COUNTY OF LOS ANGELES

MARVIN J. SOUTHARD, D.S.W.
Director

SUSAN KERR
Chief Deputy Director

RODERICK SHANER, M.D.
Medical Director

550 SOUTH VERMONT AVENUE, LOS ANGELES, CALIFORNIA 90020

Reply To: (213) 738-4601
Fax No.: (213) 386-1297

BOARD OF SUPERVISORS
GLORIA MOLINA
YVONNE BRATHWAITE BURKE
ZEV YAROSLAVSKY
DON KNABE
MICHAEL D. ANTONOVICH

DEPARTMENT OF MENTAL HEALTH

http://dmh.co.la.ca.us

March 4, 2004

The Honorable Board of Supervisors
County of Los Angeles
383 Kenneth Hahn Hall of Administration
500 West Temple Street
Los Angeles, California 90012

Dear Supervisors:

APPROVAL OF REQUEST FOR APPROPRIATION ADJUSTMENT FOR PAYMENT TO CALIFORNIA MENTAL HEALTH DIRECTORS ASSOCIATION (CMHDA) FOR STATE PASS THROUGH ADMINISTRATIVE SUPPORT FUNDS (ALL SUPERVISORIAL DISTRICTS) (4 VOTES)

IT IS RECOMMENDATED THAT YOUR BOARD:

1. Approve the Request for Appropriation Adjustment (Attachment I) for $45,000 for Fiscal Year (FY) 2003-2004. The appropriation increase will provide spending authority to the Department of Mental Health (DMH) to accept $45,000 from the State and to pass through $45,000 to the California Mental Health Directors Association (CMHDA). In accordance with a November 12, 2003 revised FY 2003-2004 Allocation Worksheet from the California Department of Mental Health (CDMH) (Attachment II), the $45,000 is an adjustment to the California budget reflecting an increase of $45,000 to provide CMHDA administrative support for the fiscal year ending June 30, 2004.

2. Approve and instruct the Chairman of your Board to execute a contract (Attachment III – Letter of Agreement) with CMHDA, in order to pass through the monies to CMHDA, effective upon Board approval.

PURPOSE/JUSTIFICATION OF RECOMMENDED ACTIONS:

In November 2003, DMH received $45,000 from CDMH which reflected monies to be passed through to CMHDA for administrative support activities. Per State public policy procedures, the monies are allocated to the county of the current CMHDA President; in turn, that county then passes through the monies to CMHDA. With Dr. Marvin J. Southard serving as the CMHDA President in FY 2003-2004, Los Angeles County has received the funds from the State and is expected to pass through the monies to CMHDA in support of its administrative activities.

This request for appropriation adjustment and approval of contract will allow DMH to accept from the State the $45,000 and to pass through the funds to CMHDA.

Implementation of Strategic Plan Goals:

The recommended Board action is consistent within the County's fourth goal - "Fiscal Responsibility" within the Countywide Strategic Plan. The approved action will allow for State monies to be passed through to CMHDA to support administrative activities associated with its responsibilities to its membership and in carrying out its mission.

FISCAL IMPACT/FINANCING:

There is no impact on net County cost. For FY 2003-2004 the appropriation increase of $45,000 is fully funded with monies received from the State's Budget Item 4440-101-0001(1), Community Services – Other Treatment.

FACTS AND PROVISIONS/LEGAL REQUIREMENTS:

CMHDA is a membership organization composed of representatives of all 61 county mental health departments in California whose mission is to ensure the accessibility of quality, cost-effective mental health care for the people of the State of California, and to provide the leadership, advocacy, and support for quality care necessary to meet its vision and values for the public mental health system. Historically, CMHDA has worked from a business model developed during the late 1980's with a focus on general mental health advocacy and legislative lobbying. As responsibilities for mental health system development and management shifted from the State to the counties, CMHDA modified its role to better serve the needs of its membership. CMHDA has become an ideal and unique conduit of information about practical and successful approaches used in other counties, and has increasingly served as a linkage point between counties and consultants who can provide technical assistance and expertise in various areas.

Consistent with past public policy procedures, CDMH allocates monies to the county of CMHDA's current president; the county in turn passes through the monies to CMHDA. With Dr. Southard serving as CMHDA's president in FY 2003-2004, Los Angeles County has received $45,000 from the State and is expected to pass through the funds to CMHDA. This Board action will allow for the $45,000 to be encumbered by DMH and then disbursed to CMHDA.

CONTRACTING PROCESS:

A contract between CMHDA and the County of Los Angeles will ensure that the $45,000 will be passed through to CMHDA as intended by the State.

IMPACT ON CURRENT SERVICES:

There is no impact on current services.

CONCLUSION:

The Department of Mental Health will need one (1) copy of the adopted Board action. It is requested that the Executive Officer of the Board notifies the Department of Mental Health's Contracts Development and Administration Division at (213) 738-4684, when this document is available.

Respectfully submitted,

Marvin J. Southard
SK

Marvin J. Southard, D.S.W.
Director of Mental Health

MJS:SK:RK:LQ:AW

Attachments (3)

c: Chief Administrative Officer
County Counsel
Chairperson, Mental Health Commission

a: CMHDA Truman BL

PRINTED BY STANDARD REGISTER U.S.A. ZIPSET ® 80516 F3

ATTACHMENT I

76R 352M (11/83)

BOARD OF SUPERVISORS OFFICIAL COPY

COUNTY OF LOS ANGELES

REQUEST FOR APPROPRIATION ADJUSTMENT

DEPT'S. NO. 435

DEPARTMENT OF MENTAL HEALTH

19

AUDITOR-CONTROLLER.

THE FOLLOWING APPROPRIATION ADJUSTMENT IS DEEMED NECESSARY BY THIS DEPARTMENT. WILL YOU PLEASE REPORT AS TO ACCOUNTING AND AVAILABLE BALANCES AND FORWARD TO THE CHIEF ADMINISTRATIVE OFFICER FOR HIS RECOMMENDATION OR ACTION.

ADJUSTMENT REQUESTED AND REASONS THEREFOR

4 - VOTES

SOURCES:	USES:
Department of Mental Health	Department of Mental Health
State Other (CMHDA - Truman)	Services and Supplies
A01-MH-20500-883E	A01-MH-20500-2000
$45,000	$45,000

This adjustment is requested to accept from the State and pass through $45,000 to the California Mental Health Directors Association (CMHDA) for administrative support. There is no net County cost.

Marvin J. Southard, D.S.W.

Director of Mental Health

CHIEF ADMINISTRATIVE OFFICER'S REPORT

REFERRED TO THE CHIEF ADMINISTRATIVE OFFICER FOR — ACTION

RECOMMENDATION ✓

APPROVED AS REQUESTED 03/04/04 19

AS REVISED

CHIEF ADMINISTRATIVE OFFICER

AUDITOR-CONTROLLER NO. 216

BY

MARCH 4 2004

APPROVED (AS REVISED): BOARD OF SUPERVISORS 19

BY

DEPUTY COUNTY CLERK

ATTACHMENT II

CALIFORNIA DEPARTMENT OF
Mental Health

1600 9th Street, Sacramento, CA 95814
(916) 654-2314

November 12, 2003

Marvin J. Southard, DSW, Director
Los Angeles County Mental Health
550 South Vermont Ave., 12th Floor
Los Angeles, California 90020

Dear Dr. Southard:

Enclosed is a revised 2003-04 Fiscal Year (FY) Allocation Worksheet for Los Angeles County. This revision reflects an increase of $45,000 to provide the California Mental Health Directors Association administrative support for the fiscal year ending June 30, 2004.

This allocation is an adjustment to Budget Item 4440-101-0001(1), Community Services – Other Treatment and will not be categorically identified.

Sincerely,

STAN JOHNSON
Chief
County Financial Program Support

Enclosure

NOV 2003

RECEIVED

NOV 18 2003

DIRECTOR OF MENTAL HEALTH

Flex your Power

DO YOUR PART TO HELP CALIFORNIA SAVE ENERGY
For energy saving tips, visit the DMH website at
www.dmh.cahwnet.gov

DEPARTMENT OF MENTAL HEALTH
Fiscal Year 2003-04

COMMUNITY MENTAL HEALTH SERVICES
ALLOCATION WORKSHEET
REVISION NUMBER 2

LOS ANGELES

PROGRAM	CURRENT ALLOCATION	ADJUSTMENT	TOTAL ALLOCATION
Community Services	$17,610,340	$45,000	$17,655,340
Children's Mental Health Services	$4,753,488	$0	$4,753,488
Adult System of Care	$0	$0	$0
Community Services: Other Treatment for Mental Health Managed Care	$67,456,432	$0	$67,456,432
Services	*($67,255,534)*	*$0*	*($67,255,534)*
Federal Regulations Implementation	*($200,898)*	*$0*	*($200,898)*
TOTAL COMMUNITY SERVICES	$89,820,260	$45,000	$89,865,260

PROGRAM DATA BY FUND SOURCES			
4440-101-0001(1) Community Services - Other Treatment	$17,610,340	$45,000	$17,655,340
4440-101-0001(1.5) Children's Mental Health Services	$4,753,488	$0	$4,753,488
4440-101-0001 Adult System of Care	$0	$0	$0
4440-103-0001 Community Services - Other Treatment for Mental Health Managed Care	$67,456,432	$0	$67,456,432
Services	*($67,255,534)*	*$0*	*($67,255,534)*
Federal Regulations Implementation	*($200,898)*	*$0*	*($200,898)*
TOTAL FUND SOURCES	$89,820,260	$45,000	$89,865,260

PURPOSE: Funding for California Mental Health Directors' Association

DATE: November 10, 2003

Attachment III

LETTER OF AGREEMENT
BETWEEN COUNTY OF LOS ANGELES AND CMHDA
Pass through of State Funds to CMHDA

This Letter of Agreement, entered into this _____ day of _____, 2004, which date is enumerated for purposes of reference only, is by and between the COUNTY OF LOS ANGELES (the "COUNTY") and the CALIFORNIA MENTAL HEALTH DIRECTORS ASSOCIATION ("CMHDA"), as indicated by the signatures of their respective authorized representatives.

RECITALS

WHEREAS, with Dr. Marvin J. Southard serving as CMHDA President in Fiscal Year (FY) 2003-2004, COUNTY received $45,000 from the California Department of Mental Health (State); and

WHEREAS, per State public policy procedures, the $45,000 is allocated to the COUNTY of the current CMHDA president, which in turn, passes through the funds to CMHDA; and

WHEREAS, COUNTY is required to contract with CMHDA for the purpose of passing through or transferring the $45,000 in its entirety to CMHDA; and

WHEREAS, the $45,000 shall be used exclusively by CMHDA for administrative purposes as related to by the State under Budget Item 4440-101-0001(1) Community Services – Other Treatment; and

WHEREAS, it is the intent of the State that this allocation be in effect for FY 2003-2004 only.

NOW, THEREFORE, in consideration of the foregoing, the COUNTY and CMHDA agree as follows:

1. DISBURSEMENT OF FUNDS

   Per State instructions, the COUNTY shall authorize Department of Mental Health (DMH) to disburse to CMHDA the $45,000, in its entirety and on a one time basis.

2. TERM

   This Letter of Agreement pertains only to the transfer by DMH to CMHDA of the $45,000, and shall terminate on June 30, 2004.

3. NO LIABILITY

Neither of the parties to this Letter of Agreement shall be deemed to assume liability for any act or omission of the other party to this Letter of Agreement, whether in the performance of this Letter of Agreement or not;

4. MISCELLANEOUS

A. Either party may terminate this Letter of Agreement upon 120 days' prior written notice to the other party. Notwithstanding the termination of this Letter of Agreement, all obligations of the COUNTY pursuant to this Letter of Agreement shall survive until the end of the fiscal year or until CMHDA has received any and all reimbursements provided for in Section 1 above.

B. This Letter of Agreement may be executed by facsimile and/or in separate counterparts, each of which shall be deemed the original.

5. GENERAL ASSURANCES

By executing this Letter of Agreement, both parties agree that General Assurances specified below will be observed. It is understood and agreed that nothing under General Assurances is intended to make COUNTY responsible for the expenditure of funds following their transfer to CMHDA.

A. All State statutes, regulations, program plans, and applications applicable to each program under which State funds are made available through this Letter of Agreement will be met by CMHDA in its administration of its programs, and the undersigned is authorized to file these assurances for CMHDA.

B. CMHDA will use fiscal control and fund accounting procedures that will ensure proper disbursement of, and accounting for, State funds paid to CMHDA under this Letter of Agreement.

C. CMHDA shall make reports to the State as may reasonably be necessary to enable the State to perform its duties and will maintain such records and provide access to those records as the State deems necessary. Such records shall include, but not be limited to, records which fully disclose the amount and disposition by CMHDA of these funds, the total cost of the administrative activity for which the funds are used, the share of that cost provided from other sources, and such other records as will facilitate an effective audit. CMHDA shall maintain such records for five years after the completion of the activities for which the funds are used.

D. Any funds pursuant to paragraph (1) are available for obligation and expenditure in the year appropriated and shall be obligated and expended in accordance with the State statutory and regulatory provisions relating to such funds.

E. The following is required for all state grants:
Recipient, by signing this grant, hereby acknowledges the applicability of Government Code sections 16645 through 16649 to this agreement. Furthermore, Recipient, by signing this Letter of Agreement, hereby certifies that: (a) no State funds disbursed by this grant will be used to assist, promote, or deter union organizing; (b) recipient shall account for State funds disbursed for a specific expenditure by this grant to show that those funds were allocated to that expenditure; (c) recipient shall, where state funds are not designated as described in item b above, allocate on a pro rata basis all disbursements that support the grant program; (d) recipient will maintain records sufficient to show that no state funds were used for those expenditures, and shall provide those records to the Attorney General upon request; and (e) recipient hereby certifies that no request for reimbursement, or payment under this agreement, will seek reimbursement for costs incurred to assist, promote, or deter union organizing.

/

/

/

/

/

/

/

/

/

/

/

/

/

/

/

/

IN WITNESS THEREOF, the parties have caused this Letter of Agreement to be executed by their duly authorized officers.

CALIFORNIA MENTAL HEALTH DIRECTORS ASSOCIATION

BY: _____ DATED _____

Patricia Ryan

TITLE: Executive Director

COUNTY OF LOS ANGELES

BY: _____ DATED: _____

Chairman, Board of Supervisors

APPROVED AS TO FORM
OFFICE OF THE COUNTY COUNSEL
LOS ANGELS, CALIFORNIA

BY: _____ DATED: _____

Principal Deputy County Counsel

AW: CMHDA Truman Letter of Agreement