

# Board of Directors Meeting

## AGENDA

November 12, 2010

1:00 p.m. – 3:30 p.m.



**Call-In Information: 1-877-322-9648, Access Code: 357074**

### Meeting Locations:

Napa Valley Marriott Hotel & Spa  
3425 Solano Avenue  
Napa, CA 94558  
(707) 253-8600

California Institute for Mental Health (CiMH)  
2125 19th Street, 2nd Floor  
Sacramento, CA 95818  
(916) 556-3480

California Mental Health Service Authority  
(CalMHSA)

Board of Directors Meeting

Agenda

Friday, November 12, 2010

1:00 p.m. – 3:30 p.m.

**Call-In Information: 1-877-322-9648, Access Code: 357074 (Listen in only)**

Napa Valley Marriott Hotel & Spa  
3425 Solano Avenue  
Napa, CA 94558  
(707) 253-8600

California Institute for Mental Health (CiMH)  
2125 19th Street, 2nd Floor  
Sacramento, CA 95818  
(916) 556-3480

*In compliance with the Americans with Disabilities Act, if you are a disabled person and you need a disability-related modification or accommodation to participate in this meeting, please contact Kim Santin at (916) 859-4820 (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.*

**1. CALL TO ORDER**

**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. Comments will be limited to three minutes per person and twenty 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. APPROVAL OF AGENDA AS POSTED (OR AMENDED)**

- 5. CONSENT CALENDAR** - If the Board would like to discuss any item listed, it may be pulled from the Consent Calendar

- A. Minutes from the October 14, 2010 Board of Directors Meeting 6
- B. CalMHSA Outreach 24

**Recommendation: Staff recommends the Board formally consider approval of the Consent Calendar.**

**6. NEW COUNTY MEMBERSHIP APPLICATION(S)**

- A. CalMHSA New County Membership Application(s) 25

**Recommendation: Approve membership to CalMHSA for applying County (ies).**

**7. FINANCIAL MATTERS**

- A. CalMHSA Financial Statements for the Quarter ended September 30, 2010 28

**Recommendation: Receive and file the CalMHSA Financial Statements for the Quarter ended September 30, 2010.**

- B. CalMHSA Finance Ad Hoc Committee Update 33
  - CalMHSA Draft Travel and Expense Policy

**Recommendation: For discussion and/or action should action be deemed appropriate.**

## 8. PROGRAM MATTERS

- A. Report from Implementation Ad Hoc Committee Chair – Wayne Clark 38  
**Recommendation: Receive and File the CalMHSA Implementation Work Plan for submission to the MHSOAC on November 15, 2010.**
- B. California Institute for Mental Health (CiMH) – Technical Assistance and Capacity Building Update 47

## 9. ADMINISTRATIVE MATTERS

- A. Draft Purchasing and Procurement Policies 52  
**Recommendation: Receive and File the CalMHSA resolutions adopting the revised Procurement Policy and the Conflict of Interest & Non-Conflict of Interest Statement.**

## 10. CalMHSA – GENERAL DISCUSSION

- A. Report from CalMHSA Executive Director – John Chaquica 78  
**Recommendation: For discussion and/or action should action be deemed appropriate.**

## 11. 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 twenty minutes in total. The Board may also limit public comment time regarding agenda items, if necessary, due to a lengthy agenda.

### B. Stakeholder Non-Agenda Items

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

## 12. NEW BUSINESS

- A. General Discussion Regarding any New Business Topics for Future Meetings

**13. CLOSING COMMENTS** - This time is reserved for comments by Board members and staff to identify matters for future Board business.

A. Board

B. Staff

**14. ADJOURNMENT**

**Notice: The next Board of Directors Meeting is scheduled for Friday, December 9, 2010 from 2:45 p.m. to 5:00 p.m. at the Doubletree Hotel, 2001 Point West Way, Sacramento, CA 95815.**

**CONSENT CALENDAR**  
**Agenda Item 5**

**SUBJECT: Consent Calendar**

---

**BACKGROUND AND STATUS:**

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

- A. Minutes from the October 14, 2010 Board of Directors Meeting
- B. CalMHSA Outreach

**RECOMMENDATION:**

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

**REFERENCE MATERIALS ATTACHED:**

- Minutes from the October 14, 2010 Board of Directors Meeting
- Categorized County Outreach

## MINUTES

### CALIFORNIA MENTAL HEALTH SERVICES AUTHORITY (CalMHSA)

#### BOARD OF DIRECTORS MEETING – REGULAR MEETING

Marriott Courtyard  
October 14, 2010

#### MEMBERS PRESENT

Allan Rawland, MSW, ACSW, CalMHSA President, San Bernardino County

Wayne Clark, PhD, Vice-President, Monterey County

Karen Baylor, PhD, MFT, CalMHSA Treasurer, San Luis Obispo County

Maureen Bauman, Secretary, LCSW, Placer County

William Arroyo, MD, Los Angeles County (alternate)

Denise Hunt, MFT, Stanislaus County

Scott Gruendl, MPA, Glenn County

Anne Robin, MFT, Butte County

Noel J. O'Neill, MFT, Trinity County

Glenda Lingenfelter, RN, Solano County

Karen Stockton, PhD, MSW, Modoc County

Mark Refowitz, MSW, Orange County

William Cornelius, PhD, Colusa County

Brad Luz, PhD, Sutter/Yuba County

Bruce Gurganus, MFT, Marin County

Michael Kennedy, MFT, Sonoma County

Joan Beesley, Yolo County (Alternate)

**NON-VOTING ALTERNATE**

None

**MEMBERS ABSENT**

Mary Ann Bennett, Sacramento County

Leslie Tremaine, EdD, Santa Cruz County

**STAFF PRESENT**

John Chaquica, CPA, MBA, ARM, CalMHSA Executive Director

Edward Walker, LCSW, CalMHSA Program Director

Kim Santin, CPA, CalMHSA Finance and Administration Director

Laura Li, CalMHSA Program Executive Assistant

Maya Maas, CalMHSA Executive Assistant

Doug Alliston, Legal Counsel, Murphy Campbell Guthrie & Alliston

**MEMBERS OF THE PUBLIC**

Delphine Brody, CA Network of Mental Health Clients

Zoey Todd, California Department of Mental Health

Sandra Black, California Department of Mental Health

Betsy Sheldon, California Community Colleges

Amber Burkan, CA Youth Empowerment Network (CAYEN)

Jack Heath, Inspire USA Foundation

Enrica Bertoldo, Mental Health Services Oversight and Accountability Commission

Ann Collentine, Mental Health Services Oversight and Accountability Commission

Stephanie Welch, California Mental Health Directors Association (CMHDA)

Lin Benjamin, California Department of Aging

Monica Nepomuceno, California Department of Education

Stacie Hiramoto, Racial and Ethnic Mental Health Disparities Coalition (REMHDCO)

Karolyn Stein, Humboldt County

Katheryn Skrabo, Sacramento County

**1. CALL TO ORDER**

2:45 p.m. The CalMHSA Board Meeting was called to order.

**2. ROLL CALL AND INTRODUCTIONS**

President Rawland asked the clerk to call the roll.

Laura Li, CalMHSA staff, called roll of the board and confirmed a quorum.

**3. INSTRUCTIONS FOR PUBLIC COMMENT AND STAKEHOLDER INPUT**

Ms. Li was asked to review the instructions for public comment to include the process of public comment cards. It was also mentioned that public comment and stakeholder input on non-agenda items would be taking place at the end of the meeting.

**4. APPROVAL OF AGENDA AS POSTED**

President Rawland asked if there were amendments to the agenda; none were made.

*A motion was made to approve the agenda as posted.*

*Motion – Maureen Bauman, LCSW, MPA, Placer County*

*Second – Mark Refowitz, MSW, Orange County*

*Motion passed unanimously.*

**5. CONSENT CALENDAR**

President Rawland acknowledged the consent calendar and asked for comment from Board members.

*A motion was made to accept the consent calendar without item 5A which would be heard separately.*

*Motion – Mark Refowitz, MSW, Orange County*

*Second – Wayne Clark, PhD, Monterey County*

*Motion passed unanimously.*

President Rawland called for item 5A of the consent calendar, and opened it for discussion from both Board members and public.

After conclusion of public comment on: the Board meeting minutes of September 10, 2010, the following motion was made:

***A motion was made to approve the meeting minutes from September 10, 2010 with corrections requested from Stockton, Cornelius, O'Neill and Bauman, in addition to included comment from item 10A.***

***Motion – Wayne Clark, PhD, Monterey County  
Second – Karen Baylor, PhD, San Luis Obispo***

***Motion passed unanimously.***

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

Delphine Brody, CA Network of Mental Health Clients

Stacie Hiramoto, REMHDCO

Lin Benjamin, CA Department of Aging

## **6. NEW COUNTY MEMBERSHIP**

John Chaquica, CalMHSA Executive Director, indicated nine counties were before them seeking membership approval at this time, to include: Contra Costa, Fresno, Imperial, Kern, Lake, Riverside, Santa Clara, Siskiyou and Ventura.

***A motion was made to approve membership of the 9 applying counties.***

***Motion – Mark Refowitz, MSW, Orange County  
Second – Wayne Clark, PhD, Monterey County***

***Motion passed unanimously.***

Karen Baylor, PhD, San Luis Obispo presented new members with packets and CalMHSA pins.

## **7. FINANCIAL MATTERS**

### **A. CalMHSA Budget Update**

Kim Santin, CalMHSA Finance Director presented the proposed revised budget for the fourteen (14) month period May 1, 2010 to June 30, 2011. The proposed revisions were related to the following CalMHSA developments:

1. Membership has exceeded the estimate projected in the original budget approved May 2010.
2. Original Budget included three (3) years of Planning Estimate Dollars.
3. Proposed revision presented for alignment with proposed implementation work plan.
4. The proposed revision represents anticipated financial activity through June 30, 2011.

Additionally, Kim Santin presented a brief financial timeline and history of the financial activity for CalMHSA.

- July 1, 2009 – CalMHSA JPA became a legal entity
- May 2010 adopted fourteen (14) month Budget for the period May 1, 2010 to June 30, 2011
- August 2010 – First funds deposited to JPA for PEI Statewide planning funds.
- September 2010 – Extensive work on implementation plan.
- October 2010 – 27 members/28 counties. Estimated budgetary participation is based on the following assumptions of 85% county participation of the PEI Statewide Funds to be included in this budget for implementation of programs or \$136 million of the total \$160 million.

***A motion was made to approve the revised budget.***

***Motion – Mark Refowitz, MSW, Orange County***

***Second – Maureen Bauman, LCSW, MPA, Placer County***

***Motion passed unanimously.***

## **B. Board Member Training & Travel Budget**

Mr. Chaquica, indicated at the last meeting members requested a Board member training and travel budget be presented. The purpose is to send Board members to trainings or conference if their counties could not afford to do so.

A sample of CSAC's policy was presented and staff indicated they would have a draft of such training and travel policy for the next meeting.

Noel O'Neill, MFT, Trinity County requested consideration in the policy for Board Member travel stipends in events counties may not have the travel funds in their

budgets but a Board Members attendance may be requested or needed to meet quorum requirements.

Scott Gruendl, MPA, Glenn County, indicated they shouldn't duplicate certain aspects of the CSAC policy but agree to have staff draft with input from members. In addition, Dr. Clark requested this be referred to the Finance Ad Hoc Committee.

***No action was taken.***

Public comment was heard from the following individual(s):  
Delphine Brody, CA Network of Mental Health Clients

**8. PROGRAM MATTERS**

**A. Report from Implementation Ad Hoc Committee Chair – *Dr. Wayne Clark***

Wayne Clark, PhD, Monterey County provided an update to the members of the Ad Hoc committee including the teleconferences participation from stakeholders, and the draft Implementation Work Plan.

Dr. Clark added it was agreed to by members to include recommended actions 1.3 and 2.3 of Stigma and Discrimination after various stakeholders made the suggestion and asked the Board to approve the Draft Work Plan to include the additional recommended actions as previously stated.

***A motion was made to approve inclusion of actions 1.3 and 2.3 of Stigma and Discrimination.***

***Motion – Wayne Clark, PhD, Monterey County  
Second – Mark Refowitz, MSW, Orange County***

***Motion passed unanimously.***

Public comment was heard from the following individuals:  
Lin Benjamin, CA Department of Aging  
Stacie Hiramoto, REMHDCO  
Betsy Sheldon, California Community Colleges

**B. California Institute for Mental Health (CiMH) – Technical Assistance and Capacity Building**

Sandra Naylor Goodwin, PhD, CiMH, gave a detailed presentation as it relates to the program and new contract. Dr. Goodwin discussed the changes in the new contract to include scope of services, addition of staff and increase for county travel of \$20,000.

Mark Refowitz, MSW, Orange County and Denise Hunt MFT, Stanislaus County recused themselves from this section of the meeting as they serve on the CiMH Board.

New Board members voiced their interest in starting a new project for Technical Assistance and Capacity Building as they would be subject reversions soon.

Member of the Board agreed they could start preliminary discussions and staff was asked to survey the counties as to interest and present the results at the November meeting.

***A motion was made to approve the new contract with CiMH-PEI technical Assistance and Capacity Building for program performance.***

***Motion – Wayne Clark, PhD, Monterey County***

***Second – William Arroyo, MD, Los Angeles County***

***Motion passed unanimously.***

Public Comment was heard from the following individual(s):  
Stacie Hiramoto, REMHDCO

**C. Department of Mental Health, Office of Suicide Prevention Presentation**

Zoey Todd and Sandra Black gave an informational presentation to include the Office of Suicide Prevention background, contact information and projects underway.

***No action taken, information was received and filed.***

**9. ADMINISTATIVE MATTERS**

**A. Draft Purchasing and Procurement Policies**

Mr. Chaquica noted at last month's meeting staff had presented a new Purchase and Procurement Policy modeled in part on a similar policy adopted by First 5 Monterey County, and has since then been revised it to eliminate specific

reference to PEI Statewide Projects, in view of the potential that CalMHSA may expand to other functions later. The threshold was also revised to \$100,000 and Section 6 was revised to change the requirement to “declare a conflict” to a requirement of completion of a Non-Conflict Statement.

President Rawland opened it up for discussion by the board followed by the public.

***A motion was made to defer to the next meeting to allow time for further review and input.***

***Motion – Noel O’Neill, MFT, Trinity County  
Second – Karen Stockton, PhD, Modoc County***

***The question was called to end discussion by Mark Refowitz, MSW, Orange County and motion carried to defer the Conflict of Interest policy to the next meeting for further review.***

***Motion carried unanimously.***

Public comment was made by the following individual(s):

Betsy Sheldon, CA Community Colleges

Stacie Hiramoto, REMHDCO

Delphine Brody, CA Network of Mental Health Clients

Jack Heath, Inspire USA Foundation

## **B. Draft Core Values**

Edward Walker, Program Director, CalMHSA indicated a draft of the Core Values was presented at the last board meeting which has been revised to include additional comments from Board members and stakeholders.

President Rawland opened it up for Board comment followed public comment.

Noel O’Neill, MFT, Trinity County asked a bullet be added to include “Geography” and recommended the following verbiage:

“Recognition that geographical features might require unique program interventions”

Brody’s recommended adding the following to the first line that starts with “Systems and services”:

“Outcomes by age, race, ethnicity, gender, sexual orientation, nationality and disability.”

***A motion was made to approve the Core Value Statement to include added verbiage sited by O’Neill and Brody.***

***Motion – Karen Baylor, PhD, LMFT, San Luis Obispo County  
Second – Mark Refowitz, MSW, Orange County***

***Motion passed unanimously.***

Public comment was heard from the following individual(s):  
Delphine Brody, CA Network of Mental Health Clients

**10. CalMHSA – GENERAL DISCUSSION**

Mr. Chaquica discussed the status of the gathering of Board member signatures on revised JPA Agreement, indicating they were close to completion. He added per the request of the Board a Draft Quarterly Newsletter had been distributed to them for their review and input.

Mr. Chaquica confirmed the November Board meeting would be inter-active as far as teleconferencing.

President Rawland opened it up for discussion by the Board members followed by the public.

Members voiced their concern with some having budget travel restrictions in addition to public not being available to participate in the meeting if they call in.

It was determined that two sites would be made available so that members and public could participate in the meeting. Mr. Walker confirmed the CiMH conference room (in Sacramento) was reserved for those who wished to participate in Sacramento and for those who could travel would join the meeting on site in Napa.

Mr. Chaquica confirmed CalMHSA staff would be hosting both meeting sites.

Members suggested all votes be taken by roll call since a teleconference option is included.

***No action taken, information was received and filed.***

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

**11. PUBLIC COMMENTS**

Public comment was heard from the following individual(s):  
Stacie Hiramoto, REMHDCO  
Lin Benjamin, Ca Department of Aging

**12. NEW BUSINESS**

None

**13. CLOSING COMMENTS**

President Rawland thanked everyone for their participation to include CalMHSA for their hard work.

**14. ADJOURNMENT**

**Hearing no further comments, a motion was made to adjourn at 5:21 p.m.**

***Motion: Mark Refowitz, MSW, Orange County***

***Second: Karen Baylor, PhD, MFT, San Luis Obispo***

***Motion passed unanimously.***

Respectfully submitted,

\_\_\_\_\_  
Ms. Maureen Bauman, LCSW, MPA  
Secretary, CalMHSA

\_\_\_\_\_  
Date

(Please Print)

All cards should be returned to staff prior to the start of the meeting. You will be called upon at the appropriate time to speak. Public Comment may be limited to three minutes per speaker. **If you wish to remain anonymous, you can omit your name and organization, write your comment on the blank lines below and the President will read your comment/question.**

(ONE COMMENT CARD PER AGENDA ITEM)

AGENDA ITEM: SA Minutes Sept 10 Board Mtg

PAGE NUMBER: 6

NAME: Liri Benjamin

ORGANIZATION: CA Dept of Agry

(Speakers should address the Board, not each other or the audience, and are expected to conduct themselves in an appropriate manner. No debate or argument between speakers and/or members of the audience shall be permitted. Comments relative to any issues that are currently the subject of active litigation will not be heard in the meeting.)

Comment/Question: 1) Comments by stakeholders not reflected in Minutes 2) Request clarification of conference call capability for NOV 12 CALMHSA Board Meeting that was discussed during Sept 10 CALMHSA Board Mtg

CALMHSA PUBLIC COMMENT CARD

(Please Print)

All cards should be returned to staff prior to the start of the meeting. You will be called upon at the appropriate time to speak. Public Comment may be limited to three minutes per speaker. **If you wish to remain anonymous, you can omit your name and organization, write your comment on the blank lines below and the President will read your comment/question.**

(ONE COMMENT CARD PER AGENDA ITEM)

AGENDA ITEM: 7B

PAGE NUMBER: 43

NAME: ~~XXXX~~ Delphine Brody

ORGANIZATION: CA Network of MH Clients

(Speakers should address the Board, not each other or the audience, and are expected to conduct themselves in an appropriate manner. No debate or argument between speakers and/or members of the audience shall be permitted. Comments relative to any issues that are currently the subject of active litigation will not be heard in the meeting.)

Comment/Question: Travel budget should include funding for clients, from members & persons from underserved communities to attend CALMHSA Board Meetings

Ca/MHSA PUBLIC COMMENT CARD

(Please Print)



All cards should be returned to staff prior to the start of the meeting. You will be called upon at the appropriate time to speak. Public Comment may be limited to three minutes per speaker. If you wish to remain anonymous, you can omit your name and organization, write your comment on the blank lines below and the President will read your comment/question.

(ONE COMMENT CARD PER AGENDA ITEM)

AGENDA ITEM: 5A  
PAGE NUMBER: 6  
NAME: Delphine Brody  
ORGANIZATION: CA Network of MH Clients

(Speakers should address the Board, not each other or the audience, and are expected to conduct themselves in an appropriate manner. No debate or argument between speakers and/or members of the audience shall be permitted. Comments relative to any issues that are currently the subject of active litigation will not be heard in the meeting.)

Comment/Question: Please remove item 5A from Consent Agenda; the Sept. 10 minutes need to be revised w/missing information that was discussed last month.

Ca/MHSA PUBLIC COMMENT CARD

(Please Print)



All cards should be returned to staff prior to the start of the meeting. You will be called upon at the appropriate time to speak. Public Comment may be limited to three minutes per speaker. If you wish to remain anonymous, you can omit your name and organization, write your comment on the blank lines below and the President will read your comment/question.

(ONE COMMENT CARD PER AGENDA ITEM)

AGENDA ITEM: 3 (Minutes off the Consent Calendar)  
PAGE NUMBER: Page 15  
NAME: STACE HIRAMOTO  
ORGANIZATION: REMHDCO -

(Speakers should address the Board, not each other or the audience, and are expected to conduct themselves in an appropriate manner. No debate or argument between speakers and/or members of the audience shall be permitted. Comments relative to any issues that are currently the subject of active litigation will not be heard in the meeting.)

Comment/Question: Minutes need adjustments

CaIMHSA PUBLIC COMMENT CARD

(Please Print)

3

All cards should be returned to staff prior to the start of the meeting. You will be called upon at the appropriate time to speak. Public Comment may be limited to three minutes per speaker. If you wish to remain anonymous, you can omit your name and organization, write your comment on the blank lines below and the President will read your comment/question.

(ONE COMMENT CARD PER AGENDA ITEM)

AGENDA ITEM: 8A  
PAGE NUMBER: 8245  
NAME: Liri Benjamin  
ORGANIZATION: Ca Dept. of Ag

(Speakers should address the Board, not each other or the audience, and are expected to conduct themselves in an appropriate manner. No debate or argument between speakers and/or members of the audience shall be permitted. Comments relative to any issues that are currently the subject of active litigation will not be heard in the meeting.)

Comment/Question: Thank you to CaIMHSA Ad Hoc  
Committee for meeting 1.3 + 2.3 with  
Steve / Dismissed Personnel Actions

CaIMHSA PUBLIC COMMENT CARD

(Please Print)

2 4

All cards should be returned to staff prior to the start of the meeting. You will be called upon at the appropriate time to speak. Public Comment may be limited to three minutes per speaker. If you wish to remain anonymous, you can omit your name and organization, write your comment on the blank lines below and the President will read your comment/question.

(ONE COMMENT CARD PER AGENDA ITEM)

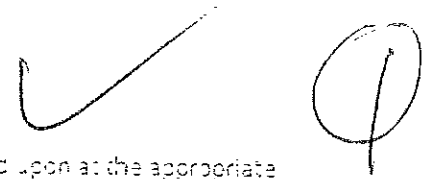
AGENDA ITEM: S. A  
PAGE NUMBER: 45 - Program Matters  
NAME: STARIE HIRAMOTO  
ORGANIZATION: RENHDCU

(Speakers should address the Board, not each other or the audience, and are expected to conduct themselves in an appropriate manner. No debate or argument between speakers and/or members of the audience shall be permitted. Comments relative to any issues that are currently the subject of active litigation will not be heard in the meeting.)

Comment/Question: Thank and support additional to  
the work plan

CalMHSA PUBLIC COMMENT CARD

(Please Print)



All cards should be returned to staff prior to the start of the meeting. You will be called upon at the appropriate time to speak. Public Comment may be limited to three minutes per speaker. If you wish to remain anonymous, you can omit your name and organization, write your comment on the blank lines below and the President will read your comment/question.

(ONE COMMENT CARD PER AGENDA ITEM)

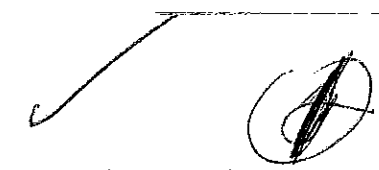
AGENDA ITEM: 8A  
PAGE NUMBER: 117  
NAME: Betsy Sheldon  
ORGANIZATION: \_\_\_\_\_

*(Speakers should address the Board, not each other or the audience, and are expected to conduct themselves in an appropriate manner. No debate or argument between speakers and/or members of the audience shall be permitted. Comments relative to any issues that are currently the subject of active litigation will not be heard in the meeting.)*

Comment/Question: Why are the amounts lower for each segment than in the 9/27/10 plan?

CalMHSA PUBLIC COMMENT CARD

(Please Print)



All cards should be returned to staff prior to the start of the meeting. You will be called upon at the appropriate time to speak. Public Comment may be limited to three minutes per speaker. If you wish to remain anonymous, you can omit your name and organization, write your comment on the blank lines below and the President will read your comment/question.

(ONE COMMENT CARD PER AGENDA ITEM)

AGENDA ITEM: 8 B.  
PAGE NUMBER: 55  
NAME: STARIE HIRAMOTO  
ORGANIZATION: RENHDCO

*(Speakers should address the Board, not each other or the audience, and are expected to conduct themselves in an appropriate manner. No debate or argument between speakers and/or members of the audience shall be permitted. Comments relative to any issues that are currently the subject of active litigation will not be heard in the meeting.)*

Comment/Question: Is this part of the Statewide Training or Technical and Assistance grant monies? Was there an RFP process for this?

CalMHSA PUBLIC COMMENT CARD

(Please Print)

1

All cards should be returned to staff prior to the start of the meeting. You will be called upon at the appropriate time to speak. Public Comment may be limited to three minutes per speaker. If you wish to remain anonymous, you can omit your name and organization, write your comment on the blank lines below and the President will read your comment/question.

(ONE COMMENT CARD PER AGENDA ITEM)

AGENDA ITEM: 9A or can be deferred to (item 10 if appropriate)  
PAGE NUMBER: Beginning on page 208  
NAME: Betsy Sheldon CCCC / Belinda Vega  
ORGANIZATION: UCOA

(Speakers should address the Board, not each other or the audience, and are expected to conduct themselves in an appropriate manner. No debate or argument between speakers and/or members of the audience shall be permitted. Comments relative to any issues that are currently the subject of active litigation will not be heard in the meeting.)

Comment/Question: - Since amts for each system have already been budgeted, are the segments still subject to RFP processes?  
- If or are campuses expected to complete

CalMHSA PUBLIC COMMENT CARD

(Please Print)

2

All cards should be returned to staff prior to the start of the meeting. You will be called upon at the appropriate time to speak. Public Comment may be limited to three minutes per speaker. If you wish to remain anonymous, you can omit your name and organization, write your comment on the blank lines below and the President will read your comment/question.

(ONE COMMENT CARD PER AGENDA ITEM)

AGENDA ITEM: 9A  
PAGE NUMBER: 82  
NAME: ~~REMI~~ STARIE HIRAMOTO  
ORGANIZATION: REMHDCO

(Speakers should address the Board, not each other or the audience, and are expected to conduct themselves in an appropriate manner. No debate or argument between speakers and/or members of the audience shall be permitted. Comments relative to any issues that are currently the subject of active litigation will not be heard in the meeting.)

Comment/Question: REQUEST MORE TIME BEFORE A VOTE ON CONFLICT OF INTEREST STATEMENTS

(Please Print)

3

All cards should be returned to staff prior to the start of the meeting. You will be called upon at the appropriate time to speak. Public Comment may be limited to three minutes per speaker. If you wish to remain anonymous, you can omit your name and organization, write your comment on the blank lines below and the President will read your comment/question.

(ONE COMMENT CARD PER AGENDA ITEM)

AGENDA ITEM: 9 A  
 PAGE NUMBER: 208  
 NAME: Delphine Brody  
 ORGANIZATION: CA Network of MH clients

*(Speakers should address the Board, not each other or the audience, and are expected to conduct themselves in an appropriate manner. No debate or argument between speakers and/or members of the audience shall be permitted. Comments relative to any issues that are currently the subject of active litigation will not be heard in the meeting.)*

Comment/Question: Respectfully request 30 days for stakeholder review & comment before this item is voted on.

(Please Print)

4

All cards should be returned to staff prior to the start of the meeting. You will be called upon at the appropriate time to speak. Public Comment may be limited to three minutes per speaker. If you wish to remain anonymous, you can omit your name and organization, write your comment on the blank lines below and the President will read your comment/question.

(ONE COMMENT CARD PER AGENDA ITEM)

AGENDA ITEM: 10 - GENERAL DISCUSSION  
 PAGE NUMBER: 104  
 NAME: JACK HEATH  
 ORGANIZATION: INSPIRE USA FOUNDATION

*(Speakers should address the Board, not each other or the audience, and are expected to conduct themselves in an appropriate manner. No debate or argument between speakers and/or members of the audience shall be permitted. Comments relative to any issues that are currently the subject of active litigation will not be heard in the meeting.)*

Comment/Question: CAN A 501(C)(3) ORGANISATION SUBMIT AN APPLICATION FOR FUNDING WITH A SPECIFIC GROUP OF COUNTY MEMBERS? THANK YOU.

CalMHSA PUBLIC COMMENT CARD

(Please Print)

✓ (1)

All cards should be returned to staff prior to the start of the meeting. You will be called upon at the appropriate time to speak. Public Comment may be limited to three minutes per speaker. If you wish to remain anonymous, you can omit your name and organization, write your comment on the blank lines below and the President will read your comment/question.

(ONE COMMENT CARD PER AGENDA ITEM)

AGENDA ITEM: 9B

PAGE NUMBER: 226

NAME: Delphine Brody

ORGANIZATION: CNMHC

(Speakers should address the Board, not each other or the audience, and are expected to conduct themselves in an appropriate manner. No debate or argument between speakers and/or members of the audience shall be permitted. Comments relative to any issues that are currently the subject of active litigation will not be heard in the meeting.)

Comment/Question:

CalMHSA PUBLIC COMMENT CARD

(Please Print)

✓ (B)

All cards should be returned to staff prior to the start of the meeting. You will be called upon at the appropriate time to speak. Public Comment may be limited to three minutes per speaker. If you wish to remain anonymous, you can omit your name and organization, write your comment on the blank lines below and the President will read your comment/question.

(ONE COMMENT CARD PER AGENDA ITEM)

AGENDA ITEM: 11. Public Comment B

PAGE NUMBER:

NAME: Stacie Airamoto

ORGANIZATION: REMHDCO

(Speakers should address the Board, not each other or the audience, and are expected to conduct themselves in an appropriate manner. No debate or argument between speakers and/or members of the audience shall be permitted. Comments relative to any issues that are currently the subject of active litigation will not be heard in the meeting.)

Comment/Question: Various Issues

(Please Print)



All cards should be returned to staff prior to the start of the meeting. You will be called upon at the appropriate time to speak. Public Comment may be limited to three minutes per speaker. If you wish to remain anonymous, you can omit your name and organization, write your comment on the blank lines below and the President will read your comment/question.

(ONE COMMENT CARD PER AGENDA ITEM)

AGENDA ITEM: 11 A/B

PAGE NUMBER: \_\_\_\_\_

NAME: Liri Benjamin

ORGANIZATION: CA Dept of Aging

*(Speakers should address the Board, not each other or the audience, and are expected to conduct themselves in an appropriate manner. No debate or argument between speakers and/or members of the audience shall be permitted. Comments relative to any issues that are currently the subject of active litigation will not be heard in the meeting.)*

Comment/Question: Request discussion on how to ensure stakeholder participation at CalMHSA Board meetings via conference call ~~that~~ that supports CalMHSA's Core Value of "promote transparency and stakeholder impact."

**LIST A**

(Chance of becoming a member, have indicated interest and moving forward)

El Dorado, Humboldt, Kings, Mendocino, Napa, San Diego (MOU Participation) and San Mateo

**LIST B**

(Have expressed interest but not sure what to do, internal discussions necessary)

City of Berkeley, Calaveras, Merced, San Francisco, Santa Barbara

**LIST C**

(Don't know, have many questions)

Alameda, Alpine, Amador, Del Norte, Lassen, Mariposa, Nevada, San Benito, San Joaquin, Shasta, Tehama, Tri-City, Tulare, Tuolumne

**LIST D**

(Have opted out)

Inyo, Mono, Plumas

**MEMBER COUNTIES**

Butte, Colusa, Contra Costa, Fresno, Glenn, Imperial, Kern, Lake, Los Angeles, Madera (Nov. 12, 2010 )Marin, Modoc , Monterey, Orange, Placer, Riverside, Sacramento, San Bernardino, San Luis Obispo, Santa Clara, Santa Cruz, Siskiyou, Solano, Sonoma, Stanislaus, Sutter, Trinity, Yuba, Ventura & Yolo

**NEW COUNTY MEMBERSHIP APPLICATION(S)**

**Agenda Item 6.A.**

**SUBJECT: CalMHSA New County Membership Application(s)**

---

**BACKGROUND AND STATUS:**

During each Board meeting, the staff and members shall update the Board on the status of prospective new members. Additionally, staff has developed a spreadsheet to track activity of members and prospective members (see consent item B).

At this meeting, the County of Madera has received approval from their Board of Supervisors, submitted their new membership applications to CalMHSA, and now request approval as members of CalMHSA.

**RECOMMENDATION:**

Approve membership to CalMHSA for applying County (ies).

**REFERENCE MATERIALS ATTACHED:**

Membership Application(s) for:

- Madera County
- CalMHSA Membership Roster



# New Member Data Fee Form California Mental Health Services Authority

3043 GOLD CANAL DRIVE, SUITE 200 + RANCHO CORDOVA, CA 95670 + PHONE: (916) 859-4800 FACSIMILE: (916) 859-4805

### County Information

Population

Date Population Recorded

#### I. Population Information:

(Based on most recent population published by State Department of Finance)

153,655

1/1/2010 (estimate)

#### II. Application Fee Schedule (Based on most recent population published by State Department of Finance)

- Population greater than 10 million: \$1,000
- Population 1 million to 10 million: \$ 750
- Population 100,000 to 1 million: \$ 500
- Population less than 100,000: \$ 250

Please issue warrant to California Mental Health Services Authority \$ \_\_\_\_\_

OR

Application Fee will be paid upon the first reassignment of program funds to CalMHSA

#### III. Requested Date of Membership: 10/01/10

IV. Participation in CalMHSA represents your four year intention to assign program funds and the intention to release three years of planning funds (Enclosure 1/Information Notice 12-05).

**Madera County**

County/City

Janice Melton, LCSW, Director, Madera County Behavioral Health Services

Printed Name

Janice Melton, LCSW

Signature

9-29-10

Date

Please complete form and submit via email to [laura.li@georgehills.com](mailto:laura.li@georgehills.com). Print and/or save completed form for your records.

## **Current Membership Roster**

**(27 members, 28 counties)**

- San Bernardino County (July 9, 2009)
- Solano County (July 9, 2009)
- Colusa County (July 9, 2009)
- Monterey County (July 9, 2009)
- San Luis Obispo County (July 9, 2009)
- Stanislaus County (July 9, 2009)
- Sutter/Yuba County (August 13, 2009)
- Butte County (November 13, 2009)
- Placer County (January 14, 2010)
- Sacramento County (March 12, 2010)
- Glenn County (April 7, 2010)
- Trinity County (April 15, 2010)
- Sonoma County (May 13, 2010)
- Modoc County (May 13, 2010)
- Santa Cruz County (June 10, 2010)
- Los Angeles County (June 10, 2010)
- Marin County (August 12, 2010)
- Orange County (August 12, 2010)
- Yolo County (August 12, 2010)
- Contra Cost County (Oct. 14, 2010)
- Fresno County (Oct. 14, 2010)
- Kern County (Oct. 14, 2010)
- Lake County (Oct. 14, 2010)
- Riverside County (Oct. 14, 2010)
- Santa Clara County (Oct. 14, 2010)
- Siskiyou County (Oct. 14, 2010)
- Ventura County (Oct. 14, 2010)

## **CalMHSA's Regional Representatives**

Superior Region – Scott Gruendl, MPA, Glenn County

Central Region – Denise Hunt, MFT, Stanislaus County

Bay Area Region – Michael Kennedy, MFT, Sonoma County

Southern Region – Mark Refowitz, MSW, Orange County

Los Angeles Region – William Arroyo, MD, Los Angeles County

**FINANCIAL MATTERS**

**Agenda Item 7.A.**

**SUBJECT: CalMHSA Financial Statements for the Quarter ended September 30, 2010**

---

**BACKGROUND AND STATUS:**

Ms. Kim Santin, CalMHSA Finance Director, will provide an overview of CalMHSA's 1st quarter financial statements.

Attached are the financial statements for the quarter ended September 30, 2010. Some key items to note in these financial statements are as follows:

- Accounts Payable are made up of the following expenses:

*General Legal*                      \$16,391.00

*Planning Funds:*

*Lebron Consulting Group*      \$23,750.00

*Allen/Loeb Associates*          \$ 4,000.00

*Total*                                  \$44,141.00

- The cash balance as of September 30, 2010 is \$1,589,326.
- The revised budget has been added to the financial statement presentation.

**RECOMMENDATION:**

Receive and file the CalMHSA Financial Statements for the Quarter ended September 30, 2010.

**REFERENCE MATERIALS ATTACHED:**

- CalMHSA Financial Statements for the Quarter ended September 30, 2010

**CALIFORNIA MENTAL HEALTH SERVICES AUTHORITY**

**BALANCE SHEET**

**September 30, 2010**

---

**ASSETS**

Current Assets:	<b>2010</b>
Cash CB&T	\$ 674,325
Cash LAIF	915,000
Accounts Receivable - Admin Fee	-
Total Current Assets	<u>1,589,325</u>

**LIABILITIES AND NET ASSETS**

Current Liabilities:	
Accounts Payable	\$ 44,141
Unearned Revenue - Community Planning Funds	-
Total Current Liabilities	<u>44,141</u>
Net Assets - Since Inception	<u>1,545,184</u>
Total Liabilities and Net Assets	<u>\$ 1,589,325</u>

**CALIFORNIA MENTAL HEALTH SERVICES AUTHORITY**

**STATEMENT OF REVENUES, EXPENSES AND CHANGES IN NET ASSETS  
BUDGET TO ACTUAL COMPARISON**

**For the First Quarter Ended September 30, 2010**

<u>REVENUES</u>	<u>Actual September 30, 2010</u>	<u>Adopted Budget</u>
Technical Assistance/Capacity Building Cimh Contract		100,000
Community Planning (5%) 2008-2009	1,619,715	4,086,312
PEI State Wide Program Funding		11,318,977
Application Fees		-
Investment Income		-
<b>Total Revenue</b>	<b>1,619,715</b>	<b>15,505,289</b>
<u>EXPENSES</u>		
<u>Program Expenses:</u>		
Technical Assistance/Capacity Building - Cimh Contract		100,000
PEI State Wide Program Funding		10,000,000
Evaluation Expense		-
Planning Expense	27,750	4,086,312
<b>Total Program Expenses</b>	<b>27,750</b>	<b>14,186,312</b>
<u>General and Administrative Expenses</u>		
General Management	175,000	635,333
Other Contract Services		123,069
Legal Services	24,545	149,624
Financial Audit		18,388
Insurance		24,518
Meetings:		
JPA Meetings	359	48,000
Stakeholder		19,424
Regulatory		24,000
Member Services		51,393
Fees	1	12,000
Web Site & Other	825	24,518
Travel & Lodging		12,259
Marketing/PR Materials	682	12,265
Miscellaneous		41,116
Indirect Expense Reserve		123,069
<b>Total General and Administrative Expenses</b>	<b>201,412</b>	<b>1,318,977</b>
<b>Total Expenses</b>	<b>229,162</b>	<b>15,505,289</b>
<b>Change in Net Assets</b>	<b>1,390,553</b>	<b>-</b>
Net Assets, July 1, 2010	154,631	154,631
Net Assets September 30, 2010	<b>\$ 1,545,184</b>	<b>\$ 154,631</b>

**CALIFORNIA MENTAL HEALTH SERVICES AUTHORITY**

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

**As of September 30, 2010**

	<u>JPA</u> <u>Administration</u>	<u>Tech Asst/</u> <u>Capacity Building</u>	<u>PEI</u> <u>Community Planning</u>	<u>2010</u> <u>Total</u>
<b>OPERATING REVENUES:</b>				
Technical Assistance/Capacity Building	\$ -	\$ -	\$ -	\$ -
Community Planning			1,619,715	1,619,715
PEI State Wide Program Funding				
Application Fee				
Investment Income				
Total Operating Revenue	<u>-</u>	<u>-</u>	<u>1,619,715</u>	<u>1,619,715</u>
<b>PROJECT EXPENSES:</b>				
Technical Assistance/Capacity Building-CiMH Contract				-
PEI State Wide Program Funding				-
Evaluation Expence				-
Planning Expence			27,750	27,750
Total Project Expence	<u>-</u>	<u>-</u>	<u>27,750</u>	<u>27,750</u>
<b>OPERATING EXPENSES:</b>				
General Management	175,000			175,000
Other Contract Services				-
Legal Services	24,545			24,545
Financial Audit				-
Insurance	#			-
Meetings	359			359
Member Services				-
Fees	1			1
Web Site & Other	825			825
Travel & Lodging				-
Marketing/PR Materials	682			682
Miscellaneous				-
Indirect Expense Reserve				-
Total Operating Expenses	<u>201,412</u>	<u>-</u>	<u>-</u>	<u>201,412</u>
Change in Net Assets	(201,412)	-	1,591,965	1,390,553
Net Assets, July 1, 2010	<u>(154,950)</u>	<u>309,581</u>		<u>154,631</u>
Net Assets, September 30, 2010	<u>\$ (356,362)</u>	<u>\$ 309,581</u>	<u>\$ 1,591,965</u>	<u>\$ 1,545,184</u>

# CALIFORNIA MENTAL HEALTH SERVICES AUTHORITY

## STATEMENT OF CASH FLOWS

As of September 30, 2010

	2010
Cash Flows from Operating Activities:	
Cash Payments for Members for General Management	\$ (174,980)
Cash Payments for Meetings	(359)
Cash Payments for Legal Services	(8,154)
Cash Payments for Marketing/PR	(682)
Cash Payments for Web-Site Development/Maintenance	(825)
Cash Payments Received for PEI Community Planning	1,619,715
	<u>1,434,715</u>
Net Cash Provided by Operating Activities	
	<u>1,434,715</u>
Cash and Cash Equivalents, July 1, 2010	<u>154,611</u>
Cash and Cash Equivalents, September 30, 2010	<u>\$ 1,589,326</u>
Reconciliation of Operating Income to Net Cash Provided by Operating Activities:	
Operating Income, Since Inception	\$ 1,545,184
Adjustment to net cash used by operating activities:	
(Increase) Decrease in A/R	-
(Decrease) Increase in Accounts Payable	44,141
(Decrease) Increase in Unearned Revenue	-
	<u>44,141</u>
Net Cash Provided By (Used For) Operating Activities	<u>\$ 1,589,325</u>

**FINANCIAL MATTERS**

**Agenda Item 7.B.**

**SUBJECT: CalMHSA Finance Ad Hoc Committee Update**

---

**BACKGROUND AND STATUS:**

At the October 14, 2010 Board of Directors meeting the Finance Ad Hoc Committee was requested to review a travel policy. Staff has drafted a policy and distributed to the committee for review and comments.

The Finance Ad Hoc Committee will present a draft policy for Board consideration and discussion at the November 12, 2010 meeting.

**RECOMMENDATION:**

Discussion and/or action should action be deemed appropriate.

**REFERENCE MATERIALS ATTACHED:**

- Draft Policy Guidelines
- Draft Travel Reimbursement Expense Form

## CalMHSA

### Draft Travel Policy Guidelines

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

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

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

- A. Government rate should be requested when available. Absent a government rate, the lowest available rate should be used. A proof of payment or airline, train or bus ticket receipt is required to be attached to the travel claim.
- B. Air transportation should be used when it is the most economic mode of transportation. Exceptions to this rule must be approved in advance by the Chief Executive Officer.
- C. Frequent flyer miles, or friends fly free benefits may be retained by the Board or committee member.

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

- A. Government, corporate, or conference rates should be requested when available. If a government, corporate or conference rate is not available, CalMHSA will reimburse the single occupant rate. Transient or occupancy tax exemption should be requested when available to government employees.
- B. Board or committee members may request Staff to make hotel reservations for their travel. CalMHSA is required to guarantee payment for reservations made on behalf of its members. In the event that a Board or committee member cannot honor a reservation, the member is responsible for canceling the reservation in a timely manner to avoid a hotel charge. In the event the reservation is not canceled, and CalMHSA is billed for the lodging, the member will be charged. If alternate lodging is purchased, CalMHSA will reimburse the member for the lesser of the two rooms purchased.
- C. Hotel dividend points or benefits offered by hotels may be retained by Board or committee member. Hotel dividend points or benefits obtained by the group purchase of hotel rooms and services shall be retained and used by CalMHSA.

**IV. Meals:** CalMHSA will reimburse Board or committee members for out of town meal expenses.

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

		Percentage of Standard Meal Allowance
Breakfast	Midnight to 10:00 a.m.	20%
Lunch	10:00 a.m. to 4:00 p.m.	30%
Dinner	4:00 p.m. to Midnight	50%

**V. Parking and Tolls:** CalMHSA will reimburse Board or Committee members for parking expenses or toll fees incurred while on Authority business.

**VI. Incidental Expenses:** CalMHSA will reimburse members for the following incidental expenses incurred while on Authority business.

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

**VII. Travel expenses claims:** A travel expense claim form shall be submitted on forms provided by CalMHSA. Receipts shall accompany the travel expenses claim for transportation fares, rental cars, lodging and any other expense except meals exceeding \$25. CalMHSA retains the right to audit any claim requesting reimbursement. The claim must include the following:

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



## CalMHSA Travel Reimbursement Expense Form

*"A George Hills Company Administered JPA"*

Claimant Name: \_\_\_\_\_  
 Entity: \_\_\_\_\_  
 PAYEE Address: \_\_\_\_\_  
 Telephone/Email: \_\_\_\_\_  
 Meeting/Conference/Stakeholder Meeting: \_\_\_\_\_  
 Date of Meeting: \_\_\_\_\_  
 Location of Meeting: \_\_\_\_\_

**Meals:**

	Partial Day Allowances			Totals
	Breakfast	Lunch	Dinner	
Per Diem Maximum:	\$11.00	\$16.00	\$29.00	\$56.00
Date:				
Date:				
Date:				

	Payable to Employee	Payable to Member
Total Meals=	_____	_____
Private Car:		
Miles _____ X \$0.50 =	_____	_____
Car Rental	_____	_____
Air, Bus or Train Fare	_____	_____
Lodging	_____	_____
Taxi	_____	_____
Bridge Tolls	_____	_____
Parking Fees	_____	_____
Incidental Expenses	_____	_____
<b>TOTAL PAYABLE TO EMPLOYEE:</b>	_____	
<b>TOTAL PAYABLE TO MEMBER:</b>		_____

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Return to: CalMHSA  
 Maya Maas  
 3043 Gold Canal Drive, Suite 200  
 Rancho Cordova, CA 95670

## **PROGRAM MATTERS**

### **Agenda Item 8.A.**

**SUBJECT: Report from Implementation Ad Hoc Committee Chair – Wayne Clark**

---

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

During each Board meeting, Dr. Wayne Clark, Implementation Ad Hoc Committee Chair, will provide an oral report on the status of the Implementation Ad Hoc Committee.

The draft Implementation Work Plan was posted for the 30-day public comment period on October 7<sup>th</sup>. Public comment concluded on November 6<sup>th</sup> and is included as an appendix to the Work Plan. The Implementation Ad Hoc Committee continued to use input to refine the Work Plan during the 30-day public comment period.

An Implementation Ad Hoc Committee meeting was held on October 18<sup>th</sup> to discuss the process and format to be used in receiving, analyzing, summarizing, responding to and publishing the comments received.

On November 1<sup>st</sup>, an Implementation Ad Hoc Committee meeting was held to discuss public comment received through October 29<sup>th</sup> and any subsequent changes made to the Work Plan.

Included in this agenda are the summary of and actual public comments to date and CalMHSA's response to each. Staff will provide an update to this post closing and re-submit under separate cover to the board prior to the board meeting on November 12<sup>th</sup>. With this information changes will be considered and proposed to the board for approval and submission to the MHSOAC.

The approved Work Plan will be submitted to the MHSOAC on November 15<sup>th</sup>. MHSOAC has been requested to review the Work Plan at December 16<sup>th</sup> teleconference meeting.

#### **RECOMMENDATION:**

Approval of the Implementation Work Plan for submission to the MHSOAC on November 15, 2010.

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

- Ad Hoc Committee Meeting Notes, October 18, 2010
- Ad Hoc Committee Meeting Notes, November 1, 2010
- Implementation Work Plan (*published under separate cover, distribution on Nov.9, 2010*)



*"A George Hilli Company Administered JPA"*

## **CalMHSA Implementation Ad Hoc Committee**

### **Teleconference Notes from October 18, 2010**

The teleconference start time: 4:05pm

#### **ROLL CALL:**

#### ***MEMBERS:***

Karen Baylor, PhD, San Luis Obispo  
Maureen Bauman, LCSW, Placer County  
Wayne Clark, PhD, Monterey County  
William Arroyo, MD, Los Angeles County

#### ***STAFF:***

Edward Walker, CalMHSA  
Kim Santin, CalMHSA  
Laura Li, CalMHSA  
Doug Alliston, Legal Counsel

#### ***OTHERS:***

Kathleen Derby, National Alliance of Mental Health (NAMI California)  
Viviana Criado, California Elder Mental Health and Aging Coalition (CEMHAC)  
Amber Burkan, CA Youth Empowerment Network (CAYEN)  
Betsy Sheldon, California Community Colleges, Chancellor's Office  
Stacie Hiramoto, Racial and Ethnic Mental Health Disparities Coalition (REMHDCO)  
Lin Benjamin, California Department of Aging  
Stephanie Welch, Ca Mental Health Directors Association

Wayne Clark, PhD, Monterey County, Chair reviewed meeting process:

- Members comments first and followed by stakeholders.
- Speakers identify by name for others on the call.

#### **1. Work Plan**

Dr. Clark confirmed staff was currently in the process of doing formatting, editing work to the Work Plan, which would be continuous until final.

Stakeholder comments were heard from the following individual(s):

Lin Benjamin, CA Department of Aging

Vivian Criado, California Elder Mental Health and Aging Coalition (CEMHAC)

Stacie Hiramoto, Racial and Ethnic Mental Health Disparities Coalition

**2. Student Mental Health: Budget Question**

Dr. Clark indicated there had been questions relating to the budget differences within Student Mental Health (SMH) and asked Kim Santin, Finance Director, CalMHSA, to briefly explain.

Ms. Santin went into detail to explain the differences and indicated a written explanation would be sent out for easier comprehension.

It was asked regarding the operating reserve, what would happen if there were funds left, to which Dr. Clark indicated those would be applied towards the programs.

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

Betsy Sheldon, California Community Colleges, Chancellor's Office

**3. Deliverables in Scope of Work**

Edward Walker, Program Director, CalMHSA explained they would be working to identify deliverables in work plan which will lead to the scope of work.

Dr. Clark indicated specificity of scope would be more defined in the RFP process.

**4. Scope of Work Process**

Doug Alliston, Legal Counsel, Murphy Campbell Guthrie & Alliston, explained the Conflict of Interest of the Procurement Policy. He indicated individuals working on the RFP and Review Panels would be asked to complete a non-conflict of interest form. Those individuals having a conflict would also be asked to complete a conflict of interest form.

Dr. Clark added San Diego and San Bernardino Counties held focus session where experts came together and brainstormed on ideas, process etc. He added they would be holding similar focus sessions to include statewide and national expert participation. Dr. Clark estimated these sessions would start to take place at the end of November.

It was further clarified these sessions would take place in person and via teleconference to accommodate those whom may be have to travel a long distance.

Mr. Alliston added those participating in the focus sessions would not be subject to conflict of interest.

Dr. Clark indicated there would be 3 sessions one for each program.

Mr. Alliston and Dr. Clark continued to answer questions to clarify who would be subject to the conflict of interest.

Mr. Walker announced staff would be hosting another teleconference in the near future to continue discussions and clarification as they relate to the conflict of interest.

Stakeholder comment(s) were heard from the following individual(s):

Stephanie Welch, CMHDA

Kathleen Derby, NAMI California

Betsy Sheldon, California Community Colleges, Chancellor's Office

Delphine Brody, CA Network of Mental Health Clients

**5. 30-Day Public Comment: Format of Comment as an Appendix**

Dr. Clark stated public comment being submitted within this 30 day period, would be summarized, included in Appendix 1 (this was distributed) and responses to the comment would also be included in the appendix. He added they would add a link to the website so that the comments could be seen in their entirety.

William Arroyo, MD, Los Angeles County indicated they had to be reasonable with the document size, as it gets longer the less likely it would be read in its entirety.

Stakeholders voiced their concerns with loss of important content in the summarization, not allowing OAC to read the pertinent information.

Suggestions were made to the committee which all included adding the comments in their entirety either in the appendix or to the back of the report.

Dr. Clark indicated their intent for now was to summarize the comments received thru Oct. 28, in an appendix, and present that at the Nov. 1<sup>st</sup> meeting for further discussion and review.

Stakeholder comment(s) were heard from the following individual(s):

Delphine Brody, CA Network of Mental Health Clients  
Kathleen Derby, NAMI California  
Stacie Hiramoto, Racial and Ethnic Mental Health Disparities Coalition  
Viviana Criado, California Elder Mental Health and Aging Coalition (CEMHAC)

Dr. Clark confirmed the next Implementation Ad Hoc Committee meeting would be on November 1, 2010 at 4:00pm.

Hearing no further comments the meeting was adjourned at 5:24pm.



*"A George Hilli Company Administered JPA"*

## **CalMHSA Implementation Ad Hoc Committee**

### **Teleconference Notes from November 1, 2010**

The teleconference start time: 4:06pm

#### **ROLL CALL:**

#### ***MEMBERS:***

Karen Baylor, PhD, San Luis Obispo  
Maureen Bauman, LCSW, Placer County  
Michelle Callejas, MFT, Sacramento County  
Wayne Clark, PhD, Monterey County  
William Arroyo, MD, Los Angeles County

#### ***STAFF:***

John Chaquica, CalMHSA  
Edward Walker, CalMHSA  
Kim Santin, CalMHSA  
Laura Li, CalMHSA  
Maya Maas, CalMHSA  
Doug Alliston, Legal Counsel

#### ***OTHERS:***

Kathleen Derby, National Alliance of Mental Health (NAMI California)  
Viviana Criado, California Elder Mental Health and Aging Coalition (CEMHAC)  
Amber Burkan, CA Youth Empowerment Network (CAYEN)  
Betsy Sheldon, California Community Colleges, Chancellor's Office  
Stacie Hiramoto, Racial and Ethnic Mental Health Disparities Coalition (REMHDCO)  
Lin Benjamin, California Department of Aging  
Stephanie Welch, Ca Mental Health Directors Association  
Enrica Bertoldo, MHSOAC  
Sandra Black, CA Department of Mental Health  
Delphine Brody, Ca Network of Mental Health Clients  
Jim Gilmer, Multicultural Community Ventures Initiative

Wayne Clark, PhD, Monterey County, Chair reviewed meeting process:

- Members comments first and followed by stakeholders.
- Speakers identify by name for others on the call.

**1. Work Plan**

Dr. Clark confirmed staff was currently in the process of doing formatting, editing work to the Work Plan, which would be continuous until final.

Stakeholder comments were heard from the following individual(s):  
Stacie Hiramoto, Racial and Ethnic Mental Health Disparities Coalition

**2. Discussion RE: Appendices 6 & 7**

Dr. Clark discussed the recent changes to appendices 6 and 7 indicating appendix 6 would include a summary of comments received in addition to responses for those comments. Appendix 7 would consist of comments received in their entirety.

Comments were made as to the clarity of appendices 2 & 3 and which section of deliverables would drive the RFP.

Dr. Clark and Edward Walker, Program Director, CalMHSA indicated adjustments and corrections had been made to all appendices to allow for clarity and easy reading.

It was agreed that the revised appendix 2 would be distributed for stakeholders to view.

Stakeholder comment(s) was heard from the following individual(s):  
Lin Benjamin, California Department of Aging  
Vivian Criado, California Elder Mental Health and Aging Coalition (CEMHAC)  
Kathleen Derby, National Alliance of Mental Health (NAMI California)

**3. Focus Group Draft Announcement**

Dr. Clark brought forward the draft announcement for the Focus Group meetings taking place in the near future. He asked for members to comment.

William Arroyo, MD, Los Angeles County, asked how they would ensure there is a breath of representation in these focus groups?

Dr. Clark indicated there would be a wide distribution and website posting.

Karen Baylor, PhD, San Luis Obispo asked how we would determine what the individual's expertise is.

Other comments made were to request doing a pointed outreach so that there is a diverse group of experts, and the first scheduled focus group meeting (Nov. 17, 2010) taking place during conferences where many individuals would not be able to participate.

Dr. Clark indicated they were at the refining point and would do a widespread outreach along with website posting of the announcement. In addition, he stated they would move to having the first focus group meeting on December 1<sup>st</sup> and suggested they do an AM and PM session. For example, the morning session dedicated to Suicide Prevention and afternoon session to Stigma and Discrimination Reduction. Same would take place with Dec. 15, morning session for SMH, Higher Education and afternoon for K-12.

Maureen Bauman, LCW, Placer County agreed with having double sessions in one day.

Mr. Walker reviewed Dr. Clark's suggestion of double sessions for those who had questions.

Dr. Clark reiterated they would continue to work on the focus group dates and acknowledged they would not be able to accommodate everyone.

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

Lin Benjamin, California Department of Aging

Vivian Criado, California Elder Mental Health and Aging Coalition (CEMHAC)

Kathleen Derby, National Alliance of Mental Health (NAMI California)

Betsy Sheldon, California Community Colleges, Chancellor's Office

Amber Burkan, CA Youth Empowerment Network (CAYEN)

Stacie Hiramoto, Racial and Ethnic Mental Health Disparities Coalition (REMHDCO)

Jim Gilmer, Multicultural Community Ventures Initiative

#### **4. Draft Review Panel Application**

Dr. Clark reviewed the draft review panel application and asked for input from everyone.

Mr. Walker clarified individuals participating in the focus group meetings would not have a conflict of interest and indicated a similar application would be drafted for the RFP process.

Other comments made as to whether there would be discussions relating to the conflict of interest at the focus group meetings and would public be advised of experts selected for the review panels?

Dr. Clark agreed it was a good idea to have conflict of interest discussions at the focus group meetings. As it relates to transparency, he indicated discussions would take place with legal counsel before making that determination.

Stakeholder comment(s) were heard from the following individual(s):

Lin Benjamin, California Department of Aging

Vivian Criado, California Elder Mental Health and Aging Coalition (CEMHAC)

Kathleen Derby, National Alliance of Mental Health (NAMI California)

Stacie Hiramoto, Racial and Ethnic Mental Health Disparities Coalition (REMHDCO)

Stephanie Welch, California Mental Health Directors Association

Delphine Brody, California Network of Mental Health Clients

***Dr. Clark confirmed there were no additional Implementation Ad Hoc Committee meetings scheduled to date. The committee agreed discussion with the Board would take place at the November Board meeting to discuss moving forward.***

***Hearing no further comments the meeting was adjourned at 5:07pm.***

## **PROGRAM MATTERS**

### **Agenda Item 8.B.**

**SUBJECT: California Institute for Mental Health (CiMH) – Statewide PEI Training Technical Assistance and Capacity Building**

---

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

The CalMHSA Technical Assistance and Capacity Building Evaluation Project is a Statewide initiative that provides an array of evaluation training and support services that will strengthen Counties and their community partners' ability to implement a PEI component plan. The project proposes JPA Counties work together within a Learning Collaborative framework that will allow Counties to create and share a common framework for PEI evaluation, learn from each other in peer-to-peer activities, strengthen individual County efforts, and create and disseminate information, particularly lessons learned, to other California entities evaluation PEI projects. CalMHSA has contracted with CiMH for these services.

#### **RECOMMENDATION:**

Discussion and/or action should action be deemed appropriate.

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

- Technical Assistance and Capacity Building Status Report

Report to: Board of Directors  
California Mental Health Services Authority

From: Sandra Naylor Goodwin, PhD, President & CEO  
Lynne Marsenich, LCSW, Project Lead  
California Institute for Mental Health

Re: Evaluation Capacity Building

Date: November 1, 2010

**Goal:** This project is a statewide initiative that provides an array of evaluation training and support services that will strengthen counties and their community partners' ability to implement a PEI component plan.

**Participating Counties:** Butte, Colusa, Monterey, Placer, San Bernardino, San Luis Obispo, Solano, Stanislaus and Sutter-Yuba

**Activities:** Initial phone calls with mental health directors and/or designees. The purpose is to describe the project and to begin a discussion regarding evaluation activities and technical assistance needs. Calls have been completed with all participating counties.

Site visits: The purpose of the site visits is to review PEI programs, assess evaluation plans and develop specific technical assistance activities that support current and ongoing evaluation. All site visits are completed.

The first learning collaborative meeting for each of the two groups is underway. Dates and sites are being firmed up. Project staff is working with the project leads in each county to develop the final agenda.

**A matrix is attached delineating the individual counties and their participation progress.**

**Successes:** Developing clarification on the diversity of evaluation needs among counties, leading to development of tools to address multiple issues. This is still in the development phase and will require further assessment.

**Barriers/Action Plans to Alleviate:**

- 1) The major barrier experienced to date is the time constraints on staff in county mental health departments. Specifically, departments are understaffed and stressed by the demands of the current workload and declining budgets. As a consequence it is difficult to arrange site visits (cancellations are common). Therefore, the original time line for learning collaboratives and project reports have been delayed. Participation by the County Mental Health Director at the beginning of the project to get it started is critical for staff to prioritize.
- 2) Small counties have limited capacity for developing and carrying out evaluations. We have clustered the small counties in a learning collaborative or process that explores the use of qualitative approaches such as case studies.
- 3) There is tremendous variability across the counties regarding evaluation capacity. We have developed a “menu of options” that we believe is responsive to the diversity of needs. Examples include: evaluation design; developing measurement and data collection tools, developing protective factor surveys and evaluations, strategies for communicating outcomes to diverse audiences.
- 4) As budgets continue to be cut, travel out of county meetings is a barrier for some of the participants. The new approved contract for FY 10/11 does contain funds for county travel to project activities in the budget.
- 5) We will delay adding additional counties to the project until initial learning collaborative meetings have been conducted. An initial assessment of the project will determine whether additional groups will be added to the project.

**Fiscal Year 10/11 Contract:** The fiscal year 10/11 has been approved by the CalMHSA Board.

**Budget Report:**

**Total expense for FY 09/10:** \$36,040.18

**Total expense for FY 10/11:** \$20,417.18

**JPA Evaluation Capacity Building Project  
Status Report  
September 30, 2010**

<b>County</b>	<b>Date of Call</b>	<b>Date of Site Visit</b>	<b>TA Needs</b>
<b>Butte</b>	<b>6.16.10</b>	<b>9.30.2010</b>	<b>Place-based evaluation – a strategy for clustering community based initiatives</b>
<b>Colusa</b>	<b>4.23.10</b>	<b>5.26.10</b>	<b>Case study methods which demonstrate how PEI funded programs increase access to prevention and early intervention mental health programs.</b>
<b>Monterey</b>	<b>4.5.10</b>	<b>7.1.10</b>	<b>Engaging stakeholders in the evaluation design and developing effective communication plans</b>
<b>Placer</b>	<b>4.9.10</b>	<b>5.24.10</b>	<b>Developing a matrix: PEI contracted programs – populations and intended outcomes. Increasing protective factors as a common evaluation strategy</b>
<b>San Bernardino</b>	<b>4.8.10</b>	<b>6.23.10</b>	<b>Implementation evaluation to help determine outcome strategies. Engaging stakeholders in designing evaluation.</b>
<b>San Luis Obispo</b>	<b>5.4.10</b>	<b>8.17.10</b>	<b>CBO capacity building</b>
<b>Solano</b>	<b>4.6.10</b>	<b>7.30.10</b>	<b>Interest in continuous quality improvement project</b>
<b>Stanislaus</b>	<b>4.12.10</b>	<b>10.15.2010</b>	<b>Help evaluating the primary care/behavioral health PEI Program – process measures and suggestions for data analysis</b>
<b>Sutter Yuba</b>	<b>3.31.10</b>	<b>8.11.10</b>	<b>Case study methods which demonstrate how PEI funded programs increase access to prevention and early intervention mental health programs. Will likely include an emphasis on increasing community capacity to provide prevention activities and strategies.</b>

**Progress**

We have completed all of our site visits and have clustered the counties based upon our assessment of current evaluation capacity. Learning collaborative meetings and technical

assistance will be delivered to two cohorts. Cohort one (the ordering is for clarity only) consists of the following counties: Placer, Sutter-Yuba, Butte and Colusa. Cohort two consists of the following counties: Stanislaus, Solano, San Bernardino, San Luis Obispo and Monterey.

The learning collaborative for the first cohort is scheduled for November 10<sup>th</sup>. We will use the CDC evaluation framework to help the participants design evaluations for their PEI programs. There will be a specific focus on community capacity building and evaluation strategies that are useful in measuring the impact of such initiatives. The goal for the first meeting is for each of the counties to begin to think about applying a specific evaluation design to a specific PEI project. We will deliver technical assistance activities that support each of the counties both individually and collectively.

The learning collaborative meeting for the second cohort is scheduled for December 6<sup>th</sup>. We are in the process of building the agenda for that meeting.

## **ADMINISTRATIVE MATTERS**

### **Agenda Item 9.A.**

**SUBJECT: Draft Purchasing and Procurement Policies**

---

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

At the September 10<sup>th</sup> board meeting, staff presented a proposed new Purchase and Procurement Policy modeled in part on a similar policy adopted by First 5 Monterey County. Since then, the proposed new Purchase and Procurement Policy has been revised to eliminate specific reference to PEI Statewide Projects, in view of the potential that CalMHSa may expand to other functions later. Also, after concern was expressed that the initial threshold for the RFP process was too low, the threshold was revised to \$100,000. To provide a more specific procedure for members of committees preparing RFPs, Section 6 was revised to change the requirement to “declare a conflict” to a requirement of completion of a Non-Conflict Statement.

The revised Conflict of Interest Policy and the newly edited Non-Conflict Statement are also provided. The policy has been revised to encompass the expanded language in the Procurement Policy and the needed parameters addressing the PEI Plan.

The Statement of Non-Conflict of Interest has been developed to clearly document acknowledgment of conflict and to have a developed process for compliance of the Conflict of Interest Policy.

At the October 14<sup>th</sup> board meeting, an additional month was granted for review of the policies. On October 28<sup>th</sup>, Doug Alliston, legal counsel, hosted a call with interested stakeholders to clarify and answer any questions.

#### **RECOMMENDATION:**

Approval of the resolutions adopting the revised Procurement Policy and the Conflict of Interest & Non-Conflict of Interest Statement.

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

- Resolution 10-01 Purchasing and Procurement Policy
- Resolution 10-02 Conflict of Interest Policy and Non-Conflict Statement

PURCHASING AND PROCUREMENT POLICY  
FOR  
CALIFORNIA MENTAL HEALTH SERVICES AUTHORITY

---

Resolution No. 10-01  
Replacement of Resolution 09-08

---

**WHEREAS**, the California Mental Health Services Authority (“CalMHSA”) adopted an initial procurement policy specifying broad principals regarding competitive and non-competitive procurement, authorization to procure, and conflicts of interest;

**WHEREAS**, the initial version of the Procurement Policy did not address the specifics of Requests for Proposals and other methods of procurement, or exceptions to the requirement of competitive procurement; and

**WHEREAS**, the Board wishes to provide additional guidance in these areas;

**NOW THEREFORE BE IT RESOLVED THAT:**

The Board of Directors of CalMHSA hereby adopts the following revised policy to govern its procurement of goods and services.

**CalMHSA  
PURCHASING AND PROCUREMENT POLICY**

**SECTION 1: PURPOSE**

The purpose of this purchasing and procurement policy is to provide a framework describing the different methodologies used to procure goods and services. The methodologies described below are intended to insure fairness and accountability in the selection process while affording the flexibility necessary to efficiently conduct the business affairs of CalMHSA.

**SECTION 2: POLICY**

The California Mental Health Services Authority (CalMHSA) is a Joint Powers Authority (JPA) of county (and in some cases, city) mental health programs acting jointly. Under its Joint Exercise of Powers Agreement, CalMHSA has the power to enter into contracts necessary or appropriate to carry out its purpose. No individual may contract on behalf of CalMHSA unless he or she has been specifically delegated authority by this policy or other act of the CalMHSA Board of Directors (hereafter, “Board”).

CalMHSA is not required to award a contract for services to the proposal with the lowest cost. CalMHSA will select the service provider that best meets the needs of CalMHSA.

### **SECTION 3: PURCHASE OF GOODS**

Procurement of goods by CalMHSA must be approved by the Board, or by Committee of the Board to whom such authority is delegated.

The purchase of goods with the unit cost of less than \$100,000 for the same or similar goods from the same vendor in the same fiscal year may be procured using an informal selection process as described in Section 5.

The purchase of goods over \$100,000 for the same or similar goods from the same vendor in the same fiscal year requires an Invitation to Bid (ITB) as described in Section 7 or a similar process. Incremental contracting with the same vendor cannot be used to avoid the requirements of this policy.

### **SECTION 4: PURCHASE OF SERVICES**

Procurement of services by CalMHSA must be approved by the Board, or by a Committee of the Board to whom such authority is delegated; provided, however, that any contract for administrative or legal services shall be approved by the full Board.

The purchase of services less than \$100,000 for the same or similar services from the same vendor in the same fiscal year may be procured by using an informal selection process as described in Section 5.

The purchase of services over \$100,000 for the same or similar services from the same vendor in the same fiscal year requires a Request for Proposals process unless the Selection Process Exceptions in Section 8 apply.

The Board has the authority to extend a contract in order to enable the contractor to complete the Scope of Work as long as there are no additional costs incurred.

Incremental contracting with the same vendor cannot be used to avoid the requirements of this policy.

### **SECTION 5: INFORMAL SELECTION PROCESS**

No documented process is required for purchases of the same or similar goods or services from a single vendor in the same fiscal year if the total purchase price does not exceed \$5,000.

For purchases of the same goods or services from a single vendor in the same fiscal year above \$5,000 but less than \$100,000, an Informal Selection Process may be used. An Informal Selection Process involves a price request over the phone, fax or email from at least three vendors and selecting the vendor that best fits CalMHSA's needs, considering quality and price. The request and any responses must be documented. If it is not possible to obtain at least three offers, the reasons should be documented in writing. A written record must be created for phone

solicitations. An Informal Selection Process may be used only if the goods or services are clearly defined and a potential vendor can give an accurate price quotation. If the goods or services are not so clearly defined, the procedures in Sections 6 or 7 should be used instead.

Upon successful completion of the initial term, contracts for services procured through an informal selection process may be extended for up to an additional year if it is in CalMHSA's best interest to do so.

For purchases of goods or services from a single vendor in the same fiscal year above \$100,000, the procedures in Sections 6 and 7 apply.

## **SECTION 6: REQUEST FOR PROPOSALS (RFP)**

A Request for Proposal (RFP) is used for solicitation purposes when CalMHSA's requirements are not well defined but CalMHSA needs to achieve specified outcomes. The solicitation requires the potential vendor to prepare a written proposal that explains in detail how the potential vendor plans to meet CalMHSA's requirements. Innovative ideas and techniques that may benefit CalMHSA may be included in the proposal.

An RFP award is not made based on the lowest price, but upon technical superiority of the proposal within a reasonable proximity to the other proposed prices. The initial term and provisions for allowable extensions will be specified in the RFP.

The full possible contract term includes the initial term and any allowable extensions as specified in the RFP. After the full contract term and any allowable extensions, CalMHSA will evaluate the service delivery and determine whether to conduct a new selection process or whether it is in CalMHSA's best interest to extend the contract with the same provider for the same or similar services.

### Drafting the RFP

CalMHSA staff will draft the RFP with the assistance of subject matter experts as needed. Staff may seek input from stakeholders and other interested parties regarding the selection of subject matter experts. After the RFP is drafted, it will be approved by the Board or the Board's designee.

Persons who have a relationship with a potential "Proposer" may not be involved in drafting the RFP. Before the RFP for a particular program is prepared, those responsible for preparing the RFP will be expected to complete a Non-Conflict Statement. Any person with a "conflict of interest" must declare it and take no part in preparation of the RFP. "Proposer" and "conflict of interest" are defined in Section 9.

### Contents of the RFP

An RFP should contain the following:

1. A brief description of CalMHSA and its purpose.

2. A description of the overall program of which the RFP is a part.
3. A clear and concise statement of the Scope of Work describing the problem to be solved and what the Proposer is expected to accomplish. The requirements statement may include standards for quality and quantity, expected deliverables and time lines, outcome evaluation, eligibility requirements, staffing requirements, or financial requirements. The specifications contained in the requirements statement shall be nonrestrictive to provide an equal basis for competition and participation and an optimum number of potential vendors. Alternatively, the RFP may specify objectives and request responding parties to submit a Scope of Work designed to achieve the specified objectives.
4. A statement of the budget for the service to be provided, or price limitations if there is not a specified budget amount. The budget or price description will describe the payment provisions under the contemplated contract, including an absolute prohibition of payment beyond the contract price and notice of any applicable holdback pending distributions of funds by DMH or other funding source in that such entities may have a policy of holding their final distribution until they receive completed fiscal and programmatic reports.
5. Proposer responsibility criteria that may include references, financial statements, licenses, bonding and insurance.
6. A sample of the contract the successful Proposer will be expected to sign. The contract will incorporate any provisions required by statute, by DMH and/or the OAC, and by CalMHSA. The RFP shall include a statement that by submitting a proposal, the Proposer has no objection to the attached draft or any of its provisions such that, if selected, the Proposer will enter into a final agreement based upon the sample contract.
7. Submission criteria including a calendar of key dates and times, instructions where and to whom proposals are to be submitted, and any formatting requirements.
8. A description of the review process and criteria for evaluating the proposal. The RFP shall set forth the criteria and may include the weight each is given. An oral interview may be included as part of the review process. The review panel will recommend the proposal that best satisfies the criteria stated in the RFP.
9. Terms and conditions of the RFP process including, but not limited to, CalMHSA's right to reject all proposals, amend, or cancel the RFP at any time for any reason before the contract is executed, to accept all or a portion of any proposal, and to waive any minor irregularities or informalities in any proposal, and to request clarification from any proposer.
10. A stated appeals process outlining the time, place and person to whom an appeal must be filed.
11. A contact person at CalMHSA who is available during the RFP process.
12. A statement that all proposals shall be treated as confidential until the selection process is completed, but thereafter all proposals will be deemed public records.

Proposals must be received at the time and place specified in the RFP solicitation. Late proposals cannot be accepted. Proposals remain confidential until a contract is executed.

While specifications can be obtained from potential service providers, CalMHSA is responsible for ensuring that those specifications are not unduly restrictive.

An RFP may be amended if the change is issued in writing in the form of an Addendum to all vendors who received the original solicitation and advertised in a manner consistent with the original RFP.

#### Evaluation of Proposals By Review Panel

Members of the review panel will be appointed by CalMHSA staff, subject to approval by the President of CalMHSA's Board or other Board member designated by the President. Review panel composition may include, but is not be limited to, mental health consumer and family representatives, subject matter experts, staff, Board members, and members of other specialties as may be indicated by a particular set of proposals. The review panel will normally have five to seven members.

No person with a "conflict of interest" shall participate in a review panel. "Conflict of interest" is defined in Section 9. All review panel members must sign a Non-Conflict Statement and comply with CalMHSA's Conflict of Interest Policy. Review panel deliberations are confidential.

#### Review Panel Recommendation to Board for Approval

The review panel shall evaluate the proposals based on the criteria stated in the RFP and the review panel shall provide their ranking of proposals to the board for approval. Board members with a "conflict of interest" as to any of the Proposers must recuse themselves from deliberations and voting. "Conflict of interest" is defined in Section 9. The Board shall then determine whether to accept the proposal, or some part thereof, accept another proposal, or restart the process.

Should it become apparent that a Request for Applications or Request for Qualifications process would be suitable, the board may adopt procedures consistent in spirit with this Policy.

### **SECTION 7: INVITATION TO BID (ITB)**

An Invitation to Bid (ITB) is used to obtain clearly specified goods in excess of \$100,000 from the same vendor in the same fiscal year. The initial term and provisions for allowable extensions will be specified in the ITB. After the initial term, CalMHSA may extend or enter into a new contract with the same vendor for the same or similar goods without conducting a new selection process if the vendor is meeting the service delivery goals. After the second term or the contract, CalMHSA will review the contract and determine whether or not a new selection process is needed or if it is in CalMHSA's best interest to continue the contract.

All ITBs shall include the following:

1. A clear and concise specification that describes the goods sought, but must not be too restrictive. For instance, if the specification requires "brand name or equal," the bidder offering "equal" must submit complete specifications and/or samplers with their bids. Determination of equity is the sole discretion of CalMHSA.
2. The bidder's responsibility criteria that may include references, plan capacity, credit data, financial statements, licenses, bonding and insurance.

3. Submission criteria that may include a calendar of key dates and times, instructions where and to whom bids are to be submitted, the number of bids to be submitted, cost/pricing instructions, signature requirements and contact information.
4. Terms and conditions that will be incorporated into the purchase order or contract including, but not limited to, CalMHSA's right to reject all bids, amend, or cancel the ITB at any time for any reason before the contract is executed, to accept all or a portion of any bid, and to waive any minor irregularities or informalities in any bid and to request clarification from any bidder.

After the bids are opened, they shall be evaluated by the individual, committee or panel to whom the Board has delegated authority for that purpose. Bids are to be evaluated based on the requirements set forth in the ITB, which may include criteria to determine acceptability such as inspection, testing, quality, workmanship, delivery, or suitability for a particular purpose. The evaluation shall be based on the face value of the bid and shall consider the following cost factors: the total bid price including discounts, the unit or extended price and the administrative costs, hour rates for specified personnel, CalMHSA's administrative costs, maintenance costs and warranty provisions, life cycle cost, repurchase value or residual value of goods after a specified number of years in cases where the residual value can be objectively ascertained, the cost and rate of consumables, freight shipping and handling, assembly and start up.

The evaluation shall also include consideration of the following responsibility and responsiveness factors: general reputation and experience of the bidder, the bidder's ability to service CalMHSA, financial ability to meet the requirements, prior knowledge of and experience with the bidder based on past performance, nature and extent of company data furnished by bidder upon request, size and location of bidder's warehouse, bidder's ability to meet delivery and stocking requirements, bidder's experience with commodities or systems, length of time the commodities or systems have been on the market, adherence to the requirements and condition of the ITB, quality and quantity of merchandise offered, compatibility with existing commodities or systems, overall completeness of the commodity line offered and delivery or completion date. After the panel evaluates the bids, the award shall be made to the lowest responsible responsive bidder that meets the ITB requirements.

## **SECTION 8: COMPETITIVE SELECTION PROCESS EXCEPTIONS**

All goods or services over \$5,000 shall be procured by a competitive selection process unless the Board determines one of the circumstances below is satisfied. The selection process or the exception must be documented.

1. Sole Source. If the goods or services are obtained from a sole source without a competitive selection process, a written justification is required, and the written justification must be distributed with the agenda materials in advance of the meeting at which the contract is approved. One or more of the following factors may justify use of a sole source contract.
  - a. The uniqueness of a vendor's capabilities or goods offered to meet the needs of CalMHSA as compared to other contractors.
  - b. There is only one viable provider of the required service in the geographic area.
  - c. The prior experience of the proposed vendor is vital to the goods or services.

- d. The facilities, staff or equipment the proposed vendor has that are specialized and vital to the services required.
  - e. Whether the contractor has a substantial investment that would have to be duplicated at the expense of CalMHSA if another vendor provided services.
  - f. The vendor's ability to provide goods or services in the required time frame.
  - g. Retaining professional services, such as but not limited to, an attorney, auditor, manager or administrator, to maintain expertise, continuity, consistency and knowledge of CalMHSA.
  - h. After a solicitation of a number of sources, competition is determined to be inadequate.
  - i. Patent rights or copyrights or secret processes the contractor possesses, compatibility with existing CalMHSA goods.
  - j. Existing equipment maintenance programs or contracts.
  - k. All relevant providers of a particular service in the geographic area will receive funding.
  - l. CalMHSA is contemplating a Program unlike any previously conducted and therefore has insufficient information to develop an RFP process or identify potential competitive providers.
2. Emergency. When goods or services are necessary to further the purpose of CalMHSA or for the protection of CalMHSA personnel or property and time is of the essence.
  3. State, County, or Federal Vendor. CalMHSA may use a vendor under contract with the State, a County, or Federal government without a competitive selection process if the State, County or Federal contract was procured by a competitive selection and the vendor accepts the same terms of the contract.

## **SECTION 9: DEFINITIONS**

1. "Conflict of interest." A person has a conflict of interest if the person, the person's spouse, the person's dependent child, or the person's resident relative has an "economic interest" in or "disqualifying relationship" with a "Provider;" and
  - a. It is foreseeable that the decision will have a material effect on the "economic interest" of the person (or the person's spouse or dependent child or resident relative) which is distinguishable from its effect on the public generally, or
  - b. It is foreseeable that the decision will have a material effect on the "economic interest" of a "Proposer" with whom the person (or the person's spouse or dependent child or resident relative) has a significant relationship.
2. "Disqualifying relationship" means the position of officer, director, employee or volunteer, regardless of whether the position is compensated.
3. "Economic interest" means any fee, money, or financial gain, or other valuable benefit received directly or indirectly from or by reason of any dealings with or service for CalMHSA. "Economic interest" includes, but is not limited to, investments, business positions, interests in real property, services, and reportable sources of income.

5. “Provider” means a person or organization that provides goods or services to CalMHSA, and includes but is not limited to Proposers and Sub-Contractors.
6. “Proposer” means a person or organization responding to a Request for Proposals or Invitation to Bid.
7. “Sub-Contractor” means a current sub-contractor of the Proposer, or a sub-contractor under a proposed agreement with the Proposer.

**CalMHSA  
PURCHASING AND PROCUREMENT POLICY**

**SECTION 1: PURPOSE**

The purpose of this purchasing and procurement policy is to provide a framework describing the different methodologies used to procure goods and services. The methodologies described below are intended to insure fairness and accountability in the selection process while affording the flexibility necessary to efficiently conduct the business affairs of CalMHSA.

**SECTION 2: POLICY**

The California Mental Health Services Authority (CalMHSA) is a Joint Powers Authority (JPA) of county (and in some cases, city) mental health programs (~~Counties~~) acting jointly. Under its Joint Exercise of Powers Agreement, CalMHSA has the power to enter into contracts necessary or appropriate to carry out its purpose. No individual may contract on behalf of CalMHSA unless he or she has been specifically delegated authority by this policy or other act of the CalMHSA Board of Directors (hereafter, "Board").

CalMHSA is not required to award a contract for services to the proposal with the lowest cost. CalMHSA will select the service provider that best meets the needs of CalMHSA the Program.

**SECTION 3: PURCHASE OF GOODS**

Procurement of goods by CalMHSA must be approved by the Board, or by Committee of the Board to whom such authority is delegated.

The purchase of goods with the unit cost of less than \$100,000 for the same or similar goods from the same vendor in the same fiscal year may be procured using an informal selection process as described in Section 5.

The purchase of goods over \$100,000 for the same or similar goods from the same vendor in the same fiscal year requires an Invitation to Bid (ITB) as described in Section 7 or a similar process. Incremental contracting with the same vendor cannot be used to avoid the requirements of this policy.

**SECTION 4: PURCHASE OF SERVICES**

Procurement of services by CalMHSA must be approved by the Board, or by a Committee of the Board to whom such authority is delegated; provided, however, that any contract for administrative or legal services shall be approved by the full Board.

The purchase of services less than \$100,000 for the same or similar services from the same vendor in the same fiscal year may be procured by using an informal selection process as described in Section 5.

The purchase of services over \$100,000 for the same or similar services from the same vendor in the same fiscal year requires a Request for Proposals process unless the Selection Process Exceptions in Section 8 apply.

The Board has the authority to extend a contract in order to enable the contractor to complete the Scope of Work as long as there are no additional costs incurred.

Incremental contracting with the same vendor cannot be used to avoid the requirements of this policy.

#### **SECTION 5: INFORMAL SELECTION PROCESS**

No documented process is required for purchases of the same or similar goods or services from a single vendor in the same fiscal year if the total purchase price does not exceed \$5,000.

For purchases of the same goods or services from a single vendor in the same fiscal year above \$5,000 but less than \$100,000, an Informal Selection Process may be used. An Informal Selection Process involves a price request over the phone, fax or email from at least three vendors and selecting the vendor that best fits CalMHSA's needs, considering quality and price. The request and any responses must be documented. If it is not possible to obtain at least three offers, the reasons should be documented in writing. A written record must be created for phone solicitations. An Informal Selection Process may be used only if the goods or services are clearly defined and a potential vendor can give an accurate price quotation. If the goods or services are not so clearly defined, the procedures in Sections 6 or 7 should be used instead.

Upon successful completion of the initial term, contracts for services procured through an informal selection process may be extended for up to an additional year if it is in CalMHSA's best interest to do so.

For purchases of goods or services from a single vendor in the same fiscal year above \$100,000, the procedures in Sections 6 and 7 apply.

#### **SECTION 6: REQUEST FOR PROPOSALS (RFP)**

A Request for Proposal (RFP) is used for solicitation purposes when CalMHSA's requirements are not well defined but CalMHSA needs to achieve specified outcomes. The solicitation requires the potential vendor to prepare a written proposal that explains in detail how the potential vendor plans to meet CalMHSA's requirements. Innovative ideas and techniques that may benefit CalMHSA may be included in the proposal.

An RFP award is not made based on the lowest price, but upon technical superiority of the proposal within a reasonable proximity to the other proposed prices. The initial term and provisions for allowable extensions will be specified in the RFP.

The full possible contract term includes the initial term and any allowable extensions as specified in the RFP. After the full contract term and any allowable extensions, CalMHSA will evaluate

the service delivery and determine whether to conduct a new selection process or whether it is in CalMHSA's best interest to extend the contract with the same provider for the same or similar services.

#### Drafting the RFP.

Formatted: Underline

CalMHSA staff will draft the RFP with the assistance of subject matter experts as needed. Staff may seek input from stakeholders and other interested parties regarding the selection of subject matter experts. After the RFP is drafted, it will be approved by the Board or the Board's designee.

NOTE: This paragraph uses words and phrases defined in Section 9. Persons who have a relationship with a potential "Proposer" may not be involved in drafting the RFP. Before ~~an~~ the RFP for a particular program is prepared, ~~members of the Board or Committee~~those responsible for preparing the RFP will be expected to complete a Non-Conflict Statement. Any person with a "conflict of interest" must declare it and take no part in preparation of the RFP. "Proposer" and "conflict of interest" are defined in Section 9.

#### Contents of the RFP.

Formatted: Underline

An RFP should contain the following:

1. A brief description of CalMHSA and its purpose.
2. A description of the overall program of which the RFP is a part.
3. A clear and concise ~~statement of the Requirements Statement~~Scope of Work describing the problem to be solved and what the Proposer is expected to accomplish. The requirements statement may include standards for quality and quantity, expected deliverables and time lines, outcome evaluation, eligibility requirements, staffing requirements, or financial requirements. The specifications contained in the requirements statement shall be nonrestrictive to provide an equal basis for competition and participation and an optimum number of potential vendors. Alternatively, the RFP may specify objectives and request responding parties to submit a Scope of Work designed to achieve the specified objectives.
4. A statement of the budget for the service to be provided, or price limitations if there is not a specified budget amount. The budget or price description will describe the payment provisions under the contemplated contract, including ~~a percentage limit on administrative costs,~~ an absolute prohibition of payment beyond the contract price, and notice of any applicable holdback pending distributions of funds by DMH or other funding source in that such entities may have a policy of holding their final distribution until they receive completed fiscal and programmatic reports.
5. Proposer responsibility criteria that may include references, financial statements, licenses, bonding and insurance.
6. A sample of the contract the successful Proposer will be expected to sign. The contract will incorporate any provisions required by statute, by DMH and/or the OAC, and by CalMHSA. The RFP shall include a statement that by submitting a proposal, the Proposer has no objection to the attached draft or any of its provisions such that, if selected, the Proposer will enter into a final agreement based upon the sample contract.

7. Submission criteria including a calendar of key dates and times, instructions where and to whom proposals are to be submitted, and any formatting requirements.
8. A description of the review process and criteria for evaluating the proposal. The RFP shall set forth the criteria and may include the weight each is given. An oral interview may be included as part of the review process. ~~Selection shall be based on the proposal most advantageous to CalMHSA based on the findings of the review panel. The review panel will recommend the proposal that best satisfies the criteria stated in the RFP.~~
9. Terms and conditions of the RFP process including, but not limited to, CalMHSA's right to reject all proposals, amend, or cancel the RFP at any time for any reason before the contract is executed, to accept all or a portion of any proposal, and to waive any minor irregularities or informalities in any proposal, and to request clarification from any proposer.
10. A stated appeals process outlining the time, place and person to whom an appeal must be filed.
11. A contact person at CalMHSA who is available during the RFP process.
12. A statement that all proposals shall be treated as confidential until the selection process is completed, but thereafter all proposals will be deemed public records.

Proposals must be received at the time and place specified in the RFP solicitation. Late proposals cannot be accepted. Proposals remain confidential until a contract is executed.

While specifications can be obtained from potential service providers, CalMHSA is responsible for ensuring that those specifications are not unduly restrictive.

An RFP may be amended if the change is issued in writing in the form of an Addendum to all vendors who received the original solicitation and advertised in a manner consistent with the original RFP.

#### Evaluation of Proposals By Review Panel

Members of the review panel will be appointed by CalMHSA staff, subject to approval by the President of CalMHSA's Board or other Board member designated by the President. Review panel composition may include, but is not be limited to, mental health consumer and family representatives, subject matter experts, staff, Board members, and members of other specialties as may be indicated by a particular set of proposals. ~~The review panel will normally have five to seven members.~~

~~No person with a "conflict of interest" shall participate in a review panel. "Conflict of interest" is defined in Section 9.~~ All review panel members must sign a Non-Conflict Statement and comply with CalMHSA's Conflict of Interest Policy. Review panel deliberations are confidential.

#### Review Panel Recommendation to Board for Approval

The review panel ~~shall evaluate~~ the proposals ~~based on the criteria stated in the RFP~~ and ~~recommends the highest scoring~~ the review panel shall provide their ranking of proposals to the board for approval. Board members with a ~~"conflict of interest"~~ as to any of the Proposers must

recuse themselves from deliberations and voting. “Conflict of interest” is defined in Section 9. The Board shall then determine whether to accept the proposal, or some part thereof, accept another proposal, or restart the process.

Should it become apparent that a Request for Applications or Request for Qualifications process would be suitable, the board may adopt procedures consistent in spirit with this Policy.

## **SECTION 7: INVITATION TO BID (ITB)**

An Invitation to Bid (ITB) is used to obtain clearly specified goods in excess of \$100,000 from the same vendor in the same fiscal year. The initial term and provisions for allowable extensions will be specified in the ITB. After the initial term, CalMHSA may extend or enter into a new contract with the same vendor for the same or similar goods without conducting a new selection process if the vendor is meeting the service delivery goals. After the second term or the contract, CalMHSA will review the contract and determine whether or not a new selection process is needed or if it is in CalMHSA’s best interest to continue the contract.

All ITBs shall include the following:

1. A clear and concise specification that describes the goods sought, but ~~it~~ must not be too restrictive. For instance, if the specification requires “brand name or equal,” the bidder offering “equal” must submit complete specifications and/or samplers with their bids. Determination of equity is the sole discretion of CalMHSA.
2. The bidder’s responsibility criteria that may include references, plan capacity, credit data, financial statements, licenses, bonding and insurance.
3. Submission criteria that may include a calendar of key dates and times, instructions where and to whom bids are to be submitted, the number of bids to be submitted, cost/pricing instructions, signature requirements and contact information.
4. Terms and conditions that will be incorporated into the purchase order or contract including, but not limited to, CalMHSA’s right to reject all bids, amend, or cancel the ITB at any time for any reason before the contract is executed, to accept all or a portion of any bid, and to waive any minor irregularities or informalities in any bid and to request clarification from any bidder.

After the bids are opened, they ~~are~~ shall be evaluated by the individual, committee or panel to whom the Board has delegated authority for that purpose. Bids are to be evaluated based on the requirements set forth in the ITB, which may include criteria to determine acceptability such as inspection, testing, quality, workmanship, delivery, or suitability for a particular purpose. The evaluation shall be based on the face value of the bid and shall consider the following cost factors: the total bid price including discounts, the unit or extended price and the administrative costs, hour rates for specified personnel, CalMHSA’s administrative costs, maintenance costs and warranty provisions, life cycle cost, repurchase value or residual value of goods after a specified number of years in cases where the residual value can be objectively ascertained, the cost and rate of consumables, freight shipping and handling, assembly and start up.

The evaluation shall also include consideration of the following responsibility and responsiveness factors: general reputation and experience of the bidder, the bidder's ability to service CalMHSA, financial ability to meet the requirements, prior knowledge of and experience with the bidder based on past performance, nature and extent of company data furnished by bidder upon request, size and location of bidder's warehouse, bidder's ability to meet delivery and stocking requirements, bidder's experience with commodities or systems, length of time the commodities or systems have been on the market, adherence to the requirements and condition of the ITB, quality and quantity of merchandise offered, compatibility with existing commodities or systems, overall completeness of the commodity line offered and delivery or completion date. After the panel evaluates the bids, the award shall be made to the lowest responsible responsive bidder that meets the ITB requirements.

### **SECTION 8: COMPETITIVE SELECTION PROCESS EXCEPTIONS**

All goods or services over \$5,000 shall be procured by a competitive selection process unless the Board determines one of the circumstances below is satisfied. The selection process or the exception must be documented.

1. Sole Source. If the goods or services are obtained from a sole source without a competitive selection process, a written justification is required, and the written justification must be distributed with the agenda materials in advance of the meeting at which the contract is approved. One or more of the following factors may justify use of a sole source contract.
  - a. The uniqueness of a vendor's capabilities or goods offered to meet the needs of CalMHSA as compared to other contractors.
  - b. There is only one viable provider of the required service in the geographic area.
  - c. The prior experience of the proposed vendor is vital to the goods or services.
  - d. The facilities, staff or equipment the proposed vendor has that are specialized and vital to the services required.
  - e. Whether the contractor has a substantial investment that would have to be duplicated at the expense of CalMHSA if another vendor provided services.
  - f. The vendor's ability to provide goods or services in the required time frame.
  - g. Retaining professional services, such as but not limited to, an attorney, auditor, manager or administrator, to maintain expertise, continuity, consistency and knowledge of CalMHSA.
  - h. After a solicitation of a number of sources, competition is determined to be inadequate.
  - i. Patent rights or copyrights or secret processes the contractor possesses, compatibility with existing CalMHSA goods.
  - j. Existing equipment maintenance programs or contracts.
  - k. All relevant providers of a particular service in the geographic area will receive funding.
1. CalMHSA is contemplating a Program unlike any previously conducted and therefore has insufficient information to develop an RFP process or identify potential competitive providers.

2. Emergency. When goods or services are necessary to further the purpose of ~~the Act~~ CalMHSA or for the protection of CalMHSA personnel or property and time is of the essence.
3. State, County, or Federal Vendor. CalMHSA may use a vendor under contract with the State, a County, or Federal ~~vendor-government~~ without a competitive selection process if the State, County or Federal contract was procured by a competitive selection and the vendor accepts the same terms of the contract.

## SECTION 9: DEFINITIONS

1. “Conflict of interest.” A person has a conflict of interest if the person, the person’s spouse, the person’s dependent child, or the person’s resident relative has an “economic interest” in or “disqualifying relationship” with a “Provider;” and
  - a. It is foreseeable that the decision will have a material effect on the “economic interest” of the person (or the person’s spouse or dependent child or resident relative) which is distinguishable from its effect on the public generally, or
  - b. It is foreseeable that the decision will have a material effect on the “economic interest” of a “Proposer” with whom the person (or the person’s spouse or dependent child or resident relative) has a significant relationship.
2. “Disqualifying relationship” means the position of officer, director, employee or volunteer, regardless of whether the position is compensated.
3. “Economic interest” means any fee, money, or financial gain, or other valuable benefit received directly or indirectly from or by reason of any dealings with or service for CalMHSA. “Economic interest” includes, but is not limited to, investments, business positions, interests in real property, services, and reportable sources of income.
5. “Provider” means a person or organization that provides goods or services to CalMHSA, and includes but is not limited to Proposers and Sub-Contractors.
6. “Proposer” means a person or organization responding to a Request for Proposals or Invitation to Bid.
7. “Sub-Contractor” means a current sub-contractor of the Proposer, or a sub-contractor under a proposed agreement with the Proposer.

CONFLICT OF INTEREST POLICY  
AND  
NON-CONFLICT STATEMENT  
FOR  
CALIFORNIA MENTAL HEALTH SERVICES AUTHORITY

---

**Resolution No. 10-02**

---

**WHEREAS**, the Board of the California Mental Health Services Authority (“CalMHSA”) wishes to avoid all actual or apparent conflicts of interest in its procurement process; and

**WHEREAS**, the Purchasing and Procurement Policy addresses the addresses authority and procedure but does not establish a procedure for recognizing and reporting conflicts that might affect that procedure; and

**WHEREAS**, Section 6 of the Purchasing and Procurement Policy provides that those preparing RFPs and those reviewing Proposals are required to submit a Non-Conflict Statement; and

**WHEREAS**, the Board wishes to avoid influence on its decision making process by those with actual or perceived conflicts of interest;

**NOW THEREFORE BE IT RESOLVED THAT:**

The Board of Directors of CalMHSA hereby adopt the following Conflict of Interest Policy and approve the following Non-Conflict Statement.

**CalMHSA**

**CONFLICT OF INTEREST POLICY**

**SECTION 1: PURPOSE**

The purpose of this policy is to define a conflict of interest and to establish a procedure for recognizing and reporting conflict of interest issues.

**SECTION 2: POLICY**

CalMHSA promotes business practices that comply with conflict of interest and disclosure requirements, including but not limited to, the California Political Reform Act of 1974 and California Government Code sections 1090-1097 and 1125-1129. When a Board member, staff member, contractor or agent in a position to influence a decision or who has decision making

power identifies a conflict of interest, that person must not participate in or give consideration to the matter from that point forward.

### **SECTION 3: DEFINITIONS**

1. “Conflict of interest.” A person has a conflict of interest if the person, the person’s spouse, the person’s dependent child, or the person’s resident relative has an “economic interest” in or “disqualifying relationship” with a Provider; and
  - a. It is foreseeable that the decision will have a material effect on the “economic interest” of the person (or the person’s spouse or dependent child or resident relative) which is distinguishable from its effect on the public generally, or
  - b. It is foreseeable that the decision will have a material effect on the economic interest of a Proposer with whom the person (or the person’s spouse or dependent child or resident relative) has a significant relationship.
2. “Disqualifying relationship” means the position of officer, director, employee or volunteer, regardless of whether the position is compensated.
3. “Economic interest” means any fee, money, or financial gain, or other valuable benefit received directly or indirectly from or by reason of any dealings with or service for CalMHSA. “Economic interest” includes, but is not limited to, investments, business positions, interests in real property, services, and reportable sources of income.
4. “Influence or decision making power.” A person has decision making power when the person is a board member, committee member or review panelist for CalMHSA and has the power to recommend or approve a proposal, bid or contract with a Provider. A person has influence when he or she discusses, advises, or makes recommendations to a person with decision making power either directly or indirectly, that is, without significant intervening substantive review.
5. “Provider” means a person or organization that provides goods or services to CalMHSA, and includes but is not limited to Proposers and Sub-Contractors.
6. “Proposer” means a person or organization responding to a Request for Proposals or Invitation to Bid.
7. “Sub-Contractor” means a current sub-contractor of the Proposer, or a sub-contractor under a proposed agreement with the Proposer.

Government salaries, per diem expenses and reimbursement for travel from a nonprofit entity, are all specifically excluded from the definition of income under the Fair Political Practices Act. Salaries from a nonprofit agency are considered an “economic interest”.

A Government salary also does not constitute an interest in a contract (under Government Code section 1090) unless the contract directly involves the department of the entity that employs a

person in a decision making position, in which case, the person discloses the interest on the record and does not participate in the decision.

#### **SECTION 4: PROHIBITIONS**

A person with influence or decision making power at CalMHSA is prohibited from:

1. Serving on a board, committee or review panel that evaluates a proposal or application by a Provider as to whom the person has a conflict of interest.
2. Deliberating or voting on a proposal or application by a Provider as to whom the person has a conflict of interest.
3. Negotiating on behalf of CalMHSA with a Provider as to whom the person has a conflict of interest.
4. Attempting to influence, directly or indirectly, a decision or selection by CalMHSA with regard to a Provider as to whom the person has a conflict of interest.

#### **SECTION 5: REPORTING A CONFLICT OF INTEREST**

When a person with influence or decision making power first becomes aware of a conflict of interest or potential conflict of interest regarding a matter before CalMHSA or a committee or panel thereof, he or she must notify CalMHSA's Executive Director in writing. This notification shall include a description of the material facts relating to the conflict of interest. The Executive Director will determine if a conflict of interest or potential conflict of interest exists and the appropriate action to take.

When a Board Member has a conflict regarding a matter before the Board or Committee, as the issue is called, the Board Member must state on the record that he or she has or may have an interest in the matter, that he or she has not participated in any discussions, and he or she will not be participating in the matter. The Board Member should then leave the room while the matter is considered.

The fact of the disclosure and the Board Member's abstention from the matter will be recorded in the minutes of the Board or Committee meeting.

Each Board Member is personally responsible for his or her conduct and can be prosecuted civilly and criminally for violations under the California Political Reform Act of 1974, among other laws. Board Members may contact the Fair Political Practices Commission, the State enforcement agency, directly to discuss their individual issues. Resources available from the Fair Political Practices Commission include [www.fppc.ca.gov](http://www.fppc.ca.gov) and 1-866-ASK-FPPC.

Staff members, contractors, consultants, or agents of CalMHSA who identify a conflict of interest or potential conflict of interest, must notify the Executive Director in writing immediately.

## **SECTION 6: ANNUAL REPORTING REQUIREMENTS**

All persons identified in the Appendix to CalMHSA's Conflict of Interest Code must file a Form 700, Statement of Economic Interest, in accordance with the California Political Reform Act of 1976.

To assist in the early identification of possible conflicts, Board Members must file an annual statement listing all organizations which they are affiliated with as an employee, director or officer. The statement should be updated when any changes occur.

## **SECTION 7: COUNTIES AS SERVICE PROVIDERS: ELIGIBILITY REQUIREMENTS**

Member Counties or Cities are eligible enter into contracts with CalMHSA as Providers if the following requirements are adhered to: The County's or City's representative on CalMHSA's Board must to recuse himself or herself from any participation or consideration of the contract before the Board, Committee or Review Panel considering the matter; and the Board member may not participate in any way in the preparation of the RFP, presentation of the proposal in response to the RFP, discussion of the proposal with other Board Members, or participation in the deliberation and vote on the proposal. The recusal requirement applies to Committee meetings as well as Board meetings.

## STATEMENT OF NON-CONFLICT OF INTEREST

**CalMHSA**  
**Request for Proposals No. \_\_\_\_\_**  
**[name of project]**

I acknowledge that I have been appointed as a member of a Committee that will prepare a Request for Proposals (RFP), or as a Member of a Review Panel to review proposals submitted in response to an RFP.

I understand that persons preparing RFPs and reviewing proposals must be free of any real or perceived conflict of interest. For purposes of this Statement, I understand that a conflict of interest exists whenever I have any relationship with a Proposer or Sub-Contractor of a Proposer that could interfere with my ability to exercise objectivity in the evaluation process.

I understand that if I participate in preparation of an RFP or on a Review Panel and have a conflict of interest, the process may be tainted and may have to be started over.

As used in this document, "Proposer" means a person or organization who has responded or expects to respond to the Request for Proposals described above. Throughout this document, "Sub-Contractor" means a prospective or current sub-contractor of the Proposer, or a sub-contractor under a proposed agreement with the Proposer.

Circumstances that may create a real or perceived conflict of interest include, but are not limited, to the following situations in which I:

1. Have a monetary or personal interest in the outcome of the RFP or evaluation process regarding the proposals.
2. Am employed or has been employed by a Proposer or have a close relative (spouse, parent, child, or sibling) who is so employed by the Proposer.
3. Am an officer, director, or volunteer for a Proposer.
4. Am employed or has been employed by a Sub-Contractor or have a close relative (spouse, parent, child, or sibling) who is so employed by the Sub-Contractor.
5. Am or have been a consultant to the Proposer or a Sub-Contractor.
6. Am or have been a student, intern, trainee, volunteer or any other non-paid staff placed at a program of the Proposer or a Sub-Contractor.
7. Have a close personal relationship with an individual or individuals employed at, placed at, or volunteering at a program of the Proposer or a Sub-Contractor.
8. Am currently receiving or have previously received services from a Proposer or a Sub-Contractor.
9. Have a spouse, parent, child, or sibling who is currently receiving or who has previously received services from a Proposer or a Sub-Contractor.
10. Have a close personal relationship with an individual who is currently receiving or who has previously received services from a Proposer or a Sub-Contractor.

11. Have submitted or been directly or indirectly involved in preparing the proposal of a Proposer.

**THIS SECTION FOR REVIEW PANELISTS ONLY:** I have reviewed the following list of Proposers that have submitted proposals that are under consideration by this RFP Evaluation Panel:

- 1.
- 2.
- 3.
- 4.
- 5.
- 6.

and Sub-Contractors:

- 1.
- 2.
- 3.
- 4.
- 5.
- 6.

After due consideration and review of the above,

1. I affirm that to the best of my knowledge neither I, any member of my immediate family, nor a person with whom I have a close personal relationship has a material personal or financial interest or fiduciary relationship with any actual or anticipated Proposer or Sub-Contractor under the RFP that I am preparing or reviewing proposals in response.
2. I affirm to the best of my knowledge that there is no conflict or potential conflict of interest that would preclude me from participating in preparation of the RFP or the evaluation process and in rendering a fair and impartial service and that none of the circumstances or situations that may create a real or perceived conflict of interest exist.
3. I further certify that I have no bias, whether positive or negative, toward any actual or anticipated Proposer or Sub-Contractor and there exists no circumstance that would prevent me from fairly specifying requirements or evaluating proposals under the RFP.

4. I further agree to give written notice to CalMHSA's Executive Director if at any time during this process, my personal, financial, or fiduciary relationship to one of the Proposers or Sub-Contractors is altered and a real or perceived conflict of interest should arise or I am no longer able to affirm that I can render fair and impartial service free of bias.

Name: \_\_\_\_\_  
Signature Date

Name: \_\_\_\_\_  
Print Name Title

## CalMHSA

### CONFLICT OF INTEREST POLICY

#### SECTION 1: PURPOSE

The purpose of this policy is to define a conflict of interest and to establish a procedure for recognizing and reporting conflict of interest issues.

#### SECTION 2: POLICY

CalMHSA promotes business practices that comply with conflict of interest and disclosure requirements, including but not limited to, the California Political Reform Act of 1974 and California Government Code sections 1090-1097 and 1125-1129. When a Board member, staff member, contractor or agent in a position to influence a decision or who has decision making power identifies a conflict of interest, that person must not participate in or give consideration to the matter from that point forward.

#### SECTION 3: DEFINITIONS

1. “Conflict of interest.” A person has a conflict of interest if the person, the person’s spouse, the person’s dependent child, or the person’s resident relative has an “economic interest” in or “disqualifying relationship” with a Provider; and
  - a. It is foreseeable that the decision will have a material effect on the “economic interest” of the person (or the person’s spouse or dependent child or resident relative) which is distinguishable from its effect on the public generally, or
  - b. It is foreseeable that the decision will have a material effect on the economic interest of a Proposer with whom the person (or the person’s spouse or dependent child or resident relative) has a significant relationship.
2. “Disqualifying relationship” means the position of officer, director, employee or volunteer, regardless of whether the position is compensated.
3. “Economic interest” means any fee, money, or financial gain, or other valuable benefit received directly or indirectly from or by reason of any dealings with or service for CalMHSA. “Economic interest” includes, but is not limited to, investments, business positions, interests in real property, services, and reportable sources of income.
4. “Influence or decision making power.” A person has decision making power when the person is a board member, committee member or review panelist for CalMHSA and has the power to recommend or approve a proposal, bid or contract with a Provider. A person has influence when he or she discusses, advises, or makes recommendations to a person with decision making power either directly or indirectly, that is, without significant intervening substantive review.

5. “Provider” means a person or organization that provides goods or services to CalMHSA, and includes but is not limited to Proposers and Sub-Contractors.
6. “Proposer” means a person or organization responding to a Request for Proposals or Invitation to Bid.
7. “Sub-Contractor” means a current sub-contractor of the Proposer, or a sub-contractor under a proposed agreement with the Proposer.

Government salaries, per diem expenses and reimbursement for travel from a nonprofit entity, are all specifically excluded from the definition of income under the Fair Political Practices Act. Salaries from a nonprofit agency are considered an “economic interest”.

A Government salary also does not constitute an interest in a contract (under Government Code section 1090) unless the contract directly involves the department of the entity that employs a person in a decision making position, in which case, the person discloses the interest on the record and does not participate in the decision.

#### **SECTION 4: PROHIBITIONS**

A person with influence or decision making power at CalMHSA is prohibited from:

1. Serving on a board, committee or review panel that evaluates a proposal or application by a Provider as to whom the person has a conflict of interest.
2. Deliberating or voting on a proposal or application by a Provider as to whom the person has a conflict of interest.
3. Negotiating on behalf of CalMHSA with a Provider as to whom the person has a conflict of interest.
4. Attempting to influence, directly or indirectly, a decision or selection by CalMHSA with regard to a Provider as to whom the person has a conflict of interest.

#### **SECTION 5: REPORTING A CONFLICT OF INTEREST**

When a person with influence or decision making power first becomes aware of a conflict of interest or potential conflict of interest regarding a matter before CalMHSA or a committee or panel thereof, he or she must notify CalMHSA’s Executive Director in writing. This notification shall include a description of the material facts relating to the conflict of interest. The Executive Director will determine if a conflict of interest or potential conflict of interest exists and the appropriate action to take.

When a Board Member has a conflict regarding a matter before the Board or Committee, as the issue is called, the Board Member must state on the record that he or she has or may have an interest in the matter, that he or she has not participated in any discussions, and he or she will not be participating in the matter. The Board Member should then leave the room while the matter is considered.

The fact of the disclosure and the Board Member's abstention from the matter will be recorded in the minutes of the Board or Committee meeting.

Each Board Member is personally responsible for his or her conduct and can be prosecuted civilly and criminally for violations under the California Political Reform Act of 1974, among other laws. Board Members may contact the Fair Political Practices Commission, the State enforcement agency, directly to discuss their individual issues. Resources available from the Fair Political Practices Commission include [www.fppc.ca.gov](http://www.fppc.ca.gov) and 1-866-ASK-FPPC.

Staff members, contractors, consultants, or agents of CalMHSA who identify a conflict of interest or potential conflict of interest, must notify the Executive Director [in writing](#) immediately.

## **SECTION 6: ANNUAL REPORTING REQUIREMENTS**

All persons identified in the Appendix to CalMHSA's Conflict of Interest Code must file a Form 700, Statement of Economic Interest, in accordance with the California Political Reform Act of 1976.

To assist in the early identification of possible conflicts, Board Members must file an annual statement listing all organizations which they are affiliated with as an employee, director or officer. The statement should be updated when any changes occur.

## **SECTION 7: COUNTIES AS SERVICE PROVIDERS: ELIGIBILITY REQUIREMENTS**

Member Counties or Cities are eligible enter into contracts with CalMHSA as Providers if the following requirements are adhered to: The County's or City's representative on CalMHSA's Board must to recuse himself or herself from any participation or consideration of the contract before the Board, Committee or Review Panel considering the matter; and the Board member may not participate in any way in the preparation of the RFP, presentation of the proposal in response to the RFP, discussion of the proposal with other Board Members, or participation in the deliberation and vote on the proposal. The recusal requirement applies to Committee meetings as well as Board meetings.

**CALMHSA – GENERAL DISCUSSION**  
**Agenda Item 10**

**SUBJECT: Report from CalMHSA Executive Director – John Chaquica**

---

**BACKGROUND AND STATUS:**

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

- JPA Agreement Status
- CalMHSA Quarterly Newsletter
- Strategic Planning
- Board meetings – remote access
- Electronic vs. hard copy agendas
- Technical Assistance and Capacity Building Phase II

**RECOMMENDATIONS:**

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

**REFERENCE MATERIALS ATTACHED:**

- Brown Act Teleconference Rules
- Board Portal Memo

**BROWN ACT TELECONFERENCE RULES**

The Brown Act defines a “teleconference” as “a meeting of a legislative body, the members of which are in different locations, connected by electronic means, through either audio or video, or both.” (Gov. Code § 54953 (a)(4).)

When a meeting is held by teleconference, section 54953 requires:

- Identification of each teleconference location in the Notice/Agenda
- Posting of an agenda at each teleconference location
- Roll call voting
- Public access to each teleconference location
- Ability to address the legislative body from each teleconference location

To facilitate compliance with the Brown Act, CalMHSA will have a staff member, board member, or other responsible person at each teleconference location who will:

- make sure the identified teleconference location is publicly accessible and well-marked to allow it to be located by a member of the public not familiar with the building
- procure a good quality speakerphone for the teleconference
- post an agenda
- initiate the call into the teleconference
- provide speaker cards to those who want to speak and make sure each member of the public in attendance has access the speakerphone to address the board when comment is called for

In addition, CalMHSA may provide call-in numbers for listen-only access.



**Relevant Government Code Provisions**

**§ 54953. Requirement that meetings be open and public; Teleconferencing; Teleconference meetings by health authority**

(a) All meetings of the legislative body of a local agency shall be open and public, and all persons shall be permitted to attend any meeting of the legislative body of a local agency, except as otherwise provided in this chapter.

(b) (1) Notwithstanding any other provision of law, the legislative body of a local agency may use teleconferencing for the benefit of the public and the legislative body of a local agency in connection with any meeting or proceeding authorized by law. The teleconferenced meeting or proceeding shall comply with all requirements of this chapter and all otherwise applicable provisions of law relating to a specific type of meeting or proceeding.

(2) Teleconferencing, as authorized by this section, may be used for all purposes in connection with any meeting within the subject matter jurisdiction of the legislative body. All votes taken during a teleconferenced meeting shall be by rollcall.

(3) If the legislative body of a local agency elects to use teleconferencing, it shall post agendas at all teleconference locations and conduct teleconference meetings in a manner that protects the statutory and constitutional rights of the parties or the public appearing before the legislative body of a local agency. Each teleconference location shall be identified in the notice and agenda of the meeting or proceeding, and each teleconference location shall be accessible to the public. During the teleconference, at least a quorum of the members of the legislative body shall participate from locations within the boundaries of the territory over which the local agency exercises jurisdiction, except as provided in subdivision (d). The agenda shall provide an opportunity for members of the public to address the legislative body directly pursuant to Section 54954.3 at each teleconference location.

(4) For the purposes of this section, "teleconference" means a meeting of a legislative body, the members of which are in different locations, connected by electronic means, through either audio or video, or both. Nothing in this section shall prohibit a local agency from providing the public with additional teleconference locations.

(c) No legislative body shall take action by secret ballot, whether preliminary or final.

(d) [*Effective only until January 1, 2009.*]

### **§ 54953.3. Registration of attendance**

A member of the public shall not be required, as a condition to attendance at a meeting of a legislative body of a local agency, to register his or her name, to provide other information, to complete a questionnaire, or otherwise to fulfill any condition precedent to his or her attendance. If an attendance list, register, questionnaire, or other similar document is posted at or near the entrance to the room where the meeting is to be held, or is circulated to the persons present during the meeting, it shall state clearly that the signing, registering, or completion of the document is voluntary, and that all persons may attend the meeting regardless of whether a person signs, registers, or completes the document.

### **§ 54953.6. Restrictions on broadcasts of proceedings**

No legislative body of a local agency shall prohibit or otherwise restrict the broadcast of its open and public meetings in the absence of a reasonable finding that the broadcast cannot be accomplished without noise, illumination, or obstruction of view that would constitute a persistent disruption of the proceedings.

# Memorandum

To: Wayne Clark, PhD

From: CalMHSA Staff

Date: October 19, 2010

Subject: Electronic versus Hard Copy Agenda

---

## Current Practice – Hard Copy Agenda

Currently each month, the CalMHSA staff creates, prints, and binds 50 hard copies of the Board of Directors meeting agendas. Of these 50 copies, 29 are printed for board members, 6 for staff and 15 for stakeholders. The cost for production of hard copy agendas is as follows:

<b>Cost per copy</b>	\$50.00
<b>Cost per meeting set</b>	\$2,450.00
<b>Cost per year</b>	\$29,400.00

## iPads

Another component of only distributing electronic agendas and other documents to the CalMHSA board of directors would be providing each member with an iPad to ensure accessibility. iPads come with Wi-Fi or 3G capabilities. The cost per iPad breaks out as follows:

<b>Capabilities</b>	<b>16GB</b>	<b>32GB</b>	<b>64GB</b>
<b>Wi-Fi</b>	\$499.00	\$599.00	\$699.00
<b>3G</b>	\$629.00	\$729.00	\$829.00

At this time, Apple does not offer a quantity discount; however, they do offer a government discount. With 28 current members, the cost is as follows:

<b>Capabilities</b>	<b>16GB</b>	<b>32GB</b>	<b>64GB</b>
<b>Wi-Fi</b>	\$13,972.00	\$16,772.00	\$19,572.00
<b>3G</b>	\$17,612.00	\$20,412.00	\$23,212.00

For 3G coverage, AT&T service would be needed, which can be paid on a monthly basis without a contract.

<b>3G Data Plan</b>	<b>Per Member</b>	<b>Total per Month (28 members)</b>	<b>Total per Year (28 members)</b>
<b>250MB</b>	\$14.99	\$419.72	\$5,036.64
<b>2GB</b>	\$25.00	\$700.00	\$8,400.00

**Discussion Points**

- Who owns the iPads? (Assumption would be CalMHSA.)
- How would IT troubleshooting be handled?
- How would maintenance and repairs be handled?
- How would warranties be handled?
- How would lost and stolen units be replaced?
- How would security and limitations of use be handled?
- How would board turnover be handled in relation to units?
- What would the public perception be of this type of purchase?

**Board Portals**

Board portals allow boards of directors to access documents—agendas, minutes, related documents—from anywhere in the world at any time. Some of the selling points as it relates to CalMHSA include:

- Electronic files of all documents, including archived documents, for easy access
- Ability to Web conference into meetings through the portal
- Voting and surveying capabilities
- Calendar function

Security features seem to be a big selling point, which would not pertain to CalMHSA’s needs.

In gathering quotes, we found that portal services start at approximately \$20,000.00 per year. Staff time would also be needed to create and post the agenda and manage the portal; that cost is not included in the quotes below.

<b>Provider</b>	<b>Per Year</b>	<b>Additional Information</b>	
Thomson	\$30,000.00	(starting cost, number from online article)	
Diligent	\$19,700.00	Michael Thompson	\$3,900 installation, individual training (1 <sup>st</sup> yr)
BoardVantage	\$20,000.00	David Burriesci	Price based on current membership; verbal quote

Staff would still need to distribute the agenda to the public as they would not have access to the portal.

## **Website**

Using the CalMHSAs Website to provide the agenda and related documents is also a possibility. The agenda would be posted much like Davis Unified School District's Board agenda (<http://davis.csbaagendaonline.net/cgi-bin/WebObjects/davis-eAgenda.woa/wa/showMeeting>) or Monterey County's Board of Supervisors agenda (<http://publicagendas.co.monterey.ca.us/>) with links to related documents. Board members could view the agenda and documents on their laptops—or iPads—during the meeting or bring a printed copy with them if they preferred.

The costs associated with this method would include staff time to create and compile the agenda and the CalMHSAs Webmaster's time in posting the agenda and linking the related documents. An online agenda would provide board members and the public easy access, use options, and an archive of past materials.

**Attachments:** Diligent Boardbooks Quote

Diligent Boardbooks Proposal Prepared for:

## GEORGE HILLS COMPANY INC.

September 20, 2010



### **Proposal to:**

Move the George Hills Company to a more efficient, highly secure, less labor intensive online board book system that saves the company money, dramatically reduces paper waste, and increases productivity of everyone involved in the board book process.

## **DILIGENT BOARD MEMBER SERVICES (DBMS)**

### **I. COMPANY BACKGROUND**

Diligent Board Member Services Inc. (DBMS) provides a full service SaaS (Software as a Service) board portal, “Diligent Boardbooks”. Services include executive consulting, on-site training, and 24-7 support. DBMS is the leading global provider of board communication portals now serving over 350 clients and over 8,500 users. DBMS’ success is driven by two key components; an incredibly intuitive interface, and unparalleled “concierge-level” customer support.

### **II. BOARDBOOK GOALS:**

- Reduce overall costs of compiling, copying, collating, and distributing board and committee materials
- Create one central repository for all boards and committees
- Enable directors to access board material from anywhere in the world
- Dramatically reduce the amount of paper managed, duplicated and distributed
- Dramatically increase the ease of navigation for board members
- Dramatically reduce the amount of time taken preparing, assembling, and distributing board material
- Dramatically increase the security of all governance materials distributed

The Boardbooks solution will enable The George Hill Company Directors and Executives to:

- Instantly access current and historical board papers on their computer...any place, anytime
- View materials securely on the web in a password protected, encrypted database
- Vote electronically on written consents
- Keyword search board and committee materials
- Seamlessly and securely view materials offline, while traveling
- Seamlessly participate in director evaluations, surveys, and questionnaires

Our System eliminates Directors need to:

- Receive multiple large, heavy binders of material
- Manage the thousands of pages of board and committee materials received annually
- Receive unsecure voting materials via fax and email

Here are a few of the Government Organizations that use Diligent:

- State of Colorado
- Port of Oakland
- The US Olympic Committee
- Arizona State Board of Nursing

### III. GEORGE HILLS COMPANY: PRICING

#### A.

Annual Licensing Fee	\$19,700
Installation, Consulting, & Training Fee	<u>\$3,900 (1<sup>st</sup> Year Only)</u>
<b>First Year Total</b>	<b>\$23,600</b>

#### Configuration of Boards, Committees, Authorized Users

<u>Accessing Entities and Individuals</u>	<u>Qty</u>	<u>Price Each</u>	<u>Total</u>
• Boards .....	1.....	\$4,800.....	\$4,800
• Committees/Meeting Groups .....	2.....	\$100.....	\$200
• Online Users (Board members/Executives).....	27.....	\$500.....	\$13,500
• Offline Capability (Board members/Executives).....	0.....	\$200.....	\$0
• Online Users (Administrative).....	2.....	\$600.....	\$1,200

---