

Mental Health Treatment Act Citizen's Oversight Committee

Mendocino County Administration Center
501 Low Gap Road, Room 1010
Ukiah, CA 95482
707.463.4441
measureb@mendocinocounty.org



MEETING AGENDA

County Administration Center, Conference Room C

October 23, 2019 - 1:00 PM

1. OPEN SESSION / ROLL CALL

2. PUBLIC EXPRESSION

Members of the public are welcome to address the Committee on items not listed on the agenda, but within the jurisdiction of the Committee. The Committee is prohibited by law from taking action on matters not on the agenda, but may ask questions to clarify the speaker's comment. The Committee limits testimony on matters not on the agenda to 3 minutes per person and not more than 10 minutes for a particular subject at the discretion of the Chair of the Committee.

To best facilitate these items, please review and complete the public comment/speaker form available at the back of the conference room and present to the Clerk. If you wish to submit written comments, please provide 15 copies to the Clerk of the Board staff, located in the County Administration Center, Room 1010. All meetings are recorded, so speakers are reminded to announce their names as they approach to podium to speak

3. COMMITTEE MATTERS

- 3a) Discussion and Possible Action Regarding Expenditure Report on Measure B Tax Funds**
- 3b) Approval of Minutes of the August 28, 2019, Meeting**
- 3c) Discussion and Possible Action Regarding Update on Measure B Project Manager**
- 3d) Discussion and Possible Action Regarding Update on Status of the Architect RFQ and Related Feasibility Study**
- 3e) Discussion and Possible Action Regarding Report from the Kemper Report Ad Hoc Committee**

4. COMMITTEE MEMBER REPORTS

4a) Committee Member Reports Regarding Items of General Interest

5. COMMUNICATIONS RECEIVED AND FILED

Communications received and filed are retained by the Clerk throughout the Committee proceedings. To review items described in this section, please contact the Committee Clerk, in Room 1010.

ADJOURNMENT

The Committee complies with ADA requirements and upon request, will attempt to reasonably accommodate individuals with disabilities by making meeting materials available in appropriate formats (pursuant to Government Code section 54953.2) Anyone requiring reasonable accommodation to participate in the meeting should contact the Committee clerk by calling (707) 463-4441 at least five days prior to the meeting.

Additional information regarding the Committee can be obtained by referencing: www.mendocinocounty.org/community/mental-health-oversight-committee

**MENTAL HEALTH TREATMENT ACT
CITIZENS OVERSIGHT COMMITTEE**



Agenda Summary

ITEM 3A

Meeting Date:	10/23/2019
Contact:	Lloyd Weer, Auditor-Controller
Time Allocated for Item: 5 mins	

AGENDA TITLE:

Discussion and Possible Action Regarding Expenditure Report on Measure B Tax Funds

SUMMARY OF REQUEST / BACKGROUND INFORMATION:

The Committee will receive a report from the Mendocino County Auditor/Controller regarding the Measure B tax fund balance.

Mendocino County - Measure B Funds

Mental Health Treatment Act

Revenue and Expenses - Life to Date			Fund 1224, Budget Unit 4052		
	Invoice, CRP			Min 25%	Max 75%
Date	Journal No.	Description	Amount	Operations	Facilities
Revenues:					
6/26/2018	CRP 186100	Measure B Sales Tax Proceeds - April 2018	(517,255)	(129,314)	(387,942)
7/25/2018	CRP 187369	Measure B Sales Tax Proceeds - May 2018	(591,270)	(147,818)	(443,453)
8/27/2018	CRP 188827	Measure B Sales Tax Proceeds - June 2018	(498,046)	(124,511)	(373,534)
9/25/2018	CRP 190117	Measure B Sales Tax Proceeds - July 2018	(638,771)	(159,693)	(479,078)
10/25/2018	CRP 191396	Measure B Sales Tax Proceeds - August 2018	(872,413)	(218,103)	(654,310)
11/29/2018	CRP 192854	Measure B Sales Tax Proceeds - September 2018	(941,205)	(235,301)	(705,904)
12/26/2018	CRP 194251	Measure B Sales Tax Proceeds - October 2018	(652,942)	(163,236)	(489,707)
1/25/2019	CRP 195438	Measure B Sales Tax Proceeds - November 2018	(654,379)	(163,595)	(490,785)
2/26/2019	CRP 196949	Measure B Sales Tax Proceeds - December 2018	(814,006)	(203,502)	(610,505)
3/26/2019	CRP 198350	Measure B Sales Tax Proceeds - January 2019	(644,639)	(161,160)	(483,480)
4/25/2019	CRP 199691	Measure B Sales Tax Proceeds - February 2019	(659,211)	(164,803)	(494,409)
5/28/2019	CRP 201159	Measure B Sales Tax Proceeds - March 2019	(560,190)	(140,047)	(420,142)
6/25/2019	CRP 202389	Measure B Sales Tax Proceeds - April 2019	(686,467)	(171,617)	(514,850)
7/25/2019	CRP 203597	Measure B Sales Tax Proceeds - May 2019	(821,567)	(205,392)	(616,175)
8/27/2019	CRP 204788	Measure B Sales Tax Proceeds - June 2019	(609,581)	(152,395)	(457,185)
9/25/2019	CRP 205798	Measure B Sales Tax Proceeds - July 2019	(739,098)	(184,775)	(554,324)
Life to Date Revenue:			(10,901,042)	(2,725,260)	(8,175,781)
Expenses:					
5/4/2018	INV 2018-1	Lee D. Kemper - Behavioral Health Needs Assessment	13,011	13,011	0
6/18/2018	INV 2018-2	Lee D. Kemper - Behavioral Health Needs Assessment	10,282	10,282	0
6/30/2018	GEN JE 2703	Assessor Clerk Recorder - Election Costs	161,578	161,578	0
7/17/2018	INV 2018-3	Lee D. Kemper - Behavioral Health Needs Assessment	14,177	14,177	0
6/6/2019	INV 050119	Sarah A. Riley - April 2019 Consultant Services	1,440	1,440	0
6/7/2019	GEN JE 256	Lee D. Kemper - Reimburse Executive Office	27,042	27,042	0
6/12/2019	GEN JE 465	Office Expenses - Reimburse Executive Office	257	257	0
6/20/2019	INV 040819	Sarah A. Riley - Consulting Services Measure B	400	400	0
6/30/2019	INV 060119	Sarah A. Riley - Consulting Services Measure B	1,560	1,560	0
6/30/2019	INV 070119	Sarah A. Riley - Consulting Services Measure B	690	690	0
8/22/2019	INV 070119	Sarah A. Riley - Consulting Services Measure B	1,740	1,740	0
9/19/2019	INV 070119	Sarah A. Riley - Consulting Services Measure B	540	540	0
9/23/2019	GEN JE 811	First American Title - Purchase Training Facility (70%)	274,457	0	274,457
Life to Date Expense:			507,174	232,717	274,457
Life to Date Interest Earnings:			(69,570)	(17,393)	(52,178)
Current Measure B Fund Balance:			(10,463,438)	(2,509,936)	(7,953,502)

**MENTAL HEALTH TREATMENT ACT
CITIZENS OVERSIGHT COMMITTEE**



Agenda Summary

ITEM 3B

Meeting Date:	10/23/2019
Contact:	Cassandra Borgna, Committee Clerk
Time Allocated for Item: 5 mins	

AGENDA TITLE:

Approval of Minutes of the September 25, 2019, Meeting

Mental Health Treatment Act Citizen's Oversight Committee

Mendocino County Administration Center
501 Low Gap Road, Room 1010
Ukiah, CA 95482
707.463.4441
measureb@mendocinocounty.org



September 25, 2019 Minutes

AGENDA ITEM NO. 1 – CALL TO ORDER AND ROLL CALL (1:00 P.M.)

Committee Members Present: Mr. Thomas Allman; Dr. Ace Barash; Mr. Jed Diamond; Mr. Mark Mertle; Dr. Jenine Miller; Ms. Donna Moschetti; Ms. Jan McGourty; and Ms. Shannon Riley.

Committee Members Present via Telephone: Ms. Carmel J. Angelo.

Committee Members Absent: Mr. Ross Liberty and Mr. Lloyd Weer.

2. PUBLIC EXPRESSION

Presenter/s: Ms. Janelle Rau; and Ms. Josephine Silva.

3. COMMITTEE MATTERS

3a) Approval of Minutes of the August 28, 2019, Meeting

Presenter/s: Ms. Cassandra Borgna, Committee Clerk.

Public Comment: None.

Committee Action: Upon motion by Member Moschetti, seconded by Sheriff Allman, and carried unanimously, IT IS ORDERED that the Minutes of the August 28, 2019, meeting, are hereby approved.

3b) Discussion and Possible Action Regarding Update on Measure B Project Manager

Presenter/s: Member Angelo.

The Committee received an update on the recruitment of the Measure B Project Manager. Another recruitment has been completed. To date, Human Resources has received 25 applications. Human Resources will pull together the interview panel and schedule interviews. The process has not stopped nor has the Measure B work. The Committee needs a project manager - somebody to be responsible and accountable to this committee and to the board to move forward. Member Angelo also acknowledged the correspondence received by a member of the public, which was distributed to the Committee members and the five Board of Supervisors. Member Angelo further informed the Measure B Committee that based on the most recent salary action taken by the Board of Supervisors, the position was posted at \$80,000 a year, plus benefits. The position today is \$83,907, and with benefits, the total package on this position is just under \$147,000. Next year, the

salary for the Measure B Project Manager goes up to \$87,297. The full salary and benefit package next year will be just under \$153,000. The year after that, the salary increases to \$90,833, with the full package being slightly under \$159,000. Member Angelo is hopeful to have a Project Manager on board in November.

Public Comment: None.

Committee Action: No action taken.

3c) Discussion and Possible Action Regarding Update on Status of the Architect RFQ and Related Feasibility Study

Presenter/s: Ms. Janelle Rau, Deputy Chief Executive Officer, Executive Office.

Public Comment: None.

Ms. Rau gave a brief update on the RFP/RFQ process, which was issued on June 19, 2019. The deadline for submittals closed on August 16, 2019. There were four responses/proposals received by the County. The evaluation panel met and conducted a written evaluation on September 4, 2019. Some of the proposers were invited back for oral presentations on September 13, 2019. The panel is conducting background investigations and research on some of the related projects that the proposers have done. The panel anticipated a recommendation to the Board in October 2019; however, that date may be early November depending on the timeline for negotiation.

Committee Action: No action taken.

3d) Discussion and Possible Action Including Regarding Request for Qualification/Request for Interest in the Operations of the Proposed Crisis Residential Treatment (CRT) Facility, Crisis Stabilization Unit (CSU) and the Psychiatric Health Facility (PHF)

Presenter/s: Member Mark Mertle.

Public Comment: Mr. John Wetzler.

Member Mertle began the discussion by stating the need for preliminary analysis regarding potential services operators for the proposed facilities, prior to proceeding with design and construction. The Committee then discussed possible processes for moving forward including identifying a potential Scope of Work, and preparing a Request for Qualifications (RFQ)/Request for Interest (RFI), and the associated role of the Health and Human Services Agency (HHSA) in developing the scope of work. The Committee strongly endorsed the need to ensure that a company or organization would be available to operate any future facilities prior to proceeding with any facility construction.

Committee Action: Upon motion by Member Mertle, seconded by Sheriff Allman, and carried unanimously, IT IS ORDERED that the Mental Health Treatment Act Citizen's Oversight Committee approves a recommendation to the Mendocino County Board of Supervisors to approve the request for issuance of a Request for Qualification/Request for Interest in the operations of the proposed Crisis Residential Treatment Facility (CRT), Crisis Stabilization Unit (CSU) and the Psychiatric Health Facility (PHF)

3e) Discussion and Possible Action Regarding Further Options with Measure B Services
Presenter/s: Chair Barash.

Public Comment: Ms. Jo Bradley; and Ms. Mya Stewart.

Chair Barash advised the Committee that he brought this item in response to Mendocino County 2nd District Supervisor John McCowen's comments under Public Expression at the last Committee meeting on August 28, 2019. Supervisor McCowen had suggested that the Committee begin spending money for services that have been authorized and can be used immediately, rather than waiting for facilities to be built. The Committee had an open discussion on this topic, including the need to do an analysis of the services that are being provided and the Measure B budget.

Committee Action: None.

3f) Discussion and Possible Action Regarding Report from the Kemper Report Ad Hoc Committee

Presenter/s: Member McGourty.

Public Comment: None.

Member McGourty provided an update. The Ad Hoc has discussed creating a strategic plan. Member McGourty attended a Crisis Intervention Team (CIT) international conference and hopes to bring a speaker to Mendocino County. Member Miller advised that a decision will need to be made on who will be on an ad hoc committee for a strategic plan. Member Miller also advised she would like to see a Community Intervention Team be formed (versus Crisis). Member Moschetti confirmed that NAMI does not currently have a Crisis Intervention Team. Member Riley requested that more research be done regarding if a Cahoots model can be downscaled for a community our size. Member Miller will take these suggestions back to the Behavioral Health Advisory Board and report back to the Committee.

3g) Discussion and Possible Action Regarding the Allocation of no more than \$250,000 of Measure B Funds for Potential Improvements to the Regional Behavioral Health Training Facility

Presenter/s: Sheriff Allman.

Public Comment: Ms. Jo Bradley; and Ms. Mya Stewart.

Sheriff Allman advised the Committee that escrow on the Regional Behavioral Health Training Facility closed. There are improvements that need to be made to the training facility. The Sheriff was clear this discussion is not about the Sheriff substation. Improvements to the training facility include but are not limited to chairs being removed, carpet replacement, purchase of tables and chairs for the trainings, electronics, signage, and possible kitchen remodel.

Committee members discussed the improvements and the need to see an outline of what the allocated funds would be spent on and be certain the amount requested of \$250,000 is adequate. Committee members requested an ad hoc committee be established to make recommendations on the improvement plans and report to the Committee. Member Angelo advised of the possibility of holding up any improvements to the facility and suggested that a smaller amount of funds be allocated to begin with so that infrastructure improvements can begin.

Committee Action: Upon motion by Sheriff Allman, seconded by Member Barash, and carried unanimously, IT IS ORDERED that the Mental Health Treatment Act Citizen's Oversight Committee approve a recommendation to the Mendocino County Board of Supervisors to allocate up to \$50,000 of Measure B Funds to begin improvements to the Regional Behavioral Health Training Facility, with an additional amount up to \$200,000, for a total of \$250,000; and create an ad hoc committee to include Sheriff Allman and Member Miller to report back to the Committee regarding the improvement plans before expenditure.

3h) Discussion and Possible Direction Regarding the use of Measure B Funds to Acquire a Sound System to be used for the Mental Health Treatment Act Citizens Oversight Committee Meetings

Presenter/s: Janelle Rau, Deputy Chief Executive Officer, Executive Office.

Public Comment: None.

The Committee received a report by Janelle Rau, Deputy Chief Executive Officer, regarding the need for the Committee to hold ADA accessible meetings. This includes proper sound to ensure members of the community can hear the proceedings. The meetings are typically held in Conference Room C at the County Administration Center, which is not equipped with a sound system. Ms. Rau presented various sound system options prepared by County Information Services for the Committee to consider for purchase, particularly a wireless system that could allow the Committee to meet in any particular facility. This would also allow the Committee to livestream the meetings. Member McGourty suggested the Committee use the sound system owned by the Behavioral Health Advisory Board, however it could not be confirmed that their particular system would adequately accommodate the needs of this Committee.

Committee Action: Upon motion by Sheriff Allman, seconded by Member Moschetti, and carried (7/2/2) IT IS ORDERED that the Mental Health Treatment Act Citizen's Oversight Committee approve a recommendation to the Mendocino County Board of Supervisors to authorize the expenditure of up to \$35,000 of Measure B funds to acquire the wireless sound system specified by the County Information Services Division, with the recommendation that County Information Services find the most economical system suitable for the meeting needs. The motion carried by the following vote:

Aye: Sheriff Allman; Member Angelo; Member Barash; Member Diamond; Member Mertle; Member Miller; and Member Moschetti

No: Member McGourty and Member Riley

Absent: Member Liberty and Member Weer

Abstain: None

3i) Discussion and Possible Action Regarding the Allocation of No More than \$30,000 of Measure B Funds for Grant Writers

Presenter/s: Chair Barash.

Public Comment: None.

This item was recommended at the last Committee meeting. Member Barash brought the item forward at today's meeting to see it carried through. Measure B would benefit greatly by grant writer services. Comments were made by Member Mertle, Member Angelo, Member McGourty and Member Diamond. Member Angelo explained the County process with grant writers and contracts for their services. The Committee acknowledged the need to have funds allocated for these services and to ensure no grant opportunities are missed, it was recommended that Member Jenine Miller (County Mental Health Director) be authorized to administer the authorization of the grants.

Committee Action: Upon motion by Member Mertle, seconded by Member McGourty, and carried unanimously, IT IS ORDERED that the Mental Health Treatment Act Citizen's Oversight Committee approve a recommendation to the Mendocino County Board of Supervisors to allocate up to \$30,000 of Measure B funds for grant writers, and authorize the County Mental Health Director to administer the authorization of the grants.

4. COMMITTEE MEMBER REPORTS**4a) Committee Member Reports Regarding Items of General Interest**

Public Comment: None.

5. ADJOURNMENT

THERE BEING NOTHING FURTHER, THE MENTAL HEALTH TREATMENT ACT CITIZENS OVERSIGHT COMMITTEE ADJOURNED AT 3:21 P.M.

Attest: CASSANDRA BORGNA
Committee Clerk

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**MENTAL HEALTH TREATMENT ACT
CITIZENS OVERSIGHT COMMITTEE**



Agenda Summary

ITEM 3C

Meeting Date:	10/23/2019
Contact:	Carmel J. Angelo, Chief Executive Officer
Time Allocated for Item: 15 mins	

AGENDA TITLE:

Discussion and Possible Action Regarding Update on Measure B Project Manager

SUMMARY OF REQUEST / BACKGROUND INFORMATION:

On February 27, 2019, the Committee approved a recommendation to the Board of Supervisors to obtain a Project Manager.

On March 12, 2019, the Board of Supervisors approved a Measure B Project Manager.

On May 22, 2019, the Committee Received an Update Regarding the Hiring Process.

On August 28, 2019, the Committee Received an Update Regarding the Hiring Process.

On September 25, 2019, the Committee Received a Further Update Regarding the Second Recruitment and Hiring Process.

**MENTAL HEALTH TREATMENT ACT
CITIZENS OVERSIGHT COMMITTEE**



Agenda Summary

ITEM 3D

Meeting Date:	10/23/2019
Contact:	Mendocino County Executive Office
Time Allocated for Item: 30 Mins	

AGENDA TITLE:

Discussion and Possible Action Regarding Update on Status of the Architect RFQ and Related Feasibility Study

SUMMARY OF REQUEST / BACKGROUND INFORMATION:

On January 27, 2019, the Committee made a Recommendation to the Board of Supervisors to explore utilizing Measure B funds for the development of a Crisis Stabilization and Crisis Residential Facility and a 24-hour Psychiatric Facility. Further, that the Board of Supervisors direct staff to research options associated with such facility including design/bid/build and potential property or facility locations.

On February 5, 2019, the Board of Supervisors directed County staff to proceed with researching options associated with the development of Crisis Residential Unit(s), Crisis Stabilization Unit(s), Crisis Treatment Unit(s), and 24 Hour Psychiatric Health Facility utilizing Measure B Funds, including design, bid and/or build potential properties or facilities locations.

On February 27, 2019, the Committee Received an update regarding competitive bidding processes related to the development of Crisis Residential Unit(s), Crisis Stabilization Unit(s), and 24 Hour Psychiatric Inpatient Health Facility

On May 22, 2019, the Committee received an update on the status of the architect Request for Qualification (RFQ) and related feasibility study.

On June 19, 2019, the Measure B Architectural Services Request for Qualification Request for Proposals (RFQ RFP) was released, with a closing date of August 16, 2019, and is located on the County website at: <https://www.mendocinocounty.org/Home/Components/RFP/RFP/1576/181>

On July 24, 2019, the Committee received an update on the status of the architect Request for Qualification (RFQ) and related feasibility study. Members Mertle and Diamond were selected to participate in the Selection Committee.

On August 16, 2019, the Request for Qualification Request for Proposals (RFQ RFP) closed.

**MENTAL HEALTH TREATMENT ACT
CITIZENS OVERSIGHT COMMITTEE**



Agenda Summary

Four responses/proposals were received by County. An evaluation panel was identified which includes some members of the Committee. A written evaluation meeting took place on September 4, 2019, and the panel reviewed the written proposals and determined the top two proposals.

The evaluation panel conducted oral presentations for the top proposers on September 13, 2019. The panel is conducting background investigations and research on some of the related projects that the proposers have done. The panel anticipated a recommendation to the Board in October 2019; however, that date may be early November depending on the timeline for negotiation.

Event	Date/Location	
RFQ/RFP Issued	June 19, 2019	
Mandatory RFQ/RFP Qualifications/Proposers' Conference	July 2, 2019 2:00pm – 4:00pm	Location: Conference Room Agriculture/Farm Advisors Building 890 North Bush Street Ukiah, CA 95482
Inquiry Deadline	July 16, 2019	
Responses Due	August 16, 2019 NO LATER THAN 3:00 pm	
Evaluation Period	August 19, 2019 – August 30, 2019	
Oral Presentation/Interviews	September 13, 2019	
Notice of Intent to Award to selected Firm/Architect	TBD	
Approximate Board approval Date and award	TBD	
Approximate Contract and Start Date	TBD	

**MENTAL HEALTH TREATMENT ACT
CITIZENS OVERSIGHT COMMITTEE**



Agenda Summary

ITEM 3E

Meeting Date:	10/23/2019
Contact:	Member McGourty
Time Allocated for Item: 15 Mins	

AGENDA TITLE:

Discussion and Possible Action Regarding Report from the Kemper Report Ad Hoc Committee

SUMMARY OF REQUEST / BACKGROUND INFORMATION:

The Ad hoc committee will provide an update on the status of the Ad Hoc Committee since the July 24, 2019 update.

On July 24, 2019, the Committee voted to support the Ad Hoc Committee's recommendation to create a strategic plan (excluding a separate audit process) with prudent reserve conversation taking place as part of the strategic plan.

On September 25, 2019, the Ad Hoc Committee reported that they have discussed creating a strategic plan. The Ad Hoc Committee also hopes to bring a Crisis Intervention Team (CIT) speaker to Mendocino County. It was requested by the Committee that more research be done regarding if a Cahoots model can be downscaled for a smaller sized community such as Mendocino County. The Ad Hoc Committee will research these suggestions and report back to the Committee.