

Strategic Planning Meeting

AGENDA

September 9, 2009

1:00 p.m. – 4:00 p.m.



California Mental Health Service Authority

(CMHSA)

Strategic Planning Meeting

Agenda

Wednesday, September 9, 2009

1:00 p.m. – 4:00 p.m.

Napa Valley Marriott

3425 Solano Avenue

Napa, CA 94558

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 or (916) 859-4805 (fax). 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: 2125 19th Street, Sacramento, CA 95818, during normal business hours.

1:00 p.m. 1. CALL TO ORDER

1:05 p.m. 2. INTRODUCTIONS

1:08 p.m. 3. PUBLIC COMMENTS

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

1:10 p.m. 4. APPROVAL OF AGENDA AS POSTED (OR AMENDED)

*** = Material on Agenda Item Enclosed**

		<u>PAGE</u>
1:15 p.m.	5. NEW MEMBER OUTREACH/DEVELOPMENT	
	A. Approval of New Applicants for Membership in CMHSA Recommendation: For discussion and/or action should action be deemed appropriate.	2
1:18 p.m.	6. CONSENT CALENDAR- If the Board would like to discuss any item listed, it may be pulled from the Consent Calendar.	
	*A. Minutes from the August 13, 2009, Board Meeting	3
	*B. Minutes from the August 28, 2009, Teleconference Board Meeting Recommendation: Staff recommends the Board formally consider approval of the Consent Calendar.	9
1:20 p.m.	7. STRATEGIC PLANNING	
Between 2:00 p.m./ 3:00 p.m.	*A. CMHSA Strategic Plan (Commission: Dr. Stephen Mayberg PhD, Director California Department Mental Health and Representative, State Mental Health Services Oversight Account Committee) Recommendation: For discussion and/or action should action be deemed appropriate.	12
3:50 p.m.	8. ADMINISTRATIVE MATTERS	
	A. Memorandum of Understanding (MOU) CMHSA PEI Capacity Building Project Recommendation: For discussion and/or action should action be deemed appropriate.	14
	B. CMHSA Agreement for Administrative and Financial Services with Optimum Risk Advisors (ORA) a division of George Hills Company Recommendation: None.	15
	C. Governing Document: Review and Discuss Draft CMHSA Bylaws Recommendation: For discussion and/or action should action be deemed appropriate.	16
	D. Consideration/Appointment of CMHSA Legal Counsel-Murphy, Campbell, Guthrie, Alliston Recommendation: For discussion and/or action should action be deemed appropriate.	17
4:00 p.m.	9. ADJOURNMENT	

* = Material on Agenda Item Enclosed

September 9, 2009

Agenda item 5.A.

NEW MEMBER OUTREACH/DEVELOPMENT

SUBJECT: Approval of New Applicants for membership in CMHSA

BACKGROUND AND STATUS:

Board of Directors to discuss the membership of new applicants to CMHSA.

RECOMMENDATIONS:

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

REFERENCE MATERIALS ATTACHED:

None.

September 9, 2009

Agenda Item 6.A.

CONSENT CALENDAR

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 items listed, it may be pulled from the Consent Calendar.

- A. Minutes from the August 13, 2009 Board of Directors Meeting.
- B. Minutes from the August 28, 2009 Teleconference Board Meeting.

RECOMMENDATION:

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

REFERENCE MATERIALS ATTACHED:

- *Minutes from the August 13, 2009, Board of Directors Meeting.
- *Minutes from the August 28, 2009 Teleconference Board Meeting.

MINUTES
CALIFORNIA MENTAL HEALTH SERVICE AUTHORITY
BOARD OF DIRECTORS MEETING-REGULAR MEETING

Double Tree Hotel, Sacramento CA 95818

Thursday, August 13, 2009

MEMBERS PRESENT

Allan Rawland, MSW, CMHSA President, San Bernardino County
Mike Oprendeck, LCSW, CMHSA Vice President, Solano County
Dr. Wayne Clark, PhD, CMHSA Secretary, Monterey County
Denise Hunt, MFT, CMHSA Central area Rep., Stanislaus County
Curtis Boewer, MPA, MFT, CMHSA Treasurer, Colusa County
Dr. Mark Montgomery, Psy. D., CMHSA Board Member, Shasta County

MEMBERS ABSENT

Dr. Karen Baylor, PhD, MFT, CMHSA Southern Area Rep., San Luis Obispo
Tom Sherry, MFT, CMHSA Board Member, Sutter/Yuba County

OTHERS PRESENT

Kim Santin, CPA, George Hills Company, Inc
Meliah Bird, George Hills Company, Inc.
Alice Washington, California Institute for Mental Health
Stephanie Welch, M.S.W., CMHDA
Bill Carter, LCSW, CiMH
Brad Luz, Sutter/Yuba County

1. CALL TO ORDER

The meeting was called to order at 3:40 p.m. by President, Allan Rawland.

2. INTRODUCTIONS

Everyone present introduced him/herself. Allan Rawland, President, San Bernardino County; Mike Oprendeck, Vice President, Solano County, Dr. Wayne Clark, Secretary, Monterey County; Curtis Boewer, Treasurer, Colusa County; Denise Hunt, Central Area Representative, Stanislaus County; Mark Montgomery, Board Member, Shasta County.

3. PUBLIC COMMENT

Mr. Ed Walker requested a copy of the Agenda, it was given to him. No other public comment.

4. APPROVAL OF AGENDA AS POSTED (OR AMMENDED)

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

Dr. Clark motioned to approve the agenda. Seconded by Ms. Hunt. Motion passed unanimously.

It was noted by the President that a Treasurers Report was not in the Agenda but would be presented as an information item and not acted on later in the meeting.

5. NEW MEMBER OUTREACH/DEVELOPMENT

5.A. Approval of New applicants for Membership

A membership application was presented to the Board for Sutter/Yuba County.

Mr. Opredek motioned to approve Sutter/Yuba Counties membership in CMHSA . Seconded by Dr.Clark. Motion passed unanimously.

5.B CMHSA Survey Results-Membership Interest

Ms. Alice Washington, representing CiMH, presented to the board an update on the status of membership interest in CMHSA JPA. She stated from the survey they had received thirty-seven (37) responses, two (2) were out for Board action, seventeen (17) had not yet responded, and the others were in the process of reviewing. The Board requested CiMH send another request for membership interest again to the seventeen (17) Counties who had not responded. Mr. Rawland mentioned he has received calls from other Counties with inquiries and interest. It was requested of Dr. Clark and Ms. Hunt to discuss the JPA in the Small Counties Meeting and Regional Meeting.

6. CONSENT CALENDAR

6.A. Minutes from July 9, 2009 Board Meeting.

Dr. Clark motioned to approve the Consent Calendar which included the Minutes of July 9, 2009 Board Meeting. Seconded by Mr. Opredek. The motion carried unanimously.

7. PRESENTATIONS

7.A. Training, Technical Assistance and Capacity Building.

Mr. Bill Carter of CiMH made the presentation. He presented to the Board three handouts that were produced from the planning meeting held July 17, 2009. The first handout was a Statewide Capacity Building Project Framework and Menu. The handout divided the statewide goals, activity categories, statewide activities, and local activities. The second handout was overall view of the Planning Meeting Notes from July 17, 2009 that broke down the Counties and their individual interests. The third handout was recommendations that focused on five different projects. Mr. Carter explained these projects were ideas and not suggestions and were not exactly slated to be actual projects.

Ms. Hunt and Mr. Boewer requested that all three documents to be sent to the participants and all Board Members.

Mr. Rawland mentioned with this information, the next step would be to implement these projects. However to implement these projects a scope of work would have to be determined, the funding would need to be available, and certain services needs to be determined. Dr. Clark proposed the Board move quicker on the projects aspect and mentioned he believes it should be as simple as possible to get this done. Mr. Opredek asked for clarification regarding the different bylaws needed for the projects, the vote allocation of participation etc.

Mr. Rawland suggested that a "Bylaw" will not be needed for every project, but a possible MOU (Memorandum of Understanding) would address this problem. Dr. Clark volunteered to draft the MOU. It was agreed the MOU that goes to the individual Boards should be the same JPA Board approved MOU.

Dr. Clark suggested to move quickly and suggested having a teleconference in two weeks to review the "MOU" for the projects so that next meeting it can be voted on instead of waiting.

Dr. Clark motioned to draft the MOU, and meet in two weeks via phone conference. Seconded by Ms. Hunt. Motion passed unanimously.

8. ADMINISTRATIVE MATTERS

****Treasurer's Report presented by Treasurer Mr. Curtis Boewer.****

Mr. Boewer presented a financial transaction statement, prepared by CiMH, of transactions through August 10, 2009. All Counties are making regular payments, and Solano has paid in advance an annual payment. George Hills Company, Inc. will be sending out monthly and an annual invoice in case the County wants to pay dues in advance. Expenses have totaled \$5000.00. County dues will be reallocated as new members to the JPA are added.

8.A. CMHSA Agreement for Administrative and Financial Services with Optimum Risk Advisors (ORA) a division of George Hills Company.

President, Mr. Allan Rawland, has taken the agreement to his County Counsel for review. The County Counsel has commented it may need to be more "County" oriented and wanted to make sure County interests were being protected. Mr. Rawland mentioned according to the document the President would be required to sign and his Board of Supervisors has delegated that authority. Mr. Rawland stated this is the last time he will be able to review a document for the CMHSA JPA and going forward the JPA will need their own legal representation.

Dr. Clark asked for clarification as to exactly what George Hills Company services they provide. Ms. Santin clarified GHC provides the Recording Secretarial Services, Financial Services, Management Services, and Support Services.

Dr. Clark stated the idea of needing more mechanisms or contractors should be discussed at the next Strategic Planning Meeting.

The Board directed George Hills Company, Inc. (GHC) to bring recommendations and a sample Request for Qualifications (RFQ) for legal counsel to the next meeting.

8.B. CMHSA Website

Staff gave an updated status, the domain has been purchased www.calmhsa.org. Bill Carter stated CiMH is looking for ideas and a suggestion for wants and needs on the site. Mr. Boewer mentioned the Participating Resolutions should be on the website. He stated it will help direct the Counties that are interested in becoming a member.

Potential members may use these as samples to draft their presentations to their Boards of Supervisors. Ms. Hunt requested the JPA Agreement with the collected signatures be mailed to her. The entire Board directed GHC to mail the JPA agreement with signatures to each member.

8.C. CMHSA Investment in the Local Agency Investment Fund (LAIF) –Resolution No. 09-04

Ms. Santin presented Resolution 09-04, with supporting documents describing LAIF. She indicated in this market not many investment tools are seeing a large return. However this is a Fund that many JPAs use. It tends to be stable, while earning interest and the funds are very liquid. Mr. Rawland mentioned the idea of California Communities. Ms. Santin recommended approving this resolution and at a later date other investment vehicles will be evaluated. Mr. Rawland stated that California Communities is familiar to the Counties and may be easier to use. Ms. Santin stated she will look into this option for the future.

Ms. Hunt raised questions in regards to if the funds are being held in the state treasury, and if there is any insurance with the fund. Ms. Santin stated the funds are kept segregated and accounted for by Depositor. She indicated these funds are not in the State General Fund.

Dr. Clark motioned to approve Resolution 09-04, Seconded by Ms. Hunt. Motion carried unanimously.

8.D.Review and Discuss CMHSA Draft Bylaws

Bylaws are still in draft form. Mr. Rawland asked the Board if anyone has received any requests for changes, or additions to the Bylaws. None have been received but they are still in draft form and will continue to be until more members add. Clarification was given that Sutter/Yuba is two Counties but act as one entity in regards to Mental Health Services.

8.E. CMHSA Calendar of Meetings and Strategic Planning

The Telephone Conference Meeting was discussed with the Board and date was set for August 28, 2009 at 3 p.m.

It was presented to the Board that the Strategic Planning Meeting is September 9, 2009 from 1-4 pm. Ms. Hunt felt she may have a conflict, but after checking calendar, arrangements will be made. Mr. Rawland asked the Board what items should be discussed at the Strategic Planning Meeting.

- Ms. Hunt suggested creating flowcharts at the Strategic Planning Meeting that would help demonstrate what types of mechanisms are used and how by CMHSA.
- Dr. Clark asked to discuss the resources or structures needed to move forward, the conflicts of interest regarding all of the different memberships, and what is needed for the CMHSA to continue to grow and grow properly.
- Mr. Rawland asked to discuss having the funds in place and to have an infrastructure. Mr. Rawland wanted to discuss the need for staff, and the funding for those staff. He stated that the MOU for the projects that is in the works will also need to be discussed at the Strategic Planning Meeting.

- Ms. Santin suggested possibly discussing a “vision” for nine or twelve months and what needs to be put in place to meet that vision. It was requested that GHC facilitate the Strategic Planning Meeting. Ms Santin indicated John Chaquica would be in attendance for the planning session and has extensive experience with leading these sessions.

Ms. Hunt will prepare a draft agenda of the items to be discussed at the Strategic Planning Meeting and will be presented and discussed at the teleconference.

Ms. Hunt asked Ms. Alice Washington, with CiMH if the Counties that were in the process of joining the JPA be contacted with a phone call asking if they need any other assistance or just a status report.

9. PROGRAMS

No projects were presented and there was no discussion on this topic.

10. ADJOURNMENT

Meeting was adjourned at 5:05 p.m. by President, Allan Rawland.

Respectfully submitted,

Dr. Wayne Clark, PhD
Secretary, CMHSA

Date

MINUTES

CALIFORNIA MENTAL HEALTH SERVICE AUTHORITY

TELECONFERENCE MEETING

Friday, August 28, 2009

MEMBERS PRESENT

Allan Rawland, MSW, CMHSA President, San Bernardino County
Mike Oprendeck, LCSW, CMHSA Vice President, Solano County
Dr. Wayne Clark, PhD, CMHSA Secretary, Monterey County
Denise Hunt, MFT, CMHSA Central Area Rep., Stanislaus County
Dr. Mark Montgomery, Psy.D., CMHSA Board Member, Shasta County
Dr. Karen Baylor, PhD, MFT, CMHSA Southern Area Rep., San Luis Obispo

MEMBERS ABSENT

Curtis Boewer, MPA, MFT, CMHSA Treasurer, Colusa County
Tom Sherry, MFT, CMHSA Board Member, Sutter/Yuba County

OTHERS PRESENT

Kim Santin, CPA, George Hills Company, Inc
Meliah Bird, George Hills Company, Inc.
Alice Washington, California Institute for Mental Health
Stephanie Welch, M.S.W., CMHDA
Bill Carter, LCSW, CiMH
Brad Luz, Sutter/Yuba County
Dr. Sandra Naylor-Goodwin, California Institute for Mental Health
Karolyn Stein, Humboldt County
Patricia Ryan, California Mental Health Directors Association
Elizabeth Gowan, Butte County (Behalf of Ed Walker)
Donna Wigand, Contra Costa County
Bruce Gogenas, Marin County

1. CALL TO ORDER

The meeting was called to order at 3:04 p.m. by President, Allan Rawland.

2. INTRODUCTIONS

Everyone present introduced him/herself. Allan Rawland, President, San Bernardino County; Mike Oprendeck, Vice President, Solano County; Dr. Wayne Clark, Secretary, Monterey County; Denis Hunt, Central Area Representative, Stanislaus County; Dr. Mark Montgomery, Board Member, Shasta County; Dr. Karen Baylor, Southern Area Representative, San Luis Obispo.

3. **PUBLIC COMMENT**

No public comments.

4. **APPROVAL OF AGENDA AS POSTED (OR AMMENDED)**

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

Mike Opredek motioned to approve the agenda. Seconded by Denise Hunt. Motion passed unanimously.

5. **DISCUSSION ITEMS**

5.A. Memorandum of Understanding (MOU) for CMHSA PEI Capacity Building Project

Ms. Kim Santin from George Hills Company presented a staff report and introduction regarding the Memorandum of Understanding. The item was put onto the agenda based on discussion from the August Board Meeting. The discussion surrounded the Statewide Technical Training Projects and the mechanisms needed to get the funding transferred to the JPA. At the August meeting Dr. Wayne Clark took the lead and stated he would do research and work on drafting a MOU. Dr. Clark had the County Council meet with their County auditor. Dr. Clark stated the wording should be in the JPA Agreement and Bylaws. A Financial Provisions section that will define the annual budget, the budget is adopted, the description of how the treasurer will receive and distribute funds, and then each County is invoiced and pays into the JPA. His County council recommended amending or adopting the Bylaws to include the Financial Provisions. Mr. Mike Opredek stated he understood that is why a different MOU would be produced for each project.

Ms. Santin researched with CSAC and CSAC EIA, it is possible to add wording to the Bylaws that establishes ability to make committees under separate MOU's. Kim Santin stated George Hills Company will work on some amendments to the Bylaws and CiMH would draft a model MOU for the program. Mr. Allan Rawland stated the Bylaws can be modified to be used as a vehicle. Dr. Clark stated that his County Council suggested making the Bylaws broad enough to give the Board Members the authority to make decisions on the Projects and the annual budget supports the decisions. Dr. Clark stated his County Council did not feel a new MOU would be needed for each project for each County. Mr. Opredek reiterated that the Bylaws would incorporate establishing the Project framework, and as different projects came up it would be broad enough to encompass it all. Mr. Rawland stated that it would not be the Bylaws but a Scope of Work for each project. Mr. Rawland states once the funds are assigned to the JPA, the authority has the ability to draw on the funds for projects. Ms. Denise Hunt questioned how each Member County would then participate in selected projects. Mr. Rawland then stated it is in the Bylaws and the mechanism to communicate with the Board. Dr. Clark stated from his research, the JPA has more authority then believed, the invoice goes to the County, then the funds are put into the JPA and each County makes the decision to use that funding for the projects they choose to participate.

Mr. Rawland stated his County Council is working on the wording for the Administrative Fees and should have ready beginning of September. Dr. Sandra Naylor-Goodwin offered to put together a draft Model Scope of Work for the Training and TA Capacity Building. Dr. Clark has a scope of work and stated he would be willing to work with George Hills Company for proper language and wording. Stephanie Welch stated the Oversight Accountability Committee, wants to see if the JPA can expedite the projects.

Mr. Oprendeck asked Mr. Rawland to contact Steve to discuss the Statewide Projects and the JPA. The Board agreed and asked Mr. Rawland to make the call. Ms. Hunt suggested there is sensitivity regarding the Statewide Projects and to keep Senator Steinberg's office informed of the JPA.

Mr. Rawland reiterated that the Bylaws need word changes for clarification of funding and projects. Ms. Santin requested clarification that Dr. Naylor-Goodwin will combine with Dr. Clark to draft of the Scope of Work. Ms. Hunt questioned if there would be a conflict of interest with CiMH drafting the Scope of Work they may eventually bid on and Kim Santin clarified there would be no conflict to draft a model Scope of Work.

5.B Strategic Planning Agenda for September 9, 2009

Ms. Santin presented a draft of the Strategic Plan for the meeting on September 9, 2009. Ms. Hunt assisted in the draft of the Plan. The agenda noted the main points of topic for discussion, identifying stakeholders and each role, a visioning exercise, the future and how to get to that success. Mr. Rawland suggested adding in under the Actions to achieve Success, the Administrative Contract. Ms. Hunt suggested adding to the agenda Policies and Procedures under Challenges and Legal Resources for discussion under Contractor Mechanisms.

Dr. Clark wants the meeting to touch on the mechanics for contracting out, and the funding. Ms. Hunt suggested having a goal of having everything in order for December.

6. CLOSING COMMENTS

Mr. Mark Montgomery states he is receiving questions from his County Council and states he will forward all questions to Ms. Santin of George Hills for clarification. Ms. Karolyn Stein stated that there County Council is working on drafting recommendations to their Board for approval.

7. ADJOURNMENT

Meeting was adjourned at 3:52 p.m. by President, Allan Rawland.

Respectfully submitted,

Dr. Wayne Clark, PhD

Secretary, CMHSA

Date

September 9, 2009

Agenda 7.A.

Strategic Planning

SUBJECT: CMHSA Strategic Action Plan

BACKGROUND AND STATUS:

Denise Hunt of Stanislaus County has compiled an Agenda of items to be discussed at the Strategic Planning Meeting. The items to be discussed are Visioning Exercises, Identification of Stakeholders, Success for CMHSA in 24, 12, 6 months and how to achieve that success, Conflict of Interest Resolutions, and Resources Needed.

RECOMMENDATION:

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

REFERENCE MATERIALS ATTACHED:

*CMHSA Strategic Planning Meeting Agenda

California Mental Health Services Authority (CMHSA)

Strategic Planning Meeting

September 9, 2009

Wednesday, September 9, 2009

Allan Rawland, President

John Chaquica

Dr. Sandra Naylor-Goodwin

Welcome, Opening Remarks

Meeting Overview

Introductions

Strategic Planning Goals, Objectives and Participant Expectations

Strategic Action Planning

1. Visioning Exercise
2. Identification of Stakeholders
3. What is Success in 24, 12, 6 months
4. Actions to Achieve Success in 24, 12, and 6 months
 - a. Challenges
 - i. Conflict of Interest Resolutions
 - b. Resources Needed
 - i. Contractor Mechanisms
 - c. CMHSA Administrative & Financial Services Agreement

Strategic Planning Wrap-Up

Action Summary Plan

Strategic Planning Meeting Review

September 9, 2009
Agenda Item 8.A.

ADMINISTRATIVE MATTERS

SUBJECT: Memorandum of Understanding (MOU) CMHSA PEI Capacity Building Project

BACKGROUND AND STATUS:

The CMHSA Teleconference held August 28, 2009 discussed the Draft Memorandum of Understanding drafted by Dr. Wayne Clark of Monterey County. The Board will further review and discuss the Memorandum of Understanding and if appropriate move to take action to adopt.

RECOMMENDATION:

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

REFERENCE MATERIALS ATTACHED:

To be distributed under separate cover.

September 9, 2009

Agenda Item 8.B.

ADMINISTRATIVE MATTERS

SUBJECT: CMHSA Agreement for Administrative and Financial Services with Optimum Risk Advisors (ORA) a division of George Hills Company

BACKGROUND AND STATUS:

CMHSA has utilized the services of ORA for JPA Administrative Services. The agreement shall be in effect July 2009 through June 30, 2009. Mr. Rawland's County Council, San Bernardino County, has reviewed the agreement.

RECOMMENDATION:

None.

REFERENCE MATERIALS ATTACHED:

To be distributed under separate cover.

September 9, 2009
Agenda Item 8.C.

ADMINISTRATIVE MATTERS

SUBJECT: Governing Document: Review and Discuss Draft CMHSA Bylaws

BACKGROUND AND STATUS:

Please bring a copy of the Draft CMHSA Bylaws to the September Strategic Planning Meeting, they can be found at the following link <http://www.cimh.org/about/california-mental-health-services-authority.aspx>. Bylaws are currently in draft form. The staff recommends keeping the Bylaws in draft form as new members are added to the Board and approve as final before the end of December.

RECOMMENDATION:

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

REFERENCE MATERIALS ATTACHED:

None.

September 9, 2009

Agenda Item 8.D.

ADMINISTRATIVE MATTERS

SUBJECT: Consideration/Appointment of CMHSA Legal Counsel-Murphy, Campbell, Guthrie, Alliston

BACKGROUND AND STATUS:

At the August 28, 2009 Teleconference Meeting the need for legal counsel was discussed. Mr. Rawland, San Bernardino County, stated that his County Council can no longer assist CMHSA with document review or assistance. Staff was asked to research and find appropriate legal counsel to represent CMHSA.

RECOMMENDATION:

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

REFERENCE MATERIALS ATTACHED:

To be distributed under separate cover.