

**LOS ANGELES COUNTY DEPARTMENT OF MENTAL HEALTH
MENTAL HEALTH COMMISSION**

Budget Allocation by Category	Procurement of goods and services must follow LA County Fiscal Manual Limits and General Guidelines for Solicitation Limits (4.4.2.4).		
	Budget Allocation for FY 2022-2023	Budget Allocation for FY 2023-2024	Budget Allocation for FY 2024-2025 <small>Note: Pending DMH Budget Approval by BOS</small>
	Amount		
ACCESS SERVICES (Executive Committee, Full Commission, Special Meetings ONLY)	\$28,000	\$150,000	\$170,000
ANNUAL RETREATS	\$3,000	\$23,000	\$26,000
CATERING (Executive Committee, Full Commission, Special Meetings ONLY)	\$10,000	\$25,000	\$25,000
CONFERENCE ROOM CLEANING FEE AND/OR RENTAL FEE (Executive Committee, Full Commission, Special Meetings ONLY)	\$5,000	\$10,000	\$10,000
CONFERENCES/TRAININGS	\$0	\$3,000	\$3,000
GUEST SPEAKERS (Other than consultants for Retreats or Town Halls)	\$29,000	\$9,000	\$8,500
MEMBERSHIP DUES	\$5,000	\$5,500	\$5,500
MILEAGE REIMBURSEMENT	\$1,000	\$7,500	\$7,000
MISCELLANEOUS (e.g., Staples office supplies for regular/special meetings, water, business cards, etc.)	\$5,000	\$5,000	\$6,500
OUTREACH AND ENGAGEMENT <small>This category includes promotional items used for community events and town halls ONLY</small>	\$0	\$1,000	\$2,500
STIPENDS (CAF for members of public)	\$0	\$1,000	\$1,000
TOWN HALLS <small>Two per year</small>	\$0	\$45,000	\$45,000
TOTAL	\$86,000	\$285,000	\$310,000

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**LOS ANGELES COUNTY DEPARTMENT OF MENTAL HEALTH
MENTAL HEALTH COMMISSION**

Procurement of goods and services must follow LA County Fiscal Manual Limits and General Guidelines for Solicitation (4.4.2.4).

Total Expenditures by Category for FY2023-2024

Category	Budget Allocation	Expenditures	Remaining Allocation
Amount			
*This includes reservation estimates for upcoming meetings			

<p style="text-align: center;">Access Services</p> <p>This category includes: Language Interpretation, ASL Language, CART, and Audio/Video Services for Executive Committee and Full Commission meetings ONLY.</p>	\$150,000.00	\$97,857.50	\$52,142.50
<p style="text-align: center;">Catering</p> <p>This category includes catering for Executive Committee, Full Commission, Special Meetings ONLY</p>	\$25,000.00	\$5,201.93	\$19,798.07
<p style="text-align: center;">Conference Room Cleaning Fee and/or Rental Fee (Executive Committee, Full Commission, Special Meetings ONLY)</p>	\$10,000.00	\$2,675.00	\$7,325.00
<p style="text-align: center;">Annual Retreat</p> <p>This category includes the following expenses: Language Interpretation, CART, Audio/Video, Venue Fee, Catering, Travel Expense, Consultant, and Supplies.</p>	\$23,000.00	\$8,905.75	\$14,094.25
<p style="text-align: center;">Town Halls</p> <p>Two town halls per year. This category includes the following expenses: Language Interpretation, CART, Audio/Video, Venue Fee, Catering, Travel Expense, Consultant, Swag, and Supplies.</p>	\$45,000.00	\$34,383.55	\$10,616.45

Category	Budget Allocation	Expenditures	Remaining Allocation
	Amount <i>*This includes reservation estimates for upcoming meetings</i>		
Conference/Trainings This category includes the following expenses: Mileage Reimbursement, Meals, Registration Fee, and Parking Fee.	\$3,000.00	\$0.00	\$3,000.00
Membership Dues This category includes the following expenses: Membership Dues - CALBHB and Other Membership Dues	\$5,500.00	\$5,500.00	\$0.00
Mileage Reimbursement This category only includes reimbursement related to MHC meeting attendance and other within County Stakeholder meetings.	\$7,500.00	\$617.50	\$6,882.50
Miscellaneous This category includes: Staples office supplies for regular/special meetings, water, business cards, etc.)	\$5,000.00	\$778.90	\$4,221.10
Guest Speakers (Other than consultants for Retreats or Town Halls)	\$9,000.00	\$0.00	\$9,000.00
Outreach and Engagement This category includes promotional items used for community events and town halls ONLY	\$1,000.00	\$0.00	\$1,000.00
Stipends (CAF participant stipends)	\$1,000.00	\$0.00	\$1,000.00
TOTAL	\$285,000.00	\$155,920.13	\$129,079.87

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Procurement of goods and services must follow LA County Fiscal Manual Limits and General Guidelines for Solicitation Limits (4.4.2.4).

LA County Mental Health Commission Expense Tracking Sheet By Event Type FY 2023-2024

(This includes reservation estimates for upcoming meetings)

Event Type	Expense Detail	Jul-23	Aug-23	Sep-23	Oct-23	Nov-23	Dec-23	Jan-24	Feb-24	Mar-24	Apr-24	May-24	Jun-24	Total by Expense	Total by Event
Executive Committee Meetings	Executive Committee Meeting - Access Services - Language Interpretation	\$ 1,920	\$ -	\$ 1,920	\$ 1,920	\$ 2,240	\$ -	\$ -	\$ 1,920	\$ -	\$ 1,920	\$ -	\$ -	\$ 11,840.00	\$ 49,564.97
	Executive Committee Meeting - Access Services - ASL Language	\$ 660	\$ -	\$ 660	\$ 660	\$ 660	\$ -	\$ -	\$ 620	\$ 620	\$ 620	\$ -	\$ -	\$ 4,500.00	
	Executive Committee Meeting - Access Services - Audio and Video	\$ 3,200	\$ -	\$ 3,200	\$ 3,200	\$ 3,200	\$ -	\$ -	\$ 3,200	\$ 5,120	\$ 3,200	\$ -	\$ 3,200	\$ 27,520.00	
	Executive Committee Meeting - Access Services - CART	\$ 450	\$ -	\$ 450	\$ -	\$ 450	\$ -	\$ -	\$ 450	\$ 450	\$ 450	\$ -	\$ -	\$ 2,700.00	
	Executive Committee Meeting - Catering	\$ 891	\$ -	\$ 488	\$ 171	\$ -	\$ -	\$ -	\$ 329	\$ -	\$ -	\$ -	\$ 100	\$ 1,979.97	
	Executive Committee Meeting - Conference Room Cleaning Fee	\$ 50	\$ -	\$ 50	\$ 100	\$ 50	\$ -	\$ -	\$ 275	\$ 200	\$ 200	\$ 100	\$ -	\$ 1,025.00	
	Executive Committee Meeting - Conference Room Rental Fee (If not at DMH or County Facility)	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
	Monthly total	\$ 7,171	\$ -	\$ 6,768	\$ 6,051	\$ 6,600	\$ -	\$ -	\$ 6,794	\$ 6,390	\$ 6,390	\$ 100	\$ 3,300		
Full Commission Meetings	Full Commission Meeting - Access Services - Language Interpretation	\$ 2,240	\$ -	\$ 2,240	\$ 2,240	\$ 2,240	\$ -	\$ -	\$ 2,240	\$ 2,240	\$ -	\$ -	\$ 4,160	\$ 17,600.00	\$ 56,169.46
	Full Commission Meeting - Access Services - ASL Language	\$ 770	\$ -	\$ 770	\$ 770	\$ 770	\$ -	\$ -	\$ 770	\$ 770	\$ -	\$ -	\$ 1,390	\$ 6,010.00	
	Full Commission Meeting - Access Services - Audio and Video	\$ 3,200	\$ -	\$ 3,200	\$ 3,200	\$ 3,200	\$ -	\$ -	\$ 3,200	\$ 3,200	\$ -	\$ -	\$ 3,200	\$ 22,400.00	
	Full Commission Meeting - Access Services - CART	\$ 675	\$ -	\$ 525	\$ 1,088	\$ 525	\$ -	\$ -	\$ 675	\$ 675	\$ -	\$ -	\$ 1,125	\$ 5,287.50	
	Full Commission Meeting - Catering	\$ 162	\$ -	\$ 1,040	\$ 601	\$ -	\$ -	\$ -	\$ 1,419	\$ -	\$ -	\$ -	\$ -	\$ 3,221.96	
	Full Commission Meeting - Conference Room Cleaning Fee	\$ 250	\$ -	\$ 200	\$ 200	\$ 100	\$ -	\$ -	\$ 200	\$ 300	\$ -	\$ 200	\$ 200	\$ 1,650.00	
	Full Commission Meeting - Conference Room Rental Fee (If not at DMH or County Facility)	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
	Monthly total	\$ 7,297	\$ -	\$ 7,975	\$ 8,099	\$ 6,835	\$ -	\$ -	\$ 8,504	\$ 7,185	\$ -	\$ 200	\$ 10,075		
Annual Retreats	Annual Retreat - Access Services - Language Interpretation	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 2,880	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 2,880.00	\$ 8,905.75
	Annual Retreat - Access Services - ASL Language	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 990	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 990.00	
	Annual Retreat - Access Services - Audio and Video	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 3,200	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 3,200.00	
	Annual Retreat - Access Services - CART	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 675	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 675.00	
	Annual Retreat - Venue Fee	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 200	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 200.00	
	Annual Retreat - Catering	\$ -	\$ -	\$ -	\$ -	\$ 816	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 815.75	
	Annual Retreat - Travel Expense	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
	Annual Retreat - Consultant	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
	Annual Retreat - Supplies (e.g., easel boards, markers, prints, signage, notepads, etc.)	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 145	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 145.00	
Monthly total	\$ -	\$ -	\$ -	\$ -	\$ 816	\$ 8,090	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -			
Town Hall - Access Services - Language Interpretation	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 1,710	\$ -	\$ -	\$ 4,500	\$ -	\$ -	\$ 6,210.00		

Event Type	Expense Detail	Jul-23	Aug-23	Sep-23	Oct-23	Nov-23	Dec-23	Jan-24	Feb-24	Mar-24	Apr-24	May-24	Jun-24	Total by Expense	Total by Event
Town Halls	Town Hall - Access Services - ASL Language	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 1,210	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 1,210.00	\$ 34,383.55
	Town Hall - Access Services - Audio and Video	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 3,500	\$ -	\$ -	\$ 3,500	\$ -	\$ -	\$ 7,000.00	
	Town Hall - Access Services - CART	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 900	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 900.00	
	Town Hall - Venue Fee	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 5,655	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 5,655.25	
	Town Hall - Catering	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 5,761	\$ -	\$ 7,300	\$ -	\$ -	\$ -	\$ -	\$ 13,060.61	
	Town Hall - Travel Expense	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 348	\$ -	\$ -	\$ -	\$ -	\$ 347.69	
	Town Hall - Consultant	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
	Town Hall - Supplies (e.g., easel boards, markers, prints, signage, notepads, etc.)	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
	Town Hall - Promotional items	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
Monthly total	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 11,416	\$ 7,320	\$ 7,648	\$ -	\$ 8,000	\$ -	\$ -	\$ -		
Conference/Trainings	Conference/Trainings	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
	Conference/Training - Mileage Reimbursement	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
	Conference/Training - Lodging	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
	Conference/Training - Meals	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
	Conference/Training Registration Fee	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
	Conference/Training - Parking Fees	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
	Monthly total	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
Membership Dues	Membership Dues - CALBHB	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 5,500	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 5,500.00	\$ 5,500.00
	Membership Dues - OTHER	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
	Monthly total	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 5,500	\$ -	\$ -	\$ -	\$ -	\$ -		
Mileage Reimbursement	Mileage Reimbursement - Related to MHC meeting attendance and other within County Stakeholder meetings	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 510	\$ 108	\$ -	\$ -	\$ -	\$ -	\$ 617.50	\$ 617.50
Miscellaneous	Miscellaneous (e.g., Staples office supplies for regular/special meetings, water, business cards, etc.)	\$ 167	\$ 79	\$ 12	\$ -	\$ 27	\$ 467	\$ -	\$ 27	\$ -	\$ -	\$ -	\$ -	\$ 778.90	\$ 778.90
Guest Speaker	Guest Speakers (Other than consultants for Retreats or Town Halls)	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Outreach and Engagement	This category includes promotional items used for community events and town halls ONLY	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Total		\$ 14,635	\$ 79	\$ 14,756	\$ 14,150	\$ 14,278	\$ 19,973	\$ 13,330	\$ 23,080	\$ 13,575	\$ 14,390	\$ 300	\$ 13,375	\$ 155,920.13	\$ 155,920.13

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INVOICE/QUOTE DETAIL FOR FY2023-2024

Date	Vendor	Amount	Category	Notes
7/1/2023	APETIT INC	\$ 890.79	Executive Committee Meeting - Catering	Purchase food for Executive Committee and Mental Health Commission meeting attendees - July 13, 27
7/7/2023	STAPLES CONTRACT & COMMERCIAL, INC	\$ 166.78	Miscellaneous (e.g., Staples office supplies for regular/special meetings, water, business cards, etc.)	Office supplies to facilitate monthly commission meetings.
7/13/2023	ISD Services - (audio and visual)	\$ 3,200.00	Executive Committee Meeting - Access Services - Audio and Video	MHC meeting 7/13/23
7/13/2023	Access - Language Interpretation	\$ 1,920.00	Executive Committee Meeting - Access Services - Language Interpretation	MHC meeting 7/13/23
7/13/2023	Access - ASL	\$ 660.00	Executive Committee Meeting - Access Services - ASL Language	
7/13/2023	Access - CART	\$ 450.00	Executive Committee Meeting - Access Services - CART	
7/13/2023	LOS ANGELES COUNTY FACILITIES INC - CBRE	\$ 50.00	Executive Committee Meeting - Conference Room Cleaning Fee	Conference room cleaning fee -MHC Exec Comm meeting 7/13/23
7/19/2023	APETIT INC	\$ 162.03	Full Commission Meeting - Catering	ADDITION TO PO#PD-MH-24000271-1
7/27/2023	ISD Services - (audio and visual)	\$ 3,200.00	Full Commission Meeting - Access Services - Audio and Video	MHC meeting 7/27/23
7/27/2023	Access - Language Interpretation	\$ 2,240.00	Full Commission Meeting - Access Services - Language Interpretation	MHC meeting 7/27/23
7/27/2023	Access - CART	\$ 675.00	Full Commission Meeting - Access Services - CART	
7/27/2023	Access - ASL	\$ 770.00	Full Commission Meeting - Access Services - ASL Language	
7/27/2023	LOS ANGELES COUNTY FACILITIES INC - CBRE	\$ 200.00	Full Commission Meeting - Conference Room Cleaning Fee	Conference room cleaning fee -MHC regular meeting 7/27/23
7/28/2023	LOS ANGELES COUNTY FACILITIES INC	\$ 50.00	Full Commission Meeting - Conference Room Cleaning Fee	Supplement to original PD 23049855-1
8/15/2023	STAPLES CONTRACT & COMMERCIAL, INC	\$ 78.80	Miscellaneous (e.g., Staples office supplies for regular/special meetings, water, business cards, etc.)	Office supplies to facilitate monthly commission meetings.
9/14/2023	Access - CART	\$ 450.00	Executive Committee Meeting - Access Services - CART	MHC meeting 9/14/2023
9/14/2023	Access - Language Interpretation	\$ 1,920.00	Executive Committee Meeting - Access Services - Language Interpretation	MHC meeting 9/14/2023
9/14/2023	Access - ASL	\$ 660.00	Executive Committee Meeting - Access Services - ASL Language	MHC meeting 9/14/2023
9/14/2023	ISD Services - (audio and visual)	\$ 3,200.00	Executive Committee Meeting - Access Services - Audio and Video	MHC meeting 9/14/2023
9/28/2023	APETIT INC	\$ 509.99	Full Commission Meeting - Catering	Food and Coffee for Mental Health Commission Meetings, September 28, 2023
9/14/2023	APETIT INC	\$ 336.23	Executive Committee Meeting - Catering	Food and Coffee for Mental Health Commission Meetings, September 14, 2023
9/14/2023	LOS ANGELES COUNTY FACILITIES INC - CBRE	\$ 50.00	Executive Committee Meeting - Conference Room Cleaning Fee	Conference room cleaning fee -MHC Exec Comm meeting 9/14/23
9/26/2023	MANNA LA, LLC - Panera Bread	\$ 152.19	Executive Committee Meeting - Catering	Coffee and pastries and food for MHC Exec and MHC meetings October 2023
9/26/2023	MANNA LA, LLC - Panera Bread	\$ 529.90	Full Commission Meeting - Catering	
9/28/2023	Access - ASL	\$ 770.00	Full Commission Meeting - Access Services - ASL Language	
9/28/2023	Access - CART	\$ 525.00	Full Commission Meeting - Access Services - CART	
9/28/2023	Access - Language Interpretation	\$ 2,240.00	Full Commission Meeting - Access Services - Language Interpretation	MHC meeting 9/28/2023
9/28/2023	ISD Services - (audio and visual)	\$ 3,200.00	Full Commission Meeting - Access Services - Audio and Video	MHC meeting 9/28/2023
9/28/2023	CORPORATE GRAPHICS INTERNATIONAL INC	\$ 12.49	Miscellaneous (e.g., Staples office supplies for regular/special meetings, water, business cards, etc.)	Business Cards for Daniel Estrada

9/28/2023	LOS ANGELES COUNTY FACILITIES INC - CBRE	\$ 200.00	Full Commission Meeting - Conference Room Cleaning Fee	Conference room cleaning fee -MHC regular meeting 9/28/23
10/12/2023	ISD Services - (audio and visual)	\$ 3,200.00	Executive Committee Meeting - Access Services - Audio and Video	MHC meeting 10/12/2023
10/12/2023	Access - ASL	\$ 660.00	Executive Committee Meeting - Access Services - ASL Language	MHC meetings 10/08/24
10/12/2023	Access - CART	\$ 450.00	Full Commission Meeting - Access Services - CART	
10/12/2023	Access - Language Interpretation	\$ 1,920.00	Executive Committee Meeting - Access Services - Language Interpretation	
10/12/2023	LOS ANGELES COUNTY FACILITIES INC - CBRE	\$ 100.00	Executive Committee Meeting - Conference Room Cleaning Fee	Conference room cleaning fee -MHC Exec Comm meeting 10/12/23
10/19/2023	MANNA LA, LLC - Panera Bread	\$ 171.32	Executive Committee Meeting - Catering	Food and refreshments for Public Mental Health Commission Meeting 11/2/23
10/26/2023	ISD Services - (audio and visual)	\$ 3,200.00	Full Commission Meeting - Access Services - Audio and Video	MHC meeting 10/26/2023
10/26/2023	Access - ASL, Korean, Spanish and CART	\$ 770.00	Full Commission Meeting - Access Services - ASL Language	MHC meeting 10/26/24
10/26/2023	Access - CART	\$ 637.50	Full Commission Meeting - Access Services - CART	
10/26/2023	Access - ASL, Korean, Spanish and CART	\$ 2,240.00	Full Commission Meeting - Access Services - Language Interpretation	
10/28/2023	LOS ANGELES COUNTY FACILITIES INC - CBRE	\$ 200.00	Full Commission Meeting - Conference Room Cleaning Fee	Conference room cleaning fee -MHC regular meeting 10/28/23
10/30/2023	MANNA LA, LLC - Panera Bread	\$ 601.49	Full Commission Meeting - Catering	Food and Coffee for MHC Full meeting November 16 2023
11/1/2023	STAPLES CONTRACT & COMMERCIAL, INC	\$ 26.83	Miscellaneous (e.g., Staples office supplies for regular/special meetings, water, business cards, etc.)	Water for meeting
11/2/2023	ISD Services - (audio and visual)	\$ 3,200.00	Executive Committee Meeting - Access Services - Audio and Video	MHC meeting 11/2/2023
11/2/2023	LOS ANGELES COUNTY FACILITIES INC - CBRE	\$ 50.00	Executive Committee Meeting - Conference Room Cleaning Fee	Conference room cleaning fee -MHC Exec Comm meeting 11/02/23
11/2/2023	Access - ASL, Korean, Spanish and CART	\$ 660.00	Executive Committee Meeting - Access Services - ASL Language	MHC meeting 11/2/2023
11/2/2023	Access - ASL, Korean, Spanish and CART	\$ 450.00	Executive Committee Meeting - Access Services - CART	
11/2/2023	Access - ASL, Korean, Spanish and CART	\$ 2,240.00	Executive Committee Meeting - Access Services - Language Interpretation	
11/7/2023	STAPLES CONTRACT & COMMERCIAL, INC	18.01	Miscellaneous (e.g., Staples office supplies for regular/special meetings, water, business cards, etc.)	Name Placard - Kenia Fuentes
11/9/2023	MANNA LA, LLC - Panera Bread	\$ -	Executive Committee Meeting - Catering	Food and beverage for Mental Health Commission public meeting 12/7/23 - meeting was cancelled.
11/16/2023	ISD Services - (audio and visual)	\$ 3,200.00	Full Commission Meeting - Access Services - Audio and Video	MHC meeting 11/16/2023
11/16/2023	MANNA LA, LLC - Panera Bread	\$ 815.75	Annual Retreat - Catering	Purchase food for MHC Retreat on December 14, 2023
11/16/2023	LOS ANGELES COUNTY FACILITIES INC - CBRE	\$ 100.00	Full Commission Meeting - Conference Room Cleaning Fee	Conference room cleaning fee -MHC regular meeting 10/28/23
11/16/2023	Access - ASL, Korean, Spanish and CART	\$ 770.00	Full Commission Meeting - Access Services - ASL Language	MHC meeting 11/16/2023
11/16/2023	Access - CART	\$ 525.00	Full Commission Meeting - Access Services - CART	
11/16/2023	Access - ASL, Korean, Spanish and CART	\$ 2,240.00	Full Commission Meeting - Access Services - Language Interpretation	
12/1/2023	ANTELOPE VALLEY FAIR ASSOCIATION	\$ 5,760.61	Town Hall - Catering	Catering SA 1 MHC Town Hall
12/1/2023	ANTELOPE VALLEY FAIR ASSOCIATION	\$ 3,598.25	Town Hall - Venue Fee	Venue for SA1 MHC Town hall January 2024
12/5/2023	CITY OF CARSON	\$ 2,057.00	Town Hall - Venue Fee	Venue for SA 8 MHC Town hall
12/14/2023	ISD Services - (audio and visual)	\$ 3,200.00	Annual Retreat - Access Services - Audio and Video	MHC meeting 12/14/2023
12/14/2023	LOS ANGELES COUNTY FACILITIES INC - CBRE	\$ 200.00	Annual Retreat - Venue Fee	Conference room cleaning fee -MHC Annual Retreat and regular meeting 12/14/23
12/14/2023	Access - ASL	\$ 990.00	Annual Retreat - Access Services - ASL Language	
12/14/2023	Access - CART	\$ 675.00	Annual Retreat - Access Services - CART	
12/14/2023	Access - Language Interpretation	\$ 2,880.00	Annual Retreat - Access Services - Language Interpretation	MHC Annual Retreat Dec. 2023

12/15/2023	STAPLES CONTRACT & COMMERCIAL, INC	\$ 145.00	Annual Retreat - Supplies (e.g., easel boards, markers, prints, signage, notepads, etc.)	Office supplies to facilitate retreat and monthly commission meetings.
12/19/2023	STAPLES CONTRACT & COMMERCIAL, INC	\$ 466.74	Miscellaneous (e.g., Staples office supplies for regular/special meetings, water, business cards, etc.)	Office supplies
1/19/2024	J Cooperberg mileage July-Dec 2023	\$ 510.00	Mileage Reimbursement - Related to MHC meeting attendance and other within County Stakeholder meetings	Mileage reimbursement for travel from July 2023 through January 2024
1/19/2024	CALIFORNIA ASSOCIATION OF LOCAL BEHAVIORAL HEALTH BOARDS COM	\$ 5,500.00	Membership Dues - CALBHB	CALBHBC Membership Dues - Prior PD-MH-23023453
2/5/2024	MANNA LA, LLC - Panera Bread	\$ 559.82	Full Commission Meeting - Catering	food and coffee for 2/22/24 MHC meeting
2/8/2024	ISD Services - (audio and visual)	\$ 3,200.00	Executive Committee Meeting - Access Services - Audio and Video	MHC Executive Committee Meeting 2/8
2/8/2024	MANNA LA, LLC - Panera Bread	\$ 174.48	Executive Committee Meeting - Catering	Food and Coffee for January 11 MHC meeting - Check request - This was used for 2/08 meeting since the 1/11/24 meeting was cancelled.
2/8/2024	LOS ANGELES COUNTY FACILITIES INC - CBRE	\$ 200.00	Executive Committee Meeting - Conference Room Cleaning Fee	Conference room cleaning fee -MHC Exec Comm meeting 2/08/24
2/8/2024	Access - ASL, Korean, Spanish, and CART	\$ 620.00	Executive Committee Meeting - Access Services - ASL Language	
2/8/2024	Access - ASL, Korean, Spanish, and CART	\$ 450.00	Executive Committee Meeting - Access Services - CART	
2/8/2024	Access - ASL, Korean, Spanish, and CART	\$ 1,920.00	Executive Committee Meeting - Access Services - Language Interpretation	MHC meeting 2/08/24
2/13/2024	CHOURA VENUE SERVICES	\$ 7,300.00	Town Hall - Catering	Purchase food for MHC Town Hall meeting for Service Area 8 community event.
2/13/2024	STAPLES CONTRACT & COMMERCIAL, INC	\$ 27.26	Miscellaneous (e.g., Staples office supplies for regular/special meetings, water, business cards, etc.)	tickets and water for MHC meetings
2/13/2024	MANNA LA, LLC - Panera Bread	\$ 154.96	Executive Committee Meeting - Catering	PANERA for MHC exec Meeting 3/14/2024
2/13/2024	MANNA LA, LLC - Panera Bread	\$ 858.73	Full Commission Meeting - Catering	Food and refreshments for MHC Meeting 3/28/24
2/13/2024	LOS ANGELES COUNTY FACILITIES INC	\$ 75.00	Executive Committee Meeting - Conference Room Cleaning Fee	CANCELLATION FEE FOR MEETING ROOM - PD 24011482
2/22/2024	ISD Services - (audio and visual)	\$ 3,200.00	Full Commission Meeting - Access Services - Audio and Video	MHC Regular Meeting 2/22
2/22/2024	LOS ANGELES COUNTY FACILITIES INC - CBRE	\$ 200.00	Full Commission Meeting - Conference Room Cleaning Fee	Conference room cleaning fee -MHC regular meeting 2/22/24
2/22/2024	Access - ASL, Korean, Spanish and CART	\$ 770.00	Full Commission Meeting - Access Services - ASL Language	
2/22/2024	Access - CART	\$ 675.00	Full Commission Meeting - Access Services - CART	
2/22/2024	Access - ASL, Korean, Spanish and CART	\$ 2,240.00	Full Commission Meeting - Access Services - Language Interpretation	MHC meeting 2/22/24
3/8/2024	ISD Services - (audio and visual)	\$ 3,200.00	Executive Committee Meeting - Access Services - Audio and Video	MHC meeting 3/08/24
3/8/2024	Access - ASL, Korean, Spanish, and CART	\$ 620.00	Executive Committee Meeting - Access Services - ASL Language	
3/8/2024	Access - ASL, Korean, Spanish, and CART	\$ 450.00	Executive Committee Meeting - Access Services - CART	
3/8/2024	Access - ASL, Korean, Spanish, and CART	\$ 1,920.00	Executive Committee Meeting - Access Services - Audio and Video	MHC meeting 3/8/24
3/14/2024	LOS ANGELES COUNTY FACILITIES INC - CBRE	\$ 200.00	Executive Committee Meeting - Conference Room Cleaning Fee	Conference room cleaning fee -MHC Exec Comm meeting 3/14/24
3/28/2024	LOS ANGELES COUNTY FACILITIES INC - CBRE	\$ 300.00	Full Commission Meeting - Conference Room Cleaning Fee	Conference room cleaning fee -MHC regular meeting 3/28/24
3/28/2024	ISD Services - (audio and visual)	\$ 3,200.00	Full Commission Meeting - Access Services - Audio and Video	MHC meeting 3/28/24 - MHSA Public Hearing
3/28/2024	Access - ASL, Korean, Spanish and CART	\$ 770.00	Full Commission Meeting - Access Services - ASL Language	
3/28/2024	Access - ASL, Korean, Spanish and CART	\$ 2,240.00	Full Commission Meeting - Access Services - Language Interpretation	
3/28/2024	Access - CART	\$ 675.00	Full Commission Meeting - Access Services - CART	MHC meeting 3/28/24 - MHSA Public Hearing

4/11/2024	LOS ANGELES COUNTY FACILITIES INC - CBRE	\$ 200.00	Executive Committee Meeting - Conference Room Cleaning Fee	Conference room cleaning fee -MHC Exec Comm 4/11/24
4/11/2024	ISD Services - (audio and visual)	\$ 3,200.00	Executive Committee Meeting - Access Services - Audio and Video	MHC meeting 4/11/24
4/11/2024	Access - ASL, Korean, Spanish, and CART	\$ 620.00	Executive Committee Meeting - Access Services - ASL Language	
4/11/2024	Access - ASL, Korean, Spanish, and CART	\$ 1,920.00	Executive Committee Meeting - Access Services - Language Interpretation	
4/11/2024	Access - ASL, Korean, Spanish, and CART	\$ 450.00	Executive Committee Meeting - Access Services - CART	MHC meeting 4/11/24
4/25/2024	ISD Services - (audio and visual)	\$ 3,500.00	Town Hall - Access Services - Audio and Video	MHC SA 8 Town Hall
4/25/2024	Access - ASL, Tagalog, Cambodian, Korean, Spanish and CART	\$ 4,500.00	Town Hall - Access Services - Language Interpretation	MHC SA 8 Town Hall
5/9/2024	LOS ANGELES COUNTY FACILITIES INC	\$ 100.00	Executive Committee Meeting - Conference Room Cleaning Fee	5/9/2024 Executive Committee Meeting - Cleaning fees for food/drinks inside conference room C (6.5 hours)
5/23/2024	LOS ANGELES COUNTY FACILITIES INC	\$ 200.00	Full Commission Meeting - Conference Room Cleaning Fee	5/23/2024 Full Mental Health Commission Meeting - Cleaning fees for food/drinks inside conference rooms A & B (6 hours)
6/6/2024	LOS ANGELES COUNTY FACILITIES INC	\$ 100.00	Executive Committee Meeting - Catering	6/6/2024 Executive Committee Meeting - Cleaning fees for food/drinks inside conference room C (6.5 hours)
6/20/2024	ISD Services - (audio and visual)	\$ 3,200.00	Full Commission Meeting - Access Services - Audio and Video	MHC meeting 6/20/24
6/6/2024	Access - ASL	\$ 620.00	Full Commission Meeting - Access Services - ASL Language	
6/6/2024	Access - Language Interpretation	\$ 1,920.00	Full Commission Meeting - Access Services - Language Interpretation	
6/6/2024	Access - CART	\$ 450.00	Full Commission Meeting - Access Services - CART	MHC meeting 6/6/24
6/20/2024	LOS ANGELES COUNTY FACILITIES INC	\$ 200.00	Full Commission Meeting - Conference Room Cleaning Fee	6/20/2024 Full MHC Meeting - Cleaning fees for food/drinks inside conference rooms A&B (6 hours)
6/6/2024	ISD Services - (audio and visual)	\$ 3,200.00	Executive Committee Meeting - Access Services - Audio and Video	MHC meeting 6/6/24
6/20/2024	Access - ASL, Korean, Spanish and CART	\$ 770.00	Full Commission Meeting - Access Services - ASL Language	
6/20/2024	Access - ASL, Korean, Spanish and CART	\$ 2,240.00	Full Commission Meeting - Access Services - Language Interpretation	
6/20/2024	Access - CART	\$ 675.00	Full Commission Meeting - Access Services - CART	MHC meeting 6/20/24
2/8/2024	Travel Expense Reimbursement - S Dagleish (SA 1 Town Hall)	\$ 249.57	Town Hall - Travel Expense	Lodging and mileage reimbursement associated with SA 1 Town Hall 1/25/24
2/28/2024	J Cooperberg mileage Jan - Feb 2024	\$ 6.00	Town Hall - Travel Expense	Mileage reimbursement for travel to and from SA 1 Town Hall
2/28/2024	J Cooperberg mileage Jan - Feb 2025	\$ 107.50	Mileage Reimbursement - Related to MHC meeting attendance and other within County Stakeholder meetings	Mileage reimbursement for MHC and other stakeholder meetings.
1/25/2024	Access - ASL	\$ 1,210.00	Town Hall - Access Services - ASL Language	MHC SA 1 Town Hall access services
1/25/2024	Access - CART	\$ 900.00	Town Hall - Access Services - CART	MHC SA 1 Town Hall access services
1/25/2024	Access - Language Interpretation	\$ 1,710.00	Town Hall - Access Services - Language Interpretation	MHC SA 1 Town Hall access services
1/25/2024	ISD Services - (audio and visual)	\$3,500.00	Town Hall - Access Services - Audio and Video	MHC SA 1 Town Hall access services
2/9/2024	Travel Expense Reimbursement - B Weissmna (SA 1 Town Hall)	\$92.12	Town Hall - Travel Expense	Mileage reimbursement for travel to and from SA 1 Town Hall

Event Cost Samples for Consideration During Budget Planning Process

Procurement of goods and services must follow LA County Fiscal Manual Limits and General Guidelines for Solicitation Limits (4.4.2.4).

MHC Town Hall Sample Cost #1

CATEGORY	SUBCATEGORIES	SUBTOTALS	TOTALS	DESCRIPTION	VENDOR	COMMENTS
Venue	Conference Space Rental	3,600.00		MHC Town Hall	AV Fair & Event Center	Cost includes conference hall, workshop rooms, parking, and vendor tables and chairs.
	Audio Visual (A/V)	3,500.00		Audio and video	Pure AV	Included ADA needs.
	Access Services	3,820.00		Interpretation, CART, and ASL		
	Food	5,760.61		Food and catering	AV Fair & Event Center	Boxed lunches, coffee, tea, and water for all in attendance (~200).
	Electrical	-	0.00	AV Power Installation & Dismantle		Needed for the AV and technology connections.
	Internet access	-	0.00	Hybrid meeting		Internet connect for the workshop rooms and a select number of participants.
	Security	-	0.00	Security services		Required for the number of participants.
	Subtotal	16,680.61	16,680.61			
Décor	Table cloth	-		20 round tables and 15 long	AV Fair & Event Center	
	Subtotal	0.00	0.00			
Printing	Conference Program	-				
	Presentation Folders					
	Signage (posterboards)					
	Canvas tote bags					
	Speaker Fees	-				
	Subtotal	0.00	0.00			
GRAND TOTAL		16,680.61				

MHC Town Hall Sample Cost #2

CATEGORY	SUBCATEGORIES	SUBTOTALS	TOTALS	DESCRIPTION	VENDOR	COMMENTS
Venue	Conference Space Rental	2,057.00		MHC Town Hall	Carson Event Center	Cost includes conference hall, workshop rooms, parking, and vendor tables and chairs.
	Audio Visual (A/V)	3,500.00		Audio and video	Pure AV	Included ADA needs.
	Access Services	4,500.00		Interpretation, CART, and ASL		
	Food	7,300.00		Food and catering	Carson Event Center	Boxed lunches, coffee, tea, and water for all in attendance (~200).
	Electrical	-	0.00	AV Power Installation & Dismantle		Needed for the AV and technology connections.
	Internet access	-	0.00	Hybrid meeting		Internet connect for the workshop rooms and a select number of participants.
	Security	-	0.00	Security services		Required for the number of participants.
	Subtotal	17,357.00	17,357.00			
Décor	Table cloth	-		20 round tables and 15 long	Carson Event Center	
	Subtotal	0.00	0.00			
Printing	Conference Program	-				
	Presentation Folders					
	Signage (posterboards)					
	Canvas tote bags					
	Speaker Fees	-				
	Subtotal	0.00	0.00			
GRAND TOTAL			17,357.00			

MHC Retreat Sample Cost #1 HELD AT A HOTEL

CATEGORY	SUBCATEGORIES	SUBTOTALS	TOTALS	DESCRIPTION	VENDOR	COMMENTS
Venue	Conference Space Rental	3,000.00		MHC Town Hall	Sheraton Gateway Los Angeles	Cost includes conference hall, workshop rooms, parking, and vendor tables and chairs.
	Access					
	Audio Visual (A/V)	5,256.52		Large screens, mic, speakers, etc.	Encore	Included ADA needs.
	Access Services	4,500.00		Interpretation, CART, and ASL		
	Food	2,900.00		Food and catering	Sheraton Gateway Los Angeles	Buffet, coffee, tea, and water for all in attendance (~200).
Lodging	Hotel rooms	332.77	0.00	2 rooms		For two commissioners coming from AV
	Internet access	250.00	0.00	Hybrid meeting		Internet connect for the workshop rooms and a select number of participants.
Parking	Parking	750.00	0.00	Pre-paid parking		Required for the number of participants.
	Subtotal	16,989.29	16,989.29			
Décor		-		20 round tables and 15 long	Sheraton Gateway Los Angeles	
	Subtotal	0.00	0.00			
Consultant		-				
	Consultant fee	19,000.00				
	Subtotal	19,000.00	19,000.00			
	GRAND TOTAL		35,989.29			

MHC Retreat Sample Cost #2 - IF HELD AT DMH HEADQUARTERS

CATEGORY	SUBCATEGORIES	SUBTOTALS	TOTALS	DESCRIPTION	VENDOR	COMMENTS
Venue	Conference Space Rental	200.00		MHC Town Hall	DMH Headquarters	Cost includes conference hall, workshop rooms, parking, and vendor tables and chairs.
	Access					
Access	Audio Visual (A/V)	3,200.00		Audio and video	Pure AV	Included ADA needs.
	Access Services	4,545.00		Interpretation, CART, and ASL		
Lodging	Food	816.00		Food and catering	DMH Headquarters	Boxed lunches, coffee, and water for all in attendance (~200).
	Hotel rooms	-	0.00	2 rooms		For two commissioners coming from AV
	Internet access	-	0.00	Hybrid meeting		Internet connect for the workshop rooms and a select number of participants.
Parking	Parking	-	0.00	Pre-paid parking		Required for the number of participants.
	Subtotal	8,761.00	8,761.00			
Décor	Table cloth	-		20 round tables and 15 long	DMH Headquarters	
	Subtotal	0.00	0.00			
Printing		-				
	Prints	145.00				
	Subtotal	145.00	145.00			
GRAND TOTAL			8,906.00			