March 6, 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 TO AMEND THE AGREEMENT FOR CONSULTING SERVICES WITH CALIFORNIA MENTAL HEALTH DIRECTORS ASSOCIATION FOR FISCAL YEAR 2002-2003 (ALL SUPERVISORIAL DISTRICTS) (3 VOTES)

IT IS RECOMMENDED THAT YOUR BOARD:

1. Approve the Amendment format and instruct the Director of Mental Health to prepare, sign and execute Amendment No. 3 (substantially similar to Attachment I) to Contract No. DMH-00900 with California Mental Health Directors Association (CMHDA) for consultation services and technical assistance to improve processes and functions in the DMH Human Resources Bureau, as well as to provide assistance in establishing core competencies in mental health treatment throughout the System of Care. The Amendment is fully funded and funding is in DMH's Adopted Budget for FY 2002-2003 to add $137,500 to the Maximum Contract Amount making the revised Maximum Contract Amount $248,500. The Amendment will be effective upon Board Approval. The term of the original Agreement is July 1, 2000 through June 30, 2004.

2. Delegate authority to the Director of Mental Health to prepare, sign and execute future amendments to the Consulting Services Agreement provided that: 1) the County’s total payments to contractor under this Agreement for each fiscal year shall not exceed a change of twenty percent from the applicable revised 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
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 ACTIONS

Board approval is requested to amend this Agreement with CMHDA to provide additional funding for consultation and technical assistance to further improve, integrate, and implement new approaches to enhance public mental health services for Los Angeles County citizens.

In recent years, Department of Mental Health (DMH) initiated a systemwide planning effort to revamp service delivery and to make better use of internal and external resources to increase and improve services. Stakeholders identified issues for consideration and recommended a variety of changes throughout the system.

In response to an identified need to improve processes and functions in the DMH Human Resources Bureau, consultation services were initiated in FY 2000-2001 to assess specific areas of need and design a detailed process improvement plan. Amending this Agreement will enable continuation of the implementation of this plan, which has resulted in significant improvements to date. The services to be provided by this Consultant are of an extraordinary professional and technical nature and are of a temporary nature.

Implementation of Strategic Plan Goals. The recommended Board action is consistent within the County’s first goal—“Service Excellence”, Strategy 2, and Organizational Effectiveness, Strategies 1 and 3, within the County Strategic Plan. Services will be accessible and integrated into a comprehensive service delivery system through the collaboration of government and private agencies.

FISCAL IMPACT/FINANCING

Approval of this Amendment will result in no increase in net County cost. The Amendment increase of $137,500 is funded by $117,500 in County General Fund and $20,000 in State System of Care Funding. Additionally, the increase is included in the FY2002-2003 Adopted Budget. The revised Maximum Contract Amount will be $248,500 for FY 2002-2003.
FACTS AND PROVISIONS

CMHDA is a non-profit membership organization composed of representatives of all 58 county mental health departments in the State. The County entered into an Agreement with them in FY 1999-2000 to provide technical assistance and consultation services. Further, CMHDA is a linkage point between counties and consultants who provide technical assistance and expertise in various areas related to the specific operations of a County mental health system and human resources considerations.

This Amendment will enable the County to provide additional funding for consultation and technical assistance to further improve, integrate, and implement new approaches to enhance access to public mental health services, including specialty technical assistance to improve human resources work processes and daily operations.

The Chief Administrative Office and DMH’s Fiscal and Program staff, have reviewed the proposed action. The attached Amendment has been reviewed and approved as to form by County Counsel.

CONTRACTING PROCESS

Amending this Agreement with CMHDA will ensure continued consultation and technical assistance in the implementation of a systematic improvement process within the DMH Human Resources Bureau. Since this is a Consultant uniquely qualified to provide the necessary support and guidance, this was not posted on the Office of Small Business’ website.

IMPACT ON CURRENT SERVICES

Amending this Agreement will improve DMH’s ability to recruit and retain employees, especially clinical staff, which will reduce vacancies and thereby enhance services at clinic sites. By ensuring adequate staffing at County-operated programs, DMH can more effectively manage the demand for services. Maintaining appropriate staffing is one element of DMH’s approach to managing cost more effectively through the use of routine, ongoing care. The availability of specialized consultation services and technical assistance will enable DMH to fully implement strategic work processes that will better serve and improve the DMH workforce.
CONCLUSION

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

Respectfully submitted,

[Signature]

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

MJS:RK:RL

Attachment (1)

c: Chief Administrative Officer
  County Counsel
  Executive Office, Board of Supervisors
  Chairperson, Mental Health Commission
THIS AMENDMENT is made and entered into this ______________ day of ________________, 2003, by and between the COUNTY OF LOS ANGELES (hereafter “County”) and ________________________________ (hereafter “Consultant”).

WHEREAS, County and Consultant have entered into a written Agreement, dated ______________, identified as County Agreement No. _____, including Amendment Nos. __________ dated ________________________________ __________, respectively, (hereafter collectively “Agreement”); and

WHEREAS, for Fiscal Year 2002-03 only, County and Consultant intend to amend Agreement as described hereunder; and

WHEREAS, for Fiscal Year 2002-03 only, County and Consultant intend to amend Agreement to increase the Maximum Contract Amount by ($_________________ _____) in Realignment Funds to provide ________________________________ ________________________________ __________.

NOW, THEREFORE, County and Consultant agree that Agreement shall be amended only as follows:
1. Paragraph 4 (COMPENSATION) shall be deleted in its entirety and the following substituted therefor:

“4.0 COMPENSATION: In consideration of the performance by Consultant in a manner satisfactory to County of the services described in Exhibit A, Consultant shall be paid in accordance with the Fee Schedule set out in Exhibit B-3. Total compensation for all services furnished hereunder shall not exceed the sum of _______________________________ Dollars ($_______) for Fiscal Year (FY), ________ and ________________________________
Dollars ($_______) for FY ________ and ________________________________
Dollars ($_______) for FY ________. Notwithstanding such limitation of funds, Consultant agrees to satisfactorily complete all work specified in Exhibit A. To request payment, Consultant shall present to County’s Project Manager monthly invoices in arrears accompanied by a statement of the number of hours worked by each individual assigned to the project and a report of work completed for the invoice period. This report shall be prepared in format satisfactory to County’s Project Manager or his/her designated representative.

The Maximum Contract Amount for this Agreement shall not exceed ________
______________________________ Dollars ($_______) for Fiscal Year (FY), ________ and ________________________________
Dollars ($_______) for FY ________ and ________________________________
Dollars ($_______) for FY ________. In no event shall County pay
Consultant more than this Maximum Contract Amount for Consultant’s performance hereunder. Payment to Consultant shall be only upon written approval of the invoice and report by County’s Project Manager or his/her designated representative.

Consultant shall submit invoices to:

County of Los Angeles  
Department of Mental Health  
Children’s System of Care  
550 South Vermont Avenue  
Los Angeles, CA 90020  
Attn: ____________________________

2. Service Exhibit____ shall be deleted in its entirety and replaced with Service Exhibit____ attached hereto and incorporated herein by reference. All references in Agreement to Service Exhibit____ shall be deemed amended to state Service Exhibit____.

3. Except as provided in this Amendment, all other terms and conditions of the Agreement shall remain in full force and effect.
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 Consultant has caused this Amendment to be subscribed in its behalf by its duly authorized officer, the day, month and year first above written.

APPROVED AS TO FORM

COUNTY OF LOS ANGELES

LLOYD W. PELLMAN
County Counsel

By ________________________________
Principal Deputy County Counsel

By ________________________________
Director of Mental Health

CONSULTANT

By ________________________________
Name ______________________________

Title ______________________________

(APPEIX CORPORATE SEAL HERE)

APPROVED AS TO CONTRACT ADMINISTRATION:

DEPARTMENT OF MENTAL HEALTH

By ________________________________
Chief, Contracts Development and Administration Division

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