



CONTRA COSTA
MENTAL HEALTH
COMMISSION

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cchealth.org/mentalhealth/mhc

Executive Committee
Tuesday, April 28, 2020 ◊ 3:00-4:30pm

Via: Zoom Teleconference:
<https://cchealth.zoom.us/j/6094136195>
Meeting number: 609 413 6195

Join by phone:
888-788-0099 and 877-853-5247 **US Toll Free**
Access code: 609 413 6195

- I. Call to order/Introductions**
- II. Public comments**
- III. Commissioner comments**
- IV. Chair announcements**
- V. APPROVE minutes from March 24, 2020 meeting**
- VI. IDENTIFY questions for the May 2020 Commission meeting Director's update on county efforts around COVID-19 for meeting the needs of consumers**
- VII. DEVELOP a game plan for meeting each full Commission 2020 goal**
- VIII. DISCUSS information needed by the Commission to understand the Health Services budget with the emphasis on understanding BHS and 4C and PES budgets. IDENTIFY guests and resources for future Commission budget-related meetings.**
- IX. Adjourn**



The Contra Costa County Mental Health Commission is appointed by the Board of Supervisors to advise them on all matters related to the county's mental health system, in accordance with mandates set forth in the California State Welfare & Institutions Code, Sections 5604 (a)(1)-5605.5. Any comments or recommendations made by the Mental Health Commission or its individual members do not represent the official position of the county or any of its officers. The Commission is pleased to make special accommodations, if needed, please call ahead at (925) 957-2619 to arrange.

MHC Goals for 2020

Barbara Serwin, MHC Chair

1. Successful implementation of the new MHC Orientation and Training Program as measured by:

- Review the Orientation module by 100% of new Commissioners either in person at the Orientation training module or via review of a tape of training (once they are available online) as well as the physical materials associated with the training module.
 - Attendance of at least 50% of the remaining five training modules by at least 50% of all Commissioners, regardless of the length of time they have been on board.
- ⇒ This goal is important because it enables Commissioners to come up to speed much more rapidly than they would otherwise and to participate in discussing and solving the challenges that the Commission engages with in a meaningful and more successful way.

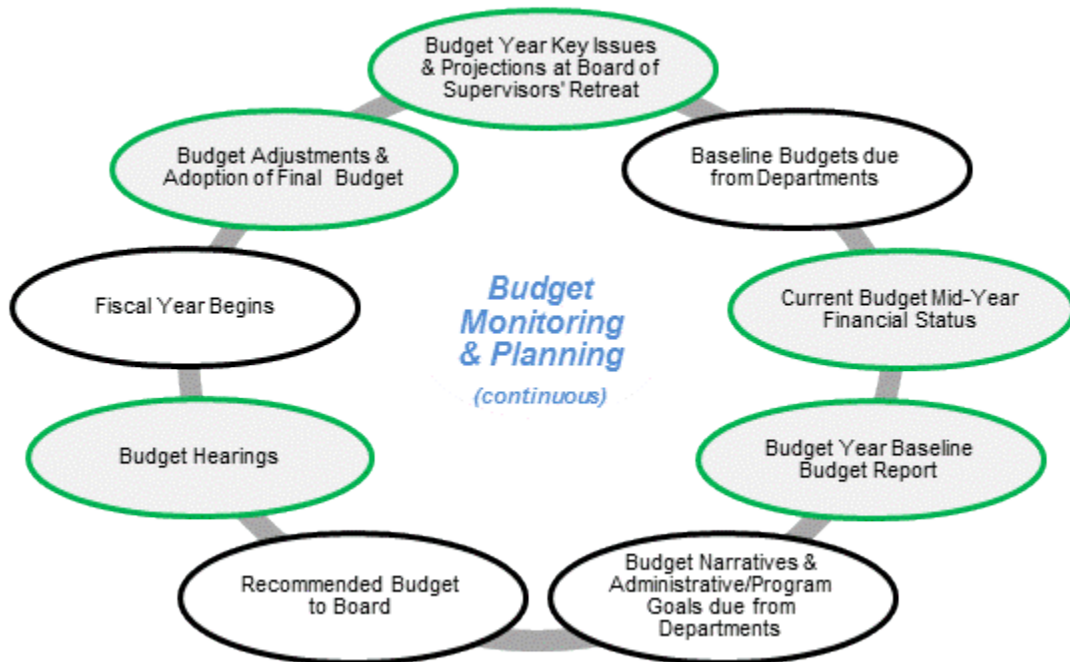
2. Successful creation and implementation of a new MHC Site Visit Program. This goal would set October 1 as the target completion date. It would set two site visits taken by the end of the calendar year and participation by four to six Commissioners (if we assume site visits in November and December). Note that each site visit will be attended by multiple Commissioners -- a typical number would be three.

- ⇒ This goal is important because the MHC is mandated to evaluate facilities by the Welfare and Institutions code 5604.2, which defines the responsibilities of all California Mental Health Commissions and Boards. The MHC has not operated a consistent Site Visit Program in at least five years.

3. Gain a solid understanding of the county and BHS budgeting cycle and of the BHS and MHSA budgets. Determine how the MHC can best participate in the budget cycle in its advocacy and advisory capacities, e.g. through advocating program priorities, reviewing BHS and MHSA budget priorities, and reviewing draft and final budgets. Provide input and feedback at meaningful times during the budget process.

- ⇒ This goal is important because the MHC has the responsibility to ensure that the mental health budget adequately funds what it perceives to be the most important priorities and programs and services for the mental health community. If the MHC doesn't understand the budget, it can't properly evaluate priorities, nor can it judge the appropriate allocation of funds and the reasonableness of expenses. If the MHC doesn't provide input at the right time in the budget cycle, its recommendations may end up being moot.

Budget Process



As depicted in the preceding illustration, the County Budget Process is a continuous cycle of developing, monitoring and planning. At the same time, there are certain steps involved in developing the annual budget.

Budget Development.

The County's fiscal year spans from July 1 to June 30; however, the budget development process begins as early as December with the Board of Supervisors setting a Preliminary Budget Schedule for preparation of the up-coming budget. The County Administrator presents the Board, Department Heads and the public with an analysis of key issues and budget projections in January, followed by budget instructions, departmental budget submissions, meetings with Departments in February and March and presentation of the State Controller's Office required Budget Schedules and Recommended Budget for Board consideration in April. Absent the adoption of the County's Recommended Budget by June 30, the State Controller's Office Recommended Budget Schedules are passed into the new fiscal year as the spending authority until a Final Budget is adopted. Unlike the State Controller's Office Recommended and Final Budget schedules, which are solely publications of financial State Schedules required by State Statutes collectively referred to as the *County Budget Act*, the County Recommended Budget includes detailed information and narrative regarding the County, including its current and projected financial situation; the programs/services and administrative/program goals of individual Departments; and the County Administrator's budgetary recommendations for the upcoming budget year. After public hearings and budget deliberations, the Board adopts the Recommended Budget by May 31 (pursuant to Board Policy). After the State budget is passed (legally due by June 15) and County fiscal year-end closing activities are completed in August, a Final Budget is prepared for Board consideration. (Pursuant to the County Budget Act, the deadline for adopting a Final Budget is October 2 each year. This allows incorporation of any needed adjustments resulting from the State budget.) If significant changes to

programs or revenues are required based upon the State budget and/or closing activities, public Budget Hearings regarding the Final Budget may be scheduled.

Budget Monitoring & Budget Adjustments

The County Administrator monitors actual expenditures and revenue receipts each month and mid-year adjustments may be made so that the County's Budget remains in balance throughout the fiscal year. On an annual basis, the County Administrator's staff prepares a report presented to the Board of Supervisors that details the activity within each budget category and provides summary information on the status of the County's Budget. Actions that are necessary to ensure a healthy budget status at the end of the fiscal year are recommended in the budget status report; other items which have major fiscal impacts are also reviewed.

Supplemental appropriations, which are normally financed by unanticipated revenues during the year, and any amendments or transfers of appropriations between summary accounts or departments, must be approved by the Board of Supervisors. Pursuant to a Board of Supervisor Resolution, the County Administrator is authorized to approve transfers of appropriations among summary accounts within a department as deemed necessary and appropriate. Accordingly, the legal level of budgetary control by the Board of Supervisors is at the department level.