COUNTY OF LOS ANGELES

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Director

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Chief Deputy Director

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BOARD OF SUPERVISORS
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DEPARTMENT OF MENTAL HEALTH

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March 18, 2004

ADOPTED
BOARD OF SUPERVISORS
COUNTY OF LOS ANGELES

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MAR 3 0 2004

Violet Varona-Lukens
VIOLET VARONA-LUKENS
EXECUTIVE OFFICER

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 AMENDMENT NO. 2 TO THE EDUCATION TUITION ASSISTANCE PROGRAM SERVICES AGREEMENT WITH CALIFORNIA STATE UNIVERSITY, LONG BEACH FOUNDATION (ALL SUPERVISORIAL DISTRICTS) (3 VOTES)

IT IS RECOMMENDED THAT YOUR BOARD:

Approve and authorize the Director of Mental Health or his designee to prepare, sign, and execute Amendment No. 2 to the Education Tuition Assistance Program Services Agreement, substantially similar to the Attachment, with the California State University, Long Beach Foundation (CSULBF) to increase the Maximum Contract Amount (MCA) by $134,100, from $195,900 to $330,000, for Fiscal Year (FY) 2003-2004, fully funded by one-time Sales Tax Realignment funds. The increase will accommodate increased costs of tuition and stipends, staff change, unanticipated costs, and administrative costs. This Agreement terminates on June 30, 2004.

PURPOSE/JUSTIFICATION OF RECOMMENDED ACTION

Board action is requested to approve an increase to the existing Education Tuition Assistance Program Services Agreement with CSULBF, the fiscal intermediary for academic training between CSULBF and DMH, in order to accommodate increased costs of tuition and stipends, staff change, unanticipated costs, and fiscal intermediary administrative costs.

This Agreement between DMH and CSULBF provides a mechanism to pay for tuition costs and stipends for students who have agreed to pursue future employment within

DMH's mental health system. The participation and subsequent graduation of several students has been delayed due to class schedule changes, causing a shift of tuition and stipend costs from FY 2002-2003 to FY 2003-2004. Increased costs for staff change resulted from the reassignment of the program's only full-time DMH employee from the program, requiring that existing responsibilities for academic and fieldwork oversight be re-allocated to a part-time CSULBF contract employee. The Universities Liaison recently hired by CSULBF now handles the additional increased workload with participating local educational institutions. Unanticipated costs include one-time stipends for exceptional need, including partial reimbursement to students for self-funded increased tuition costs, and tuition costs for required classes offered only in off-track terms and, therefore, not included in the established fee schedule.

Implementation of Strategic Plan Goals

The recommended Board action is consistent with the County's Organizational Goal 2, Work Excellence, within the Countywide Strategic Plan. Providing training opportunities will allow DMH to recruit qualified employees and enhance the quality and productivity of the County workforce.

FISCAL IMPACT/FINANCING

There is no increase in net County cost. For FY 2003-2004, the revised total compensation will be $330,000. Exhibit B-1 (Payment Schedule) of the attached Amendment includes specific details of the increased cost. The $134,100 increase is fully funded by Sales Tax Realignment funds included in DMH's FY 2003-2004 Adopted Budget.

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 population of all ages. DMH pays tuition for graduate social work education at selected local universities for student participants in the Social Work Graduate Education Tuition Assistance Program. In return for tuition assistance, these student participants have agreed with DMH to work within the County's contract or directly-operated mental health system on a year-to-year basis after the completion of their master level social work education.

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

The Amendment has been approved as to form by County Counsel. The proposed actions have been reviewed by the Chief Administrative Office, County Counsel, and DMH's Fiscal and Program administrations.

CONTRACTING PROCESS

DMH currently has an Agreement with CSULBF to provide tuition assistance and stipends to graduate social work students who participate in the Education Tuition Assistance Program.

IMPACT ON CURRENT SERVICES

Mental health service providers throughout the State have experienced severe problems in recruiting clinical personnel with advanced degrees who are pursuing or are eligible to pursue professional clinical licensure. The remaining graduate social work students who currently participate in the Education Tuition Assistance Program constitute a committed pool of future clinical employees, who will allow DMH and contract agencies to enhance mental health services to children, adults, older adults and families residing within the County of Los Angeles.

CONCLUSION

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

Respectfully submitted,

Marvin J. Southard
SP

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

MJS:SK:RK:KT

Attachment

c: Chief Administrative Officer
County Counsel
Chairperson, Mental Health Commission

ATTACHMENT

CONTRACT NO. DMH-01025

AMENDMENT NO. 2

THIS AMENDMENT is made and entered into this _____ day of _____, 2004, by and between the COUNTY OF LOS ANGELES (hereafter "County") and the **California State University, Long Beach Foundation** (hereafter "Contractor").

WHEREAS, County and Contractor have entered into a written Agreement, dated **October 2, 2001**, identified as County Agreement No. **DMH-01025**, and any subsequent Amendment (hereafter collectively "Agreement"); and

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

WHEREAS, for Fiscal Year 2003-2004, County and Contractor intend to amend Agreement to increase the total compensation from **$195,900** to **$330,000**, which is an increase of **$134,100** in order to reflect the revised number of stipends, tuition slots, program staff, and administrative costs; and

WHEREAS, for Fiscal Year 2003-2004, County and Contractor intend to amend Agreement to replace the Exhibit A-2 (STATEMENT OF WORK) with Exhibit A-3 (STATEMENT OF WORK) and to add Exhibit B-1 (PAYMENT SCHEDULE), attached hereto, to revise the disbursement of funds under this Agreement for the Graduate Social Work Education Assistance Program.

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

1. Exhibit A-2 (STATEMENT OF WORK) shall be deleted in its entirety and replaced with Exhibit A-3 (STATEMENT OF WORK), attached hereto and incorporate herein by reference.

2. Exhibit B-1 (PAYMENT SCHEDULE), attached hereto and incorporated herein by reference, shall be added.

3. Except as provided in this Amendment, 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 or his designee, 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.

APPROVED AS TO FORM:

LLOYD W. PELLMAN
County Counsel

By _____
Principal Deputy County Counsel

COUNTY OF LOS ANGELES

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

California State University,
Long Beach Foundation
CONTRACTOR

By _____

Name _____

Title _____

APPROVED AS TO CONTRACT ADMINISTRATION:

DEPARTMENT OF MENTAL HEALTH

By _____
Chief, Contracts Development
and Administration Division

LJ:CSULBF Amend 2 (3-17-2004)

COUNTY OF LOS ANGELES - DEPARTMENT OF MENTAL HEALTH

EDUCATION TUITION ASSISTANCE PROGRAM SERVICES AGREEMENT

EXHIBIT A-3

STATEMENT OF WORK

I. Objective:

To maintain a fiscal intermediary arrangement for the purpose of academic advancement between the California State University Long Beach Foundation, hereinafter called the "CSULB Foundation," and the County of Los Angeles Department of Mental Health, hereinafter called "DMH." The CSULB Foundation will be responsible for dispersing funds provided under this Agreement to the University of California-Los Angeles (UCLA), University of Southern California (USC), California State University-Long Beach (CSULB), and California State University-Los Angeles (CSULA), hereinafter collectively called "the Universities," for tuition for designated students as identified by DMH's Project Manager. As consideration for its services as a fiscal intermediary hereunder, the CSULB Foundation will receive a 10% administrative overhead cost. CSULB Foundation agrees to use all funds provided hereunder, less allowable administrative overhead cost reimbursement, for payment of course tuition and payment for stipends to students as identified by the DMH's Project Manager at the designated Universities.

If a student fails to fulfill his/her agreement with DMH after a portion of the stipend is paid, DMH will forfeit those funds. Students shall be paid in October and February. Universities shall be paid by the dates required to avoid late fees and allow maximum time for student class registration.

II. Contractor's Responsibilities:

CSULB Foundation will be responsible for dispersing funds to the Universities, designated students as identified by the DMH's Project Manager, and the DMH-Universities liaison, in accordance with Exhibit B-1 (PAYMENT SCHEDULE), attached hereto.

The DMH-Universities Liaison, a contract employee of CSULBF, will receive $89,508 in salary and employee benefits to act as on-site assistant program manager, part-time graduate course instructor, and fieldwork supervisor for students at USC, CSULA, and CSULB. The responsibilities and work time of this position have increased substantially in FY 2003-2004, following the

reassignment of the DMH employee originally tasked with these responsibilities at two of the four participating universities.

CSULB Foundation may also disburse funds under this Agreement to pay Graduate Social Work Education Assistance Program administrative overhead costs as authorized in writing by the DMH Project Manager, including payments to contractors for services as liaisons between DMH and the Universities.

CSULB Foundation shall submit invoices for services and costs approximately quarterly, in January, April, August, and November. CSULB Foundation shall pay tuition costs to the Universities in a timely manner in response to invoicing by the Universities. CSULB Foundation shall pay the DMH-Universities Liaison at no less often than monthly. CSULB Foundation shall pay to students identified to receive stipends one-half of the annual allotment in October and one-half in February for the fall and spring semesters, respectively. CSULBF shall pay in a timely manner other identified costs submitted to and approved by the DMH Program Manager.

III. Department of Mental Health's Responsibilities:

In FY 2003-2004, DMH anticipates providing assistance to approximately 19 students per this Agreement for tuition at selected Universities and/or stipends.

COUNTY OF LOS ANGELES - DEPARTMENT OF MENTAL HEALTH

EDUCATION TUITION ASSISTANCE PROGRAM SERVICES AGREEMENT

EXHIBIT B-1

PAYMENT SCHEDULE
Fiscal Year 2003-2004

		Amount
USC tuition (2 students) 2 students for fall semester @ $6,000 each and spring semester @ $7,500 each. (Tuition support increased in spring semester in response to overall institutional tution increase.)	$	27,000
CSULB tuition (11 students) (Tuition fees are based on different total course units taken by students.) 6 full-time students @ $4,338 per year; 1 full-time student @ $4,225 per year; 2 part-time students @ $3,885 per year; 1 part-time student at $2,220 per year; and 1 part-time student at $1,665 per year.	$	41,908
CSULA tuition (6 students) 6 full-time students @ $3,363 per year fixed rate.	$	20,178
UCLA tuition (0 students) All UCLA participants have completed their studies.	$	-
Student stipends 11 students @ $8,000 per year and 1 student @ $4,000 for half-year. (Stipends are awarded to students to purchase books and materials and to assist with general living expenses associated with attending classes full-time and inability to work full-time.)	$	92,000
Unanticipated costs Includes off-track class tuition, student reimbursement for increased USC tuition, increased fees, etc.	$	29,406
DMH-Universities Liaison Salary DMH-Universities Liaison has undertaken increased teaching and fieldwork oversight responsibilities, including work formerly done by full-time LAC-DMH employee.	$	89,508
CSULB Foundation administrative overhead @ 10%	$	30,000
TOTAL COSTS	$	330,000
Existing FY 2003-2004 Contract	$	195,900
Amendment Increase	$	134,100
REVISED TOTAL COMPENSATION	**$**	**330,000**