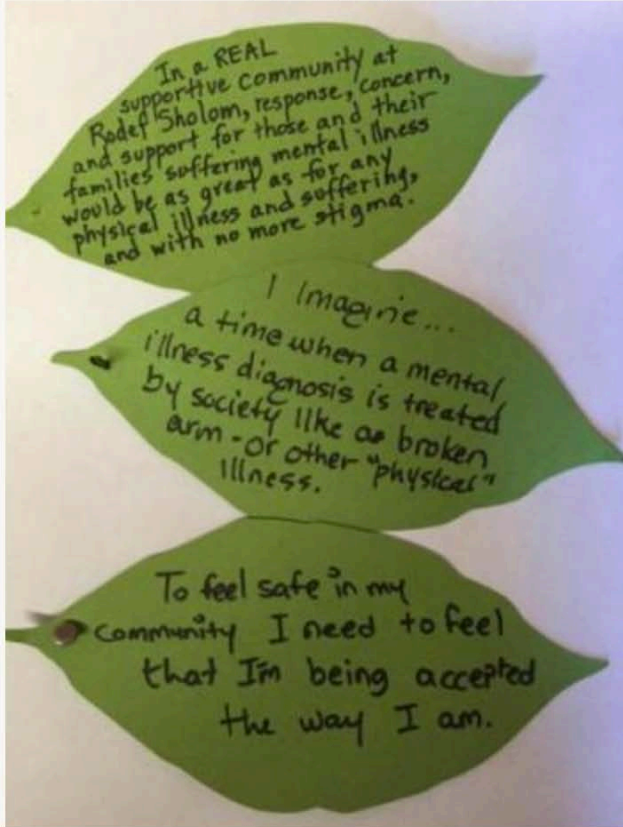


Cultural Community Case Study

REAL LIFE. PEOPLE. CONNECTIONS.

The Mental Health Initiative at Rodef Shalom

IMAGINE: SHARE YOUR HOPE, DREAM OR PRAYER FOR WHAT A REAL SUPPORTIVE COMMUNITY WOULD BE LIKE.



🎗️ Statewide Partner Case Study



Join the Movement!



Get Involved

We all have mental health, and our voices are amplified when we speak up together. California's Mental Health Movement grows stronger every day as millions of people and thousands of organizations are working to advance mental health. There are many ways to add your voice and strengthen the movement.



Speak Up

Share how you're part of the movement by taking a pledge to advance mental health in your own way.

Take a pledge



Spread the Word

Learn more about the movement and get tools to help inform others.

More



Share Your Story

We all have mental health, and we're inspired by each other's stories. Tell us why mental health matters to you by sharing your "lime green story".

Share

Stories

California's Mental Health Movement is made up of millions of people who believe that everyone experiencing a mental health challenge deserves the opportunity to live a healthy, happy and meaningful life. See what people are saying and sharing - and add your voice to the movement with your own commitment to advancing mental health.





WELLNESS • RECOVERY • RESILIENCE



GENERAL DISCUSSION
Agenda Item 9.B.

SUBJECT: Report from CalMHSA President – Terence M. Rooney

ACTION FOR CONSIDERATION:

Discussion and/or action on items below, as deemed appropriate.

BACKGROUND AND STATUS:

CalMHSA President, Terence M. Rooney, will be reporting on the following items.

- General

FISCAL IMPACT:

None.

RECOMMENDATION:

Discussion and/or action on items above, as deemed appropriate.

TYPE OF VOTE REQUIRED:

Majority vote.

REFERENCE MATERIAL(S) ATTACHED:

- None.

GENERAL DISCUSSION
Agenda Item 9.C.

SUBJECT: Report from CalMHSA Executive Director – Wayne Clark

ACTION FOR CONSIDERATION:

Discussion and/or action on items below, as deemed appropriate.

BACKGROUND AND STATUS:

CalMHSA Executive Director, Wayne Clark, will be presenting a State of the Authority and will be reporting on the following items.

- DHCS Audit Update
- Lester Consulting Group Update
- Encourage Attendance at Payment Reform Educational Session

FISCAL IMPACT:

None.

RECOMMENDATION:

Discussion and/or action on items above, as deemed appropriate.

TYPE OF VOTE REQUIRED:

Majority vote.

REFERENCE MATERIAL(S) ATTACHED:

- None.

GENERAL DISCUSSION
Agenda Item 9.D.

SUBJECT: Report from CalMHSA Program Director – Ann Collentine

ACTION FOR CONSIDERATION:

Discussion and/or action on items below, as deemed appropriate.

BACKGROUND AND STATUS:

CalMHSA Program Director, Ann Collentine, will be reporting on the following items.

- General

FISCAL IMPACT:

None.

RECOMMENDATION:

Discussion and/or action on items above, as deemed appropriate.

TYPE OF VOTE REQUIRED:

Majority vote.

REFERENCE MATERIAL(S) ATTACHED:

- None.