



**DEPARTMENT OF MENTAL HEALTH
POLICY/PROCEDURE**

SUBJECT AGREEMENT TERMINATION	POLICY NO. 1004.02	EFFECTIVE DATE 12/01/1995	PAGE 1 of 2
APPROVED BY: Original signed by: ARETA CROWELL Director	SUPERSEDES 110.13 12/01/1995	ORIGINAL ISSUE DATE 12/01/1995	DISTRIBUTION LEVEL(S) 1

PURPOSE

- 1.1 To provide policy and guidelines for the opportunity for a face-to-face meeting with Contractor and the Department of Mental Health (DMH) should the DMH determine that an Agreement is to be terminated.

POLICY

- 2.1 Procedure Relating to Agreement Termination: If, pursuant to Agreement Termination paragraph or any other termination provision of the Agreement, County provides a Notice of Termination of such Agreement to Contractor, then, within ten days after the date of receipt of County's Notice of Termination, Contractor may submit to DMH's Director a written request for an opportunity for a face-to-face meeting with either DMH's Director or Chief Deputy Director, as determined by DMH Director, to fully discuss the reasons for the termination, provided that such a meeting shall not be required for any immediate termination authorized by the Agreement.

PROCEDURE

- 3.1 County's obligation under Section 2.1 above shall be fully satisfied by offering Contractor an opportunity to complete the face-to-face meeting within thirty days after the date of receipt of County's Notice of Termination.
- 3.2 The face-to-face meeting shall be conducted according to the schedule and procedures determined by DMH Director. DMH Director, in his/her sole discretion, may require that Contractor's face-to-face meeting shall be conducted at the same time as, and in conjunction with, the face-to-face meetings for other contractors.
- 3.3 If DMH Director does not receive Contractor's written request for a face-to-face meeting within ten days after the date of County's Notice of Termination, or if DMH Director, in his/her sole judgment, determines that Contractor has failed to



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appear or otherwise timely respond for purposes of such a meeting, then Contractor shall be deemed to have waived its request for such a meeting.

- 3.4 Notwithstanding any other provision of the Agreement, compliance with this Policy/Procedure shall not in any way delay the implementation of any termination of such Agreement.

AUTHORITY

Department of Mental Health Policy