

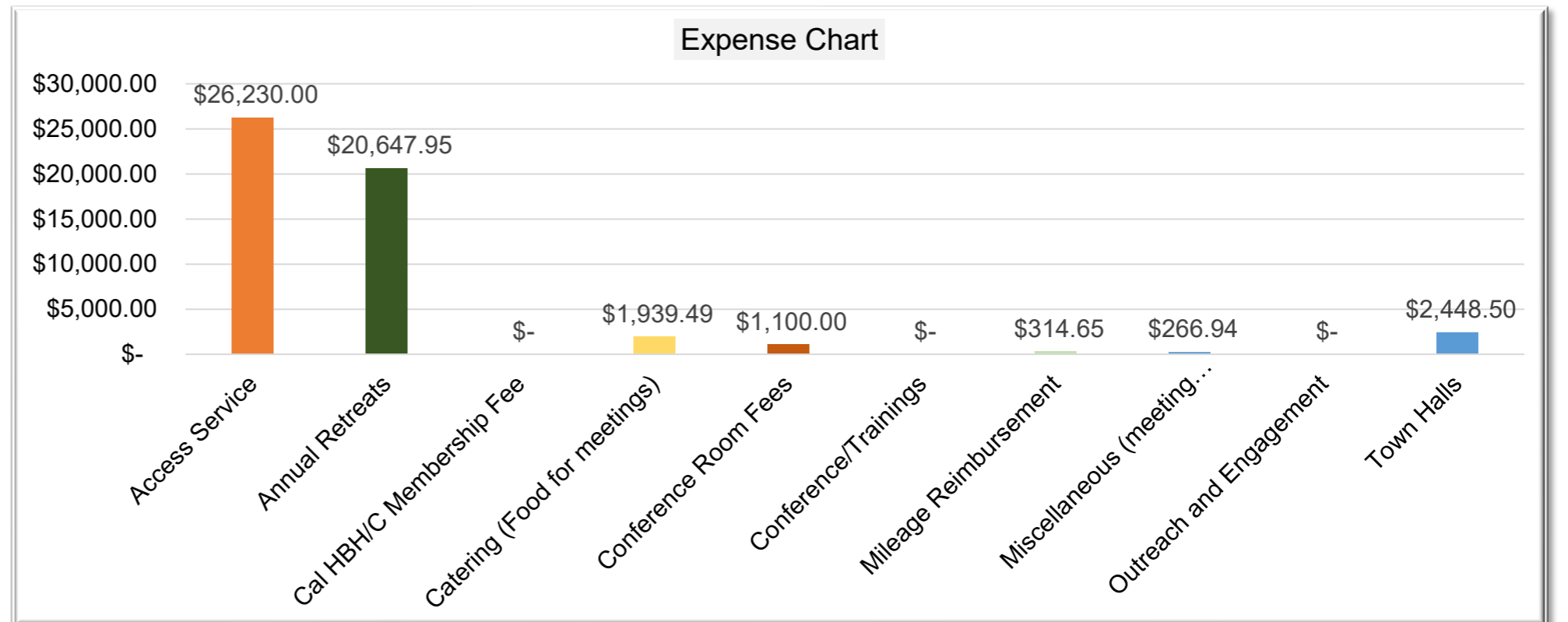
**LOS ANGELES COUNTY DEPARTMENT OF MENTAL HEALTH
MENTAL HEALTH COMMISSION**

Budget Allocation by Category

Category	Budget Allocation for FY 2022-2023	Budget Allocation for FY 2023-2024	Budget Allocation for FY 2024-2025
Access Services	\$ 28,000.00	\$ 150,000.00	\$ 170,000.00
Annual Retreat	\$ 3,000.00	\$ 23,000.00	\$ 34,500.00
Catering	\$ 10,000.00	\$ 25,000.00	\$ 25,000.00
Conference Room Cleaning Fee	\$ 5,000.00	\$ 10,000.00	\$ 10,000.00
Conferences/Trainings	\$ -	\$ 3,000.00	\$ 3,000.00
Guest Speakers	\$ 29,000.00	\$ 9,000.00	\$ -
Membership Dues	\$ 5,000.00	\$ 5,500.00	\$ 5,500.00
Mileage Reimbursements	\$ 1,000.00	\$ 7,500.00	\$ 7,000.00
Miscellaneous	\$ 5,000.00	\$ 5,000.00	\$ 6,500.00
Outreach and Engagement	\$ -	\$ 1,000.00	\$ 2,500.00
Stipends	\$ -	\$ 1,000.00	\$ -
Town Halls	\$ -	\$ 45,000.00	\$ 46,000.00
Total	\$ 86,000.00	\$ 285,000.00	\$ 310,000.00

FY2024-2025 Total Expenses (as of 9/04/2024) \$ 52,947.53

Expense	Cost
Access Service	\$ 26,230.00
Annual Retreats	\$ 20,647.95
Cal HBH/C Membership Fee	\$ -
Catering (Food for meetings)	\$ 1,939.49
Conference Room Fees	\$ 1,100.00
Conference/Trainings	\$ -
Mileage Reimbursement	\$ 314.65
Miscellaneous (meeting supplies)	\$ 266.94
Outreach and Engagement	\$ -
Town Halls	\$ 2,448.50
Remaining Budget	\$257,052.47



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

DRAFT

DRAFT

**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 FY2024-2025

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>	\$170,000.00	\$26,230.00	\$143,770.00
<p style="text-align: center;">Catering</p> <p>This category includes catering for Executive Committee, Full Commission, Special Meetings ONLY</p>	\$25,000.00	\$1,939.49	\$23,060.51
<p style="text-align: center;">Conference Room Cleaning Fee and/or Rental Fee</p> <p>(Executive Committee, Full Commission, Special Meetings ONLY)</p>	\$10,000.00	\$1,100.00	\$8,900.00
<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>	\$34,500.00	\$20,647.95	\$13,852.05
<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>	\$46,000.00	\$2,448.50	\$43,551.50

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	\$0.00	\$5,500.00
Mileage Reimbursement This category only includes reimbursement related to MHC meeting attendance and other within County Stakeholder meetings.	\$7,000.00	\$314.65	\$6,685.35
Miscellaneous This category includes: Staples office supplies for regular/special meetings, water, business cards, etc.)	\$6,500.00	\$266.94	\$6,233.06
Outreach and Engagement This category includes promotional items used for community events and town halls ONLY	\$2,500.00	\$0.00	\$2,500.00
TOTAL	\$310,000.00	\$52,947.53	\$257,052.47

DRAFT

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 2024-2025

(This includes reservation estimates for upcoming meetings)

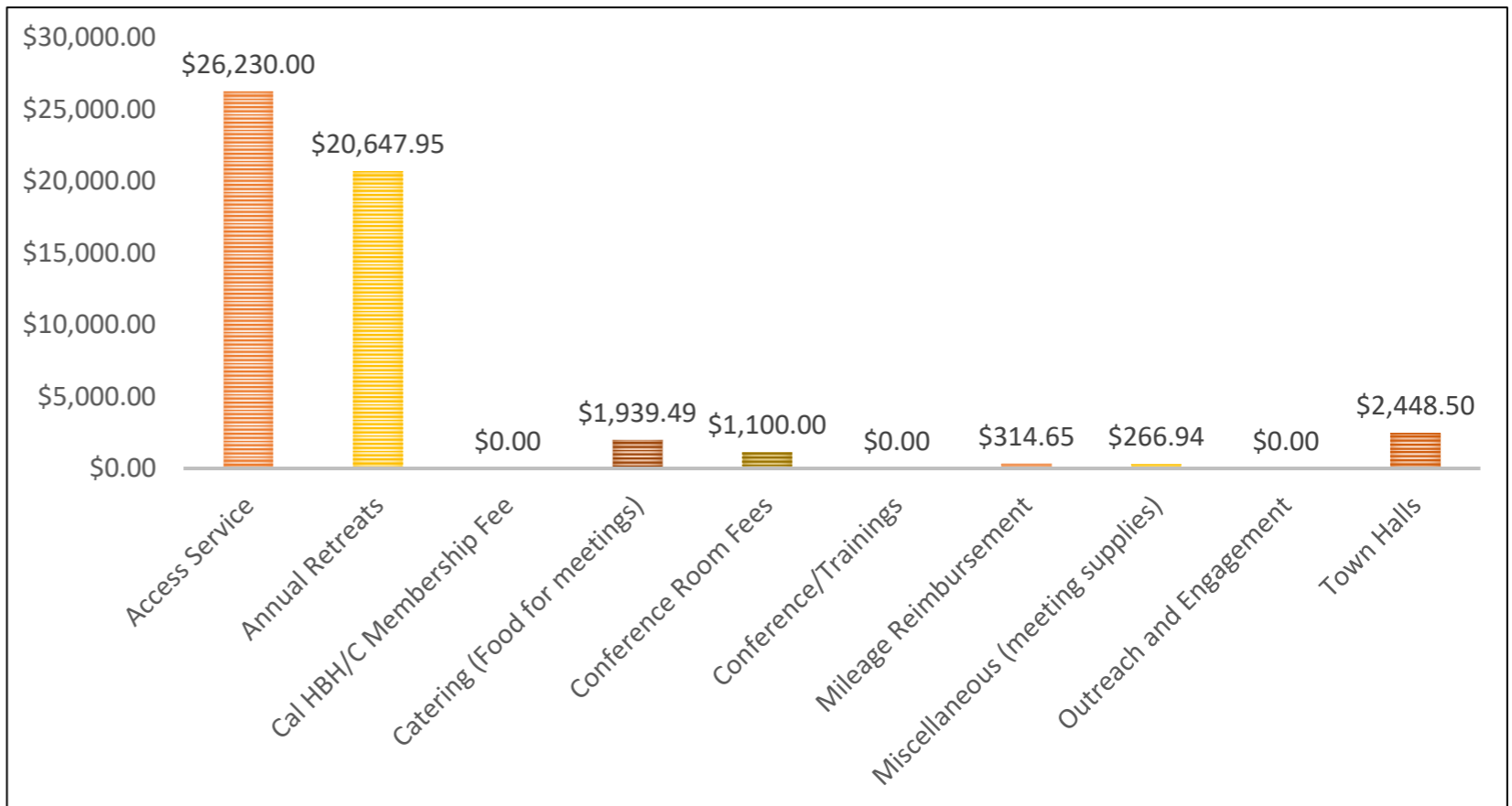
Event Type	Expense Detail	Jul-24	Aug-24	Sep-24	Oct-24	Nov-24	Dec-24	Jan-25	Feb-25	Mar-25	Apr-25	May-25	Jun-25	Total by Expense	Total by Event
Executive Committee Meetings	Executive Committee Meeting - Access Services - Language Interpretation	\$ 1,920	\$ -	\$ 1,920	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 3,840.00	\$ 13,586.99
	Executive Committee Meeting - Access Services - ASL Language	\$ 660	\$ -	\$ 660	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 1,320.00	
	Executive Committee Meeting - Access Services - Audio and Video	\$ 3,200	\$ -	\$ 3,200	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 6,400.00	
	Executive Committee Meeting - Access Services - CART	\$ 450	\$ -	\$ 450	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 900.00	
	Executive Committee Meeting - Catering	\$ 205	\$ -	\$ 422	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 626.99	
	Executive Committee Meeting - Conference Room Cleaning Fee	\$ 100	\$ -	\$ 100	\$ 100	\$ 100	\$ 100	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 500.00	
	Executive Committee Meeting - Conference Room Rental Fee (If not at DMH or County Facility)	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
	Monthly total	\$ 6,535	\$ -	\$ 6,752	\$ 100	\$ 100	\$ 100	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -		
Full Commission Meetings	Full Commission Meeting - Access Services - Language Interpretation	\$ 2,240	\$ -	\$ 2,240	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 4,480.00	\$ 15,682.50
	Full Commission Meeting - Access Services - ASL Language	\$ 770	\$ -	\$ 770	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 1,540.00	
	Full Commission Meeting - Access Services - Audio and Video	\$ 3,200	\$ -	\$ 3,200	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 6,400.00	
	Full Commission Meeting - Access Services - CART	\$ 675	\$ -	\$ 675	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 1,350.00	
	Full Commission Meeting - Catering	\$ 586	\$ -	\$ 726	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 1,312.50	
	Full Commission Meeting - Conference Room Cleaning Fee	\$ 100	\$ -	\$ 100	\$ -	\$ 200	\$ 200	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 600.00	
	Full Commission Meeting - Conference Room Rental Fee (If not at DMH or County Facility)	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
	Monthly total	\$ 7,571	\$ -	\$ 7,711	\$ -	\$ 200	\$ 200	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -		
Annual Retreats	Annual Retreat - Access Services - Language Interpretation	\$ -	\$ 2,800	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 2,800.00	\$ 20,647.95
	Annual Retreat - Access Services - ASL Language	\$ -	\$ 1,210	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 1,210.00	
	Annual Retreat - Access Services - Audio and Video	\$ -	\$ 3,800	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 3,800.00	
	Annual Retreat - Access Services - CART	\$ -	\$ 900	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 900.00	
	Annual Retreat - Venue Fee	\$ -	\$ 1,295	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 1,295.00	
	Annual Retreat - Catering	\$ -	\$ 2,043	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 2,042.95	
	Annual Retreat - Travel Expense	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
	Annual Retreat - Consultant	\$ -	\$ 8,600	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 8,600.00	
	Annual Retreat - Supplies (e.g., easel boards, markers, prints, signage, notepads, etc.)	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
Monthly total	\$ -	\$ 20,648	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -			
Town Hall	Town Hall - Access Services - Language Interpretation	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
	Town Hall - Access Services - ASL Language	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
	Town Hall - Access Services - Audio and Video	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	

Event Type	Expense Detail	Jul-24	Aug-24	Sep-24	Oct-24	Nov-24	Dec-24	Jan-25	Feb-25	Mar-25	Apr-25	May-25	Jun-25	Total by Expense	Total by Event	
Town Halls	Town Hall - Access Services - CART	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 2,448.50	
	Town Hall - Venue Fee	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -		
	Town Hall - Catering	\$ -	\$ -	\$ 2,449	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -		\$ 2,448.50
	Town Hall - Travel Expense	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -		\$ -
	Town Hall - Consultant	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -		\$ -
	Town Hall - Supplies (e.g., easel boards, markers, prints, signage, notepads, etc.)	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -		\$ -
	Town Hall - Promotional items	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -		\$ -
	Monthly total	\$ -	\$ -	\$ 2,449	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -		
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	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
	Membership Dues - OTHER	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -		
		Monthly total	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -		
Mileage Reimbursement	Mileage Reimbursement - Related to MHC meeting attendance and other within County Stakeholder meetings	\$ 315	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 314.65	\$ 314.65	
Miscellaneous	Miscellaneous (e.g., Staples office supplies for regular/special meetings, water, business cards, etc.)	\$ -	\$ -	\$ 267	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 266.94	\$ 266.94	
	Total	\$ 14,420	\$ 20,648	\$ 17,179	\$ 100	\$ 300	\$ 300	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 52,947.53	\$ 52,947.53	

MHC Expense Tracker Invoice Detail - FY2024-2025

DRAFT

Total expenses \$52,947.53



Expense	Cost
Access Service	\$26,230.00
Annual Retreats	\$20,647.95
Cal HBH/C Membership Fee	\$0.00
Catering (Food for meetings)	\$1,939.49
Conference Room Fees	\$1,100.00
Conference/Trainings	\$0.00
Mileage Reimbursement	\$314.65
Miscellaneous (meeting supplies)	\$266.94
Outreach and Engagement	\$0.00
Town Halls	\$2,448.50

Expenses list

Date	Amount	Category	Description
7/11/2024	\$3,200.00	Executive Committee Meeting - Access Services - Audio and Video	ISD Services - (audio and visual)
7/11/2024	\$660.00	Executive Committee Meeting - Access Services - ASL Language	Access - ASL
7/11/2024	\$1,920.00	Executive Committee Meeting - Access Services - Language Interpretation	Access - Korean and Spanish
7/11/2024	\$450.00	Executive Committee Meeting - Access Services - CART	Access - CART
7/11/2024	\$204.63	Executive Committee Meeting - Catering	Food
7/11/2024	\$100.00	Executive Committee Meeting - Conference Room Cleaning Fee	CBRE
7/25/2024	\$3,200.00	Full Commission Meeting - Access Services - Audio and Video	ISD Services - (audio and visual)

7/25/2024	\$770.00	Full Commission Meeting - Access Services - ASL Language	Access - ASL
7/25/2024	\$2,240.00	Full Commission Meeting - Access Services - Language Interpretation	Access - Korean and Spanish
7/25/2024	\$675.00	Full Commission Meeting - Access Services - CART	Access - CART
7/25/2024	\$586.08	Full Commission Meeting - Catering	Food
7/25/2024	\$100.00	Full Commission Meeting - Conference Room Cleaning Fee	CBRE
8/15/2024	\$3,800.00	Annual Retreat - Access Services - Audio and Video	ISD Services - (audio and visual)
8/15/2024	\$1,210.00	Annual Retreat - Access Services - ASL Language	Access - ASL
8/15/2024	\$2,800.00	Annual Retreat - Access Services - Language Interpretation	Access - Korean and Spanish
8/15/2024	\$900.00	Annual Retreat - Access Services - CART	Access - CART
8/15/2024	\$1,750.00	Annual Retreat - Catering	Catering for Retreat - Soula's Catering
8/15/2024	\$1,295.00	Annual Retreat - Venue Fee	Venue Retreat- South Coast Botanic Garden
8/15/2024	\$8,600.00	Annual Retreat - Consultant	Gina Airey Consulting - Retreat Facilitator
7/1/2024	\$314.65	Mileage Reimbursement - Related to MHC meeting attendance and other within County Stakeholder meetings	Mileage Reimbursement - J Cooperberg
9/12/2024	\$100.00	Executive Committee Meeting - Conference Room Cleaning Fee	CBRE
9/26/2024	\$100.00	Full Commission Meeting - Conference Room Cleaning Fee	CBRE
10/10/2024	\$100.00	Executive Committee Meeting - Conference Room Cleaning Fee	CBRE
11/7/2024	\$100.00	Executive Committee Meeting - Conference Room Cleaning Fee	CBRE
11/21/2024	\$200.00	Full Commission Meeting - Conference Room Cleaning Fee	CBRE
9/12/2024	\$3,200.00	Executive Committee Meeting - Access Services - Audio and Video	ISD Services - (audio and visual)

9/12/2024	\$660.00	Executive Committee Meeting - Access Services - ASL Language	Access - ASL
9/12/2024	\$1,920.00	Executive Committee Meeting - Access Services - Language Interpretation	Access - Korean and Spanish
9/12/2024	\$450.00	Executive Committee Meeting - Access Services - CART	Access - CART
9/26/2024	\$3,200.00	Full Commission Meeting - Access Services - Audio and Video	ISD Services - (audio and visual)
9/26/2024	\$770.00	Full Commission Meeting - Access Services - ASL Language	Access - ASL
9/26/2024	\$2,240.00	Full Commission Meeting - Access Services - Language Interpretation	Access - Korean and Spanish
9/26/2024	\$675.00	Full Commission Meeting - Access Services - CART	Access - CART
9/12/2024	\$204.63	Executive Committee Meeting - Catering	Food - Exec Comm Meeting - Panera
9/26/2024	\$726.42	Full Commission Meeting - Catering	Food - Regular Meeting - Panera
8/15/2024	\$292.95	Annual Retreat - Catering	Breakfast Panera - Retreat
9/3/2024	\$148.68	Miscellaneous (e.g., Staples office supplies for regular/special meetings, water, business cards, etc.)	Meeting Supplies - staples
9/17/2024	\$ 2,448.50	Town Hall - Catering	Town Hall 10/17/24
9/17/2024	\$ 118.26	Miscellaneous (e.g., Staples office supplies for regular/special meetings, water, business cards, etc.)	Plaque for Canetana Hurd
12/19/2024	\$ 200.00	Full Commission Meeting - Conference Room Cleaning Fee	CBRE - room cleaning fee for 12/19
12/5/2024	\$ 100.00	Executive Committee Meeting - Conference Room Cleaning Fee	CBRE - room cleaning fee for 12/05
9/27/2024	\$ 217.73	Executive Committee Meeting - Catering	Panera - catering for Exec Comm meeting 10/10