

**From:** [Carrie Spencer](#)  
**To:** [Erin Jernigan](#)  
**Subject:** Re: For Review - Subcontractor Close-out Letter  
**Date:** Friday, October 14, 2022 2:59:46 PM

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Hi, Erin!

Just closing the loop that we received the final payment. So now we're officially wrapped up for 2022!

Thanks for all of your work on the project. It was indeed a unique situation, and we appreciate all of your efforts to keep things moving forward.

Have a great weekend!

Carrie

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Carrie Spencer  
Operations Director

Cause Communications  
**Communications for Good**

Office 310.656.1001 x116  
[www.causecommunications.org](http://www.causecommunications.org)

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**From:** Carrie Spencer <cspencer@causecomm.org>  
**Date:** Thursday, October 6, 2022 at 11:55 AM  
**To:** Erin Jernigan <erin.jernigan@calmhsa.org>  
**Subject:** Re: For Review - Subcontractor Close-out Letter

Almost! Once we get that check, we can rest easy. With the nature of 2022, I'm not convinced USPS will deliver it smoothly.

Thanks for your help in pushing it through! Excited!

--

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Operations Director

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**From:** Erin Jernigan <erin.jernigan@calmhsa.org>  
**Date:** Thursday, October 6, 2022 at 11:32 AM  
**To:** Carrie Spencer <cspencer@causecomm.org>  
**Subject:** RE: For Review - Subcontractor Close-out Letter

Hi Carrie,

Just a heads up that the final approval on the invoice has come through so our Finance team is working on issuing payment. I think that qualifies us as wrapped up for 2022!

Thanks,  
Erin

Erin Jernigan  
Senior Program Coordinator  
California Mental Health Services Authority



Mobile: 279-234-0717  
Calmhsa.org

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**From:** Carrie Spencer <cspencer@causecomm.org>  
**Sent:** Tuesday, October 4, 2022 4:51 PM  
**To:** Erin Jernigan <erin.jernigan@calmhsa.org>  
**Subject:** Re: For Review - Subcontractor Close-out Letter

Signed! You should have. Feels good to close that out!

Fingers crossed the approval comes in time for this week's check run!

Have a great evening – and, as always, thanks so much!

--

Carrie Spencer  
Operations Director

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**From:** Erin Jernigan <[erin.jernigan@calmhsa.org](mailto:erin.jernigan@calmhsa.org)>  
**Date:** Tuesday, October 4, 2022 at 10:49 AM  
**To:** Carrie Spencer <[cspencer@causecomm.org](mailto:cspencer@causecomm.org)>  
**Subject:** RE: For Review - Subcontractor Close-out Letter

Hi Carrie,

Thanks for confirming! I'll send it out in DocuSign in just a few mins. As a side note, I approved the final CC invoice in our system and it's just pending second approval so it's making progress.

Thanks again,  
Erin

Erin Jernigan  
Senior Program Coordinator  
California Mental Health Services Authority



Mobile: 279-234-0717  
Calmhsa.org

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**From:** Carrie Spencer <[cspencer@causecomm.org](mailto:cspencer@causecomm.org)>  
**Sent:** Monday, October 3, 2022 10:19 AM  
**To:** Erin Jernigan <[erin.jernigan@calmhsa.org](mailto:erin.jernigan@calmhsa.org)>  
**Subject:** Re: For Review - Subcontractor Close-out Letter

Hi, there!

Hope you had a great weekend. Looks good to me.

Thanks,  
Carrie

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Carrie Spencer  
Operations Director

Cause Communications  
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**From:** Erin Jernigan <[erin.jernigan@calmhsa.org](mailto:erin.jernigan@calmhsa.org)>  
**Date:** Friday, September 30, 2022 at 3:26 PM  
**To:** Carrie Spencer <[cspencer@causecomm.org](mailto:cspencer@causecomm.org)>  
**Subject:** RE: For Review - Subcontractor Close-out Letter

Hi Carrie,

Great catch! Our standard is five years so that's where it was defaulted to. Please see the attached. If you're in agreement, I'll send for signature.

As an aside, I approved the OSP invoice yesterday and am working with our finance team on the final invoice for Cause.

Thanks!  
Erin

Erin Jernigan

Senior Program Coordinator  
California Mental Health Services Authority



Mobile: 279-234-0717  
Calmhsa.org

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**From:** Carrie Spencer <[cspencer@causecomm.org](mailto:cspencer@causecomm.org)>  
**Sent:** Thursday, September 29, 2022 11:20 AM  
**To:** Erin Jernigan <[erin.jernigan@calmhsa.org](mailto:erin.jernigan@calmhsa.org)>  
**Subject:** Re: For Review - Subcontractor Close-out Letter

Hi, Erin!

Thanks for this. These numbers align with ours.

With regard to the insurance – our contract with CalMHSA says 3 years beyond end of contract term, which would put us at 4 years, rather than 5. Can you clarify?

Thanks!

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Carrie Spencer  
Operations Director

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**From:** Erin Jernigan <[erin.jernigan@calmhsa.org](mailto:erin.jernigan@calmhsa.org)>  
**Date:** Wednesday, September 28, 2022 at 8:05 AM  
**To:** Carrie Spencer <[cspencer@causecomm.org](mailto:cspencer@causecomm.org)>  
**Subject:** For Review - Subcontractor Close-out Letter

Good morning, Carrie!

Attached for your review is the draft subcontractor close out letter. Please let me know if the amounts paid align with your records and I'll get it to you for signature as soon as the OSP final invoice is confirmed as paid.

Thank you,  
Erin

Erin Jernigan  
Senior Program Coordinator  
California Mental Health Services Authority



Mobile: 279-234-0717

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