

Board of Directors Meeting

AGENDA

July 15, 2010

3:15 p.m. – 5:30 p.m.



Meeting Location:

Holiday Inn Capital Plaza

300 J Street

Sacramento, CA 95814

(916) 446-0100

Celebrating

CalMHSA's One Year Anniversary!

California Mental Health Service Authority
(CalMHSA)

Board of Directors Meeting

Agenda

Thursday, June 10, 2010

3:15 p.m. – 5:30 p.m.

Holiday Inn Capital Plaza
300 J Street
Sacramento, CA 95814
(916) 446-0100

In compliance with the Americans with Disabilities Act, if you are a disabled person and you need a disability-related modification or accommodation to participate in this meeting, please contact Kim Santin at (916) 859-4820 (telephone) or (916) 859-4805 (facsimile). Requests must be made as early as possible, and at least one full business day before the start of the meeting.

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

1. CALL TO ORDER

2. ROLL CALL AND INTRODUCTIONS

***=Material on Agenda Item Enclosed**

3. 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 five 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 five minutes per person and twenty minutes in total.

C. Instructions for Public Comment and Stakeholder Input - Agenda Items

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 five minutes per person and twenty minutes total.

For Agenda items, public comment will be invited at the time those items are addressed. 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.

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.

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- A. Minutes from the June 10, 2010, Board of Director's Meeting*
 - B. Information Notice 10-13 - Mental Health Services Act (MHSA)
Reversion Policy - Memorandum*
- Recommendation: Staff recommends the Board formally consider approval of the Consent Calendar.**

***=Material on Agenda Item Enclosed**

6. NEW MEMBER OUTREACH/DEVELOPMENT	<u>PAGE</u>
A. CalMHSA New County Membership Application(s) Recommendation: Approve membership to CalMHSA for applying Counties.	21
B. CalMHSA Membership Survey and PEI Assignment Status* Recommendation: None, information only.	22
C. Discussion Regarding CalMHSA Conference Participation* Recommendation: Approval of attendance to the CiMH Policy Forum in September 2010, the CSAC Annual Conference in November 2010, and the CiMH Policy Forum in May 2011.	32
7. ADMINISTRATIVE MATTERS	
A. Memorandum of Understanding (MOU) Between CalMHSA and Non-Member Counties* Recommendation: Approval of the CalMHSA Memorandum of Understanding (MOU) between CalMHSA and Non-Member Counties.	34
B. CalMHSA Bylaws for Review, Discussion, and Adoption* Recommendation: Approval of CalMHSA JPA Bylaws as presented.	40
C. Program Participation Agreement* Recommendation: Approval of the CalMHSA Program Participation Agreement.	59
D. CalMHSA Vision and Purpose Statements* Recommendation: Approval of the CalMHSA Vision and Purpose Statements.	66

***=Material on Agenda Item Enclosed**

8. FINANCIAL MATTERS

PAGE

- A. Consideration of CalMHSA Financial Audit 69
Recommendation: Staff recommends approval of a biennial audit for the two year period ending June 30, 2011 and provide direction on getting the biennial quote in April 2011 from James P. Marta, CPA.
- B. Financial Statements for Fiscal Year Ending June 30, 2010* 70
Recommendation: Accept and file the financial statements for fiscal year ending June 30, 2010.

9. PROGRAM MATTERS

- A. Report from CalMHSA Program Director – Edward Walker 75
Recommendation: Staff recommends approval of the proposed sequence for plan development.
- B. Stakeholder Input for Priorities in Development of Implementation Plans for Statewide Prevention and Early Intervention (PEI) 76
Recommendation: Adopt the process for Stakeholder input for priorities in development of implementation plans for Statewide PEI.
- C. Technical Assistance and Capacity Building* 85
Recommendation: Provide direction to Staff and California Institute for Mental Health (CiMH) regarding discussion points.

10. NEW BUSINESS

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

11. CalMHSA – GENERAL DISCUSSION

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

***=Material on Agenda Item Enclosed**

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

Notice: The next Board of Directors Meeting is scheduled to be held on Thursday, August 12, 2010, at 2:45pm-5:30pm, at the Doubletree Hotel, 2001 Point West Way, Sacramento, CA 95815.

***=Material on Agenda Item Enclosed**

CONSENT CALENDAR
Agenda Item 5

SUBJECT: Consent Calendar

BACKGROUND AND STATUS:

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

- A. Minutes from the June 10, 2010 Board of Directors Meeting
- B. Information Notice 10-13

RECOMMENDATION:

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

REFERENCE MATERIALS ATTACHED:

- Minutes from the June 10, 2010 Board of Director's Meeting*
- Information Notice 10-13 - Mental Health Services Act (MHSA) Reversion Policy (Memorandum)*

***=Material on Agenda Item Enclosed**

MINUTES

CALIFORNIA MENTAL HEALTH SERVICES AUTHORITY

BOARD OF DIRECTORS MEETING – REGULAR MEETING

Holiday Inn Capital Plaza

June 10, 2010

MEMBERS PRESENT

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

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

Tom Sherry, MFT, Sutter/Yuba County (Alternate)

Madelyn Schlaepfer, PhD, Stanislaus County (Alternate)

Maureen Bauman, LCSW, Placer County

Scott Gruendl, MPA, Glenn County

Anne-Marie Rucker, MBA, Sacramento County (Alternate)

Anne Robin, MFT, Butte County

Noel J. O'Neill, LMFT, Trinity County

Glenda Lingenfelter, RN, Solano County

William Arroyo, MD, Los Angeles County (Membership Approved in Agenda Item 7)

William Cornelius, PhD, Colusa County

Karen Stockton, PhD, MSW, Modoc County

NON-VOTING ALTERNATE

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

MEMBERS ABSENT

Dr. Wayne Clark, PhD, CalMHSA Vice President, Monterey County

Michael Kennedy, MFT, Sonoma County

Leslie Tremaine, EdD, Santa Cruz County (Membership Approved in Agenda Item 7)

STAFF PRESENT

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

Doug Alliston, CalMHSA Board Counsel

Kim Santin, CPA, CalMHSA Finance and Administration Director

Edward Walker, LCSW, CalMHSA Program Director

Margo Walls, CalMHSA Executive Assistant

Laura Li, CalMHSA Program Executive Assistant

MEMBERS OF THE PUBLIC

Karolyn Rim Stein, RN, Humboldt County

Barbara Lattaie, Humboldt County

Sandra Naylor-Goodwin, PhD, California Institute for Mental Health (CiMH)

Stephanie Welch, MSW, California Mental Health Directors Association (CMHDA)

Asha George, Humboldt County

Zoey Todd, Department of Mental Health (DMH)

Filomena Yeroshek, Mental Health Services Oversight and Accountability Commission (MHSOAC)

Michelle Callejas, Sacramento County

Meloney Roy, Ventura County

Kathleen Derby, National Alliance on Mental Illness (NAMI)

1. CALL TO ORDER

CalMHSA Board President, Mr. Allan Rawland, called the meeting to order at 3:16pm.

2. INTRODUCTIONS

President Allan Rawland requested CalMHSA Administrative Staff take roll call by County. Ms. Margo Walls, CalMHSA Administrative Staff, proceeded to take roll call. Representatives for each County present introduced themselves.

President Allan Rawland appointed the following slate of officers, regional representatives, and an Executive Committee, during the last Board meeting (May 13, 2010). President Rawland restated for formal record, each appointment as follows:

CalMHSA Slate of Officers

CalMHSA Executive Committee	Term of Office
(approved on May 13, 2010)	
Allan Rawland, ACSW, MSW President San Bernardino County	6/30/2011
Dr. Wayne Clark, PhD Vice President Monterey County	6/30/2011
Maureen Bauman, LCSW Secretary Placer County	6/30/2011
Dr. Karen Baylor, PhD, MFT Treasurer San Luis Obispo County	6/30/2011

CalMHSA Executive Committee and Area Regional Representatives

CalMHSA Executive Committee	Term of Office
(ratified on June 10, 2010)	
Allan Rawland, ACSW, MSW President San Bernardino County	6/30/2011
Dr. Wayne Clark, PhD Vice President Monterey County	6/30/2011
Maureen Bauman, LCSW Secretary Placer County	6/30/2011
Dr. Karen Baylor, PhD, MFT Treasurer San Luis Obispo County	6/30/2011
Scott Gruendl, MPA Glenn County Superior Area Representative	6/30/2012
Denise Hunt, MFT Stanislaus County Central Area Representative	6/30/2012
Michael Kennedy, MFT Sonoma County Bay Area Representative	6/30/2012
Vacant Orange County Southern Area Representative (Orange County for consideration upon membership)	6/30/2012
William Arroyo, PhD Los Angeles County Los Angeles Area Representative	6/30/2012

3. PUBLIC COMMENTS

Ms. Stephanie Welch of CMHDA made a comment on behalf of the PEI Statewide Projects workgroup. Ms. Welch mentioned this group can provide valuable input for PEI Statewide projects and can ensure written materials are distributed to local Stakeholders to keep them informed of the process. CalMHSA should provide materials to this Work Group, as there are no additional funds available to assist them with this expense. Ms. Welch also stated CalMHSA may want to take advantage of the PEI and MHSA Coordinators' expertise from each community.

Mr. Edward Walker, Program Director for CalMHSA, committed to follow up with Ms. Stephanie Welch after the meeting. Mr. Walker's goal during this follow-up session will be to obtain feedback on how to progress with Ms. Welch's suggestions.

Mr. John Chaquica, CalMHSA Executive Director, introduced Ms. Laura Li, as the newest member of the CalMHSA administrative staff. Ms. Li will provide administrative support to CalMHSA as the CalMHSA Program Executive Assistant to Mr. Edward Walker, CalMHSA Program Director.

No additional comments were made.

4. BOARD OF DIRECTORS STUDY SESSION

A. Agendas, Notices, and Public Participation – Compliance with the Brown Act

Doug Alliston presented general discussion on the topic of the Brown Act. The day's topic focused on Agendas, Notices, and Public Participation. Mr. Alliston explained, as a JPA, CalMHSA must comply with the Brown Act. With the anticipated growth, and anticipated increased public involvement, it is important the JPA interact with the public in accordance with this Act, especially with respect to written material and public participation.

During the study session, Mr. Alliston referenced Chapter Four of the 'League of California Cities, Open and Public IV: A Guide to the Ralph M. Brown Act'. This chapter provides direction with respect to how to create an agenda, includes requirements for special notices and postings, as well as special and public meetings. This source provides general guidelines for all of the aforementioned subjects.

The group participated in a general discussion about how these topics relate to the JPA and how CalMHSA can effectively meet and do business under the Brown Act Guidelines.

B. Teleconference Capabilities and Compliance with the Brown Act

Mr. Doug Alliston also presented general discussion on the topic of teleconferencing where this subject relates to public meetings and compliance with the Brown Act. Mr. Alliston explained if a teleconference were to occur, the Agenda for that meeting must be posted in each public office location where the teleconference will be audible. Mr. Alliston stated further, each Member using a remote conference call-in location (for inclusion in the teleconference), must provide public access at each of the respective locations.

No action taken.

5. APPROVAL OF THE AGENDA AS POSTED (OR AMENDED)

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

Mr. John Chaquica mentioned a minor correction to the Meeting Minutes from May 13, 2010, which directly relates to the new appointments for CalMHSA Officers, Area Regional Representatives and the newly formed CalMHSA Executive Committee. During the meeting, the entire group received a copy of the edited Meeting Minutes, which now specify the above mentioned appointments.

Dr. Karen Baylor made a motion to approve the Agenda as Posted. Dr. Brad Luz seconded the motion. The motion passed unanimously.

6. CONSENT CALENDAR

A. Minutes from the April 15, 2010 Board of Directors Meeting

Recommendation: Formally approve the Consent Calendar as posted.

Mr. Scott Gruendl moved to approve the Consent Calendar with the amended Board meeting minutes from May 13, 2010. Dr. Karen Baylor seconded the motion. The motion passed unanimously.

7. NEW MEMBER OUTREACH / DEVELOPMENT

During each Board meeting, staff and members provide an update to the Board on the status of prospective new membership.

Mr. Edward Walker began discussion regarding new membership. During this discussion Mr. Walker mentioned a recent questionnaire sent by CalMHSA Staff to all Counties. In total, fifty-eight Counties were surveyed. Out of the fifty-eight Counties, there were twelve responses from non-member Counties. All twelve non-members were considering CalMHSA Membership. Of those twelve, one has received their respective Board of Supervisors (BOS) approval and one County has posted their 30-day notice to distribute PEI funds to the California Mental Health Services Authority (CalMHSA). Mr. Walker further stated, two Counties have not begun the process of allocating their respective PEI funds. One of the non-member Counties may be interested in a Memorandum of Understanding (MOU) relationship with CalMHSA.

Mr. Edward Walker shared with the group, a spreadsheet, used by CalMHSA Staff to track membership activity. The spreadsheet is utilized to track JPA progression, new County Membership to CalMHSA, survey results, and PEI funding allocation and assignments from the Department of Mental Health (DMH).

Mr. John Chaquica addressed the group with a request for communication. Specifically, Mr. Chaquica asked the group to update CalMHSA Staff if and when there is a change in County activity where CalMHSA Membership and/or PEI funding allocation are concerned.

President, Allan Rawland requested action for CalMHSA Board approval for new Membership for Los Angeles and Santa Cruz Counties.

Mr. Rawland requested CalMHSA Staff send out a formal letter of acknowledgement for Counties accepted into the CalMHSA JPA.

Maureen Bauman moved to approve the JPA new membership application for Los Angeles. Dr. Karen Baylor seconded the motion. The motion passed unanimously.

Scott Gruendl moved to approve the JPA new membership application for Santa Cruz County. Dr. William Arroyo seconded the motion. The motion passed unanimously.

Mr. Allan Rawland welcomed Los Angeles and Santa Cruz Counties as new Members of the CalMHSA Joint Powers Authority (JPA).

8. PROGRAM MATTERS

A. Report from CalMHSA Program Director – Edward Walker

Mr. Walker continued by presenting a planning process for obtaining stakeholder input necessary for developing implementation plans for the three Statewide PEI programs.

Following discussion including comments by stakeholders, a motion was made by Scott Gruendl to have Mr. Walker revise the Planning Process for stakeholders input, taking in consideration comments made by members, and bring it back to the board for further review at the July meeting.

Ms. Maureen Bauman amended the motion adding that the program director distributes the draft plan to solicit input so that the process does not get delayed. Ms. Bauman asked that the draft plan include dates certain for the stakeholder meetings.

B. Technical Assistance and Capacity Building

Dr. Naylor-Goodwin led discussion regarding Technical Assistance and Capacity Building. Dr. Naylor-Goodwin stated the California Institute for Mental Health (CiMH) is going forward with their initial plan. Some Counties are actively involved in a pilot project and are engaged in performing a second learning collaborative. This is a basic model to bring Counties together to create partnership activity.

During conversation, Dr. Naylor-Goodwin shared a work plan with the group which included goals and objectives, activities, successes, and barriers.

Dr. Naylor-Goodwin stated the goal is to assist County behavioral health departments and their contractors to develop evaluations that demonstrate the impact of prevention and early intervention programs.

Additionally, Dr. Naylor-Goodwin said that activities will consist of initial telephone calls with mental health directors and/or their designees. The purpose is to describe the project and to begin a discussion regarding evaluation activities and technical assistance needs for each Member County.

No action taken.

9. ADMINISTRATIVE MATTERS

A. Memorandum of Understanding (MOU) between CalMHSA and Non-Member Counties

Mr. Doug Alliston introduced the subject of Memorandums of Understanding (MOU) between CalMHSA and Non-Member Counties. Mr. Alliston indicated the current draft MOU is intended to be utilized as a starting point and draft document. This document will serve as a basis for a relationship between CalMHSA and Non-Member Counties who wish to participate in the JPA Programs without Membership. Mr. Rawland addressed the group and asked for input and opinions based on the current draft of the Memorandum of Understanding (MOU).

Dr. William Arroyo, of Los Angeles County, asked if there is a fee currently imposed to MOU Partners of the JPA. Further discussion ensued regarding fee structure. Dr. Arroyo suggested an imposition of a fee for MOU Partners.

Mr. Allan Rawland made a motion to defer this item for further discussion during the next Board meeting. Mr. Rawland duly noted time constraints with regards to today's meeting and acknowledged those who may need time for transportation. Therefore, Mr. Rawland suggested the Board defer the following items 9A, 9C, 9D, 10, and 11, until the next Board meeting on July 15, 2010.

No action taken.

B. JPA Agreement and Bylaws

Mr. John Chaquica, CalMHSA Executive Director, explained the recent revisions to the JPA Agreement. The Board previously approved these modifications, in the form of the following Resolutions:

- 09-05 (JPA Agreement Revision Article Five for California Mental Health Services Authority)
- 09-06 (Creation of the Authority)

- 09-07 (JPA Agreement Amendment of Article One for California Mental Health Services Authority)

The above Resolutions have been incorporated into the JPA Agreement. In addition, CalMHSA has been operating under DRAFT Bylaws which were adopted by its founding Members. CalMHSA Staff has solicited input from all Counties, 30 days ago, for the potential revisions of its Joint Powers Authority (JPA) Agreement and Bylaws.

Mr. Allan Rawland explained to the group, that we are seeking approval for the modified JPA Agreement in today's session. The CalMHSA JPA Bylaws are in draft form for review and will be brought back to the Board during the next Board meeting for formal approval.

Dr. Karen Baylor moved to approve the modified CalMHSA JPA Agreement. Dr. William Cornelius seconded the motion. The motion passed unanimously.

13. ADJOURNMENT

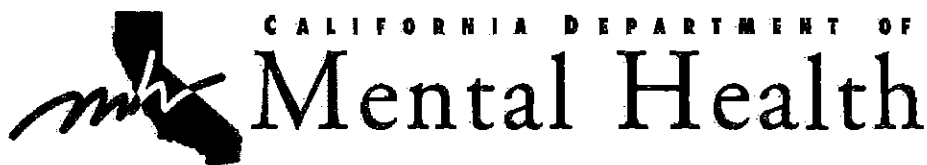
President Allan Rawland adjourned the meeting at 5:35 pm.

Respectfully submitted,

Ms. Maureen Bauman

Secretary, CalMHSA

Date



1600 9th Street, Sacramento, CA 95814
(916) 654-2309

June 17, 2010

DMH INFORMATION NOTICE NO.: 10-13

TO: LOCAL MENTAL HEALTH DIRECTORS
LOCAL MENTAL HEALTH PROGRAM CHIEFS
LOCAL MENTAL HEALTH ADMINISTRATORS
COUNTY ADMINISTRATIVE OFFICERS
CHAIRPERSONS, LOCAL MENTAL HEALTH BOARDS

SUBJECT: REVERSION POLICY OF MENTAL HEALTH SERVICES ACT
(MHSA) PREVENTION AND EARLY INTERVENTION (PEI)
FUNDS FOR COMPONENT ALLOCATION FOR THE PEI
STATEWIDE PROGRAMS

REFERENCE: WELFARE AND INSTITUTIONS CODE (WIC) SECTION 5840,
5892 (h)

Pursuant to the responsibilities of the California Department of Mental Health (DMH) and the Mental Health Services Oversight and Accountability Commission (MHSOAC) as outlined in Welfare and Institutions Code sections 5846 and 5847, this Information Notice clarifies the policy to Counties¹ related to the reversion of funds as required under the Welfare and Institutions Code section 5892, subdivision (h) for the Mental Health Services Act (MHSA) Prevention and Early Intervention (PEI) Component Allocation² for the PEI statewide programs. Section 5892, subdivision (h), requires, within specified parameters, the reversion of funds previously allocated to Counties. Specifically section 5892 subdivision (h) requires:

Other than funds placed in a reserve in accordance with an approved plan, any funds allocated to a county which have not been spent for their authorized

¹ "County" means the County Mental Health Department, two or more County Mental Health Departments acting jointly, and/or city-operated programs receiving funds per Welfare and Institution Code section 5701.5 (Cal. Code Regs., tit. 9, § 3200.090).

² The term "Planning Estimate" has been replaced by the more accurate term "Component Allocation". Component Allocation has the same meaning as Planning Estimate: an amount of MHSA funds that is made available to the County for a component of the Three-Year Program and Expenditure Plan during a fiscal year, or other specified time period, as published by the Department.

purpose within three years shall revert to the state to be deposited into the Fund and available for other counties in future years, provided however, that funds for capital facilities, technological needs or education and training may be retained for up to ten years before reverting to the Fund.

The PEI Statewide Programs Component Allocation funds are subject to reversion after three years as specified in DMH Information Notice 08-07 published on March 13, 2008. The Information Notice identified specific criteria that must be met for funds to be considered available and to trigger the beginning of the reversion period. Specifically, funds become available when: (1) the Component Allocation is published; (2) the County is notified in writing by the DMH of the requirements for accessing the Component Allocations through proposed guidelines; and (3) the Fiscal Year (FY) for which the Component Allocation is published has begun. However, if the publication of guidelines and/or Component Allocations is delayed, the beginning of that reversion period may be affected.

If guidelines and/or Component Allocations are published:

- Prior to the start of the FY, funds would be “allocated” at the start of the FY to which the Component Allocation applies;
- In the first quarter of the FY to which the funds apply, funds would be considered allocated at the start of that FY;
- After the end of the first quarter of the FY to which the funds apply, funds will be considered allocated, for the purposes of calculating reversion, at the beginning of the **following** FY.

The initial guidelines and Component Allocations for the PEI statewide programs were released on September 11, 2008 (Information Notice 08-25). The fiscal years for which the Component Allocations were made available were 08/09, 09/10, 10/11, and 11/12. The three-year period for FY 08/09 and FY 09/10 funds has already begun. The three-year period for FY 10/11 funds was due to begin July 1, 2010. However, due to the recent re-issuance of guidelines regarding the PEI statewide programs by the MHSOAC, the three-year period for reversion of funds made available for FY 08/09, FY 09/10 and FY 10/11 will now begin on July 1, 2010 and end on June 30, 2013. The three-year period for funds made available for FY 11/12 will begin on July 1, 2011 and end on June 30, 2014.

For Counties that requested and were approved by the MHSOAC to use PEI statewide programs funds locally, the three-year period remains the same. Therefore, funds made available FY 08/09 will revert on June 30, 2011 and FY 09/10 funds will revert on June 30, 2012, etc.

DMH and the MHSOAC are committed to the Counties' success and support the

June 17, 2010

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successful development and implementation of the MHS PEI statewide programs. If you have any questions regarding this Information Notice, please contact your County Technical Assistance representative identified on the following DMH website:
[http://www.dmh.ca.gov/Services and Programs/Local Program Support/County Technical Assistance.asp](http://www.dmh.ca.gov/Services_and_Programs/Local_Program_Support/County_Technical_Assistance.asp).

Sincerely,

Original Signed by

STEPHEN W. MAYBERG, Ph.D.
Director

cc: California Mental Health Planning Council
California Mental Health Directors Association
Mental Health Services Oversight and Accountability Commission
Deputy Director, Community Services Division

NEW MEMBERSHIP OUTREACH/DEVELOPMENT
Agenda Item 6.A.

SUBJECT: CaIMHSA New County Membership Application(s)

BACKGROUND AND STATUS:

During each Board meeting, the staff and members shall update the Board on the status of prospective new members.

RECOMMENDATION:

Approve membership to CalMHSA for applying Counties.

REFERENCE MATERIALS ATTACHED:

None

***=Material on Agenda Item Enclosed**

NEW MEMBERSHIP OUTREACH/DEVELOPMENT

Agenda Item 6.B.

SUBJECT: CalMHSA Membership Survey and PEI Assignment Status

BACKGROUND AND STATUS:

CalMHSA Membership Survey

CalMHSA staff sent out a questionnaire to Mental Health Directors, in late May, requesting all 58 counties and the 2 cities to indicate their intent to join CalMHSA, and if so, where they are in the process.

To date, 13 counties and 1 city (Berkeley) responded.

Of those responses all indicated becoming a member and are currently in the following process:

Have submitted to BOS for approval:	1 (is now a member, Santa Cruz)
Posted 30-day notice:	2
Conducting review:	7
Have not started, need help:	2
Interested in MOU:	1

CalMHSA staff has contacted all of the above counties/city to provide assistance and have forwarded the revised JPA Agreement for their BOS, legal counsel and stakeholder review and approval.

PEI Assignment Status

PEI assignment status, (per DMH), as of June 16, 2010 are as follows:

New Assignments:	Butte County
Reassignments:	Monterey County Stanislaus County

RECOMMENDATIONS:

None, information only.

***=Material on Agenda Item Enclosed**

REFERENCE MATERIALS ATTACHED:

- Questionnaire Survey Responses*
- County Membership and PEI Funding Assignment Status (spreadsheet)*

***=Material on Agenda Item Enclosed**

COUNTY/CITY	Individual responding to questionnaire	1. Is your county considering joining CalMHSA?	2. If you answered "yes "to question 1, your CalMHSA membership status is :	3. If you answered "no", you are:	4. Do you find the CalMHSA website helpful?	5. What other information do you seek about CalMHSA on its website, via mail or in person?
ALAMEDA						
ALPINE						
AMADOR						
BERKELEY, CITY OF						
Jo Ruffin	Yes	Have not started and need assistance.	N/A	Have not visited website.	Membership questions follow up by Manuel Hector and Jo Ruffin.	
BUTTE (MEMBER)						
Elizabeth Gowan	Yes	2010. An agenda transmittal has been submitted so that BOS and approve on June 8, 2010.				
CALAVERAS						
Rita Downs	Yes	Conducting review prelim. To submitting approval request to BOS	N/A	Yes	Not needed quite yet.	
COLUSA (MEMBER)						
CONTRA COSTA						
Mary Roy	Yes	Presenting this option to stakeholders next week and have drafted the board order.	N/A	The CalMHSA website is great.	We may use the slides your office prepared to present to stakeholder group.	
DEL NORTE						
EL DORADO						
Neda West	Yes	Conducting review prelim. to submitting approval request to BOS.	N/A	Yes	Unsure at this time.	
FRESNO						
GLENN (MEMBER)						
HUMBOLDT						
Karolyn Rim Stein	Yes	Waiting for "final" Bylaws to be approved by CalMHSA	N/A	Yes, very	None at this time	

IMPERIAL

INYO

KERN	Jim Waterman	Yes	Conducting review prelim. to submitting approval request to BOS.	Interested in participating with the JPA and the implementation of Statewide Programs by MOU.		None
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KINGS

LAKE

LASSEN	Ken Crandall	Yes	Have not started and need assistance	N/A	Some what	General information regarding benefits of JPA membership for local presentation.
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LOS ANGELES (MEMBER)

MADERA	Janice Melton	Yes	Conducting review prelim. to submitting approval request to BOS.	N/A	Yes	Will let you know.
MARIN	Bruce Gurganus	Yes	Posted 30 day notice of Enclosure 1 of Information Notice 10-05.	N/A	Yes	

MARIPOSA

MENDOCINO

MERCED

MODOC (MEMBER)

MONO

MONTEREY (MEMBER)

NAPA	Jaye Vanderhurst	Yes	Conducting review prelim. to submitting approval request to BOS.	N/A	Yes	Nothing currently. Will contact if assistance is needed.
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NEVADA						
ORANGE						
PLACER (MEMBER)						
PLUMAS						
RIVERSIDE						
SACRAMENTO (MEMBER)						
SAN BENITO						
SAN BERNARDINO (MEMBER)						
						As part of our stakeholder informing/support seeking process, we would like to arrange for Ed to come and meet with a small group of County Executives and support staff, mid-to late July as well as a large community forum in August.
SAN DIEGO	Alfredo Aguirre	Yes	Conducting review preliminary to submitting approval request to BOS	N/A	Yes	
SAN FRANCISCO	Bob Cabaj	Yes	Conducting review preliminary to submitting approval request to BOS	N/A	Yes	
SAN JOAQUIN						
SAN LUIS OBISPO (MEMBER)						
SAN MATEO	Sandra Santa-Mora	Yes	Conducting review prelim. To submitting approval request to BOS. We are looking to find the right time to bring this up with our BOS.	N/A	Yes, very much so.	At this time, none that is not there already.
SANTA BARBARA						
SANTA CLARA						
SANTA CRUZ (MEMBER)	Leslie Tremaine	Yes	Submitted to BOS for approval.	N/A	It was more helpful talking to people involved.	Questions
SHASTA						
SIERRA						
SISKIYOU						
SOLANO (MEMBER)						
SONOMA (MEMBER)						

STANISLAUS (MEMBER)

SUTTER (MEMBER)

TEHAMA

TRINITY (MEMBER)

TULARE

TUOLUMNE

VENTURA

YOLO	Kim Suderman	Yes	Posted 30 day notice of Enclosure 1 of Information Notice 10-05.	N/A
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YUBA (MEMBER)

CalMHSA Membership and PEI Assignment Status

MENTAL HEALTH DIRECTOR LISTING							30-DAY POSTING	
Member/Prospect	Contact Name	Telephone	Interest	BOS Approval	CalMHSA Board Approval	JPA Signature	End Date	Assigned Funds to DMH
Alameda	Marye L. Thomas, MD	(510) 567-8120	Unknown	No	No	No		No
Alpine	Pamela Knorr	(530) 694-2287	Unknown	No	No	No		No
Amador	George E Sonsel, LCSW	(209) 223-6296	Unknown	No	No	No		1/13/09
Berkeley City	Harvey Tureck	(510) 981-5213	Yes	No	No	No		No
Butte	Robert Martinez	(530) 891-3044	Member	Yes	Yes	Yes		No
Calaveras	Rita Downs	(209) 754-6555	Yes	No	No	No		No
Colusa	Edmund Smith	(530) 458-0822	Member	Yes	Yes	Yes		No
Contra Costa	Donna Wilgand, LCSW	(925) 957-5111	Yes	No	No	No		No
Del Norte	Gary Blatnick	(707) 464-7224	Unknown	No	No	No		No
El Dorado	Christine Kondo-Lister, LCSW	(530) 621-6270	Yes	No	No	No		No
Fresno	Donna Taylor, RN	(559) 253-9183	Unknown	No	No	No		No
Glenn	Scott Gruendl, MPA	(530) 934-6582	Member	Yes	Yes	Yes	5/31/2010	12/26/08
Humboldt	Karolyn Rim Stein, RN	(707) 268-2990	Yes	No	No	No		12/12/08
Imperial	Michael Horn, MFT	(760) 482-4068	Unknown	No	No	No		No
Inyo	Gail Zwier, PhD	(760) 873-6533	Unknown	No	No	No		No
Kern	Jim Waterman, PhD	(661) 686-6009	Yes	No	No	No		No
Kings	Mary Anne Ford Sherman	(559) 582-3211	Unknown	No	No	No		No
Lake	Kristy Kelly	(707) 263-4338	Unknown	No	No	No		2/4/09
Lassen	Ken Crandall, ASW	(530) 251-8108	Yes	No	No	No		No
Los Angeles	Marvin J Southard, DSW	(213) 738-4601	Yes	Yes	Yes	Pending		No
Madera	Janice Melton, LCSW	(559) 675-7926	Yes	No	No	No		No
Marin	Bruce Gurganus, MFT	(415) 499-6769	Yes	Pending	Pending	Pending	5/31/2010	12/9/08
Mariposa	James A Rydingsword	(209) 966-2000	Unknown	No	No	No		No
Mendocino	Mary Elliott	(707) 463-5481	Yes	No	No	No		3/11/09
Merced	Manuel J. Jimenez	(209) 381-6805	Unknown	No	No	No		12/22/08
Modoc	Karen Stockton, PhD, MSW	(530) 233-6312	Member	Yes	Yes	Yes	5/31/2010	1/9/09
Mono	Ann Gimpel, PhD, MSW	(760) 924-1740	Unknown	No	No	No		No
Monterey	Wayne W. Clark, PhD	(831) 755-4509	Member	Yes	Yes	Yes	5/31/2010	5/11/10
Napa	Randy Snowden	(707) 453-4279	Unknown	No	No	No		No
Nevada	Michael Heggarty, MFT	(530) 265-1437	Unknown	No	No	No		Opt Out
Orange	Mark A. Refowitz	(714) 834-6023	Yes	Yes	No	Pending		1/6/09
Placer	Maureen Bauman, LCSW	(530) 889-7256	Member	Yes	Yes	Yes		No
Plumas	John Sebold, LCSW	(530) 283-6307	Unknown	No	No	No		No
Riverside	Jerry A. Wengerd	(951) 358-4501	Unknown	No	No	No		No
Sacramento	Mary Ann Bennett	(916) 875-9904	Member	Yes	Yes	Yes		No
San Benito	Alan Yamamoto, LCSW	(831) 636-4020	Unknown	No	No	No		No
San Bernardino	Allan Rawland, ACSW, MSW	(909) 382-3133	Member	Yes	Yes	Yes		No
San Diego	Alfredo Aguirre, LCSW	(619) 563-2765	Yes	No	No	No		12/17/08
San Francisco	Robert Cabaj, MD	(415) 255-3447	Yes	No	No	No		No
San Joaquin	Victor Singh, LCSW	(209) 468-8750	Unknown	No	No	No		Opt Out
San Luis Obispo	Karen Baylor, PhD	(805) 781-4734	Member	Yes	Yes	Yes		No
San Mateo	Louise Rogers, MPA	(650) 573-2532	Yes	No	No	No		No
Santa Barbara	Ann Detrick, PhD	(805) 681-5233	Unknown	No	No	No		12/9/08

Santa Clara	Nancy Pena, PhD	(408) 885-5782	Yes	8/10/2010	Pending	Pending		12/16/08
Santa Cruz	Leslie Tremaine, Ed.D.	(831) 454-4515	Yes	Yes	Yes	Pending		1/5/09
Shasta	Mark Montgomery, Psy.D.	(530) 225-5900	No	No	No	No		Opt Out
Sierra	Carol Roberts, PhD	(530) 993-6700	Unknown	No	No	No		No
Siskiyou	Lauri A. Hunner, LCSW	(530) 841-4801	Unknown	No	No	No		No
Solano	Glenda Lingenfelter, RN	(707) 784-8320	Member	Yes	Yes	Yes		1/27/09
Sonoma	Michael Kennedy, MFT	(707) 565-5157	Member	Yes	Yes	Yes	5/31/2010	No
Stanislaus	Denise C. Hunt, RN, MFT	(209) 525-6225	Member	Yes	Yes	Yes		12/11/08
Sutter/Yuba	Brad Luz, PhD	(530) 822-7200	Member	Yes	Yes	Yes		6/18/09
Tehama	Ann Houghtby, MFT	(530) 527-8491	Unknown	No	No	No		No
Tri-City	Jesse H. Duff	(909) 623-6131	Unknown	No	No	No		No
Trinity	Noel O'Neill, LMFT	(530) 623-1362	Member	Yes	Yes	Yes		No
Tulare	Cheryl L. Duerksen, PhD	(559) 737-4660	Unknown	No	No	No		No
Tuolumne	Beatrice W. Readell, LCSW	(209) 533-6245	Unknown	No	No	No		No
Ventura	Meloney Roy, LCSW	(805) 981-2214	Unknown	No	No	No		No
Yolo	Kim Suderman	(530) 666-8516	Yes	5/12/2010	Pending	Pending	6/14/2010	4/24/09
Legend								
Member Counties								

CalMHSA PEI Funding Assignment & Balance Sheet

Mental Health Director Listing			PEI Funding Assignment				
Member/Prospect	Contact Name	Telephone	Est. Date of Payment	Fiscal 2008/2009	Fiscal 2009/2010	Fiscal 2010/2011	Fiscal 2011/2012
Alameda	Marye L. Thomas, MD	(510) 567-8120		\$0.00	\$0.00	\$0.00	\$0.00
Alpine	Pamela Knorr	(530) 694-2287		\$0.00	\$0.00	\$0.00	\$0.00
Amador	George E Sonsel, LCSW	(209) 223-6296		\$31,600.00	\$31,600.00	\$31,600.00	\$31,600.00
Berkeley City	Harvey Tureck	(510) 981-5213		\$0.00	\$0.00	\$0.00	\$0.00
Butte	Robert Martinez	(530) 891-3044		\$0.00	\$0.00	\$0.00	\$0.00
Calaveras	David Sackman, MFT	(209) 754-6555		\$0.00	\$0.00	\$0.00	\$0.00
Colusa	Edmund Smith	(530) 458-0822		\$0.00	\$0.00	\$0.00	\$0.00
Contra Costa	Donna Wilgand, LCSW	(925) 957-5111		\$0.00	\$0.00	\$0.00	\$0.00
Del Norte	Gary Blatnick	(707) 464-7224		\$0.00	\$0.00	\$0.00	\$0.00
El Dorado	Christine Kondo-Lister, LCSW	(530) 621-6270		\$0.00	\$0.00	\$0.00	\$0.00
Fresno	Donna Taylor, RN	(559) 253-9183		\$0.00	\$0.00	\$0.00	\$0.00
Glenn	Scott Gruendl, MPA	(530) 934-6582		\$27,100.00	\$27,100.00	\$27,100.00	\$27,100.00
Humboldt	Karolyn Rim Stein, RN	(707) 268-2990		\$125,700.00	\$0.00	\$0.00	\$0.00
Imperial	Michael Horn, MFT	(760) 482-4068		\$0.00	\$0.00	\$0.00	\$0.00
Inyo	Gail Zwier, PhD	(760) 873-6533		\$0.00	\$0.00	\$0.00	\$0.00
Kern	Dr. Jim Waterman	(661) 686-6009		\$0.00	\$0.00	\$0.00	\$0.00
Kings	Mary Anne Ford Sherman	(559) 582-3211		\$0.00	\$0.00	\$0.00	\$0.00
Lake	Kristy Kelly	(707) 263-4338		\$59,200.00	\$0.00	\$0.00	\$0.00
Lassen	Ken Crandall, ASW	(530) 251-8108		\$0.00	\$0.00	\$0.00	\$0.00
Los Angeles	Marvin J Southard, DSW	(213) 738-4601		\$0.00	\$0.00	\$0.00	\$0.00
Madera	Janice Melton, LCSW	(559) 675-7926		\$0.00	\$0.00	\$0.00	\$0.00
Marin	Bruce Gurganus, MFT	(415) 499-6769		\$222,400.00	\$222,400.00	\$222,400.00	\$222,400.00
Mariposa	James A Rydingsword	(209) 966-2000		\$0.00	\$0.00	\$0.00	\$0.00
Mendocino	Mary Elliott	(707) 463-5481		\$82,000.00	\$82,000.00	\$82,000.00	\$82,000.00
Merced	Manuel J. Jimenez	(209) 381-6805		\$283,200.00	\$283,200.00	\$283,200.00	\$283,200.00
Modoc	Karen Stockton, PhD, MSW	(530) 233-6312		\$25,000.00	\$25,000.00	\$25,000.00	\$25,000.00
Mono	Ann Gimpel, PhD, MSW	(760) 924-1740		\$0.00	\$0.00	\$0.00	\$0.00
Monterey	Wayne W. Clark, PhD	(831) 755-4509		\$456,600.00	\$456,600.00	\$456,600.00	\$456,600.00
Napa	Randy Snowden	(707) 453-4279		\$0.00	\$0.00	\$0.00	\$0.00
Nevada	Michael Heggarty, MFT	(530) 265-1437		\$86,500.00	\$86,500.00	\$0.00	\$0.00

Orange	Mark A. Refowitz	(714) 834-6023	\$3,334,200.00	\$3,334,200.00	\$3,334,200.00	\$3,334,200.00	
Placer	Maureen Bauman, LCSW	(530) 889-7256	\$0.00	\$0.00	\$0.00	\$0.00	
Plumas	John Sebold, LCSW	(530) 283-6307	\$0.00	\$0.00	\$0.00	\$0.00	
Riverside	Jerry A. Wengerd	(951) 358-4501	\$0.00	\$0.00	\$0.00	\$0.00	
Sacramento	Mary Ann Bennett	(916) 875-9904	\$0.00	\$0.00	\$0.00	\$0.00	
San Benito	Alan Yamamoto, LCSW	(831) 636-4020	\$0.00	\$0.00	\$0.00	\$0.00	
San Bernardino	Allan Rawland, ACSW, MSW	(909) 382-3133	\$2,153,800.00	\$2,153,800.00	\$2,153,800.00	\$0.00	
San Diego	Jennifer Schaffer, PhD	(619) 563-2711	\$3,376,700.00	\$3,376,700.00	\$3,376,700.00	\$3,376,700.00	
San Francisco	Robert Cabaj	(415) 255-3447	\$0.00	\$0.00	\$0.00	\$0.00	
San Joaquin	Victor Singh, LCSW	(209) 468-8750	\$669,500.00	\$669,500.00	\$669,500.00	\$0.00	
San Luis Obispo	Karen Baylor, PhD	(805) 781-4734	\$0.00	\$0.00	\$0.00	\$0.00	
San Mateo	Louise Rogers, MPA	(650) 573-2532	\$0.00	\$0.00	\$0.00	\$0.00	
Santa Barbara	Ann Detrick, PhD	(805) 681-5233	\$452,200.00	\$452,200.00	\$452,200.00	\$452,200.00	
Santa Clara	Nancy Pena, PhD	(408) 885-5782	\$1,926,900.00	\$1,926,900.00	\$1,926,900.00	\$1,926,900.00	
Santa Cruz	Leslie Tremaine, Ed.D.	(831) 454-4515	\$282,500.00	\$282,500.00	\$282,500.00	\$282,500.00	
Shasta	Mark Montgomery, Psy.D.	(530) 225-5900	\$176,100.00	\$176,100.00	\$0.00	\$0.00	
Sierra	Carol Roberts, PhD	(530) 993-6700	\$0.00	\$0.00	\$0.00	\$0.00	
Siskiyou	Lauri A. Hunner, LCSW	(530) 841-4801	\$0.00	\$0.00	\$0.00	\$0.00	
Solano	Glenda Lingenfelter, RN	(707) 784-8320	\$401,100.00	\$0.00	\$0.00	\$0.00	
Sonoma	Michael Kennedy, MFT	(707) 565-5157	\$0.00	\$0.00	\$0.00	\$0.00	
Stanislaus	Denise C. Hunt, RN, MFT	(209) 525-6225	\$510,200.00	\$510,200.00	\$510,200.00	\$510,200.00	
Sutter/Yuba	Brad Luz, PhD	(530) 822-7200	\$150,200.00	\$0.00	\$0.00	\$0.00	
Tehama	Ann Houghtby, MFT	(530) 527-8491	\$0.00	\$0.00	\$0.00	\$0.00	
Tri-City	Jesse H. Duff	(909) 623-6131	\$0.00	\$0.00	\$0.00	\$0.00	
Trinity	Noel O'Neill, LMFT	(530) 623-1362	\$0.00	\$0.00	\$0.00	\$0.00	
Tulare	Cheryl L. Duerksen, PhD	(559) 737-4660	\$0.00	\$0.00	\$0.00	\$0.00	
Tuolumne	Beatrice W. Readell, LCSW	(209) 533-6245	\$0.00	\$0.00	\$0.00	\$0.00	
Ventura	Meloney Roy, LCSW	(805) 981-2214	\$0.00	\$0.00	\$0.00	\$0.00	
Yolo	Kim Suderman	(530) 666-8516	\$208,200.00	\$208,200.00	\$208,200.00	\$208,200.00	
Legend			Total	\$15,040,900.00	\$14,304,700.00	\$14,042,100.00	\$11,218,800.00
Member Counties							

CONFERENCE BUDGET	CiMH Policy Forum Sacramento BUDGET Sep-10	CiMH Policy Form Sacramento ACTUAL Sep-10	CSAC Riverside BUDGET Nov-10	CSAC Riverside ACTUAL Nov-10	CiMH Policy Forum San Diego BUDGET May-11	CiMH Policy Forum San Diego ACTUAL May-11	TOTAL BUDGET	TOTAL ACTUAL
	A	B	C	D	E	F	A+C+E	B+D+F
REGISTRATION:								
John Chaquica			75.00				75.00	-
Edward Walker			150.00				150.00	
Kim Santin							-	-
Laura Li			150.00				150.00	-
							-	-
HOTEL								
John Chaquica			125.00				125.00	-
Edward Walker			250.00		250.00		500.00	-
Kim Santin							-	-
Laura Li			250.00		250.00		500.00	-
							-	-
BOOTH								
Exhibition Fee	500.00		500.00		500.00		1,500.00	-
Electrical/chairs/Carpet/etc.	75.00		500.00		75.00		650.00	
Booth Prize							-	-
Give Aways	200.00		100.00		200.00		500.00	-
							-	-
PER DIEM								
John Chaquica			71.00				71.00	-
Edward Walker			142.00		71.00		213.00	-
Kim Santin							-	-
Laura Li			142.00		71.00		213.00	-
							-	-
TRAVEL								
John Chaquica			100.00				100.00	-
Edward Walker			200.00		200.00		400.00	-
Kim Santin							-	-
Laura Li			200.00		200.00		400.00	-
							-	-
Rental Car					100.00		100.00	
							-	-
	775.00		2,955.00		1,917.00		5,647.00	-

Note: Figures shown in red at 50% due to GHC Booth

ADMINISTRATIVE MATTERS

Agenda Item 7.A.

SUBJECT: Memorandum of Understanding (MOU) between CalMHSA and Non-Member Counties

BACKGROUND AND STATUS

The attached document is a third draft of the proposed Memorandum of Understanding (MOU), which is intended to serve as a basis for the relationship between CalMHSA and Non-Member Counties who wish to participate in the JPA.

During the Board meeting on May 13, 2010, the group agreed the language in the MOU should clarify a Partnership between a County and the CalMHSA JPA. The focus should be to engage in language that encompasses meaningful partners and meaningful involvement.

The objective for this review is to gain input for a revised version of the attached document.

Additionally, staff has solicited feedback with certain Counties to obtain input. San Diego County has provided input on this document and the changes have been included.

At the June 10, 2010, Mr. Doug Alliston, CalMHSA legal counsel, presented the latest version of the draft. The item was tabled and minor changes have been added.

RECOMMENDATION:

Approval of the CalMHSA Memorandum of Understanding (MOU) between CalMHSA and Non-Member Counties.

REFERENCE MATERIALS ATTACHED:

- Draft - Memorandum of Understanding (MOU)*

***=Material on Agenda Item Enclosed**

**Memorandum of Understanding
Between
CalMHSA and _____ County
For Development and Administration of Statewide PEI Programs**

WHEREAS, in November 2004, California voters passed Proposition 63, which was enacted into law in 2005 as the Mental Health Services Act (MHSA) and which imposed a 1% tax on adjusted annual income over \$1,000,000 for the purpose of reducing the long-term adverse impact on individuals, families and state and local budgets resulting from untreated serious mental illness; and

WHEREAS, California Mental Health Services Authority (CalMHSA) is a Joint Powers Authority formed to be a single agency acting for its member counties to develop mental health services and education programs, obtain funding, contract for services, collect data, make reports, and act as a repository of information and expertise for such programs; and

WHEREAS, CalMHSA has entered into a contract with the California Department of Mental Health (DMH) to administer Statewide Programs for Prevention and Early Intervention (PEI), and has worked with the Mental Health Services Oversight and Accountability Commission (OAC) to facilitate compliance with OAC Guidelines; and

WHEREAS, CalMHSA welcomes participation by non-member Counties in Statewide PEI Programs administered by CalMHSA; and

WHEREAS, _____ County (“Partner”) desires to participate in Statewide PEI programs administered by CalMHSA;

NOW THEREFORE, the parties agree that Partner will participate in CalMHSA Programs pursuant to the Participation Agreement for each Project in which Partner participates, and pursuant to the following provisions:

I. Definitions

Throughout this MOU, the following terms are defined as follows:

A. CalMHSA - California Mental Health Services Authority, a Joint Powers Authority created to jointly develop and fund mental health services and education programs for its Member Counties and Partner Counties, which has entered into a contract with DMH to conduct Statewide PEI Programs

~~B. Component Allocation — previously known as Planning Estimates, these are an amount of MHSA funds made available to each county for a component of the Three-Year Program and Expenditure Plan during a fiscal year, or other specified time period, as published by DMH.~~

~~C. County PEI Program Manager — A designated staff person at the Partner responsible for implementation of the County’s Statewide PEI Programs.~~

~~D.~~ B. Department of Mental Health (DMH) - The California Department of Mental Health.

~~E.~~ C. Member – refers to a County (or JPA of two or more Counties) that has joined CalMHSA and executed the CalMHSA Joint Powers Agreement.

- F.D. Mental Health Services Act (MHSA) – Initially known as Proposition 63 in the November 2004 election, which added sections to the Welfare and Institutions Code providing for, among other things, PEI Programs.
- G.E. Mental Health Services Oversight and Accountability Commission (OAC) - The oversight body to ensure the activities are in accordance with the Mental Health Services Act.
- H.F. Partner - The County entering into this MOU with CalMHSA.
- I.G. Participating Counties – Counties participating in a PEI Program either as Members of CalMHSA or as Partners under a Memorandum of Understanding with CalMHSA.
- J.H. Prevention and Early Intervention (PEI) – Per Guidelines issued by the OAC, there are three PEI Statewide Projects--Suicide Prevention, Student Mental Health Initiative, and Stigma and Discrimination Reduction—that are to be conducted by Counties acting jointly or in collaboration, or by DMH. Per OAC Guidelines, the PEI Statewide Project on Training, Technical Assistance and Capacity Building is administered at the County level, but Counties can jointly engage in this project as well.
- K.I. Program – Statewide PEI Program administered by CalMHSA implemented consistent with the California Strategic Plans for Suicide Prevention, and Stigma and Discrimination Reduction, the concepts identified in the consensus document for the Student Mental Health Initiative, and applicable laws, regulations and guidelines. Also refers to the Training, Technical Assistance and Capacity Building project.
- L.J. Student Mental Health Initiative – See <http://www.dmh.ca.gov/PEIStatewideProjects/StudentMentalHealthInitiative.asp>
- M.K. Stigma and Discrimination Reduction – See http://www.dmh.ca.gov/PEIStatewideProjects/docs/Reducing_Disparities/CDMH_MH_Stigma_Plan_09_V5.pdf.
- N.L. Suicide Prevention – See http://www.dmh.ca.gov/PEIStatewideProjects/docs/Reducing_Disparities/CDMH_MH_Stigma_Plan_09_V5.pdf.

II. Responsibilities

- A. Responsibilities of CalMHSA:
1. Develop Three-Year Program and Expenditure Plans, updates, and/or work plans on behalf of and in coordination with participating counties that are consistent with applicable laws, regulations and guidelines issued by the State, for the provision of services and the expenditure of funds for statewide or regional PEI programs designed in accordance with the “Guidelines for Prevention and Early Intervention (PEI) Statewide Programs” issued by OAC, consistent with any applicable contract between CalMHSA and DMH.
 2. Act as fiscal and administrative agent for Partner in PEI programs in which Partner participates.

3. Directly or indirectly (through a contracted JPA Management firm) hire and employ Program Directors and other administrative staff as necessary to perform under this Memorandum.
4. Submission of Three-Year Program and Expenditure Plans, updates, and/or work plans on behalf of and/or in coordination with participating counties to DMH and OAC for review and approval.
5. Management of funds received for PEI Statewide programs consistent with the requirements of the MHSA and the contract between CalMHSA and DMH.
6. Provide regular fiscal reports to participating Member and Partner counties and as required by the contract between CalMHSA and DMH.

C. Responsibilities of Partner:

1. Pay an application fee in same amount as Members pay to join CalMHSA: \$1,000 if population exceeds 10,000,000; \$750 if population between 1,000,000 and 10,000,000; \$500 for population between 100,000 and 1,000,000; and \$250 if population less than 100,000.
2. Timely assignment, payment or other transfer of amounts assessed for PEI programs in which Partner is participating.
23. Attend advisory committee meetings for Program(s) in which Partner participates, and provide input as necessary to accomplish the purposes of this MOU and such Program(s).
34. Cooperate by providing CalMHSA with requested information and assistance in order to fulfill the purpose of this MOU.
45. Provide feedback on Program performance.
56. Identification of a representative authorized to act for Partner, and preferably an alternate to attend meetings in absence of representative.

III. Duration and Term

- A. The term of the MOU is April 15, 2010 through June 30, 2015. The MOU may be extended or terminated depending on the availability of funds.
- B. Any Party may terminate this MOU immediately with cause or after thirty days written notice without cause, unless otherwise specified. Notice shall be deemed served on the date of mailing. Cause shall be defined as any breach of this MOU, any misrepresentation, or fraud on the part of any Party.

IV. Withdrawal, Cancellation and Termination

- A. The withdrawal of a Partner from a Program shall not automatically terminate its responsibility for its share of the expenses and liabilities of the Program. The contributions of current and past Partners and Members are chargeable

for their respective share of unavoidable expenses and liabilities arising during the period of their participation

- B. Upon cancellation, termination or other conclusion of a Program, any funds remaining undisbursed after CalMHSA satisfies all obligations arising from the operation of the Program shall be distributed and apportioned among the Members and Partners that have participated in the program in proportion to their contributions.

V. Fiscal Provisions

- A. Funding required from Partner shall not exceed the lesser of (1) the amount allocated to Partner by DMH pursuant to Enclosure 2 to Information Notice 08-25, or (2) the aggregate amount specified in the Program Participation Agreement(s) entered into by Partner.
- B. Funds contributed by Partner shall be allocated to planning, administration and evaluation in the same proportions as are Member funds.

VI. General Provisions

- A. This MOU contains the entire agreement of the parties and supersedes all negotiations, verbal or otherwise and any other agreement between the parties hereto.
- B. The individual signing below on behalf of Partner represents and warrants that he or she is authorized to do so.
- C. Partner will provide CalMHSA with a copy of a resolution of its governing body authorizing execution of this MOU.
- D. In the event of a dispute between the parties, Partner and CalMHSA will first attempt informal resolution by having CalMHSA's president (or designee) meet and confer with the representative appointed by Partner. During the meet and confer process, if the parties cannot resolve the dispute they will attempt to agree on a further informal dispute resolution process such as arbitration. If they cannot agree upon an informal dispute resolution process, then the parties can pursue the remedies otherwise available at law.

VII. Conclusion

- A. This MOU and any Participation Agreement(s) executed by Partner are the full and complete document describing services to be rendered by CalMHSA including all covenants, conditions and benefits.
- B. The signatures of the parties affixed to this MOU affirm that they are duly authorized to commit and bind their respective entities to the terms and conditions set forth in this document.

CaIMHSA

Name: Allan Rawland
Title: President
Address: 268 W. Hospitality Lane, Suite 400
San Bernardino, CA 92415-0026

Date: _____

Partner

Name:
Title:
Address:

Date: _____

ADMINISTRATIVE MATTERS

Agenda item 7.B.

SUBJECT: CalMHSA Bylaws for Review, Discussion, and Adoption

BACKGROUND AND STATUS:

Attached for your review, consideration, and approval are the proposed changes to the CalMHSA Bylaws, which the CalMHSA JPA has been operating under. This draft is for your review and has been brought for approval after the 30-day review period as required.

The CalMHSA staff has solicited input from all Counties (30 days ago) for the potential revision of its Bylaws which were adopted by the initial Members. The intent was to be all inclusive, as such, the Board wanted to ensure we captured all input possible. All input received has been incorporated.

Once approved, staff will provide a memo to facilitate the submission of the new Bylaws.

RECOMENDATIONS:

Approval of CalMHSA JPA Bylaws as presented.

REFERENCE MATERIALS ATTACHED:

- Draft – JPA Bylaws*

***=Material on Agenda Item Enclosed**

**CALIFORNIA MENTAL HEALTH
SERVICES AUTHORITY**

BYLAWS

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

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

ARTICLE 1

Section 1.1 - Purpose

The CALIFORNIA MENTAL HEALTH SERVICES AUTHORITY (Authority) is established for the purpose of the Members to jointly develop, and fund mental health services and education Programs as determined on a regional, statewide, or other basis. Such Programs may include, but are not limited to the following:

- (a) Addressing suicide prevention.
- (b) Ethnic and cultural outreach.
- (c) Stigma and discrimination related to mental illness.
- (d) Student mental health and workforce training and education.
- (e) The provision of necessary administrative services. Such administrative services may include, but shall not be limited to, establishing a depository for research materials and information regarding "best practices."

ARTICLE 2 - GOVERNING DOCUMENTS

Section 2.1 - Governing Documents

The governing documents of the Authority shall be the Joint Powers Agreement of the Authority (Agreement), these Bylaws, and the ~~Bylaws~~ Participation Agreement for each ~~P~~program developed.

ARTICLE 3 - MEMBER ENTITIES

Section 3.1 - Membership

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

- 3.1.1 Submit a completed application for membership and indicate method for payment of Application Fee, 30 days before becoming a member. The application must be accompanied by the approved fee.
- 3.1.2 Submit applicant's signed resolution acknowledging intent to become a member under the terms and conditions then prevailing ~~copy of resolution providing authoriation to join CalMHSA;~~
- 3.1.3 Execute the Joint Powers Agreement then in effect and agree to be bound by any subsequent amendments to the Agreement;

- 3.1.4 Be accepted for membership as provided in Section 3.2;
- 3.1.5 ~~Identify in writing~~ ~~Appoint, by resolution,~~ a director to represent the Member on the Board. ~~The director~~ ~~who~~ will designate an alternate to the Board as provided in Article 4.;
- 3.1.6 Ensure all representatives (director and alternate) file with the Executive Director the required Fair Political Practices Commission ("FPPC") forms upon assuming office, during office, and upon termination of office.

Section 3.2 - Approval of Membership

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

ARTICLE 4 - BOARD

Section 4.1 – Board Composition

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

- 4.1.3.6 Approve Program Participation Agreements ~~Bylaws~~ (Participants in Program only);
- 4.1.3.7 Approve dividends and assessments to members of a program year;
- 4.1.3.8 Establish or terminate a program (Participants in Program only);
- 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 ~~M~~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 ~~20%~~a majority of the Board, ~~members~~ 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 mMember-entity, to the Board.~~

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 ~~members of the Board~~ 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 ~~member~~ 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 ~~M~~ 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 ~~areas~~ 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. ~~On In July-June~~ of each even numbered year, ~~four~~ three of the 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. ~~On In July-June~~ of each odd numbered year, ~~one~~ 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 ~~M~~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 member~~ 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 ~~an~~ 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 bylaws 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 ~~P~~program will be in accordance with the provisions of the ~~Bylaws-Participation Agreement~~ governing that ~~program-Program~~ and the principles established by the Government Accounting Standards Board.

ARTICLE 11 - ADMINISTRATION

Section 11.1 - Executive Director

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

Section 11.2 - Compensation and Employment of Executive Director

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

Section 11.3 – Authority of the Executive Director to Execute Contracts

The Board may delegate authority to the Executive Director to execute certain contracts on behalf of the Authority, either as to particular contracts specified by the Board, or as to particular categories of contracts as specified by the Board.

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Section 11.4 – Program Director

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

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Section 11.5 – Compensation and Employment of Program Director

The Authority shall provide for compensation of the Program Director if retained directly by the Authority, or if the Program Director is retained by the Executive Director, the contract with the Executive Director may be adjusted on such terms and conditions as the Board may establish to take into account the Executive Director’s obligation to compensate the Program Director.

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ARTICLE 12 - PROGRAMS

Section 12.1 - Formation of Programs

- 12.1.1 The Authority may establish, as provided in Section 4.1.3.8, programs in such areas as the Board may determine.
- 12.1.2 The Authority may authorize and use administrative funds to study the development/feasibility of new programs. In the event of such development, the estimated ~~M~~member contributions shall be developed by the Executive Director and ~~presented in writing to each member. Each member shall have 60 days from the date of such notice~~each Member will be given a stated time period to state in writing ~~its intent to join or refrain from joining whether it intends to participate in~~ the new program. Unless written notice of ~~acceptance into~~intent to participate in a program is provided to the Executive Director by the ~~M~~member, it shall be presumed that the ~~m~~Member declines to participate ~~in the program~~. Upon conclusion of the notice period, ~~M~~member contributions will be determined and billed to the ~~m~~Members committed to join. Each ~~M~~member that elects to participate will be bound to the new program for the period of time so required by the ~~Bylaws of Participation Agreement for~~ that program.
- 12.1.3 The Board shall adopt and maintain ~~Program Bylaws a~~ Participation Agreement to establish the operating guidelines of ~~the each~~ program.

Section 12.2 – Program Withdrawal or Expulsion

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

ARTICLE 13 – RESPONSIBILITIES OF THE MEMBER ENTITIES

Section 13.1 – Governing Documents

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

Section 13.2 – Timely Payment

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

Section 13.3 – Late Fees

Members with delinquent amounts due shall be assessed a penalty which shall be one percent of the unpaid amount due and payable to the Authority 30 days after the initial invoice due date. A penalty of another one percent shall accrue after an additional 45 days. Interest shall accrue on all delinquent amounts due and payable to the Authority at the applicable rate of 5% per annum from the due date of the billing until the date finally posted by the designated financial institution. Each ~~M~~member shall indemnify the Authority from any expense resulting from its failure to pay the sum due on or before the due date. The Board may elect to temporarily suspend service or other deliverables, as deemed appropriate if a ~~m~~Member fails to pay its contribution. For the purpose of assessing penalties and interest, the fee calculation shall be based on each calendar day the delinquent amount is late and not withstanding the foregoing no late fee or other charge shall exceed the maximum authorized by law.

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

Section 13.4 – Cooperation

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

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

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

Section 13.5 – Confidential Records

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

ARTICLE 14 - DEFAULTS AND EXPULSION FROM THE AUTHORITY

Section 14.1 - Events or Conditions of Default Defined

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

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

Section 14.2 - Remedies on Default

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

14.2.2 Expulsion of a Member ~~Entity~~ from the Authority:

- 14.2.2.1 The Board, as provided in Section 4.1.3.1, may expel from the Authority any ~~M~~member (~~from the Authority~~) that is in default, as defined in Section 14.1.1 of this Article.
- 14.2.2.2 Such expulsion shall be effective on the date prescribed by the Board, but not earlier than 30 days after written notice of expulsion has been personally served on or sent certified mail to the ~~m~~Member.
- 14.2.2.3 The expulsion of any ~~M~~member from any program shall not terminate the ~~m~~Member's responsibility to contribute its share of contributions or funds to any fund or program created by the Authority, nor its responsibility to provide requested data. All current and past participants shall be responsible for their respective share of the expenses, as determined by the Executive Director, until all unpaid liabilities, covering the period of the participant's participation in the program have been finally resolved and a determination of the final

amount of payments due by, or credit to, the participant for the period of its participation has been made.

14.2.3 ~~Cancellation of Expulsion from~~ a Program:

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

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

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

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

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

Section 14.4 - No Additional Waiver Implied by One Waiver

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

ARTICLE 15 - LEGAL REPRESENTATION

Section 15.1 - Counsel Authorized

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

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

ARTICLE 16 - EXECUTION OF CONTRACTS

Section 16.1 - Authorization by Board

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

authority to bind the Authority by any contract or to pledge its credit or to render it liable for any purpose or to any amount.

Section 16.2 – Representative and Officers Insurance

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

ARTICLE 17 – WITHDRAWAL, EXPULSION AND TERMINATION

Section 17.1 – Termination and Distribution

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

Section 17.2 – Distribution Upon Termination of the Authority

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Upon termination of the Authority, the assets of the Authority shall be distributed and apportioned among the ~~Mmembers entities~~ that have been ~~members-participants~~ in its programs, including those ~~Mmembers entities~~ which previously withdrew or were expelled pursuant to Articles 13 and 14 of these Bylaws, and as provided by the Program ~~Bylaws~~ Participation Agreements. Any additional funds received after the above distributions are made shall be returned in proportion to the contributions made.

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

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

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

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

ARTICLE 18 - NOTICES

Section 18.1 - Notices

Any notice to be given or to be served upon any party hereto in connection with these Bylaws must be in writing (which may include facsimile) and will be deemed to have been given and received when delivered to the address specified by the party to receive the notice. Any party

may, at any time by giving five days prior written notice to the other parties, designate any other address in substitution of the foregoing address to which such notice will be given.

Section 18.2 - Claims Against the Authority

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

ARTICLE 19 - EFFECTIVE DATE

Section 19.1 - Effective Date and Supremacy

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

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

ARTICLE 20 - AMENDMENTS

Section 20.1 – Procure to Amend

These Bylaws may be amended or repealed from time to time as provided in Section 4.1.3.4 provided, however, that at least 30 days prior to the taking of such action, written notice has been given to each director, alternate representative, and substitute alternate representative (if applicable).

ADMINISTRATIVE MATTERS

Agenda item 7.C.

SUBJECT: Program Participation Agreement

BACKGROUND AND STATUS:

In the formation of CalMHSA, it was discussed that program participation shall be subject to each member agreeing to participate or not. As such, staff is suggesting the Board adopt and maintain a Program Participation Agreement for its Members and Partner Counties. This Agreement will establish the operating guidelines for County participation in each program. This agreement will serve as written acknowledgement as noted in the Bylaws.

The following is an excerpt from the CalMHSA Bylaws as presented in Agenda Item 8.C:

12.1.2 The Authority may authorize and use administrative funds to study the development/feasibility of new programs. In the event of such development, the estimated member contributions shall be developed by the Executive Director and each member will be given a stated time period to state in writing whether it intends to participate in the new program. ~~Unless written notice of intent to participate in a program is provided to the Executive Director by the member, it shall be presumed that the member declines to participate.~~ Upon conclusion of the notice period, member contributions will be determined and billed to the members committed to join. Each member that elects to participate will be bound to the new program for the period of time so required by the Participation Agreement for that program.

RECOMMENDATIONS:

Approval of the CalMHSA Program Participation Agreement.

***=Material on Agenda Item Enclosed**

REFERENCE MATERIALS ATTACHED:

- Program Participation Agreement – Cover Sheet*
- Program Participation Agreement – Terms and Conditions*
- Program Participation Agreement – Project Description and Funding*

***=Material on Agenda Item Enclosed**

CALIFORNIA MENTAL HEALTH SERVICES AUTHORITY
PARTICIPATION AGREEMENT
COVER SHEET

1. _____ (“Participant”) desires to participate in the Program identified below.

Name of Program: _____

2. California Mental Health Services Authority (“CalMHSA”) and Participant acknowledge that the Program will be governed by CalMHSA’s Joint Powers Agreement and its Bylaws, and by the MOU through which non-Members participate. The following exhibits are intended to clarify how the provisions of those documents will be applied to this particular Program.

- Exhibit A Program Description and Funding
- Exhibit B General Terms and Conditions
- Exhibit C Special Terms and Conditions (optional)

3. The term of the Program is _____ through _____.

4. Authorized Signatures:

CalMHSA

Signed: _____ Name (Printed): _____

Title: _____ Date: _____

Participant

Signed: _____ Name (Printed): _____

Title: _____ Date: _____

PARTICIPATION AGREEMENT
Exhibit B – General Terms and Conditions

I. Definitions

Throughout this Participation Agreement, the following terms are defined as follows:

- A. CalMHSA - California Mental Health Services Authority, a Joint Powers Authority created to jointly develop and fund mental health services and education programs for its Member Counties and Partner Counties.
- B. Department of Mental Health (DMH) - The California Department of Mental Health.
- C. Member – refers to a County (or JPA of two or more Counties) that has joined CalMHSA and executed the CalMHSA Joint Powers Agreement.
- D. Mental Health Services Act (MHSA) – Initially known as Proposition 63 in the November 2004 election, which added sections to the Welfare and Institutions Code providing for, among other things, PEI Programs.
- E. Mental Health Services Oversight and Accountability Commission (OAC) - The oversight body to ensure the activities are in accordance with the Mental Health Services Act.
- F. Partner - A non-Member County (or multi-county JPA) participating in a Program with CalMHSA Members.
- G. Participant– Counties participating in the Program either as Members of CalMHSA or as Partners under a Memorandum of Understanding with CalMHSA.
- H. Program – The program identified in the Cover Sheet.

II. Responsibilities

- A. Responsibilities of CalMHSA:
 - 1. Develop Program plan, updates, and/or work plans as necessary on behalf of and in coordination with Participants that are consistent with applicable laws, regulations, guidelines and/or contractual obligations. These may include, but are not limited to, obligations imposed by DMH and/or OAC.
 - 2. Act as fiscal and administrative agent for Participants in the Program.
 - 3. Directly or indirectly (through a contracted JPA Management firm) hire and employ Program Directors and other administrative staff as necessary to perform under this Memorandum.
 - 4. Submission of plans, updates, and/or work plans on behalf of and/or in coordination with Participants for review and approval by any public agency with authority over the Program.

5. Management of funds received the Program consistent with the requirements of any applicable laws, regulations, guidelines and/or contractual obligations.
 6. Provide regular fiscal reports to Participants and/or other public agencies with a right to such reports.
 7. Develop allocation model for allocation of funds and expenses among Participants, years, and Programs.
 8. Compliance with CalMHSA's Joint Powers Agreement and Bylaws.
- C. Responsibilities of Participants:
1. Timely assignment, payment or other transfer of amounts assessed for the Program.
 2. Identification of a representative authorized to act for Participant and receive notices on behalf of Participant. Identification of an alternate to attend meetings in absence of representative.
 3. Attend advisory committee meetings for the Program, and provide input as necessary to accomplish the purposes of the Program.
 4. Cooperate by providing CalMHSA with requested information and assistance in order to fulfill the purpose of the Program.
 5. Provide feedback on Program performance.
 6. Timely and complete submission in response to requests for information and items needed.
 7. Acknowledgement that funds contributed by the Participant will be pooled with the funds of other Participants in the Program, and jointly used to meet the objectives of the Program, pursuant to the allocation formula adopted for the Program. Program expenses will normally include a proportionate share of CalMHSA's general administrative expenses, since there is no independent source of funding for such expenses.
 8. Compliance with applicable laws, regulations, guidelines, contractual agreements, joint powers agreements and bylaws.

III. Duration and Term

- A. The term of the Program is as shown on the Cover Sheet. The Program may be extended or terminated early depending on the availability of funds.
- B. Any Participant may withdraw from the Program upon six months written notice. Notice shall be deemed served on the date of mailing.
- C. The majority of the Participants may vote to expel a Participant from the Program for cause. Cause shall be defined as any breach of this Participation Agreement, any misrepresentation, or fraud on the part of any Participant.

IV. Withdrawal, Cancellation and Termination

- A. The withdrawal of a Participant from the Program shall not automatically terminate its responsibility for its share of the expenses and liabilities of the Program. The contributions of current and past Participants are chargeable for their respective share of unavoidable expenses and liabilities arising during the period of their participation
- B. Upon cancellation, termination or other conclusion of the Program, any funds remaining undisbursed after CalMHSA satisfies all obligations arising from the operation of the Program shall be distributed and apportioned among the Participants in proportion to their contributions.

V. Fiscal Provisions

- A. Funding required from the Participants will not exceed the amount stated in the Cover Sheet.
- B. Participants will share in the costs of planning, administration and evaluation in the same proportions as their overall contributions.

PARTICIPATION AGREEMENT
Exhibit A – Program Description and Funding

- I. **Name of Program**

- II. **Term of Program**

- III. **Program Objectives and Overview**

- IV. **Project Activities**

- V. **Evaluation**

- VI. **Program Expenses**

- VII. **Administrative Expenses for Program**

- VIII. **Administration Expenses of CalMHSA for All Programs**

- IX. **Allocation Among Participants (Formula)**

ADMINISTRATIVE MATTERS
Agenda item 7.D.

SUBJECT: CalMHSA Vision and Purpose Statements

BACKGROUND AND STATUS:

At the June 10, 2010 Board meeting, the group decided to table the decision regarding the CalMHSA Vision and Purpose Statements. The group collectively decided to review both Statements at the Board meeting on July 15, 2010.

RECOMMENDATIONS:

Approval of the CalMHSA Vision and Purpose Statements.

REFERENCE MATERIALS ATTACHED:

- CalMHSA Vision Statement*
- CalMHSA Purpose Statement*

***=Material on Agenda Item Enclosed**

CalMHSAs Vision Statement



CalMHSAs shall serve all 58 Counties in California in the dynamic delivery of mental health services. As a nationally recognized leader in developing and implementing programs efficiently, CalMHSAs inspires the mental health community through its commitment to results and values. Through leadership, expertise, innovation and accountability successful statewide, regional, and local programs are achieved. This intergovernmental agency provides the synergistic delivery of fiscal and administration excellence enabling the voice of many to be heard.

CalMHSA Purpose Statement



Promoting Efficiency, Effectiveness, and Enterprise among Counties

FINANCIAL MATTERS
Agenda item 8.A.

SUBJECT: Consideration of CalMHSA Financial Audit

BACKGROUND AND STATUS:

In accordance with Article 7, Section 7.1 of the draft Bylaws, "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 majority of the Board, the audit may be biennial as permitted by Government Code 6505, subdivision F. The minimum requirements of the audit shall be those prescribed by State Law."

Since the transactions for the initial fiscal year ending June 30, 2010 have been limited to formation costs, it is suggested the biennial election be approved. The benefits of a biennial audit are savings of cost and reduction of staff time. It is anticipated CalMHSA would perform annual audits beginning the year ending June 30, 2011.

Staff is requesting direction from the Board to contract with James P. Marta, CPA, an established and respected JPA auditor for June 30, 2011. Staff can request background information and a formal estimate from James P. Marta, CPA, or submit request for proposals for financial audit services.

RECOMMENDATIONS:

- Staff recommends approval of a biennial audit for the two year period ending June 30, 2011.
- Provide direction on getting the biennial quote in April 2011 from James P. Marta, CPA.

REFERENCE MATERIALS ATTACHED:

None

***=Material on Agenda Item Enclosed**

FINANCIAL MATTERS
Agenda item 8.B.

SUBJECT: Financial Statements for Fiscal Year Ending June 30, 2010

BACKGROUND AND STATUS:

Attached are the financial statements for the year ending June 30, 2010. Some Key items to note in these financial statements are as follows:

- Accounts receivable balance is \$20 – most receivables collected.
- Funds have not been assigned to CalMHSA from the Department of Mental Health.
- Cash balance as of June 30, 2010 is \$154,611.
- Budget to actual comparison has been added to the financial statement presentation.

RECOMMENDATIONS:

Accept and file financial statements for fiscal year ending June 30, 2010.

REFERENCE MATERIALS ATTACHED:

- Financial Statements for the Fiscal Year Ending June 30, 2010*

***=Material on Agenda Item Enclosed**

CALIFORNIA MENTAL HEALTH SERVICES AUTHORITY

BALANCE SHEET

June 30, 2010

ASSETS

Current Assets:	2010
Cash CB&T	\$ 154,611
Accounts Receivable - Admin Fee	20
Accounts Receivable - Tech Asst	-
Total Current Assets	<u>154,631</u>

LIABILITIES AND NET ASSETS

Current Liabilities:	
Accounts Payable	\$ -
Unearned Revenue - Solano County	-
Total Current Liabilities	<u>-</u>
Net Assets - Since Inception of July 1, 2009	<u>154,631</u>
Total Liabilities and Net Assets	<u>\$ 154,631</u>

CALIFORNIA MENTAL HEALTH SERVICES AUTHORITY

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

Inception through June 30, 2010

	<u>JPA</u> <u>Administration</u>	<u>Tech Asst/</u> <u>Capacity Building</u>	<u>2010</u> <u>Total</u>
OPERATING REVENUES:			
Technical Assistance/Capacity Building		\$ 339,614	\$ 339,614
Application Fee	\$ 1,250		1,250
Administrative Fees	79,500		79,500
Total Operating Revenue	<u>80,750</u>	<u>339,614</u>	<u>420,364</u>
 PROJECT EXPENSES:			
Technical Assistance/Capacity Building-CiMH Contract		<u>30,033</u>	<u>30,033</u>
 OPERATING EXPENSES:			
Administration Services	158,000		158,000
Bank Charges	1		1
Conferences	4,091		4,091
Formation Fees	10,000		10,000
Insurance	2,500		2,500
Legal Expense	57,675		57,675
Web-Site Development/Maintenance	3,433		3,433
Total Operating Expenses	<u>235,700</u>	<u>-</u>	<u>235,700</u>
 Change in Net Assets	 <u>(154,950)</u>	 <u>309,581</u>	 <u>154,631</u>
 Net Assets, Inception			 <u>-</u>
 Net Assets, January 31, 2010	 <u>\$ (154,950)</u>	 <u>\$ 309,581</u>	 <u>\$ 154,631</u>

CALIFORNIA MENTAL HEALTH SERVICES AUTHORITY

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

Inception through June 30, 2010

<u>REVENUES</u>	Budget Notes	Adopted Budget Current Membership 13 Counties	Actual June 30, 2010 Current Membership 17 Counties
Technical Assistance/Capacity Building 08/09 Assignment	1	\$ 339,614	\$ 339,614
Technical Assistance/Capacity Building 09/10 Planning Est	2	941,500	
Planning Est. State Wide Projects-MHSA 2008-09 Assignment		5,934,080	
Community Planning (5%) 2008-2009		312,320	
<i>Subtotal PEI Planning Est 2008-2009</i>	3	<u>6,246,400</u>	
Planning Est. State Wide Projects-MHSA 2009-10 Assignment		5,934,080	
Community Planning (5%) 2009-2010		312,320	
<i>Subtotal PEI Planning Est 2009-2010</i>		<u>6,246,400</u>	
Planning Est. State Wide Projects-MHSA 2010-11 Assignment		5,934,080	
Community Planning (5%) 2010-2011		312,320	
<i>Subtotal PEI Planning Est 2010-2011</i>		<u>6,246,400</u>	
Application Fees		10,000	1,250
Administration Fees			79,500
Investment Income		<u>120,000</u>	
Total Revenue		<u>20,150,314</u>	<u>420,364</u>
 EXPENSES			
<u>Program Expenses:</u>			
Technical Assistance/Capacity Building - Cimh Contract	1	120,134	30,033
Technical Assistance/Capacity Building - Phase 2		168,538	
	4	<u>288,672</u>	<u>30,033</u>
Technical Assistance/Capacity Building - Programs	4	<u>800,275</u>	
Planning Est. State Wide Projects-MHSA 2008-09 Assignment		5,274,440	
Formation Fee Allocation	5	35,000	
<i>Subtotal PEI Planning Est 2008-2009</i>	4	<u>5,309,440</u>	
Planning Est. State Wide Projects-MHSA 2009-10 Assignment		5,274,440	
Formation Fee Allocation		35,000	
<i>Subtotal PEI Planning Est 2009-2010</i>	4	<u>5,309,440</u>	
Planning Est. State Wide Projects-MHSA 2009-10 Assignment		5,274,440	
Formation Fee Allocation		35,000	
<i>Subtotal PEI Planning Est 2010-2011</i>	4	<u>5,309,440</u>	
Total Program Costs		<u>17,017,267</u>	<u>30,033</u>
 <u>General and Administrative Expenses</u>			
General Management	6	780,000	168,000
Legal Services		30,000	57,675
Financial Audit		15,000	
Insurance		20,000	2,500
Meetings:			
JPA Meetings		20,000	
Stakeholder		15,000	
Legislative		5,000	
Bank Fees		5,000	1
Web Site & Other		10,000	3,433
Travel & Lodging		20,000	4,091
Marketing/PR Materials		25,000	
Non-recurring Expenses		10,000	
Miscellaneous		10,000	
Total General and Administrative Expenses		<u>965,000</u>	<u>235,700</u>
Total Expenses		<u>17,982,267</u>	<u>265,733</u>
Projected Net Assets		<u>\$ 2,168,047</u>	<u>\$ 154,631</u>

CALIFORNIA MENTAL HEALTH SERVICES AUTHORITY

STATEMENT OF CASH FLOWS

Inception through June 30, 2010

Cash Flows from Operating Activities:	<u>2009</u>
Cash Received from Members for Administrative Fee	\$ 79,480
Cash Received from Members for Application Fee	1,250
Cash Payments for GHC Services	(165,000)
Cash Payments for Cimh	(3,000)
Cash Payments for Conference Attendance	(4,091)
Cash Payments for Legal Services	(57,675)
Cash Payments for Insurance	(2,500)
Cash Payments for Web-Site Development/Maintenance	(3,433)
Tech Asst Money - Payment to CiMH	(30,033)
Tech Asst Money - Members	339,613
 Net Cash Provided by Operating Activites	 <u>154,611</u>
 Cash and Cash Equivalents, Inception	 <u>-</u>
 Cash and Cash Equivalents, October 15, 2009	 <u>\$ 154,611</u>
 Reconciliation of Operating Income to Net Cash Provided by Operating Activities:	
 Operating Income	 \$ 154,631
Adjustment to net cash used by operating activities:	
(Increase) Decrease in A/R	(20)
 (Decrease) Increase in Accounts Payable	 -
(Decrease) Increase in Unearned Revenue	-
 Net Cash Provided By (Used For) Operating Activities	 <u>\$ 154,611</u>

PROGRAM MATTERS

Agenda Item 9.A.

SUBJECT: Report from CalMHSA Program Director – Edward Walker

BACKGROUND AND STATUS:

During each Board meeting, Mr. Edward Walker, CalMHSA Program Director, will provide a verbal report on the status regarding priority activities: (1) Collaboration with California Department of Mental Health (DMH) and Mental Health Services Oversight and Accountability Commission (MHSOAC), (2) Outreach to stakeholders, (3) Planning process development for stakeholder input preliminary to PEI statewide program implementation plan development and (4) Other items that are timely for the Board's information.

Pursuant to OAC Guidelines, CalMHSA will complete the Stakeholder Input process preliminary to preparing implementation plans for the Statewide PEI Strategic Plans (Suicide Prevention, Stigma and Discrimination Reduction and Student Mental Health). A summary report of Stakeholder Input will be available to your Board. Following obtaining Stakeholder Input, staff will prepare draft implementation plans for the three Statewide PEI Strategic Plans.

Regional County collaborative plans will be addressed as components of the draft implementation plans. The draft implementation plans will be made available for review and comment by all Counties and Stakeholders in general. Following review and comment staff will submit a recommended implementation plan for your Board's approval.

RECOMMENDATION:

Staff recommends approval of the proposed sequence for plan development.

REFERENCE MATERIALS ATTACHED:

None

***=Material on Agenda Item Enclosed**

PROGRAM MATTERS

Agenda Item 9.B.

SUBJECT: Stakeholder Input for Priorities in Development of Implementation Plans for Statewide Prevention and Early Intervention

BACKGROUND AND STATUS:

CalMHSA has worked productively with DMH and OAC to establish an agreement that includes provisions for implementing the Statewide PEI programs. DMH Information Notices 10-5 and 10-06 provide the policy and procedural framework for implementing Statewide PEI Programs. Guidelines for the PEI Statewide Programs issued by the OAC include stakeholder input. As such, the CalMHSA program director has created a plan for stakeholder input to comply with OAC guidelines.

At the CalMHSA Board meeting of June 10, 2010, Edward Walker, (program director) presented a draft planning process for the development and implementation plans of the Statewide PEI programs. The board made a motion to allow Mr. Walker to revise the Planning Process for stakeholder input, taking into consideration comments made by members and bring back to the board for further review.

An amendment was made to that motion to have the program director distribute the draft plan prior to the July meeting for the purpose of soliciting input so the process does not get delayed.

With the collaboration of an Ad Hoc committee and the OAC, the draft CalMHSA Stakeholder Input plan has been finalized to include member comments and recent revisions to the SMH Strategic Plan.

RECOMMENDATIONS:

Adopt the process for Stakeholder Input.

REFERENCE MATERIALS ATTACHED:

- Plan for Stakeholder Input*
- Step-By-Step Process*
- Templates*

***=Material on Agenda Item Enclosed**

CALIFORNIA MENTAL HEALTH SERVICES AUTHORITY

Date: July 7, 2010

To: Board of Directors, California Mental Health Services Authority (CalMHSA)

From: John Chaquica, Executive Director
Edward Walker, Program Director

Subject: Stakeholder Input for Priorities In Development of Implementation Plans for Statewide Prevention and Early Intervention (PEI)

The California Mental Health Services Authority (CalMHSA) has directed a planning process be developed for collaboration with California Department of Mental Health (DMH), the Mental Health Services Oversight and Accountability Commission (OAC) and stakeholders that will provide information on implementation plans for Statewide PEI projects: Suicide Prevention; Stigma and Discrimination Reduction; Student Mental Health.

The process for stakeholder input described below is recommended for your Board's approval.

Introduction:

Building on the DMH and OAC plans for Statewide PEI projects, the CalMHSA, will make available for stakeholder review execution-ready implementation plans for the Statewide PEI programs. Subsequent to obtaining stakeholder input, steps toward full implementation will follow.

Structure and Process for Stakeholder Input

CalMHSA has worked productively with DMH and OAC to establish an agreement that includes provisions for implementing the Statewide PEI programs. DMH Information Notices 10-05 and 10-06 provide the policy and procedural framework for implementing Statewide PEI Programs. Guidelines for the PEI Statewide Programs issued by the OAC include stakeholder input. The relevant specific guideline is cited below. This implementation planning process is focused on ensuring stakeholder input.

CalMHSA will implement the following structure and process:

Institutional Collaboration:

CalMHSA has established collaborative relationships with DMH and OAC. CalMHSA's agreement with DMH defines the formal relationship. Statute defines the regulatory role of DMH and the oversight role of OAC. Ongoing collaboration with DMH and OAC will be a feature of the planning process.

Stakeholder Input:

The CalMHSA planning is informed by the OAC Guidelines for Prevention and Early Intervention PEI Statewide Programs:

Guideline Principal D. Stakeholder Input, State Level – JPA: A JPA acting as a lead organization on behalf of Counties acting jointly must obtain stakeholder input to identify from the State Strategic Plans the priority “recommended actions” to be implemented. It is expected that this process will build on the previous state level process that produced the State Strategic Plans. The JPA is encouraged to: (1) collaborate with other non-mental health, community based entities to achieve the greatest statewide impact; (2) include racial, ethnic and cultural populations; and (3) consider “across the life span” strategies in the programs designed. A JPA implementing “statewide programs” shall post all “statewide program” plans for 30 days prior to plan submission.

The following stakeholders have been initially identified for outreach: California Network of Mental Health Clients (Cal Net); National Alliance on Mental Illness (NAMI); United Advocates for Children and Families (UACF); Inter-Tribal Council of California (ITCC); MHSA Partners Forum; Racial and Ethnic Mental Health Disparities Coalition (REMHDCO); California Community Colleges; California State University; University of California; California School Health Centers Association; California Department of Education; California Department of Aging; California Mental Health Directors Association (CMHDA); County Alcohol and Drug Program Administrators Association of California (CADPAAC); California Council of Community Mental Health Agencies (CCCMHA); California Association of Social Rehabilitation Agencies (CASRA); California Alliance of Child and Family Services (Alliance).

PLEASE NOTE: the above list is not exclusive. Other organizations that want to provide stakeholder input to CalMHSA may do so. There will be public notice of date, time and location for stakeholder input.

Structure:

CalMHSA will invite written stakeholder input on implementation, on each or all, of the three PEI Statewide programs: Suicide Prevention; Stigma and Discrimination Reduction; Student Mental Health. The attached instructions and template for stakeholder input submissions will be widely distributed in order to ensure that stakeholders have time and opportunity to provide input

as required by OAC guidelines. Written stakeholder input can be submitted electronically to CalMHSA or mailed in hard copy to the CalMHSA office.

Process:

Invitation for stakeholder input will be posted on the CalMHSA website. In addition, the following collaborative partners will be asked to assist with distributing the CalMHSA invitation for stakeholder input and instructions for written submissions to their respective distribution lists: OAC; DMH; California Mental Health Planning Council (CMHPC); California Network of Mental Health Clients (Cal Net); National Alliance on Mental Illness (NAMI); United Advocates for Children and Families (UACF); Inter-Tribal Council of California (ITCC); MHSAs Partners Forum; Racial and Ethnic Mental Health Disparities Coalition (REMHDCO); California Community Colleges; California State University; University of California; California School Health Centers Association; California Department of Education; California Department of Aging; California Mental Health Directors Association (CMHDA); County Alcohol and Drug Program Administrators Association of California (CADPAAC); California Council of Community Mental Health Agencies (CCCMHA); California Association of Social Rehabilitation Agencies (CASRA); California Alliance of Child and Family Services (Alliance);

The CalMHSA website will provide a link to viewing the three current plans, OAC Guidelines, DMH Information Notices 10-05, 10-06 and all submitted input. Stakeholder input provided shall be posted in a timely manner to the CalMHSA website and will be accessible to all to read.

Pursuant to OAC Guideline Principal D., Stakeholders are specifically asked to present to CalMHSA in writing: "input to identify from the State Strategic Plans the priority 'strategic direction and recommended actions' to be implemented." The strategic direction and recommended actions are stated on the following pages of each Strategic Plan: Suicide Prevention, pages 52-60; Stigma and Discrimination Reduction, pages 41-52; Student Mental Health, pages 5-9 of Part II.

Time line:

Invitation for stakeholder input will be posted and distributed the week of July 7, 2010. All written stakeholder input should be submitted to CalMHSA via email or hard copy mailed no later than August 8, 2010, in accordance with the attached instructions and template.

Instructions for stakeholder input: Send submissions to: CalMHSA, Attention Laura Li, George Hills Company, 3043 Gold Canal Drive, Suite 200, Rancho Cordova, CA 95670-6394 or laura.li@georgehills.com.

The CalMHSA staff will prepare a summary report of Stakeholder input and present it to the Board of Directors at the August 12th Board meeting for their consideration in finalizing the implementation plan for the Statewide

Prevention plans. Consideration of stakeholder input for implementation plan development will be documented.



"A George Hills Company Administered JPA"

CaIMHSA STAKEHOLDER INPUT FOR PRIORITIES IN DEVELOPMENT OF IMPLEMENTATION PLANS FOR STATEWIDE PREVENTION AND EARLY INTERVENTION

STAKEHOLDER INPUT PROCESS

1. Identify your suggested priority of recommended actions for each of the three Statewide PEI programs (Suicide Prevention, Stigma and Discrimination Reduction, Student Mental Health).
2. Time Line - Invite for stakeholder input will be distributed the week of July 7, 2010.
3. All stakeholder input should be submitted to CaIMHSA no later than August 8, 2010.
4. Send submissions to:
 - Regular Mail**
CaIMHSA
Attn: Laura Li
George Hills Company
3043 Gold Canal Drive, Suite 200
Rancho Cordova, CA 95670-6394
 - Email**
Laura.li@georgehills.com
5. CaIMHSA staff will post all stakeholder input on website in a timely manner for viewing.
6. CaIMHSA staff will prepare a summary report of stakeholder input and present to the Board of Directors for consideration in finalizing the implementation plan for the Statewide Prevention plans.



"A George Hills Company Administered JPA"

STAKEHOLDER INPUT FOR PREVENTION AND EARLY INTERVENTION STATEWIDE PROGRAMS

SUICIDE PREVENTION

DATE: _____

NAME: _____

ORGANIZATION AFFILIATION: _____

ADDRESS: _____

PHONE: _____ EMAIL: _____

Identify from the State Strategic Plans the Priority of Recommended Actions to be implemented (Strategic Plan for Suicide Prevention, pages 52 to 60): _____

ADDITIONAL COMMENTS: _____

PROGRAM MATTERS

Agenda Item 9.C.

SUBJECT: Technical Assistance and Capacity Building

BACKGROUND AND STATUS

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

"Component A" in the Agreement with CiMH states, "The CalMHSA PEI Evaluation Learning Collaborative – JPA Counties will participate in a joint PEI Project Evaluation process that results in a common framework sharing approaches that support local evaluation and disseminates state level information regarding PEI Evaluation."

"Component B" in the Technical Assistance and Capacity Building Proposal, Item III, System and Design Change. This project area consists of technical assistance and capacity building activities supporting the design and development of a mental health system that is wellness focused, integrates prevention and early intervention, and fosters the promotion of mental health as an endeavor engaged in by the broader community.

Dr. Sandra Naylor-Goodwin will present an update to the Board regarding the status of the following:

- 1). Component A: Including new member's participation
- 2). Component B: Discuss further as introduced at CalMHSA Board meeting on June 10, 2010

***=Material on Agenda Item Enclosed**

The Board discussion to follow shall be to:

- 1). Address challenges raised for progress on Component A
- 2). Input from new members for participation in Technical Assistance in general
- 3). Determine interest and start definitions of Component B, if interested

RECOMMENDATION:

Provide direction to Staff and California Institute for Mental Health (CiMH) regarding discussion points above.

REFERENCE MATERIALS ATTACHED:

- Technical Assistance and Capacity Building Status Report*

***=Material on Agenda Item Enclosed**

Report to: Board of Directors
California Mental Health Services Authority

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

Re: Evaluation Capacity Building

Date: July 1, 2010

Goal: To assist county behavioral health departments and their contractors to develop evaluations that demonstrate the impact of prevention and early intervention programs.

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

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

Site visits: The purpose of the site visits is to review PEI programs, assess evaluation plans and develop specific technical assistance activities that support current and ongoing evaluation. We have had four site visits; have dates for two additional visits, in the process of planning four, and waiting to get response from two others.

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

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

Barriers/Action Plans to Alleviate:

- 1) The major barrier experienced to date is the time constraints on staff in county mental health departments. Specifically, departments are understaffed and stressed by the demands of the current workload and declining budgets. As a consequence it is difficult to arrange site visits (cancellations are common). Therefore, the original time line for learning collaboratives and project reports will have to be re-negotiated.
Participation by the County Mental Health Director at the beginning of the project to get it started is critical for staff to prioritize.
- 2) Small counties have limited capacity for developing and carrying out evaluations. We will cluster the small counties in a learning collaborative or process that explores the use of qualitative approaches such as case studies.
- 3) There is tremendous variability across the counties regarding evaluation capacity. We have developed a “menu of options” that we believe is responsive to the diversity of needs. Examples include: evaluation design; developing measurement and data collection tools, developing protective factor surveys and evaluations, strategies for communicating outcomes to diverse audiences.
- 4) As budgets continue to be cut, travel out of county meetings is going to be a barrier for some of the participants. We will work with the new JPA director to explore options for including travel in the budget for this project at a future date.
- 5) New counties are joining the JPA, thus calls will be initiated with each county to determine whether or not they wish to join the project.
- 6) As additional counties join the project, and counties are clustered by level of capacity and evaluation development, the budget will need to be re-negotiated with September the projected date.

Budget Report:

Income	\$30,033.48
Expenditures	\$30,000.00

**JPA Evaluation Capacity Building Project
Status Report
June 29, 2010**

County	Date of Call	Date of Site Visit	TA Needs
Butte	6.16.10	7.28.10	To be determined
Colusa	4.23.10	5.26.10	Case study methods which demonstrate how PEI funded programs increase access to prevention and early intervention mental health programs.
Monterey	4.5.10	7.1.10	Engaging stakeholders in the evaluation design and developing effective communication plans
Placer	4.9.10	5.24.10	Developing a matrix: PEI contracted programs – populations and intended outcomes. Increasing protective factors as a common evaluation strategy
Sacramento	4.6.10	No follow up	
San Bernardino	4.8.10	6.23.10	Implementation evaluation to help determine outcome strategies. Engaging stakeholders in designing evaluation.
San Luis Obispo	5.4.10	No follow up	CBO capacity building
Solano	4.6.10	Waiting to hear – possibly 7.30.10	Interest in continuous quality improvement
Stanislaus	4.12.10	Possibly middle of August – waiting to hear	To be determined
Sutter Yuba	3.31.10	Two cancelled visits – waiting to hear about rescheduling	To be determined