

Board of Directors  
Strategic Planning Meeting

AGENDA

March 11, 2011

8:30 a.m. – 5:00 p.m.



**Call-In Information: 1-877-339-2412,  
Conference Code: 5682287492 (Listen in only)**

**Meeting Locations:**

Courtyard Marriott Sacramento – Cal Expo  
1782 Tribute Road, Sacramento, CA 95815  
(916) 929-7900

Lake County Mental Health  
991 Parallel Drive, Lakeport, CA 95453  
(707) 263-4338

***(Business casual dress)***

California Mental Health Service Authority (CalMHSA)  
 Board of Directors Strategic Planning Meeting Agenda  
 Friday, March 11, 2011

*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.*

<b>8:30 a.m.</b>	<b>Welcome and Introductions</b> <ul style="list-style-type: none"> <li>▪ Introductions</li> <li>▪ Goals of Meeting</li> <li>▪ Ground Rules</li> </ul>
<b>8:45 a.m.</b>	<b>President's Message</b>
<b>9:00 a.m.</b>	<b>State of the Authority</b> <ul style="list-style-type: none"> <li>▪ Discuss progress to date (including update on resources)</li> </ul>
<b>9:30 a.m.</b>	<b>Stakeholder Input</b> <ul style="list-style-type: none"> <li>▪ Recap stakeholders' meeting</li> <li>▪ Discuss ways to assure a meaningful voice and role for stakeholders within context of JPA's governance structure</li> <li>▪ Decide next steps</li> </ul>
<b>10:00 a.m.</b>	<b>Message from Director Cliff Allenby, DMH</b>
<b>10:30 a.m.</b>	<b>Break</b>
<b>10:45 a.m.</b>	<b>Future Priorities and Strategies</b> <ul style="list-style-type: none"> <li>▪ Discuss JPA's future priorities</li> <li>▪ Discuss what capacities it needs to build</li> </ul>
<b>Noon</b>	<b>Lunch</b>
<b>12:30 p.m.</b>	<b>Future Priorities and Strategies</b> <ul style="list-style-type: none"> <li>▪ Continue previous discussion</li> <li>▪ Decide on next steps</li> </ul>
<b>1:30 p.m.</b>	<b>Governance (optional as time permits)</b> <ul style="list-style-type: none"> <li>▪ Discuss Habits of High Performing Boards</li> </ul>
<b>2:00 p.m.</b>	<b>Performance Measures</b> <ul style="list-style-type: none"> <li>▪ Discuss potential performance measures</li> <li>▪ Decide on next steps</li> </ul>
<b>2:45 p.m.</b>	<b>Conclusion</b> <ul style="list-style-type: none"> <li>▪ Summarize next steps</li> </ul>
<b>3:00 – 5:00 p.m.</b>	<b>Board of Directors Meeting</b>

# **Board of Directors Meeting**

**3:00 a.m. – 5:00 p.m.**



**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 February 10, 2011 Board of Directors Meeting 2
- B. CalMHSA Outreach 19

**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) 20

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

**7. FINANCIAL MATTERS**

- A. Financial Statement 28

**Recommendation: Receive and file the CalMHSA Financial Statements for the Second Quarter ended December 31, 2010.**

## 8. PROGRAM MATTERS

- A. Report from Implementation Ad Hoc Committee Chair – Wayne Clark 33  
**Recommendation: Discussion and/or action should action be deemed appropriate.**

## 9. CalMHSA – GENERAL DISCUSSION

- A. CalMHSA Officers and Executive Committee Election 37  
**Recommendation: Approval of Nominating Committee appointments.**
- B. Strategic Planning Session Review 45  
**Recommendation: Discussion and/or action should action be deemed appropriate.**
- C. Report from CalMHSA Executive Director – John Chaquica 46  
**Recommendation: Discussion and/or action should action be deemed appropriate.**

## 10. PUBLIC COMMENTS

### A. Public Comments Non-Agenda Items

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

## 11. NEW BUSINESS

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

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

A. Board

B. Staff

**13. ADJOURNMENT**

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

**SUBJECT: Consent Calendar**

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**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 February 10, 2011 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 February 10, 2011 Board of Directors Meeting
- Categorized County Outreach

## MINUTES

### CALIFORNIA MENTAL HEALTH SERVICES AUTHORITY (CalMHSA)

#### BOARD OF DIRECTORS MEETING – REGULAR MEETING

Sacramento, California  
February 10, 2011

Meeting Start at 2:45pm

#### **MEMBERS PRESENT**

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

Wayne Clark, PhD, CalMHSA Vice-President, Monterey County

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

Lynn Tarrant, LCSW, Placer County (alternate)

William Arroyo, MD, Los Angeles County (alternate)

Scott Gruendl, MPA, Glenn County

Karen Stockton, PhD, MSW, Modoc County

Anne Robin, MFT, Butte County

Noel J. O'Neill, MFT, Trinity County

Jayleen Richards, MPA, HSA, Solano County (alternate)

William Cornelius, PhD, Colusa County

Brad Luz, PhD, Sutter/Yuba County

Jerry Wengerd, LCSW, Riverside County

Bill Walker, Kern County (alternate)

Kristy Kelly, MFT, Lake County

Kim Suderman, LCSW, Yolo County

Karen Markland, Fresno County (alternate)

Donna M. Wigand, LCSW, Contra Costa County

Janice Melton, LCSW, Madera County

Mark Refowitz, MSW, Orange County

Arden Carr, Siskiyou County (alternate)

Meloney Roy, LCSW, Ventura County

Nancy Pena, PhD, Santa Clara County

Alfredo Aguirre, LCSW, San Diego County (approved on 2-10-11)

**NON-VOTING ALTERNATE**

None

**MEMBERS ABSENT**

Denise Hunt, MFT, Stanislaus County

Michael W. Horn, MFT, Imperial County

Leslie Tremaine, EdD, Santa Cruz County

Mary Ann Bennett, Sacramento County

Michael Kennedy, MFT, Sonoma County

Bruce Gurganus, MFT, Marin County

Kathleen Minioza, San Francisco City & County (approved on 2-10-11)

**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**

Tom Pinizzotto, Mendocino County

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

Monica Nepomuceno, California Department of Education

David Kopperud, California Department of Education

Barbara Pomerantz, California Department of Education

Sandra Naylor Goodwin, California Institute of Mental Health (CiMH)

Donna Matthews, California Institute for Mental Health (CiMH)

Enrica Bertoldo, Mental Health Services Oversight and Accountability Commission  
(MHSOAC)

Lin Benjamin, California Department of Aging

Kathleen Derby, NAMI California

CaSonya Thomas, San Bernardino

Barbara LaHaie, Humboldt County

Neda West, El Dorado County

Uma Zykofsky, 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 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.

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

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

***Second – Noel O’Neill, MFT, Trinity County***

***Motion passed unanimously.***

**5. CONSENT CALENDAR**

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

***Action: A motion was made to accept the consent calendar with a correction to the meeting minutes of Dec. 9, 2010, that Ms. Kathleen Derby was not present at the last meeting.***

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

***Motion passed unanimously.***

Public comment was heard from the following individual(s):  
Kathleen Derby, NAMI California

**6. NEW COUNTY MEMBERSHIP**

John Chaquica, CalMHSA Executive Director, indicated San Diego County and San Francisco City and County were before them seeking membership approval. This brings CalMHSA's membership to 33 counties, 32 members.

***Action: A motion was made to approve San Diego County and San Francisco City and County membership to CalMHSA.***

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

***Motion passed unanimously.***

**7. FINANCIAL MATTERS**

**A. CalMHSA Finance Ad Hoc Committee Update**

Kim Santin, CalMHSA Finance Director, stated the Finance Committee has been working on the 2011-2012 insurance renewal for directors and officers liability coverage. The broker has bound the insurance renewal based on the same coverage in 2010-2011. The committee has given direction for the broker to look at additional limits because of the growing assets of the Authority.

Mark Refowitz, Orange County, asked for more detail on the upper limits. The previous policy was for \$1 million but CalMHSA now manages more than \$100 million.

Ms. Santin replied the assets are currently cash assets and are being held at the Local Agency Investment Fund. The broker is in the market to look for coverage beyond the \$1 million aggregate coverage. Ms. Santin will work proactively with the broker to make sure he understands the Counties operations.

Mr. Chaquica added the issue is the integrity of the funds. There are significant precautions and internal controls, George Hills has insurance policies, and there will be financial audits.

***Action: Confirmation to renew the Public Officials Errors and Omissions coverage***

***Motion: William Arroyo, Los Angeles County  
Second: Ann Robin, Butte County***

***Motion passed unanimously.***

President Rawland explained the committee and staff worked on three travel policies: board of directors, staff and stakeholder. The stakeholders' policy has been deferred until after the strategic planning retreat taking place in March.

Ms. Santin reviewed the board of directors travel policy (Resolution 10-04). Committee and staff would like to add language to the policies provided. Under the lodging section, travel policy guidelines, under Section 3 Lodging, Paragraph A, the finance committee and staff would like to add a sentence that would put a maximum on the reimbursable lodging rate. After "CalMHSA will reimburse the single occupancy rate," adding "Lodging expenditures shall be covered up to the posted government rate at the time of request. Expenditures exceeding the government rate must have prior Executive Director approval and shall not exceed 125% of posted government rate."

Jerry Wengerd, Riverside County, noted the conference attendance request of three months in advance seemed unrealistic. Noel O'Neill, Trinity County, agreed with Mr. Wengerd on the unrealistic request. A formal amendment was made to change the request period from three months to two weeks.

Question regarding the definition of hardship and ethical requests for reimbursement. Experience and use of the policy will help define hardship and the process needed to ensure no double-dipping.

***Action: Approval of Board Travel Policy, Resolution 10-04***

***To include a friendly amendment as follows: to change notice requirement from three months to two weeks***

***Motion – Karen Stockton, Modoc County  
Second – Mark Refowitz, Orange County***

***Motion passed unanimously.***

Staff travel guidelines cover conferences for CalMHSA related business and travel beyond regularly scheduled meetings.

***Action: Approval of Staff Travel Policy (Resolution 10-05) to include above amendment***

***Motion –Arden Carr, Siskiyou County  
Second –Karen Stockton, Modoc County***

As a matter of information, Mr. Chaquica updated the board on investment considerations. The JPA must meet the same requirements as the Counties (Gov Code 5892, Section F). DMH is still deliberating on whether the investment earnings must be returned to the department. Urgency has been expressed as the Authority is anticipating receipt of a check of anywhere between \$50–90 million. CalMHSA staff feels the investment earnings should go toward intended purposes. Currently the LAIF rate of earnings is .46% interest. Staff has asked DMH to consider allowing CalMHSA to develop a conservative investment policy—an estimated rate of return of 2%, and if to be returned to DMH it would be on a net basis.

***Motion passed unanimously.***

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

**8. PROGRAM MATTERS**

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

President Rawland expressed appreciation of Dr. Clark’s work towards implementation of the statewide programs.

Dr. Clark reviewed the activities of the committee since the last board meeting on December 9<sup>th</sup> in moving towards the MHSOAC’s approval of the Work Plan on January 27<sup>th</sup>. Additions to the Work Plan included creation of a Strategic

Statewide Stakeholder Work Group (ongoing), a Subject Matter Expert Panel (ongoing) and a Statewide Evaluation Experts Panel (ongoing). In conclusion, Dr. Clark reviewed the dates for RFP release and the related deadlines for each.

President Rawland added the MHSOAC's approval could only cover the money assigned to the Authority thus far so approval was for \$123 million; additional funds can be approved by the OAC's Executive Director as monies are assigned. In addition, the Commission has requested six-month fiscal and program progress reports from the Authority going forward.

Mr. Refowitz asked for more information on the review panel formation process. In response, Dr. Clark recognized George Hills Company's contract with CiMH for assistance with the selection process. The review panels are in the process of being formed with active consumer and family involvement. Results from the review panels will be presented to the board; the first presentation and recommendation will occur on April 14<sup>th</sup>.

On January 25<sup>th</sup>, the Executive Committee held a teleconference to confirm the addendum to the Work Plan to meet the MHSOAC's deadline. The addendum is now up for formal approval by the board.

***Action: Approval of the Addendum to the Work Plan.***

***Motion – Mark Refowitz, Orange County***  
***Second – Karen Stockton, Modoc County***

***Motion passed unanimously.***

Dr. Clark outlined the proposed sole source of the Student Mental Health Initiative Programs through the three higher education systems, the Department of Education (statewide programs) and the eleven Superintendent districts (regional programs).

***Action: Approval to sole source SMHI RFP***

***Motion – Mark Refowitz, Orange County***  
***Second – Meloney Roy, Ventura County***

***Motion passed unanimously.***

Public comment was made by the following individual(s):  
Kathleen Derby, NAMI

**9. ADMINISTRATIVE MATTERS**

**A. iPad Technology**

In response to greenness in the state, the board previously approved the purchase of iPads for member use. Approval of the policy was postponed at the last meeting as feedback from the subcommittee who was piloting use was pending. Overall the users appreciate its access and usability.

There will be a signature process for all interested members to acknowledge the content of the policy and acknowledge the iPad is CalMHSA property subject to return. In response to several inquiries, Mr. Chaquica clarified acquiring the data plan will be a personal expense as the iPads have Wi-Fi capabilities. In response to an interest survey, 10 members responded in the affirmative. Staff has brought 15 iPads for distribution at the end of the meeting.

***Action: A motion was made to formally approve of the iPad Policy and iPad technology***

***Motion – Kristy Kelly, Lake County***

***Second – Karen Baylor, San Luis Obispo***

***Motion passed unanimously.***

**B. Meeting Minutes Process and Procedures – Doug Alliston**

Mr. Chaquica opened the topic reviewing previous discussions. Staff was asked at the last meeting to review what other governmental entities do in regard to meeting minute format and public comment inclusion. The recommendation is to continue processing minutes as staff has been doing. The cost to transcribe minutes in full detail would be costly.

Doug Alliston, Legal Counsel, reported to the Board there was no law requiring the production of meeting minutes nor the detail. In his review of various organizations he found not many had detailed meeting minutes, but rather a summary of meeting actions/events and acknowledgement of who testified. Mr. Alliston further added the Board could proceed as they deemed appropriate.

Discussion continued amongst board members to include:

Kristy Kelly, Lake County

William Arroyo, Los Angeles County

Arden Carr, Siskiyou County

Ann Robin, Butte County

Karen Stockton, Modoc County  
James A. Waterman, PhD, Kern County  
Mark Refowitz, Orange County

***Action: A motion was made to formally approve the current process for meeting minutes in addition, staff is to amended Public Comment cards to include language showing “for or against” action being taken.***

***Motion – Jerry Wengerd, LCSW, Riverside County  
Second – Arden Carr, MFT, Siskiyou County***

***Motion carried by a majority with one nay from member Kristy Kelly, Lake County .***

Public comment was heard from the following individual(s):  
Kathleen Derby, NAMI California

**10. CalMHSA – GENERAL DISCUSSION**

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

- Mr. Chaquica provided an update on the contract between George Hills Company and CiMH, indicating CiMH will be handing the program side of the implementation process.
- On March 11<sup>th</sup>, the Board will hold their annual Strategic Planning Session with a stakeholder strategic planning meeting being held the previous day, March 10<sup>th</sup>.
- Mr. Chaquica outlined the recent meetings staff and executive committee had attended with DMH, NAMI and CSAC, to which President Rawland requested a summary of those meetings be sent to the Board members.
- Mr. Chaquica stated the Board should consider the location for the May Board meeting as the All Directors meeting will be taking place in San Diego that month. There was no need to decide now, but something to consider. Members agreed it was best to decide now as May was a busy month. That being said, it was agreed staff would prepare for an afternoon Board meeting on Friday, May 6<sup>th</sup>.

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

**11. PUBLIC COMMENTS**

Comments were heard in relationship to the Q & A from the Suicide Prevention Proposers' Conference and announcement relating to the first meeting of the California MHSA Multicultural Coalition (The CMMC).

Public comment was heard from the following individual(s):  
Lin Benjamin, California Department of Aging

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

**12. NEW BUSINESS**

A question was raised as to location for receiving and sending Questions proposers may have in relationship to county information.

Some suggestions were that members should be providing the answers and others indicated CalMHSA staff should be the individuals researching for the answers followed by distribution of the answers and website posting. Some members felt they should not be involved in the process as to avoid conflict of interest. Discussion continued by many members of the board.

Public comment was heard from the following individual(s):  
Lin Benjamin, California Department of Aging  
Stacie Hiramoto, Racial and Ethnic Mental Health Disparities Coalition  
(REMHDCO)

**13. CLOSING COMMENTS & ADJOURNMENT**

President Rawland thanked the members for their ongoing support and participation. He also confirmed the stakeholders important role in CalMHSA and thanked them for their contribution to the Work Plan Implementation.

**Hearing no further comments, a motion was made to adjourn at 5:08 p.m.**

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

***Second: Anne Robin, MFT, Butte County***

***Motion passed unanimously.***

Respectfully submitted,

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

\_\_\_\_\_  
Date

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: 5 - Consent Calendar
PAGE NUMBER:
NAME: Kathieen Derby
ORGANIZATION: NAMI California

(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: I was not present at the Dec. 9 2010 CalMHSA Board meeting as the minutes indicate. In addition p. 16 of the minutes indicates I participated in public comment, Instead, Bettie Reinhart attended from NAMI California.

With regard to the minutes, it is still troubling that no effort is made to summarize stakeholder comments to incorporate as part of the record. This is done for Board participants & puts an undue burden on stakeholders only to prepare their comments in advance in writing.

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For Agenda items, public comment will be taken at the time those items are addressed. Each interested party is invited to complete the Public Comment Card and provide it to CalMHSA staff prior to start of meeting. 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.

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(Please Print)



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(ONE COMMENT CARD PER AGENDA ITEM)

AGENDA ITEM: 8 Program Matters  
Implementation Ad Hoc Committee

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

NAME: Kathleen Derby

ORGANIZATION: NAMI California

*(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 see attached type-written  
comments.

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NAMI California (Kathleen Derby)

Public Comment at the CalMHSA Board Meeting

February 10, 2011

Agenda Item 8 – Implementation Ad Hoc Committee

NAMI California supports the comments of Lin Benjamin of the Dept. of Aging from the Board Meeting held on December 9, 2010 with regard to revising the document – “Implementation Ad Hoc Committee, Scope of Responsibilities” in the “Committee Membership” section. – to insert information that reflects the participation of stakeholders in the work of the Implementation Ad Hoc Committee and the importance of their participation to CalMHSA in implementing its mission and promoting its values – including client and family driven, stakeholder input, and transparency.

Again, in this committee venue as well, it is troubling that stakeholder comments are not reflected in the notes of these committees. There should be a record of what stakeholders are saying, not just noting our presence. If CalMHSA values our presence, we respectfully request that our comments be reflected in the record in the name of transparency and accountability.

**CalMHSA PUBLIC COMMENT CARD**

(Please Print)

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(ONE COMMENT CARD PER AGENDA ITEM)

AGENDA ITEM: 9 Administrative Matters - Minutes

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

NAME: Kathleen Derby

ORGANIZATION: NAMI California

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Comment/Question: Re: Minutes - not necessary for full transcription, just a couple of lines summarizing as to an individual commenter's position. This is consistent with what CalMHSA prepared in the past - from March 2010 to July 2010 (approx.). This is not a request for undue burden but a more complete reflection of the record. To require the public to quickly & comprehensively complete public comment cards in writing is an unwarranted & in some ways - discriminatory process. We also need to address public comment at Implementation Ad Hoc Committee Calls where public comment cards are not even there to reference & public comment details are

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*not recorded so have to say in the process,*

**CalMHSA PUBLIC COMMENT CARD**

(Please Print)

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(ONE COMMENT CARD PER AGENDA ITEM)

AGENDA ITEM: 11 - PUBLIC COMMENTS

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

NAME: STARIE HIRAMOTO

ORGANIZATION: REMHDCO

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Comment/Question: ANNOUNCEMENT OF THE FIRST  
MEETING OF THE CA MHSA MULTICULTURAL  
COALITION (MARCH 28, 2011 IN SACRAMENTO)

**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. Those who wish to remain anonymous can submit written comments/questions which will be read during the relevant public comment period.

For Agenda items, public comment will be taken at the time those items are addressed. Each interested party is invited to complete the Public Comment Card and provide it to CalMHSA staff prior to start of meeting. 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.

**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:

TIB

PAGE NUMBER:

NAME:

Lin Benjamin, MSW, MHA

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:

The Suicide Prevention RFP Proposers' Conference Follow-up Proposer Questions and CalMHSA Answers Do Not Include the question and recommendation submitted in writing via e-mail by the CA Dept of Aging to CalMH on Feb 4<sup>th</sup> during the conference. The Dept requests that our question/recommendation is included.

**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. Those who wish to remain anonymous can submit written comments/questions which will be read during the relevant public comment period.

For Agenda items, public comment will be taken at the time those items are addressed. Each interested party is invited to complete the Public Comment Card and provide it to CalMHSA staff prior to start of meeting. 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.



# **SAVE THE DATE!**

**Monday, March 28<sup>th</sup>, 2011  
10:00 a.m. – 4:00 p.m.**

For the First Meeting of the

## **California MHSA Multicultural Coalition (The CMMC)**

Board Room of the CA Primary Care Association  
1231 "I" Street, Suite 400  
Sacramento, CA 95814

Contact Marissa Clark  
[mclark@mhac.org](mailto:mclark@mhac.org) or (916) 557-1167  
for more information

*"Part of the California Reducing Disparities Project"*

## SUMMARY OF COUNTY OUTREACH

March 2, 2011

### LIST A

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

Amador, Humboldt, Kings, Merced, Napa, Santa Barbara, Shasta and Tri-City

### LIST B

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

City of Berkeley and Calaveras

### LIST C

(Don't know, have many questions)

Alameda, Alpine, Del Norte, Lassen, Mariposa, Nevada, San Benito, San Joaquin, ,  
Tehama, Tulare, Tuolumne

### LIST D

(Have opted out)

Inyo, Mono, Plumas

### MEMBER COUNTIES

Butte, Colusa, Contra Costa, El Dorado (3-11-11), Fresno, Glenn, Imperial, Kern, Lake, Los Angeles, Madera, Marin, Mendocino, Modoc , Monterey, Orange, Placer, Riverside, Sacramento, San Bernardino, San Diego, San Francisco, San Luis Obispo, San Mateo (3-11-11), 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)**

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**BACKGROUND AND STATUS:**

During each Board meeting, the staff and members shall update the Board on the status of prospective new members. Staff has developed a spreadsheet to track activity of members and prospective members which you will find on page 27.

At this meeting, the Counties of El Dorado and San Mateo have received approval from their Boards of Supervisors, submitted their new membership applications to CalMHSA, and now requests approval as members of CalMHSA.

**RECOMMENDATION:**

Approve membership to CalMHSA for applying County (ies).

**REFERENCE MATERIALS ATTACHED:**

- Membership Application(s) for:
  - El Dorado County
  - San Mateo County
- CalMHSA Membership Roster



## RESOLUTION NO.

OF THE BOARD OF SUPERVISORS OF THE COUNTY OF EL DORADO

AUTHORIZING A MEMBER COUNTY'S PARTICPATION IN THE CALIFORNIA MENTAL HEALTH SERVICES AUTHORITY, VIA A JOINT EXERCISE OF POWERS AGREEMENT

**WHEREAS**, mental health services in California were realigned to counties under the Bronzan-McCorquodale Act of 1991 referenced in Welfare and Institutional Code Sections 5600-5623; and

**WHEREAS**, Welfare and Institutions Code Section 5602 allows counties the authority to meet the mental health service needs of their county or counties by action jointly:

“The board of supervisors of each county, or the boards of supervisors of counties acting under the joint powers provisions of Article 1 (commencing with Section 6500) of Chapter 5 of Division 7 of Title 1 of the Government Code shall establish a community mental health service to cover the entire area of the county or counties.....”; and

**WHEREAS**, subsection (a) of the Welfare and Institutions Code Section 5650 further defines a mechanism for describing the provision of mental health services under a performance agreement in a joint manner:

“The board of supervisors of each county, or boards of supervisors of counties acting jointly, shall adopt, and submit to the Director of Mental Health in the form and according to the procedures specified by the director, a proposed annual county mental health services performance contract for mental health services in the county or counties”; and

**WHEREAS**, the voters of the State of California passed the Mental Health Services Act (MHSA) on November 4, 2004; and

**WHEREAS**, section 3 of the MHSA states that the purpose and intent of the MHSA is “to ensure that all funds are expended in the most cost effective manner and services are provided in accordance with recommended best practices and subject to local and State oversight to ensure accountability to taxpayers and the public; and

**WHEREAS**, subsection (b) of Welfare and Institutions Code Section 5897 (added by the MHSA) states as follows:

“Notwithstanding any other provision of state law, the State Department of Mental Health shall implement the mental health services provided by part 3 (commencing with Section 5800), Part 3.6 (commencing with Section 5840), and Part 4 (commencing with Section 5850) of this division through contracts with county mental health programs or counties acting jointly. A contract may be exclusive and may be awarded on a geographic basis...”; and

**WHEREAS**, subsection (b) of the Welfare and Institutions Code Section 5897 states as follows:

“Two or more counties acting jointly may agree to deliver or subcontract for the delivery of such mental health services. The agreement may encompass all or any part of such mental health services provided pursuant to these parts. Any agreement between counties shall delineate each county’s responsibilities and fiscal liability”; and

**WHEREAS**, in order to more efficiently develop and fund Statewide and regional, State funded mental health services and education programs under the MHSA, a number of California counties have formed a Joint Powers Authority (JPA) in California Mental Health Services Authority (CalMHSA); and

**WHEREAS**, through the JPA, administration of MHSA programs and funding allocations can become more efficient and cost effective; and

**WHEREAS**, the California Department of Mental Health has set aside separate MHSA funding that would flow to the JPA, in addition to existing county allocations, to be used to fund critical regional and Statewide needs such as suicide prevention, workforce training and education, and student mental health services.





**COUNTY OF SAN MATEO**  
**Inter-Departmental Correspondence**  
**Health System**



**DATE:** January 19, 2011

**BOARD MEETING DATE:** February 15, 2011

**SPECIAL NOTICE/HEARING:** None

**VOTE REQUIRED:** Majority

**TO:** Honorable Board of Supervisors

**FROM:** Jean S. Fraser, Chief, Health System  
 Louise Rogers, Director, Behavioral Health and Recovery Services

**SUBJECT:** San Mateo County's membership in the California Counties' Mental Health Services Authority via a Joint Exercise of Powers Agreement

**RECOMMENDATION:**

Adopt a Resolution authorizing the:

- A) President of the Board to authorize the County's participation in the Joint Exercise of Powers Agreement that governs the operations of the California Mental Health Services Authority; and
- B) Director of Behavioral Health and Recovery Services to serve on the Board of Directors of the California Mental Health Services Authority; and
- C) Director of the Behavioral Health and Recovery Services to execute the Joint Exercise of Powers Agreement for and on behalf of the County.

**BACKGROUND:**

In 2004 voters approved Proposition 63, the Mental Health Services Act (MHSA), which provided for the State Department of Mental Health (DMH) to implement various mental health services through contracts with county mental health programs. For certain programs that are most efficiently performed as a statewide service, DMH has given counties three options: a Joint Powers Authority, a multi-County collaborative, or assignment to DMH.

**DISCUSSION:**

It is recommended that San Mateo County join the California Counties' Mental Health Services Authority (CalMHSA), a Joint Exercise of Powers Authority (JPA) that was developed in collaboration with the County Mental Health Directors Association to administer the statewide training, technical assistance and capacity building for the

Prevention and Early Intervention (PEI) program and other statewide programs as needed. Approval of the JPA will allow Behavioral Health and Recovery Services to participate in the CalMHSA to jointly develop and fund mental health services and education programs as determined by CalMHSA Board on a regional, statewide, or other basis. As of January 2010, CalMHSA has 31 member counties containing more than 85% of the state's population and accounting for more than \$130,000,000 of the \$160,000,000 allocated to counties to administer the three statewide Prevention and Early Intervention (PEI) Projects over the four-year period. Each member county will have representation on the Authority's Board of Directors.

The Agreement and the Resolution have been reviewed and approved by County Counsel.

The Agreement contributes to the Shared Vision 2025 outcome of a Healthy Community by ensuring the timely and proper administration of statewide projects such as Student Mental Health Initiative, Suicide Prevention, and Stigma and Discrimination Reduction. The services provided within this Agreement are an established level of care. It is anticipated that 77% of clients who receive services through this Agreement will be maintained at a current or lower level of care.

**Performance Measure:**

<b>Measure</b>	<b>FY 2009-10 Actual</b>	<b>FY 2010-11 Projected</b>
Percentage of clients maintained at a current or lower level of care.	77%	77%

**FISCAL IMPACT:**

There is an application fee of \$500 (which is calculated on the basis of the County's population) to join CalMHSA. Participation in the Joint Exercise of Powers Authority will not impose any additional County costs. Funding for the statewide PEI projects has been reserved for counties acting jointly or collaboratively, and is separate from the ongoing base funding of the counties for the PEI programs developed and operated by individual counties.

**RESOLUTION NO. \_\_\_\_\_****BOARD OF SUPERVISORS, COUNTY OF SAN MATEO, STATE OF CALIFORNIA**

\* \* \* \* \*

**RESOLUTION AUTHORIZING THE: A) PRESIDENT OF THE BOARD TO AUTHORIZE THE COUNTY'S PARTICIPATION IN THE JOINT EXERCISE OF POWERS AGREEMENT THAT GOVERNS THE OPERATIONS OF THE CALIFORNIA MENTAL HEALTH SERVICES AUTHORITY; AND B) DIRECTOR OF BEHAVIORAL HEALTH AND RECOVERY SERVICES TO SERVE ON THE BOARD OF DIRECTORS OF THE CALIFORNIA MENTAL HEALTH SERVICES AUTHORITY; AND C) DIRECTOR OF BEHAVIORAL HEALTH AND RECOVERY SERVICES TO EXECUTE THE JOINT EXERCISE OF POWERS AGREEMENT FOR AND ON BEHALF OF THE COUNTY.**

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**RESOLVED**, by the Board of Supervisors of the County of San Mateo, State of California, that

**WHEREAS**, there has been presented to this Board of Supervisors for its consideration and acceptance a Joint Exercise of Powers Agreement, reference to which is hereby made for further particulars, authorizing San Mateo County's participation in the California Mental Health Services Authority (CalMHSA) to jointly develop and fund mental health services and education programs on a regional, statewide, or other basis; and

**WHEREAS**, the CalMHSA agreement calls for this Board to authorize the Director of Behavioral Health and Recovery Services to serve on the Board of Directors of the CalMHSA; and

**WHEREAS**, the CalMHSA agreement calls for this Board to authorize the Director of Behavioral Health and Recovery Services to execute the Joint Exercise of Powers Agreement and any amendments thereto for and on behalf of the County; and

**WHEREAS**, this Board has been presented with the Joint Exercise of Powers Agreement and has approved it as to both form and content and desires to enter into the Agreement.

**NOW, THEREFORE, IT IS HEREBY DETERMINED AND ORDERED** that the President of this Board of Supervisors by signature authorizes the County of San Mateo to participate in the CalMHSA, and the Clerk of this Board shall attest the President's signature thereto.

**BE IT FURTHER RESOLVED THAT** the Director of Behavioral Health and Recovery Services, is authorized to execute the Joint Exercise of Powers Agreement and any amendments thereto for and on behalf of the County.

**BE IT FURTHER RESOLVED THAT** the Director of Behavioral Health and Recovery Services, is authorized to act as the representative of San Mateo County on the Board of Directors of the CalMHSA.

\* \* \* \* \*

## **Current Membership Roster**

**(32 members, 33 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 (Nov. 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 Costa County (Oct. 14, 2010)
- Fresno County (Oct. 14, 2010)
- Imperial 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)
- Madera County (Nov.12, 2010)
- Mendocino County (Dec. 9, 2010)
- San Diego County (Feb. 10, 2011)
- San Francisco City & County (Feb. 10, 2011)

## **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: Financial Statement**

---

**BACKGROUND AND STATUS:**

Ms. Kim Santin, CalMHSA Finance Director, will provide an overview of CalMHSA's 2<sup>nd</sup> quarter financial statements.

Attached are the financial statements for the quarter ended December 31, 2010. Some key items to note in these financial statements are as follows:

- Accounts Payable are made up of the following expenses:

<i>General Legal</i>	<i>\$11,951.00</i>
<i>CiMH</i>	<i>\$39,375.00</i>
<i>George Hills Company</i>	<i>\$39,056.00</i>
<i>Other</i>	<i>\$ 750.00</i>
<i>Total</i>	<i><u>\$91,132.00</u></i>

- Unearned Revenue Recorded for Cash held for Non-Member Assignments is \$506,505.00.
- The cash balance as of December 31, 2010 is \$4,021,985.00.
- The revised budget has been added to the financial statement presentation.

**RECOMMENDATION:**

Receive and file the CalMHSA Financial Statements for the Second Quarter ended December 31, 2010.

**REFERENCE MATERIALS ATTACHED:**

- CalMHSA Financial Statements for the Quarter ended December 31, 2010

**CALIFORNIA MENTAL HEALTH SERVICES AUTHORITY**

**BALANCE SHEET**

**December 31, 2010**

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**ASSETS**

Current Assets:	<b>2010</b>
Cash CB&T	\$ 6,628
Cash LAIF	4,015,357
Accounts Receivable - Admin Fee	-
Total Current Assets	<u>4,021,985</u>

**LIABILITIES AND NET ASSETS**

Current Liabilities:	
Accounts Payable	\$ 91,132
Unearned Revenue - Non-Member County Assignments	506,505
Total Current Liabilities	<u>597,637</u>
Net Assets - Since Inception	<u>3,424,348</u>
Total Liabilities and Net Assets	<u>\$ 4,021,985</u>

**CALIFORNIA MENTAL HEALTH SERVICES AUTHORITY**

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

**As of December 31, 2010**

	<b>JPA Administration</b>	<b>Tech Asst/ Capacity Building</b>	<b>PEI Community Planning</b>	<b>2010 Total</b>
<b>OPERATING REVENUES:</b>				
Technical Assistance/Capacity Building	\$ -	\$ -	\$ -	\$ -
Community Planning (5%)				-
2008-2009			1,335,170	1,335,170
2009-2010			1,248,525	1,248,525
2010-2011			1,248,525	1,248,525
2011-2012			-	-
PEI State Wide Program Funding				-
Application Fee				-
Investment Income			360	360
<b>Total Operating Revenue</b>	<b>-</b>	<b>-</b>	<b>3,832,580</b>	<b>3,832,580</b>
<b>PROJECT EXPENSES:</b>				
Technical Assistance/Capacity Building-CimH Contract				-
PEI State Wide Program Funding				-
Evaluation Expence				-
<b>Total Project Expence</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>OPERATING EXPENSES:</b>				
General Management			403,512	403,512
Other Contract Services		6,007	86,555	92,562
Legal Services			47,541	47,541
Financial Audit				-
Insurance				-
Meetings			13,209	13,209
Member Services				-
Fees			1,249	1,249
Web Site & Other			1,958	1,958
Travel & Lodging			913	913
Marketing/PR Materials			1,917	1,917
Miscellaneous			2	2
Indirect Expense Reserve				-
<b>Total Operating Expenses</b>	<b>-</b>	<b>6,007</b>	<b>556,856</b>	<b>562,863</b>
<b>Change in Net Assets</b>	<b>-</b>	<b>(6,007)</b>	<b>3,275,724</b>	<b>3,269,717</b>
Net Assets, July 1, 2010		309,581	(154,950)	154,631
Net Assets, December 31, 2010	\$ -	\$ 303,574	\$ 3,120,774	\$ 3,424,348

# CALIFORNIA MENTAL HEALTH SERVICES AUTHORITY

## STATEMENT OF CASH FLOWS

As of December 31, 2010

---

Cash Flows from Operating Activities:	2010
Cash Payments for Members for General Management	\$ (369,980)
Cash Payments for Contract Services	\$ (50,914)
Cash Payments for Meetings	(12,603)
Cash Payments for Legal Services	(35,590)
Cash Payments for Marketing/PR	(682)
Cash Payments for Web-Site Development/Maintenance	(1,583)
Cash Payments Received for PEI Community Planning	4,338,725
Cash Received for Interest	359
Net Cash Provided by Operating Activities	<u>3,867,374</u>
Cash and Cash Equivalents, July 1, 2010	<u>154,611</u>
Cash and Cash Equivalents, December 31, 2010	<u><u>\$ 4,021,985</u></u>
Reconciliation of Operating Income to Net Cash Provided by Operating Activities:	
Operating Income, Since Inception	\$ 3,424,348
Adjustment to net cash used by operating activities:	
(Increase) Decrease in A/R	-
(Decrease) Increase in Accounts Payable	91,132
(Decrease) Increase in Unearned Revenue	<u>506,505</u>
Net Cash Provided By (Used For) Operating Activities	<u><u>\$ 4,021,985</u></u>

**CALIFORNIA MENTAL HEALTH SERVICES AUTHORITY**

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

**For the Second Quarter Ended December 31, 2010**

<u>REVENUES</u>	<u>Actual December 31, 2010</u>	<u>Adopted Budget</u>
Technical Assistance/Capacity Building Cimh Contract		100,000
Community Planning (5%) 2008-2009	3,832,220	4,086,312
PEI State Wide Program Funding	-	11,318,977
Application Fees		-
Investment Income	360	-
<b>Total Revenue</b>	<b>3,832,580</b>	<b>15,505,289</b>
<u>EXPENSES</u>		
<u>Program Expenses:</u>		
Technical Assistance/Capacity Building - Cimh Contract	6,007	100,000
PEI State Wide Program Funding		10,000,000
Evaluation Expense		-
Planning Expense	556,856	4,086,312
<b>Total Program Expenses</b>	<b>562,863</b>	<b>14,186,312</b>
<u>General and Administrative Expenses</u>		
General Management	-	635,333
Other Contract Services		123,069
Legal Services	-	149,624
Financial Audit		18,388
Insurance		24,518
Meetings:		
JPA Meetings	-	48,000
Stakeholder	-	19,424
Regulatory		24,000
Member Services		51,393
Fees	-	12,000
Web Site & Other	-	24,518
Travel & Lodging	-	12,259
Marketing/PR Materials	-	12,265
Miscellaneous		41,116
Indirect Expense Reserve		123,069
<b>Total General and Administrative Expenses</b>	<b>-</b>	<b>1,318,977</b>
<b>Total Expenses</b>	<b>562,863</b>	<b>15,505,289</b>
<b>Change in Net Assets</b>	<b>3,269,717</b>	<b>-</b>
Net Assets, July 1, 2010	<b>154,631</b>	<b>154,631</b>
Net Assets September 30, 2010	<b>\$ 3,424,348</b>	<b>\$ 154,631</b>

**PROGRAM MATTERS**

**Agenda Item 8.A.**

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

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**BACKGROUND AND STATUS:**

During each Board meeting, Dr. Wayne Clark, Implementation Ad Hoc Committee (IAHC) Chair, will provide an oral report on the status of the Implementation Work Plan and related activities.

The IAHC has been meeting once a month with stakeholders to provide updates and discuss the process surrounding the Suicide Prevention (SP) RFP (released January 28th), Stigma and Discrimination Reduction (SDR) RFP (released February 14th) and the Student Mental Health Initiative (SMHI) RFAs (released February 28th).

The IAHC met on February 14th at which time, Dr. Clark provided an update on the previously released SP and SDR RFPs, the impending SMHI RFAs, and the recommendation that SMHI be sole sourced (approved at the February 10<sup>th</sup> board meeting). The next meeting IAHC with stakeholders might need to be changed from the scheduled time of March 21st.

Additionally, proposers' conferences have taken place one week after the release of each RFP with an Applicants' Conference scheduled for March 7th for the SMHI RFAs. All questions raised up to and during each conference along with written answers have been made available to all via the CalMHSa website and email distribution.

A list of organizations that submitted Letter of Intent (LOI) for the SP RFA has also been made available via the CalMHSa website and email distribution. The LOI list of submitting organizations will be made available following those respective LOI submission dates. The LOI lists are being made available following requests for organizations and individuals to provide partnership opportunities.

All documents related to the Work Plan can be found on the CalMHSa website at [www.calmhsa.org](http://www.calmhsa.org).

Additional updates will be provided on the day of the meeting.

**RECOMMENDATION:**

Discussion and/or action should action be deemed appropriate.

**RERERENCE MATERIALS ATTACHED:**

- Ad Hoc Committee Meeting Notes, February 14, 2011



*"A George Hilli Company Administered JPA"*

## **CalMHSAs Implementation Ad Hoc Committee**

### **Teleconference Notes from February 14, 2011**

Teleconference start time: 4:00 p.m.

#### **ROLL CALL:**

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

Wayne Clark, PhD, Monterey County  
William Arroyo, MD, Los Angeles County

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

Kim Santin, CalMHSAs  
Laura Li, CalMHSAs  
Doretha Williams-Flournoy, CIMH

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

Belinda Vea, University of California, Office of the President, Student Affairs  
Stacie Hiramoto, Racial and Ethnic Mental Health Disparities Coalition (REMHDCO)  
Delphine Brody, CA Network of Mental Health Clients  
Becky Perelli, West Valley College  
Lin Benjamin, California Department of Aging  
Kathleen Snyder

#### **1. Roll Call:**

Dr. Clark called roll of the members present followed by public/stakeholders. A review of the meeting process was also given.

#### **2. Update on RFP's**

Dr. Clark provided an update of the RFP's released (Suicide Prevention and Stigma and Discrimination Reduction) with Student Mental Health (SMHI) to follow on February 28<sup>th</sup>. Additionally, Dr. Clark clarified SMHI would be sole

sourced therefore an RFA would be released for each of the five school programs.

Stakeholder comments were heard from the following individuals:  
Belinda Veal, University of California, Office of the President, Student Affairs

**3. Stakeholder and Subject Matter Experts**

Dr. Clark asked Doretha Williams-Flournoy to give an update as to the status of the Subject Matter Expert (SME) application process.

Ms. Flournoy stated that they did not have an application in place, but what they had been doing was talking to and interviewing individuals over the phone, from the list of names provided by stakeholders during the “Information Gathering Sessions”, and individuals they (CiMH) knew of. She added these SME were being used to assist in the development of the RFPs. Additional SMEs would be needed to fill the roles on the Review Panels and Workgroup.

There were concerns as to there not being an actual application being developed for the review panel or working group. It was stated in having an application would help identify those who are qualified for such roles which would then warrant an interview and so forth.

Dr. Clark stated the committee and staff would be working with CiMH to develop such an application and distribute to everyone on the list serve along with the CalMHSA Conflict of Interest form.

The question was raised as to whether there will be two separate applications, one for the review panels and one for the work group or will there be one application for both?

Dr. Clark indicated the committee would work with CiMH to see about making it one application where you can check off or identify which group or panel the individuals are applying for.

Stakeholder comments were heard from the following individuals:  
Stacie Hiramoto, Racial and Ethnic Mental Health Disparities Coalition (REMHDCO)  
Belinda Veal, University of California, Office of the President, Student Affairs  
Lin Benjamin, California Department of Aging  
Becky Perelli, West Valley College  
Delphine Brody, CA Network of Mental Health Clients

**4. Recommendation for Workgroup and Panels**

Dr. Clark asked stakeholders to forward names of individuals they feel are qualified and have the desire to serve on the workgroup or review panels, to the committee or Laura Li, so they can be considered.

Additionally, Dr. Clark gave a description of roles for each panel/workgroup (Statewide Coordinating Workgroup, Subject Matter Expert Panel and Statewide Evaluation Experts)

It was asked if staff could prepare a simple fact sheet to be posted on the CalMHSA website, relating to the roles of the three groups so that individuals could determine for themselves what group/panel they should apply for. Dr. Clark confirmed it was a good suggestion and asked that staff prepare something to that effect.

Stakeholder comments were heard from the following individuals:

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

Belinda Vea, University of California, Office of the President, Student Affairs

Lin Benjamin, California Department of Aging

#### **5. Role of IAHC in Ongoing Implementation**

Dr. Clark stated the IAHC would continue to serve a role in the ongoing implementation of the Work Plan, by making agenda recommendations to the Board and keeping the stakeholders and public as informed as possible.

A questions was raised as to whether or not there would be any conflict of interest if panels/proposers etc., were to participate in the Implementation Ad Hoc Committee, to which Dr. Clark clarified there would be no conflict. The committee meetings were open to everyone and their purpose is to be informative.

Stakeholder comments were heard from the following individuals:

Lin Benjamin, California Department of Aging

#### **6. Strategic Planning Session March 10, 2011**

Dr. Clark reminded everyone of the Strategic Planning Session, for Stakeholders, taking place on March 10, 2011 and that they are encouraged to participate and provide feedback as to the future of CalMHSA.

#### **7. Meeting Wrap Up and Adjournment**

Dr. Clark reminded everyone of the next meeting being held on March 14, 2011 and hearing no further comment the meeting was adjourned at 5:04pm.

**ADMINISTRATIVE MATTERS**

**Agenda Item 9.A.**

**SUBJECT: CalMHSA Officers and Executive Committee Election**

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**BACKGROUND AND STATUS:**

On June 30, 2011, the terms for the current members of the CalMHSA Board officers and two of the regional representatives will end. The CalMHSA Bylaws state that the Board shall elect, by majority vote, a new slate of officers at the last board meeting of the fiscal year. The officers shall consist of President, Vice President, Treasurer, and a Secretary.

- President - preside at all meetings of the Authority, appoint members of all ad hoc committees, execute documents (or delegate to the Executive Director on behalf of the Authority as authorized by the Board), and serve as the primary liaison between this and any other organization, and as ex-officio member of all committees.
- Vice President - serve as ex-officio member of all committees, when the President is unable to attend.
- Secretary - oversight of staff's preparation of all minutes and agendas of the Board, and any other committee meetings, preparing necessary correspondence, and maintaining files and records.
- Treasurer - responsible for:
  - 1) ensuring the custody of and disbursement of Authority funds, accounts, and property, in accordance with the California Government Code;
  - 2) supervising the maintenance of such records to assure that financial accounts, records, funds, and property are maintained in accordance with accepted accounting practices and procedures prescribed by the Government Accounting Standards Board;
  - 3) providing for inspection of all financial records;
  - 4) overseeing, monitoring, and reporting on investment action; and
  - 5) overseeing and monitoring the financial audit.

The President, Vice President and Secretary shall have a term of two years. The Treasurer shall have a term of one year.

The Bylaws state out that in each even numbered year, three regional representatives shall be elected for a two year term and each odd numbered year, two regional representatives shall be elected for a two year term. On June 30, 2011, the Superior and Central Regional Representative terms will end.

Leading up to the election at the June 9, 2011 Board Meeting, the Board will need to execute the following steps:

1. At the Board's consent, the President shall appoint a Nominating Committee. The committee shall consist of three (3) to five (5) members; no more than two (2) shall be Executive Committee members.
2. Candidate nominations shall be made in writing to the Board no more than 30 days prior to the last Board meeting of the fiscal year.
3. The slate of nominees shall be mailed to the Board at least seven (7) days prior to the last Board Meeting of the fiscal year. Additional candidate may be nominated at the time of the Meeting.

**RECOMMENDATION:**

Approval of Nominating Committee appointments.

**REFERENCE MATERIALS ATTACHED:**

- CalMHSA Bylaws
- Executive Committee Roster

- 4.1.3.9 Expel a member from the Authority (two-thirds vote of the entire Board);
- 4.1.3.10 Terminate or suspend the rights of a member in default (two-thirds vote of the entire Board); and
- 4.1.3.11 Approve dissolution of Authority (two-thirds vote of entire Board.)

#### Section 4.2 - Meetings of the Board

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

#### Section 4.3 - Voting

All matters within the purview of the Board may be decided by a majority vote of the Board, except for as those matters which are specified as requiring a super majority vote of the Board, which then must be decided by the vote specifically prescribed in Section 4.1.3.

### ARTICLE 5 – OFFICERS OF THE BOARD

#### Section 5.1 - Officers

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

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

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

#### Section 5.3 - Terms of Office

- 5.3.1 The terms of office for the President, Vice President, Treasurer, and Secretary shall be for two years, commencing with the start of the fiscal years in each of the odd calendar years or until their successors are elected.

- 5.3.2 In accordance with Government Code § 53607 and CalMHSA Investment Policy, the Treasurer (an elected position) shall be appointed every year as the investment delegate by the President of the Board.

#### Section 5.4 - Elections

- 5.4.1 Election of officers shall be performed biennially.
- 5.4.2 As referenced in Section 6.2, after receiving nominations from directors the Nominating Committee shall be responsible for developing a slate of nominees for regular elections.
- 5.4.3 Elections shall occur at the last regular Board meeting of the fiscal year in which the applicable officer term concludes. Those candidates receiving a majority of votes in each office will succeed to those offices. If no nominee receives a majority vote, the nominee with the least votes shall be deleted as a nominee and a new vote taken. This elimination process will continue until one nominee receives a majority vote. Each director to the Board or in the absence of any director, his/her alternate shall be eligible to vote.
- 5.4.4 The officers will serve for their elected terms with the Authority or until termination of office or employment with their Member, or until removal from office by a majority vote of the Board, whichever is earliest.
- 5.4.5 Vacancies in any office shall be appointed by the President, with the approval of the Board, at the next regularly scheduled Board meeting held after the vacancy occurs. A vacancy in the position of President shall be filled by election at the next regularly scheduled Board meeting held after the vacancy occurs.

#### Section 5.5 - Duties

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

Standards Board; 3) providing for inspection of all financial records; 4) overseeing, monitoring, and reporting on investment action; and, 5) overseeing and monitoring the financial audit.

## ARTICLE 6 - COMMITTEES

### Section 6.1 – Executive Committee

6.1.1 Members - To facilitate the expeditious handling of transactions relating to the Authority's operations, an Executive Committee is established. The members shall be: 1) the offices of President, Vice President, Treasurer, Secretary; and 2) five directors representing the five regions utilized by CMHDA: Bay Area, Central, Los Angeles, Southern, and Superior. As soon as a region is represented on the Board, the President may appoint a representative for that region, with approval by the Board, to serve until the regular election for that region is held as specified by this paragraph. As soon as there are at least three regional representatives, the Executive Committee will become operational, and will be composed of the four officers and as many regional representatives as have then been elected or appointed. In June of each even numbered year, three representatives shall be elected for a two-year term to commence on July 1 of each even numbered year to serve on the Executive Committee along with the President, Vice President, Treasurer and Secretary.. In June of each odd numbered year, two representatives shall be elected for a two-year term to commence July 1 of each odd numbered year to serve on the Executive Committee along with the President, Vice President, Treasurer and Secretary. Only the directors for those counties within a region shall be eligible to vote for the representative of that region. A majority of the members of the Executive Committee is a quorum for the transaction of business.

6.1.2 Meetings - The Executive Committee will meet as required by business, but not less than four times a year. Such meetings will be duly noticed to all Board directors and alternate representatives. The Authority Secretary shall be responsible for minutes of the meetings and shall send copies of such minutes to all Board directors, and alternate representatives

All meetings of the Executive Committee shall be conducted in accordance with the Ralph M. Brown Act (Government Code § 54950, et seq.).

6.1.3 Duties - The Executive Committee shall have the same authority as that of the Board except for those authorities specifically reserved unto the Board in Article 4.1.3.

6.1.4 Attendance - Attendance of Executive Committee members is essential to conducting the business of the Authority. An Executive Committee member missing a maximum of two meetings in a fiscal year, shall be subject to review by the Board or Executive Committee concerning forfeiture of his/her membership on the Executive Committee.

6.1.5 Vacancies - The remaining term of the vacant representative position shall be appointed by the President, with the approval of the Board, at the next regularly scheduled Board meeting held after the vacancy occurs.

6.1.6 Appeal Process - Any action taken by the Executive Committee may be appealed by a minimum of 20% of the Members of the Authority to the Board by filing a written appeal

with the Executive Director within 14 days following the date the minutes are mailed as provided in Section 6.1.2. Upon receipt of such appeal, the Executive Director shall stay the action, and place the appeal on the agenda of the next regularly scheduled Board meeting. The decision of the Board shall be final.

### Section 6.2 - Nominating Committee

6.2.1. A nominating committee shall be appointed by the President with the consent of the Board for the purpose of annual elections of Executive Committee members and the biennial elections of officers. The Nominating Committee shall consist of a minimum of three and a maximum of five members, and shall not include more than two members of the Executive Committee.

6.2.2. The nomination of candidates for the officers and Executive Committee shall be made in writing to the Board no later than 30 days prior to the last regular Board meeting of the fiscal year. The slate of nominees will be mailed to each director at least seven days before the last regular Board meeting of the fiscal year. Additional candidate(s) may be nominated at the time of the meeting, provided the candidate(s) meet the requirements set forth in Sections 5.4 and 6.1.

### Section 6.3 - Other Committees

6.3.1. At any time the President may appoint an ad hoc committee.

6.3.2 The Executive Committee has the authority to add additional committee(s) as deemed necessary.

## ARTICLE 7 – FINANCIAL AUDIT

### Section 7.1 - Audit Required

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

### Section 7.2 - Filing an Audit

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

### Section 7.3 - Costs of Audit

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

## ARTICLE 8 - FISCAL YEAR

### Section 8.1 - Fiscal Year

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

## ARTICLE 9 - BUDGET

### Section 9.1 - Budget

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

## ARTICLE 10 - ESTABLISHMENT AND ADMINISTRATION OF FUNDS

### Section 10.1 - Administration of Funds

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

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

### Section 10.2 - Deposit and Investment of Authority Funds

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

### Section 10.3 - Accounting Method for Programs

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

## ARTICLE 11 - ADMINISTRATION

### Section 11.1 - Executive Director

The Board shall appoint the Authority's Executive Director. The Executive Director shall be responsible for the daily administration, management, and operation of the Authority's programs and shall be subject to the direction and control of the Board and the Executive Committee. The

Executive Committee		Nomination	Term of Office
<b>Officers</b>			
President	<b>Allan Rawland, LCSW, MSW</b> San Bernardino County		6/30/2011
Vice President	<b>Dr. Wayne Clark, PhD</b> Monterey County		6/30/2011
Secretary	<b>Maureen Bauman, LCSW</b> Placer County		6/30/2011
Treasurer	<b>Dr. Karen Baylor, PhD, MFT</b> San Luis Obispo County		6/30/2011
<b>Regional Representatives</b>			
Superior	<b>Scott Gruendl, MPA</b> Glenn County		6/30/2011
Central	<b>Denise Hunt, MFT</b> Stanislaus County		6/30/2011
Bay Area	<b>Michael Kennedy, MFT</b> Sonoma County		6/30/2012
Southern	<b>Mark Refowitz, MSW</b> Orange County		6/30/2012
Los Angeles	<b>William Arroyo, PhD</b> Los Angeles County		6/30/2012



**CALMHSA – GENERAL DISCUSSION**

**Agenda Item 9.B.**

**SUBJECT: Strategic Planning Session Review**

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**BACKGROUND AND STATUS:**

The purpose of this agenda item is to discuss any relevant actions derived from today's strategic planning session. Session topics included:

Stakeholder Input

- Recap stakeholders' meeting
- Discuss ways to assure a meaningful voice and role for stakeholders within context of JPA's governance structure
- Decide next steps

Future Priorities and Strategies

- Discuss JPA's future priorities
- Discuss what capacities it needs to build
- Continue previous discussion
- Decide on next steps

Governance

- Discuss Habits of High Performing Boards

Performance Measures

- Discuss potential performance measures
- Decide on next steps

**RECOMMENDATIONS:**

Discussion and/or action should action be deemed appropriate.

**REFERENCE MATERIALS ATTACHED:**

- None

**CALMHSA – GENERAL DISCUSSION**

**Agenda Item 9.B.**

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

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**BACKGROUND AND STATUS:**

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

**RECOMMENDATIONS:**

Discussion and/or action should action be deemed appropriate.