

**COUNTY OF SAN LUIS OBISPO BOARD OF SUPERVISORS  
AGENDA ITEM TRANSMITTAL**

(1) DEPARTMENT Health Agency - Behavioral Health Services		(2) MEETING DATE March 7, 2006		(3) CONTACT/PHONE Karen Baylor, Behavioral Health Administrator (805) 781-4734	
(4) SUBJECT Request to approve an Amendment to the contract with Dale Deanne Magee, dba Catalyst Consulting, to provide consulting services for the Mental Health Services Act Implementation Project increasing the amount payable under the contract by \$20,000.					
(5) SUMMARY OF REQUEST The County has been awarded \$180,000 in MHSA funding targeted for system improvements in preparation for the implementation of MHSA projects. The money is designated for use during the interim period between CSS Plan submission and implementation of programs, and is available solely for this purpose. This contract amendment allows Catalyst Consulting to assist the department in readying itself and the community for the implementation of these programs. The amendment extends the term of the contract until May 31, 2006 and increases the maximum payable amount set for the contract from \$75,000 to \$95,000.					
(6) RECOMMENDED ACTION  It is recommended that the Board approve an Amendment to the contract with Dale Deanne Magee, dba Catalyst Consulting, to provide consulting services for the Mental Health Services Act Implementation Project increasing the amount payable under the contract by \$20,000.					
(7) FUNDING SOURCE(S) State Mental Health Services Act – 100%		(8) CURRENT YEAR COST Amendment of \$20,000 Total Contract \$95,000		(9) ANNUAL COST Amendment of \$20,000 Total Contract \$95,000	
(10) BUDGETED? <input checked="" type="checkbox"/> YES <input type="checkbox"/> N/A <input type="checkbox"/> NO					
(11) OTHER AGENCY/ADVISORY GROUP INVOLVEMENT (LIST): County Counsel has reviewed and approved the contract as to form and legal effect.					
(12) WILL REQUEST REQUIRE ADDITIONAL STAFF? <input checked="" type="checkbox"/> No <input type="checkbox"/> Yes, How Many? _____ <input type="checkbox"/> Permanent _____ <input type="checkbox"/> Limited Term _____ <input type="checkbox"/> Contract _____ <input type="checkbox"/> Temporary Help _____					
(13) SUPERVISOR DISTRICT(S) 1st, 2nd, 3rd, 4th, 5th, <u>All</u>			(14) LOCATION MAP <input type="checkbox"/> Attached <input checked="" type="checkbox"/> N/A		
(15) AGENDA PLACEMENT <input checked="" type="checkbox"/> Consent <input type="checkbox"/> Hearing (Time Est. _____) <input type="checkbox"/> Presentation <input type="checkbox"/> Board Business (Time Est. <u>30 min</u> )			(16) EXECUTED DOCUMENTS <input type="checkbox"/> Resolutions (Orig + 4 copies) <input checked="" type="checkbox"/> Contracts (Orig + 4 copies) <input type="checkbox"/> Ordinances (Orig + 4 copies) <input type="checkbox"/> N/A		
(17) NEED EXTRA EXECUTED COPIES? <input type="checkbox"/> Number: _____ <input type="checkbox"/> Attached <input checked="" type="checkbox"/> N/A			(18) APPROPRIATION TRANSFER REQUIRED? <input type="checkbox"/> Submitted <input type="checkbox"/> 4/5th's Vote Required <input checked="" type="checkbox"/> N/A		
(19) Administrative Office Review  The original contract was for \$56,000. In September 2005, the contract was increased to \$75,000. This request is for a second change in order to increase the contract amount to \$95,000.  <i>Don Burkshi</i>					

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(3.7.06)*

# BEHAVIORAL HEALTH SERVICES

COUNTY OF SAN LUIS OBISPO



Reply to:

**MENTAL HEALTH SERVICES**

2178 JOHNSON AVENUE  
SAN LUIS OBISPO, CALIFORNIA 93401-4535  
(805) 781-4700  
(805) 781-1273 FAX

TO: Board of Supervisors

FROM: Karen Baylor, Ph.D., Behavioral Health Services Administrator

DATE: March 7, 2006

SUBJECT: Request to approve an Amendment to the contract with Dale Deanne Magee, dba Catalyst Consulting, to provide consulting services for the Mental Health Services Act Implementation Project.

RECOMMENDATION:

It is recommended that the Board approve an Amendment to the 2005 contract (Clerk's File) with Dale Deanne Magee, dba Catalyst Consulting, to provide consulting services for the Mental Health Services Act Implementation Project increasing the amount payable under the contract by \$20,000.

DISCUSSION:

The Mental Health Services Act (MHSA), approved in November as Proposition 63, provides for substantial increases in funding for the statewide improvement and expansion of mental health services. The MHSA represents a comprehensive approach to the development of community-based mental health services and supports for California residents. The Act addresses a broad continuum of prevention and service needs and the necessary infrastructure, technology, and training elements to effectively support the system. The California Department of Mental Health (DMH) has planned for sequential phases of development for each of the six components of the Plan as follows: Community Program Planning Process, Community Services and Supports, Education and Training, Capital and Information Technology, Prevention and Early Intervention, and Innovation.

Catalyst Consulting has been a key player in the initial phase of the Mental Health Services Act Planning Project, which included extensive community outreach activities and drafting and submission of the Community Services and Supports (CSS) Plan to the State Department of Mental Health. The Plan has been submitted to the State for review and preparation for the ensuing implementation phase is underway. This contractor is the clear choice for continuing support to the department in the early stages of the implementation phase. Catalyst Consulting's experience in coordinating the initial phase of the project and their thorough knowledge of the MHSA guidelines lend the expertise necessary to effectively assist the department in designing and coordinating the

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proposed programs and initiatives recommended by the community. Catalyst Consulting will work directly with the Behavioral Health Services (BHS) Administrator in convening and coordinating design teams for each of the proposed MHSA-funded programs and initiatives, and provide planning and implementation guidance to BHS administration and design teams. Acting as consultant and coordinator, Catalyst Consulting will serve as the MHSA representative to State DMH, the community, and other groups; facilitate the BHS internal work group; and participate in DMH-sponsored in-services and workshops. It is expected that Catalyst Consulting's participation and assistance in the development of the proposed programs and initiatives will be completed by May 31, 2006.

OTHER AGENCY INVOLVEMENT:

County Personnel has been consulted and County Counsel has reviewed and approved the contract as to form and legal effect.

FINANCIAL CONSIDERATIONS:

This amendment to the Catalyst Consulting contract extends the term of the contract until May 31, 2006, and increases the maximum allowable amount set for the contract from \$75,000 to \$95,000. The rate of compensation at \$62.50 per hour remains the same as in the original contract.

MHSA funds are allocated to the County sequentially as each phase of the six designated Plan components is developed. The initial Community Program Planning Process allocation of \$127,581 for planning and community outreach activities covered the cost of the \$56,000 in services provided under the original Catalyst Consulting contract. Ten thousand dollars in one-time money was later allocated by the State for an extension of planning services.

Following the submission of this County's CSS Plan to the State, the County was awarded \$180,000 in one-time monies for the roll out of the systems improvement portion of the Plan and the preparation for implementation of the programs identified as most needed by the community. The money is designated for use during the interim from CSS Plan submission to implementation of programs, and is available solely for this purpose. MHSA funding for the systems improvement phase of development will fully cover the cost of the additional \$20,000 requested in this amendment to the Catalyst Consulting contract.

The remaining \$160,000 targeted for systems improvement and the early stages of program implementation will provide the necessary funds for training, human resource costs (recruitment ads and background checks), and services provided by a number of contractors. Contractors will be tasked with the oversight of RFP processes, generation of written policies and procedures, implementation of an evaluation system, and, for this contractor, assistance in designing and planning new service programs. Catalyst Consulting is expected to complete its services for the department by the end of May, 2006, at which time programs are scheduled to become operational.

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RESULTS:

This contract amendment allows Catalyst Consulting to provide the additional consulting services necessary to assist the department in readying itself and the community for the upcoming implementation of MHSAs programs and initiatives. The services to be provided are detailed in the scope of services section of the amendment. The \$20,000 increase in the Catalyst Consulting contract represents only a small portion of the \$180,000 allocated to our County by the State for this phase of the MHSAs roll out.

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AMENDMENT NO. 2

To the CONTRACT FOR SPECIAL SERVICES BY  
INDEPENDENT CONTRACTOR

Effective February 1, 2005, as amended on September 20, 2005,  
entered into by and between the County of San Luis Obispo, a public entity in the State of  
California, (hereafter "County") and Dale Deanne Magee, dba Catalyst Consulting, and independent  
contractor, (hereafter "Contractor").

WITNESSETH:

WHEREAS, the initial phase of the Mental Health Services Act (MHSA) Planning Project  
included community outreach activities and drafting and submission of the Community Services and  
Supports Plan to the State Department of Mental Health (DMH); and

WHEREAS, the Community Services and Support Plan has been submitted to the State  
DMH for review and approval; and

WHEREAS, the ensuing phase to begin implementation of MHSA-funded programs and  
initiatives is underway; and

WHEREAS, Contractor has the expertise to serve as MHSA representative to the State  
DMH, provide outreach activities to prepare community stakeholders for MHSA programs, be  
instrumental in convening and coordinating design teams, and participate in DMH-sponsored in-  
services and workshops related to the implementation phase of the MHSA project; and

WHEREAS, County has need to amend the original scope of services to reflect the MHSA  
implementation phase activities to be provided by Contractor, extend the Contract term for an  
additional four months, and adjust accordingly the maximum allowable amount payable under the  
Contract.

Accordingly, this Amendment No. 2 modifies the Contract. In any instance in which a  
provision of this Amendment No. 2 contradicts or is inconsistent with provisions of the Contract or  
Amendment No. 1, the provisions of this Amendment No. 2 shall prevail and govern and the  
contradicted or inconsistent provisions shall be deemed amended accordingly. All other terms and  
conditions of the Contract and any amendments shall remain in full force and effect. The parties  
agree that the Contract is amended as follows:

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1. The Original Contract, Exhibit A, "Scope of Services" is replaced with the following:  
Scope of Services: Pursuant to this Contract, Contractor shall provide County the following special services under the direction of the Behavioral Health Services (BHS) Administrator and serve as coordinator for planning and development of Mental Health Services Act (MHSA) funded programs from February 1, 2005 to May 31, 2006.
  - a. Convene and coordinate design teams for each of the proposed MHSA programs and initiatives.
  - b. Provide planning and implementation guidance to Behavioral Health Services Administration and design teams.
  - c. Facilitate Behavioral Health Services internal work group.
  - d. Serve as MHSA representative to State DMH, the community, and other groups per Behavioral Health Services Administrator's request.
  - e. Provide outreach activities as needed to prepare Department, stakeholders, and community for MHSA programs.
  - f. Participate in DMH-sponsored in-services and workshops.
  - g. Work directly with the BHS Administrator and management team in planning for the implementation of MHSA-funded programs and initiatives.
  - h. Organize other activities related to the implementation phase of the MHSA project.
  
2. The Original Contract, Exhibit B, Paragraph 1, titled Compensation, as amended by Amendment No.1, reads "County shall pay to Contractor as compensation in full for all services performed by Contractor pursuant to this Contract, within forty-five (45) days after the receipt of an itemized statement from Contractor required by paragraph 3 herein, which has been previously approved by the Mental Health Administrator, at an hourly rate of sixty two dollars and fifty cents (\$62.50). Services shall be performed during a twelve month period beginning February 1, 2005 and ending January 31, 2006. The maximum allowable under this contract for services, expenses, and all charges is seventy-five thousand dollars (\$75,000)."

Exhibit B, Paragraph 1, titled Compensation is hereby replaced with the following:

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“County shall pay Contractor as compensation in full for all services performed by Contractor pursuant to this Contract, within forty-five (45) days after the receipt of an itemized statement from Contractor required by paragraph 3 herein, which has been previously approved by the Mental Health Administrator, at the hourly rate of sixty-two dollars and fifty cents (\$62.50) per hour. Services shall be performed during a sixteen month period beginning February 1, 2005, and ending May 31, 2006. The maximum allowable amount under this Contract for services, expenses, and all charges is ninety-five thousand dollars (\$95,000).

- 3. The Original Contract, Exhibit C, Paragraph 2 “Duration Date, as amended by Amendment No. 1, which reads “Services shall commence on or after February 1, 2005, and shall remain in effect until January 31, 2006, unless terminated earlier as provided herein.” is amended to read “Duration Date. Services shall commence on or after February 1, 2005, and shall remain in effect until May 31, 2006, unless terminated earlier as provided herein.”
- 4. All other provisions of the Original Contract remain the same.

IN WITNESS WHEREOF County and Contractor have executed this Contract on the day and year hereinabove set forth.

CONTRACTOR

Dale Deanne Magee

Dale Deanne Magee

Tax ID# Held in Confidential File

NOTARIZATION

State of California )  
  )  
County of San Luis Obispo )

On February 10, 2006 before me, the undersigned, a notary public in and for the Sate of California, personally appeared Dale Magee

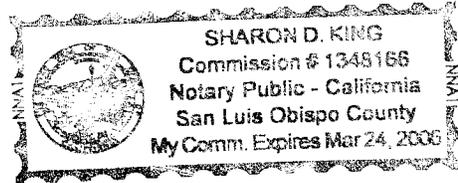
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Personally known to me (or proved to me on the basis of satisfactory evidence) to be the person(s) whose name(s), is/are subscribed to the within instrument and acknowledge to me that he/she/they executed the same in his/her/their authorized capacity(ies), and that his/her/their signature(s) on the instrument the person(s), or entity upon behalf of which the person(s) acted, executed the instrument.

WITNESS my hand and official seal.

Signature Sharon D. King  
My Commission expires Mar 24, 2006

(Seal)



COUNTY COUNSEL

Approved as to form and legal effect.

COUNTY COUNSEL

JAMES B. LINDHOLM, JR.

By: [Signature]  
Deputy County Counsel

Dated: 2/10/06

COUNTY OF SAN LUIS OBISPO  
A Public Entity in the State of California

The County's signature on this Contract is authorized by the Board of Supervisors for the County of San Luis Obispo on \_\_\_\_\_.

By: \_\_\_\_\_  
Chairman, Board of Supervisors

ATTEST:

By: \_\_\_\_\_  
County Clerk and Ex-Officio Clerk  
of the Board of Supervisors

BLO