



**LOS ANGELES COUNTY
DEPARTMENT OF MENTAL HEALTH**

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October 10, 2017

ADOPTED

BOARD OF SUPERVISORS
COUNTY OF LOS ANGELES

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

19 October 10, 2017

Dear Supervisors:

LORI GLASGOW
EXECUTIVE OFFICER

**APPROVAL TO EXCEED INCIDENTAL EXPENSE LIMITS AND DELEGATED
AUTHORITY TO ENTER INTO AGREEMENT(S) FOR THE USE OF FACILITY
SPACE IN FISCAL YEARS 2017-18 AND 2018-19
(ALL SUPERVISORIAL DISTRICTS)
(3 VOTES)**

SUBJECT

The County of Los Angeles Department of Mental Health is seeking advanced Board approval to exceed the total annual incidental expense limit for Fiscal Years 2017-18 and 2018-19 to cover the costs of official meetings, conferences, and events that support our mission, and promote the health, wellness, and recovery of Los Angeles County residents.

IT IS RECOMMENDED THAT YOUR BOARD:

1. Approve and authorize the Director of Mental Health (Director), or his designee, to exceed the Department of Mental Health's (DMH) total incidental expenses for Fiscal Years (FY) 2017-18 and 2018-19 to procure catering services and incur other expenses for meetings, conferences, and events (i.e. trainings, symposiums, forums, focus groups, staff recognition, etc.) related to the conduct of County business up to a cumulative total of approximately \$225,000 per year, provided that DMH gives written notification to your Board and the Chief Executive Office (CEO) within ten (10) working days prior to the date of any event that exceeds \$10,000.
2. Delegate authority to the Director, or his designee, to enter into Agreement(s) for the use of various facility space(s) for meetings, conferences, and events, with the approval of County Counsel, provided that DMH gives written notification to your Board and the Chief Executive Office (CEO) within ten (10) working days prior to the date of any event.

PURPOSE/JUSTIFICATION OF RECOMMENDED ACTION

The purpose of the recommended actions is to provide DMH with the necessary spending authority to meet the anticipated level of incidental expenses associated with various meetings, conferences, and events that promote DMH's mission and enhance service delivery or service access to the community as follows:

- Departmental Meetings and Events

DMH coordinates a variety of meetings and trainings that advance your Board's priorities, as well as the Department's mission in support of the 5,000 person workforce. This includes approximately \$35,000 in incidental expenses to fund employee recognition events, strategic planning meetings, and trainings.

- Commission Meetings and Events

DMH incurs approximately \$15,000 in incidental expenses in support of the Los Angeles County Mental Health Commission (MHC). In addition to its monthly meetings and annual retreat, the MHC also hosts an Annual Volunteer and Program Recognition Awards Banquet. This is the sole opportunity for the Commission to recognize and honor outstanding members of the mental health community and the exceptional efforts and achievements of mental health programs that have provided innovative services to one or more communities within the Los Angeles County area.

- Various Mental Health Conferences and Events

DMH hosts a variety of recurring, annual conferences and events (Attachment I) that aim to empower participants and facilitate collaboration with mental health experts, health care professionals, and community leaders. These events seek to combat stigma surrounding mental health issues, improve access to diverse populations seeking help, and enable successful reintegration in to the community. DMH is anticipating roughly \$175,000 in incidental expenses to support these needs.

Over the last three fiscal years, DMH spent an average of \$194,000 in catering services and incidental expenses, which were partially offset by approximately \$46,000 in conference/event fees collected from attendees. As such, DMH estimates that it will require approximately \$225,000 per year to procure catering services and incur other incidental expenses for FYs 2017-18 and 2018-19. To the extent that conference/event fees are collected from attendees, these funds will be used to offset the total cost of catering services and other incidental expenses.

Approval of the recommended actions will enable DMH to focus on the planning and execution of various meetings, conferences, and events throughout the County that enhance the quality of public service.

Implementation of Strategic Plan Goals

These recommendations support the County's Strategic Plan Goal I, "Make Investments That Transform Lives," and Strategic Plan Goal II, "Foster Vibrant and Resilient Communities."

FISCAL IMPACT/FINANCING

Sufficient funds are available in DMH's approved budget for FY 2017-18 to procure catering services and incur other expenses for meetings, conferences, and events incidental to the conduct of County business. Funding for FY 2018-19 will be requested through the budget process.

To the extent that MHSA funds are used to pay for catering services and other incidental expenses, all expenses must be made in accordance with Los Angeles County's approved MHSA Three-Year Plan.

There is no net County cost impact associated with these actions.

FACTS AND PROVISIONS/LEGAL REQUIREMENTS

Incidental expenses may include food and beverage purchases and other costs directly associated with County business, including official functions and meetings.

Pursuant to Section 5.40.097 of County Code, and Section 4.9 of the County Fiscal Manual, departments are permitted to purchase food and beverages for official functions authorized by the Director up to \$500 per occurrence with a maximum of \$5,000 per year. Any expenditure over \$500 per occurrence must be approved in advance by the Chair of the Board of Supervisors. When total annual incidental expenses, or expenses for a single event, exceed \$5,000, the Board must approve such expenses in advance through a Board Agenda Item.

DMH anticipates incurring incidental expenses beyond \$500 per event, and will spend more than \$5,000 annually in food and beverage purchases in FYs 2017-18 and 2018-19. As such, DMH is requesting that your Board approve such expenses in advance, not to exceed a cumulative, annual total of approximately \$225,000, provided that DMH gives written notification to your Board within ten (10) working days prior to the date of any event that exceeds \$10,000.

IMPACT ON CURRENT SERVICES

Approval of the recommended action will enable DMH to continue to pay for incidental expenses associated with departmental meetings, conferences, and events that support Mental Health planning needs; improve public engagement; facilitate inter-departmental interaction; and enhance service delivery in order to promote the health, wellness, and recovery of mentally ill individuals.

The Honorable Board of Supervisors

10/10/2017

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Respectfully submitted,

A handwritten signature in black ink, appearing to read 'J. E. Sherin', is written above the printed name.

Jonathan E. Sherin, M.D., Ph.D.

Director

JES:MM:SLD:RLR:

tg

Enclosures

c: Executive Officer, Board of Supervisors
Chief Executive Officer
County Counsel
Chairperson, Mental Health Commission

COUNTY OF LOS ANGELES
DEPARTMENT OF MENTAL HEALTH

FY 2017-18 and FY 2018-19 Planned Annual Conferences

No.	Name	Description of Conference	Estimated Attendance	Type of Funding
1	Integrated Care Conference	Planning committee develops thematic tracks which recognize the importance of addressing the needs of specific populations and of system transformation. Specific track includes LGBT issues, primary health care, children and TAY, and criminal justice.	900	MHSA
2	American Indian/Alaska Native Mental Health Conference	Building awareness of the MH needs of the AI/AN community as well as providing training and increasing knowledge of culturally-appropriate MH interventions.	300	MHSA
3	CalWORKs Symposium	The purpose of the 2018 CalWORKs Symposium is to provide essential employment-focused workshops, presentations, and strategies to alleviate mental health barriers to employment for CalWORKs participants, while increasing positivity, self-worth, resiliency, and a commitment to obtaining employment.	TBD	DPSS Intra-departmental transfer
4	African American Mental Health Conference	Improve awareness regarding MH issues and its impact on African American families and communities.	1000	MHSA
5	Housing Institute	This conference affords participants the opportunity to acquire new skills and tools to assist with finding and maintaining housing for individuals and their families; current available resources through local, state, and federal agencies; best and promising practices of service delivery for the homeless population and homeless population with a mental illness; basic skills and knowledge for individuals starting this work; and available funding sources for permanent supportive housing.	500	MHSA
6	Building Trauma Resilient Families: Investing in Children Ages 0-5	Two-Day conference with strategic partners to enhance coordinated care and workforce capacity for young children.	300	MHSA (PEI)
7	Mental Health and Spirituality	Educate the clergy and establish a dialogue on the issues their congregations face. A comprehensive, multi-pronged approach to bringing together MH and spirituality, which includes workshops and keynote presenters.	400	MHSA
8	Transition Aged Youth Conference	Identify the evolving needs of transition aged youth and to ensure that consumers, providers, and constituents are kept informed and updated regarding current and best practices for serving the TAY population.	300	MHSA
9	Coping with Hope	Prepares Mental Health clinicians in both DMH directly-operated and contracted facilities, to deliver quality care that effectively treats the complex health, mental health, and substance abuse symptoms of clients living with HIV/AIDS.	250	MHSA
10	Hoarding Forum	Designed for social workers, nurses, psychologists, code enforcement officers, gatekeepers, consumers, and providers in related fieldwork with people who hoard.	300	MHSA
11	Mental Health Commission Annual Retreat	The purpose of this retreat is to develop new goals, review prior goal outcomes, review strategic plans, develop substantive priorities to coincide with board priorities, and welcome newly appointed Commissioners.	20	CGF
12	Moving Recovery Forward Through Employment	The focus of the conference has been to feature expert presenters in the field of employment and MH recovery and to offer workshops that highlight strategies for DMH staff and Legal Entity (LE) providers to use to assist consumers to achieve their employment goals.	280	MHSA
13	Suicide Prevention Summit - Men and Suicide: Asking for Directions	Designed to educate MH professionals and individuals who come into contact with people at risk especially men struggling with suicidal behaviors.	250	MHSA
14	Profiles of Hope	Sole opportunity for the Commission to recognize and honor outstanding members of the MH community.	200	CGF
15	Stepping In Conference	This training is unique in that it brings together law enforcement, other first responders, education, social service agencies, and MH to form a truly multidisciplinary approach that promotes safety for all individuals.	TBD	MHSA
16	Staff Development Conference	The conference provides an opportunity to develop critical partnerships between Field Response Operations (FRO) and Law Enforcement Teams (LET) that work with the underserved and unserved communities.	TBD	MHSA

NOTE

This chart represents DMH's annual recurring conferences but may not be inclusive of all conferences or Departmental events planned for the next two fiscal years for which DMH is requesting approval.