



LOS ANGELES COUNTY DEPARTMENT OF MENTAL HEALTH
550 S. VERMONT AVE., LOS ANGELES, CA 90020 HTTP://DMH.LACOUNTY.GOV



ROBIN KAY, Ph.D.
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Medical Director

August 2, 2016

TO: Each Supervisor
FROM: *Robin Kay, Ph.D.*
Robin Kay, Ph.D.
Acting Director

SUBJECT: **NOTICE OF INTENT TO REQUEST DELEGATED AUTHORITY TO APPROVE A PERCENTAGE INCREASE EXCEEDING TEN PERCENT OF THE TOTAL CONTRACT AMOUNT FOR ONE RESPITE CARE SERVICES PROGRAM AGREEMENT FOR MENTAL HEALTH SERVICES**

This is to advise your Board that the Department of Mental Health (DMH) is scheduling a Board letter for the August 30, 2016, agenda requesting approval to execute an agreement with Maxim Healthcare Services, Inc., for the provision of the Respite Care Services Program. The Board letter also requests an additional ten percent for a total of twenty percent delegated authority to increase the Total Contract Amount (TCA) of the Agreement.

In accordance with Board of Supervisors Policy No. 5.120, prior Board notice is required for any department requesting delegated authority to increase Board-approved contracts over ten percent.

JUSTIFICATION

This authority will allow DMH and Maxim Healthcare Services, Inc., to maintain business continuity in the provision of respite care services throughout Los Angeles County. In most instances where speed and response time are of key importance, the increased delegated authority will allow DMH and Maxim Healthcare Services, Inc., to maximize, prioritize, and increase access to services on a continuous and ever-increasing basis to its ever-growing clientele, which more effectively meets the County's mission, "To Enrich Lives Through Effective And Caring Service."

Should there be a need to exceed the twenty percent delegated authority, DMH will return to your Board with a request for authority to amend the contracts accordingly.

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NOTIFICATION TIMELINE

Consistent with the procedures of Board Policy No. 5.120, we are informing your Board of our intention to proceed with filing the Board letter with the Executive Office of the Board of Supervisors for the August 30, 2016, Board meeting.

If you have any questions or concerns, please contact me, or your staff may contact Angel Baker, Interim Chief, Contracts Development and Administration Division, at (213) 738-4684.

RK:BM:GT:OH:lg

c: Executive Office, Board of Supervisors
Chief Executive Office
County Counsel
Dennis Murata, M.S.W.
Deputy Directors
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