



February 20, 2003

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

Dear Supervisors:

**APPROVAL OF COMPENSATION REDUCTION TO THE INTERN TRAINING
PROGRAM SERVICES AGREEMENT WITH
CALIFORNIA STATE UNIVERSITY LONG BEACH FOUNDATION FOR FISCAL
YEAR 2002-2003
(ALL SUPERVISORIAL DISTRICTS)
(3 VOTES)**

IT IS RECOMMENDED THAT YOUR BOARD:

1. Approve and authorize the Director of Mental Health to prepare, sign and execute an amendment to the Intern Training Program Services Agreement substantially similar to Attachment I with the California State University, Long Beach Foundation (CSULBF) to reduce the compensation amount by \$289,165 from \$577,500 to \$288,335 for Fiscal Year (FY) 2002-2003. The compensation for FY 2003-2004 will be reduced by \$335,250 from \$635,250 to \$300,000. This Agreement will terminate on June 30, 2004.
2. Delegate authority to the Director of Mental Health to prepare, sign and execute future amendments to the existing Intern Training Program Services Agreement, provided that: 1) the County's total payments to the Contractor under the Agreement for each fiscal year shall not exceed a change of twenty percent from the applicable fiscal year Maximum Contract Amount; 2) any such increase shall be used to provide additional services or to reflect program and/or policy changes; 3) the Board of Supervisors has appropriated sufficient funds for all changes; 4) approval of County Counsel and the Chief Administrative Officer or his designee is obtained prior to any such the Amendment; and 5) the Director of

Mental Health shall notify the Board of Supervisors of agreement changes in writing within 30 days after execution of each amendment.

PURPOSE/JUSTIFICATION OF RECOMMENDED ACTION

DMH entered into a three-year agreement with CSULBF for the payment of student stipends. CSULBF is the fiscal intermediary for academic training between the CSULBF and DMH. In Exhibit A, the contract called for funding during FY 2002-2003, in the amount of \$577,500. This amount was allocated to the Student Professional Development Program to train a maximum of 103 student interns for this fiscal year. Due to lower number of student interns placed in DMH by the universities participating in this program, the compensation amount has to be reduced for this fiscal year to \$288,335 with a maximum of 40 students. There will also be a reduction in the compensation amount for FY 2003-2004 from \$635,250 to \$300,000 with a maximum of 42 students.

Implementation of Strategic Plan Goals

The recommended Board actions are consistent with the County's Organizational Fiscal Responsibility, Goal 4, Strategy 1, Manage effectively the resources we have; Strategy 2, Invest in public infrastructure; and Strategy 3 Increase public private partnership within the Countywide Strategic Plan. Approved services will be provided through the collaborative efforts of government agencies and community-based organizations.

FISCAL IMPACT/FINANCING

There is no net County cost impact.

The requested reduction will reduce the compensation amount for FY 2002-2003 from \$577,500 to \$288,335. This reflects a reduction of \$289,165 for this fiscal year. It also decreases the number of maximum student interns participating in the Student Professional Development Program from 103 to 40. The reduced compensation has been diverted to support other training programs for this fiscal year. For FY 2003-2004, DMH will request a reduced compensation amount of \$300,000 to be allocated to the Student Professional Development Program to train a maximum of 42 student interns.

FACTS AND PROVISIONS/LEGAL REQUIREMENTS

DMH works collaboratively with local educational institutions to assist students in learning skills needed to work with the severely and persistently mentally ill populations of all ages. DMH provides supervised placement for social work, psychology, nursing and rehabilitation student interns within its programs. This pool of training interns enables DMH programs to recruit employees who have beginning skills in working with the severely mentally ill population. These interns are already working within the DMH system.

Students that require financial support to complete their education can take advantage of this program. Most placement sites offer stipends to these students in order to recruit them. The inability to offer compensation to students placed in DMH programs would severely impair DMH's ability to recruit new employees.

Administrative staff of DMH is assigned to supervise and administer this Agreement, to evaluate the program to ensure that quality services are being provided and to ensure that Agreement provisions and departmental policies are being followed.

In addition, this proposed action has been reviewed and approved by the Chief Administrative Officer, County Counsel, and DMH's Fiscal and Program Services staff.

Exhibit A-1 (Statement of Work) describes the objectives of the program.

CONTRACTING PROCESS

This Agreement between DMH and CSULBF will terminate on June 30, 2004, and will ensure a continuous and consistent payment mechanism to pay interns who are attending different universities and professional schools.

IMPACT ON CURRENT SERVICES

The ability to recruit interns from a diverse population will assist DMH in providing accessible and culturally appropriate mental health services to children, adults, older adults and families. It will also allow DMH to train social workers, psychologists, nurses, and occupational and recreational therapists to serve the mentally ill population within Los Angeles County.

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CONCLUSION

The Department of Mental Health will need one (1) copy of the adopted Board action. It is requested that the Executive Officer, Board of Supervisors, notify the Department of Mental Health's Contracts Development and Administration Division at (213) 738-4684, when these documents are available.

Respectfully submitted,

Marvin J. Southard, D.S.W.
Director of Mental Health

MJS:RK:CK:lj

Attachment (1)

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

Amend. #1, BL Intern Stipend (2-13-2003)(Revision # 3)leon, includes CAO's language

CONTRACT NO. _____

AMENDMENT NO. _____

THIS AMENDMENT is made and entered into this _____ day of _____, 2003, by and between the COUNTY OF LOS ANGELES (hereafter "County") and the _____ (hereafter "Contractor").

WHEREAS, County and Contractor have entered into a written Agreement, dated _____ identified as County Agreement No. _____, (hereafter collectively "Agreement"); and

WHEREAS, for Fiscal Years 2002-2003 and 2003-2004, County and Contractor intend to amend Agreement only as described hereunder; and

WHEREAS, for Fiscal Year 2002-2003 only, County and Contractor intend to update Statement of Work Exhibit number A with A-1, attached hereto, to include a revision in the compensation amount from \$ _____ allocated to the Student Professional Development Program to train a maximum of _____ students to \$ _____ allocated to _____ students; and

WHEREAS, for Fiscal Year 2003-2004 only, County and Contractor intend to update Statement of Work Exhibit number A with A-1, attached hereto, to include a revision in the compensation amount from \$ _____ allocated to the

Student Professional Development Program to train a maximum of ____ students to \$ ____ allocated to _____ students.

NOW, THEREFORE, County and Contractor agree that Agreement shall be amended only as follows:

1. Statement of Work Exhibit A shall be updated with Exhibit A-1, attached hereto.
2. Except as provided in the Agreement, all other terms and conditions of the Agreement shall remain in full force and effect.

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IN WITNESS WHEREOF, the Board of Supervisors of the County of Los Angeles has caused this Amendment to be subscribed by County's Director of Mental Health and Contractor has caused this Amendment to be subscribed in its behalf by its duly authorized officer, the day, month and year first above written.

COUNTY OF LOS ANGELES

By _____
MARVIN J. SOUTHARD, D.S.W.
Director of Mental Health

CONTRACTOR

By _____

Name _____

Title _____

(AFFIX CORPORATE SEAL HERE)

APPROVED AS TO FORM
BY THE OFFICE OF THE COUNTY COUNSEL

LLOYD W. PELLMAN
County Counsel

APPROVED AS TO CONTRACT
ADMINISTRATION:

DEPARTMENT OF MENTAL HEALTH

By _____
Chief, Contracts Development
and Administration Division

LJ:Amendment No. 1 California State Univ. Long Beach Foundation (2-20-2003) Revision #1

COUNTY OF LOS ANGELES – DEPARTMENT OF MENTAL HEALTH

INTERN TRAINING PROGRAM SERVICES AGREEMENT

STATEMENT OF WORK

I. Objective:

To establish a fiscal intermediary for academic training between the California State University Long Beach Foundation, hereinafter called the “CSULB Foundation,” and the County of Los Angeles Department of Mental Health. The CSULB Foundation will be responsible for dispersing fund provided under this Agreement to the student interns to be identified by the Department of Mental Health Student Professional Development Program Coordinator. As consideration for its services as a fiscal intermediary under, the CSULB Foundation will receive a 10% overhead cost annually. CSULB Foundation agrees to use all fund provided hereunder, less allowable overhead cost reimbursement, for stipends that will be specifically provided to interns in the Department’s Student Professional Development Program. If a student fails to fulfill his/her placement agreement between the university and the Department of Mental Health after a portion of the stipend is paid, the Department will forfeit those funds. During the Academic Year, interns shall be paid in semi-annual installments of ½ of approved stipend amount to maximize the time spend in placement and minimize funds that may be forfeited. During the Summer Block Program, interns shall be paid one lump sum.

II. Contractor’s Responsibilities:

CSULB Foundation will be responsible for dispersing funds to the student interns

identified by the DMH Student Professional Development Program Coordinator.

Stipends will be dispersed by the CSULB Foundation as indicated hereunder; CSULB

Foundation shall adhere to the following disbursement schedule for all interns:

INTERN STIPEND DISBURSEMENT SCHEDULE:

Academic Year: Fall – December 15th
 Spring – May 15th

Summer Block: June 30th

Interns who are placed at internships during Academic Year will be paid ½ of approved stipend amount in two installments. Notwithstanding the above, the Summer Block

Interns (June through August) will be paid their approved stipend amount in a lump sum on June 30 of each year.

If a student fails to fulfill his/her placement agreement between his/her respective University and the Department of Mental Health after CSULB Foundation has paid the student intern a portion of the stipend, the Department of Mental Health shall forfeit those funds and the student shall be permitted to keep those funds.

It is expected that the Department of Mental Health will have the following funds:

Academic Year 2002 – 03 in the amount of \$288,335, which will be allocated to the Student Professional Development Program to train a maximum of 40 student interns for this fiscal year.

Academic Year 2003 – 04 in the amount of \$300,000, which will be allocated to the Student Professional Development Program to train a maximum of 42 student interns for this fiscal year.