

MINUTES

CALIFORNIA MENTAL HEALTH SERVICES AUTHORITY

BOARD OF DIRECTORS MEETING – REGULAR MEETING

Riverside Convention Center – Victoria Room

February 10, 2010

MEMBERS PRESENT

Allan Rawland, MSW, CalMHSA President, San Bernardino County
Mike Opredek, LCSW, CalMHSA Vice President, Solano County
Dr. Wayne Clark, PhD, CalMHSA Secretary, Monterey County (joined meeting at 3:32 p.m.)
Dr. Karen Baylor, PhD, MFT, CalMHSA Sothern Area Rep., San Luis Obispo County
Edward Walker, LCSW, CalMHSA Board Member, Butte County
Maureen Bauman, LCSW, Board Member, Placer County (joined meeting at 3:30 p.m.)

MEMBERS ABSENT

Curtis Boewer, MPA, MFT, CalMHSA Treasurer, Colusa County
Denise Hunt, MFT, CalMhsa Central Area Rep., Stanislaus County
Tom Sherry, MFT, Sutter/Yuba County

STAFF PRESENT

John Chaquica, CPA, MBA, ARM, George Hills Company, Inc.
Kim Santin, CPA, George Hills Company, Inc.

MEMBERS OF THE PUBLIC

Stephanie Welch, California Mental Health Directors Association (CMHDA)
Patricia Ryan, CMHDA
Dr. Sandra Naylor-Goodwin, California Institute for Mental Health (CiMH)
Karolyn Rim Stein, Humboldt County
Bill Carter, CiMH
Vicki Smith, CiMH
Brian Keefer, California Department of Mental Health
Kimberly Mayer, CiMH
Suzanne Tavano, Conta Costa County
Bruce Gurganus, Marin County

Delphine Brody, CA Network of Mental Health Clients
Doretha Williams-Flournoy, CiMH
Gale Bataille, CiMH
Adrienne Shilton, CiMH

1. CALL TO ORDER

Board President, Mr. Allan Rawland, called the meeting to order at 2:17 p.m.

2. INTRODUCTIONS

Those present introduced themselves.

3. PUBLIC COMMENT

Mr. Rawland reported Commissioner Van Horn had asked to comment upon joining the meeting. Commissioner Van Horn joined the meeting at 3:12 p.m. and gave his comments following Agenda item 6.A.

Commissioner Van Horn addressed the issue of evaluation. He suggested that the JPA contract for evaluation of the statewide projects by building a central unit where they could contract with the OAC or a different group where the counties could have a quick return of evaluation of their strengths and weaknesses of the programs they implemented.

It was noted that one of the elements of the technical assistance program is to address this very item.

4. APPROVAL OF THE AGENDA AS POSTED

Mike Opredek moved to approve the agenda as posted. Karen Baylor seconded the motion. The motion passed unanimously.

5. CONSENT CALENDER

5.A. Approval of New Applicants for Membership in CalMHSA

No new applicants for membership in CalMHSA.

5.B. Minutes from the January 14, 2010 Board of Directors Meeting

Mr. Walker mentioned wording be added to the minutes to address Placer county was approved and then Maureen Bauman joined the Board and participated as a board member for the remainder of the meeting.

5.C. Governing Document: Review and Discuss Draft CalMHSA Bylaws

Ed Walker motioned to approve the consent calendar items 5.A. – 5.C as amended. Mike Opredek seconded the motion. The motion carried unanimously.

6. FINANCIAL MATTERS

6.A. Budget Projection 2010/2011 and Formation Costs

Mr. Boewer was absent due to illness therefore could not present the financials. As such it was turned over to Mr. Chaquica and Ms. Santin to review the financials.

Mr. Chaquica mentioned Mr. Boewer was a part of the formation costs discussion as well as having reviewed the budget. Staff indicated Mr. Boewer granted his approval of releasing the budget for board discussion. Ms. Santin presented budget documents for CalMHSA. The first page of the document consists of a projected budget with variable options for size of memberships. The second page includes the budget notes that support some of the line item amounts on the first page.

Mr. Rawland requested the revenue and overall expenses be discussed before going over the operational budget. He wanted to know how the numbers were developed. Ms. Santin began with revenue and current membership. The allocation on the PEI amounts were added together to create the amount shown for the revenue and current membership.

Mr. Rawland mentioned there were assumptions made in the proposed budget which the state department of mental health had not completely agreed upon in the contractual relationship in that they were going to transfer all of the monies. They may transfer part of the monies in order to give up to 5% for infrastructure. As projects are approved they would transfer monies to the JPA.

Ms. Santin presented the expenses. Statewide projects is 3.29 million was estimated based on 85% of the revenue to go towards program services. Building and contingency costs is 15% of the revenue as well. Mr. Chaquica explained that this 15% was built in to insure that monies were not spent in excess of the planning estimate.

Ms. Santin presented the G & A. General management was developed based on assumptions of experience working with businesses and JPAs as well as looking at CSAC's administrative needs, IT assistance and marketing assistance. Current membership of 10 members the staffing amount has been projected to be \$765,500.

Ms. Santin presented formation costs. In regards to the anticipated formation costs, which were related to the administrative services, the formation committee agreed to pay those costs upfront. In note 2 the actual January 2010 costs, \$81,000, which were all the costs associated up until the point of obtaining the Department of Mental Health contract were defined by Ms Santin, Mr. Chaquica and Mr. Boewer as formation costs. The estimated formation costs through June 2010 are estimated at an additional \$99,000. The estimated formation costs for the fiscal year is conservatively projected to be \$180,000.

The Board requested staff to modify the staffing budget to drill down to staffing costs, benefit costs and operational costs and present at the March meeting.

7. New Membership and Outreach Development

7.A. Discussion regarding CalMHSA Membership Development

Mr. Chaquica addressed the issue of new member packets and the new website. All comments regarding the new packets and the website are welcome. He mentioned three of the Board members had some outreach to the 19 members who have assigned the monies to the state as to their interest in the JPA. The majority of the members were interested.

Mr. Chaquica mentioned the website has not been distributed to the rest of the counties as it was his desire for the Board to review the website prior to its distribution to ensure there were no oversights or modifications necessary. The overall opinion of the Board was the website exhibited the high standard of excellence expected of the JPA and the website should be distributed.

8. Administrative Matters

8.A. Technical Assistance and Capacity Building Statewide Projects

Mr. Chaquica discussed the contract and the changes that were made. The changed contract document was presented in the contract packet.

Within the agenda could be found a master template agreement to be used with future vendors. The standard contract will be brought back to the Board at the next meeting for their review.

Mr. Rawland mentioned the slight increase of the dollar amount to \$120,000. Dr. Goodwin explained the scope of work is what was discussed at the previous meeting just in a more deliverable manner and the fee increased for the addition of three counties. She also explained the work group encompassed designated people from the different member counties. When

the contract is concluded the work group could be implemented within 3 weeks and projects could begin.

Ed Walker moved to approve the contract with stipulation that the effective date be changed to February 10, 2010. Mike Oprendeck seconded the motion. The motion carried unanimously.

8.B. CalMHSA Agreement with Department of Mental Health

In regards to exhibit A, the DMH contract, there were no comments from the board regarding necessary changes. Mr. Chaquica discussed 08-25. During the meeting on January 19th a draft of 08-25 was distributed. As for the current status there is no current copy of 08-25. The understanding is, however, the changes to 08-25 are very minor.

Mr. Chaquica proceeded to discuss the draft contract. The contract has been edited as a result of input by the Board and the various discussions concerning the contract. In addition DMH has been provided with suggested changes to the contract. There are also additional items which are not discussed in the contract which need to be cleared up. One of the issues is the 19 counties monies are not mentioned specifically in the contract. The question is whether this will be dealt with through the contract or 08-25. There is documentation that establishes the counties can transfer the monies from the state to the JPA.

One of the other issues is on the 5% for community program planning. It is not clear whether if it is limited to the 5% and if so what is the approval process to go about increasing that amount? In addition since the OAC contemplated getting the administrative funds as well as the first year phase one money all at once, would it be possible for the JPA to get the same in an effort to offset the initial start up costs?

Mr. Rawland asked about the contract replacing the MOU and Mr. Chaquica confirmed this to be true. Mr. Chaquica continued to that if a county did not want to go through the 08-25 process there would be a MOU available. He continued to state that the 08-25 track for the counties would be the fasted track for the counties.

8.C. Oversight Accountability Commission (OAC) Guidelines

The OAC approved the guidelines and they have been issued. Emphasis leans toward the JPA as the most appropriate vehicle however the other options are stated. Strong emphasis on shell and ensures the stakeholder process is in place. Statewide projects have had one round of stakeholder process. As the plans are developed at the local level there must still be a stakeholder process, review process, and input process. Mr. Allan Rawland requested a recognition letter be forwarded to the OAC.

It was mentioned the mission of the JPA is beyond the statewide projects and beyond the Mental Health Services Act (MHSA). It is a business vehicle for counties to work together and collaborate. As long as this remains true the possibilities are endless. As the federal government views the state as a whole and not as the individual counties the opportunity for obtaining grants and the like to fund different projects increases.

There were several things mentioned as the foundation of the statewide projects. The first being the continuous stakeholder input of which the desire is to continue with this input. The desire is to conform to the strategic direction and preserve the degree of the statewide projects while evaluating the impact of the projects and ensuring the core principles are incorporated. This has been the goal of the OAC and the MHSA as well as those involved with the initial discussions regarding statewide projects.

Mr. Oprendeck introduced the next topic of discussion on a possible process of moving forward with the statewide projects. From the local stakeholders there were a couple of issues. The first was whether they wanted to join the JPA, or do they simply want to assign their money. This is where it has been recommended there be stakeholder input.

The next piece is that at the end of each year, or as there are changes made to the MHSA plan, a plan update will be created. The understanding is that when statewide projects are approved the mechanism for the JPA counties or any counties that are a part of that project are going to report their expenditures in their plan update.

The third piece is a statewide standing stakeholder input work group. What this work group will do is allow those in the local communities to have a voice in a statewide project as it is moving forward. If there were a project that a couple of counties were working on and other counties decided they wished to be a part of there would be some work around the development of the application or the plan. Then there should be a webcast call or posting of the plan. This would allow individuals to contribute to the project. There would then need to be an application work group to take the feedback and rework the application. Then there would be a public posting and comment period. Following this aspect the project would be taken to the OAC which would again require a period of public comment. This is just a model of what the process could be. This process has six points of stakeholder input. Mr. Oprendeck presented this may be accomplished by creating a standing statewide stakeholder work group made up of various stakeholders.

Mr. Chaquica explained that the OAC drafted the guidelines to be very general and simplistic. They want a check in with the stakeholders after plans have been developed to determine whether or not priorities have been established. There must be a process however to his knowledge the OAC has never mandated retooling.

Dr. Wayne Clark, PhD

Date

Secretary, CalMHSA

After lengthy discussion, the Board appointed Ed Walker and Mike Opredek to test the above framework for one program implementation and to develop a working model.

8.D. CalMHSA Website

The website was approved earlier in the meeting.

8.E. CalMHSA Strategic Planning

Mr. Rawland stated the date of March 12th from 9 am – 2 pm with a working lunch to deal with the strategic planning portion. Mr. Rawland, along with Ms. Denise Hunt, took responsibility of creating a working committee which would create a work plan regarding what is hoped to be accomplished at that meeting.

8.F. CalMHSA 2010 Calendar of Meetings

Mr. Chaquica stated the document was an affirmation of what has already been discussed regarding the monthly meetings. The Board unanimously confirmed to meeting dates.

Board comments

Mr. Rawland turned the discussion to job descriptions and the recruitment process. A template was offered that could be adjusted to fit the needs of the JPA. Dr. Goodwin and Mr. Chaquica will work together to prepare those job descriptions. Mr. Chaquica is hopeful that at the March 12th meeting he will have some applicants for those positions to discuss with the board. However there is the issue of funding for these positions.

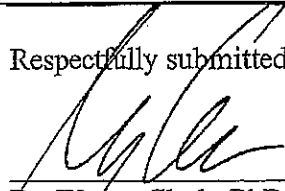
Staff comments

John Chaquica announced Meliah Bird has resigned from George Hills Company.

9. ADJOURNEMENT

Meeting was adjourned at 4:33pm by President, Allan Rawland.

Respectfully submitted,



Dr. Wayne Clark, PhD
Secretary, CalMHSA


Date