



September 18, 2025

10:00 AM – 12:00 PM

Budget and Fiscal Advisory Committee

bhsoac.ca.gov





Announcements and Updates

Recent Contract Amendment Updates

Contract	Contractor	Goal of changes
23MHSOAC21	Program 11	Add up to \$95,000 to design and publish a BHSA Stakeholder Toolkit



Meeting Minutes

Motion

- ✓ That the Budget and Fiscal Advisory Committee approves the July 17, 2025, meeting minutes



Consent Process for Commission Contracts

Norma Pate, *Deputy Director of Administration and Performance Management*
September 18, 2025

Establishing a Consent Process for the BFA

Key points to discuss today:

1. Overview of the Welfare and Institution Code
2. Overview of the Commission's Rules of Procedures
3. Overview of the Commission's Current Consent Process
4. Objectives of the Newly Developed Consent Process for the BFA

Overview of Welfare and Institutions Code 5845

Welfare and Institutions Code 5845 (e)

- (e) (1) The Commission shall have an Executive Director.
- (2) The Executive Director will be responsible for management over the administrative, fiscal, and program performance of the commission.
- (3) The Executive Director shall be selected by the commission.
- (4) The commission may delegate to the Executive Director any power, duty, purpose, function, or jurisdiction that the commission may lawfully delegate, including the authority to enter into and sign contracts on behalf of the commission. The Executive Director may redelegate any of those powers duties, purposes, functions, or jurisdictions to the Executive Director's designee, unless by statute, or rule of regulation, the Executive Direct is expressly required to act personally.

Overview of the Commission's Rules of Procedure

Rules of Procedure – Adopted January 2025

- **Executive Director (ROP – page 8)**
- 2.4 Contract Authority - Pursuant to the MHSOAC Resolution adopted on March 24, 2011, the Executive Director has the authority to take all actions necessary to enter into contracts on the Commission's behalf in the amount of \$100,000 or less and to enter into Interagency Agreements in the amount of \$200,000 or less.

The complete document is available on CBH website:

[Commission for Behavioral Health Rules of Procedure](#)

Overview of the Commission's Rules of Procedure (Cont.)

- **Commission Meetings (ROP- page 10)**
- 4.4 Agenda Items
- B. Action items that are non-controversial or pro forma may be placed on the consent calendar. All items on the consent calendar are voted upon as one unit and are not voted upon as an individual item. At the meeting any Commissioner may ask that a matter be removed from the consent agenda and that request shall be effective without further action. If a matter is removed from the consent agenda it may be discussed at the same meeting or at a different Commission meeting as deemed appropriate by the Commission. There shall be no discussion or presentation made concerning items that remain on the consent agenda.

Overview of the Commission's Rules of Procedure (Cont.)

- Staff prepares briefing materials on each agenda item and provides Commissioners with those materials in advance of the meeting. These materials provide Commissioners with a detailed description of a proposed course of action, background information, fiscal impact, the pros and cons of taking the action, and similar information for alternative actions.

Contracts Approved by Executive Director

- Per the Rules of Procedure, contracts approved by the Executive Director's authority, will not be on consent.
 - Report of all contracts approved by the Executive Director will be provided during announcements at all committee and Commission meetings.

Purpose of the Proposed Process

Objective:

This process establishes criteria and procedures for placing contracts on the full Commission's consent agenda when such contracts have been previously reviewed and recommended concurrently by the Budget and Fiscal Advisory Committee, the Legislative and External Affairs Advisory Committee, and/or the Program Advisory Committee.

References:

The Commission's Rules of Procedure and the Bagley-Keene Open Meeting Act, Government Code Section 11120 *et. seq.*

Consent Calendar Eligibility Criteria

A contract must meet all of the following:

1. Committee Review Requirements
2. Committee Recommendation Consistency
3. Substantive Requirements
4. Procedural Requirements

Committee Review Requirements

- 1. Contract was formally presented to and substantively reviewed by the Budget and Fiscal Advisory Committee.
- 2. Contract was formally presented to and substantively reviewed by the Legislative and External Affairs Advisory Committee.
- 3. Contract was formally presented to and substantively reviewed by the Program Advisory Committee.
- 4. The advisory committees voted to recommend the contract for Commission approval.
- 5. Committee reviews occurred at properly noticed public meetings with opportunity for public comment.

Committee Recommendation Consistency

- 1. The advisory committees recommended approval without material modifications to contract terms.
- 2. No significant concerns or reservations were expressed by committee members that remain unresolved.
- 3. Committee recommendations are consistent with each other and with staff recommendations.
- 4. Any committee-requested modifications have been incorporated into the final contract.

Substantive Requirements

- 1. Contract funding has been confirmed by the Budget and Fiscal Advisory Committee as available within approved budgets.
- 2. Contract scope and objectives have been confirmed by the Program Advisory Committee and the Legislative and External Affairs Advisory Committee as aligned with Commission priorities.
- 3. No material changes to contract terms have occurred since committee reviews.

Procedural Requirements

- 1. Contract complies with all applicable state procurement requirements.
- 2. Legal counsel has approved the contract as to form.
- 3. No legal, ethical, or conflict of interest issues remain unresolved.

Contracts Excluded from Consent Agenda

The following contracts SHALL NOT be placed on the consent agenda under this procedure, regardless of committee recommendations:

- Contracts where either committee recommended approval contingent upon material modifications not yet incorporated.
- Contracts where committee votes were not unanimous (unless the dissenting votes were based solely on timing or procedural concerns).
- Contracts that have generated significant public opposition or controversy since committee review.
- Contracts involving new or experimental programs not previously approved by the Commission.
- Contracts establishing precedents for new categories of Commission expenditures
- Multi-party contracts or joint powers agreements.
- Contracts where material information has changed since committee review.
- Contracts involving potential litigation or settlement of disputes.

Committee Coordination Requirements

Concurrent Review Process

- Staff shall coordinate with the Commission advisory committees to schedule reviews in logical concurrence based on contract timeline and committee meeting schedules.
- The committee reviewing second shall be provided with the recommendations from the first committee's review.
- Staff shall ensure consistency in information presented to the Commission advisory committees.

Documentation Standards

- Each committee review shall include:
 - Comprehensive staff presentation covering contract scope, terms, fiscal impact, and policy implications.
 - Written staff report with committee-specific analysis
 - Public comment opportunity following Bagley Keene Open Meetings Act public participation procedures.
 - Formal committee action with recorded vote and recommendations.

Staff Procedures

Eligibility Determination

- Staff shall verify compliance with all eligibility criteria before recommending consent agenda placement and shall document:
 - Dates and outcomes of Commission advisory committee reviews.
 - Consistency of committee recommendations.
 - Resolution of any committee concerns or requested modifications.
 - Confirmation that no material changes have occurred since committee reviews.

Commission Packet Materials

- For each committee-reviewed consent agenda contract, staff shall provide:
 - Executive summary noting Commission advisory committee recommendations and vote tallies.
 - Confirmation that all committee-requested modifications have been incorporated.

Commission Meeting Procedures

Consent Agenda Presentation

- Committee-reviewed contracts shall be clearly identified as having received Commission advisory committee recommendation.
- Chair shall summarize the committee review process and outcomes before calling for removal requests.
- Any Commissioner may request removal for individual consideration, consistent with Commission bylaws.

Commissioner Removal Rights

- Commissioners may request removal of items for any reason, including desire for additional deliberation despite committee recommendations.
- Removed items shall be scheduled for individual consideration at the same meeting if time permits, or the next regular meeting.
- Removal requests require no justification and shall be honored without discussion.

Public Participation

- Public comment on committee-reviewed consent agenda items shall be taken in accordance with Bagley-Keene Act requirements.
- Staff shall note during public comment that items have previously received public input during committee reviews.

Motion

- ✓ That the Budget and Fiscal Advisory Committee recommend that the full Commission adopt the proposed procedure permitting contracts previously recommended for approval by the Budget and Fiscal Advisory Committee and the Legislative and External Affairs Advisory Committee, or the Program Advisory Committee to be placed on the consent agenda for full Commission meetings.



Expenditure Authorization

Norma Pate, *Deputy Director of Administration and Performance Management*
September 18, 2025

Request for Expenditure Authorization

The BFA Committee is being requested to review and approve the contracts listed below. The amounts were allocated in the budget and funds are available.

Legislative and External Affairs

- Up to **\$150,000** for a 3-year contract with Crusade for website maintenance and hosting

Administration & Performance Management

- **\$250,000** for a contract to update the Strategic Plan and provide leadership training to CBH management team members.

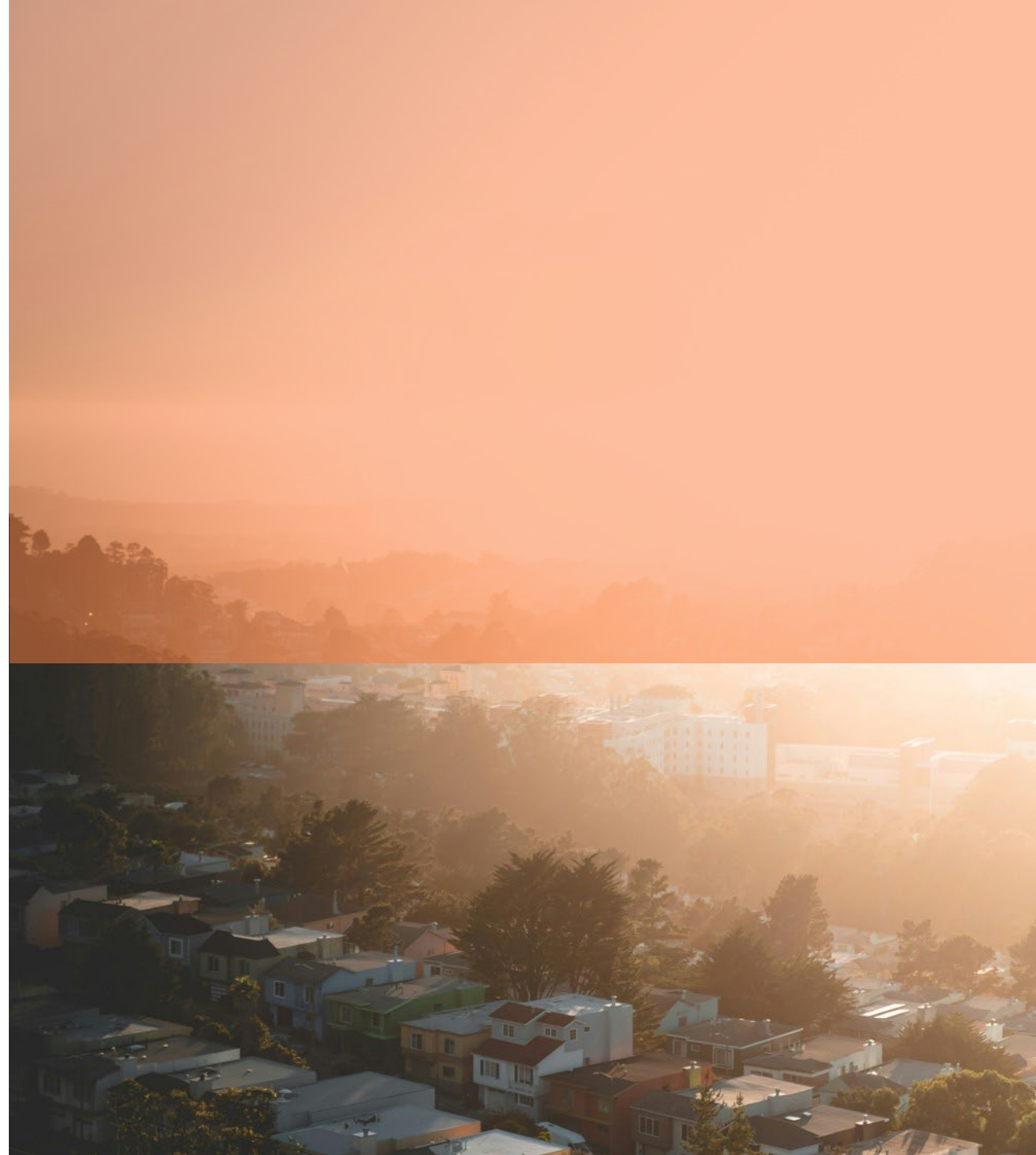
Motion

- ✓ That the Budget and Fiscal Advisory (BFA) Committee recommend to the full Commission to approve the contracts that were reviewed at the September 18, 2025, BFA meeting.



Commission's Grants and Contracts

Norma Pate, *Deputy Director of Administration and
Performance Management*
September 18, 2025



Overview of CBH's Commitment to Transparency

- CBH's Commitment to Transparency reflects a key initiative by Commission Chair Alvarez to strengthen openness and foster two-way communication between the committee and the public.
- This effort aligns budget allocations with the Commission's strategic goals, ensuring resources are directed toward the highest priorities and deliver the greatest impact.
- Fiscal responsibility serves as a cornerstone of this commitment, supporting sustainability, accountability, and the advancement of the Commission's mission through prudent financial management.

Purpose of the Presentation

The goal is to offer a comprehensive overview of the fiscal aspects of CBH's grants and contracts, ensuring accountability and informed decision-making.

Relevance to the Committee

- Supports the Budget and Fiscal Advisory Committee in its advisory role and aids in assessing the financial health and effectiveness of CBH's programs.

Current Fiscal Practices

CBH's grant and contract management processes for local assistance involve a competitive bidding system.

This process includes the following steps:

- **Listening Sessions:** Engaging with community partners to gather input and feedback.
- **Commission Presentation:** Presenting the outline to the full commission for review and consideration.
- **Request for Application (RFA) or Request for Proposal (RFP):** Issuing a formal request to solicit applications or proposals.
- **Scoring:** Evaluating submissions based on established criteria.
- **Notice of Intent to Award:** Announcing the intended recipient of the grant or contract.
- **Protest Period:** Allowing time for any challenges or disputes to be raised.
- **Award:** Finalizing and awarding the grant or contract.

Executive Director's Delegated Authority

- Authorized to enter into contracts \$100,000 or less or interagency agreements \$200,000 or less.
 - CBH Rules of Procedure 2.4

Budget Presentations to the Full Commission

- **July** – A proposed budget is created based on state budget allocations, previous year's expenses, renewals and anticipated expenses. It needs to be approved and adopted by the full Commission.
- **January** – The Commission is presented with the Governor's proposed budget for the next fiscal year and a mid-year update on Commission's budget and any adjustments needing approval.
- **May** – The Commission hears the update on the May revision to the Governor's budget and Commission's budget update.

Grants vs Contracts

Grants

- Goal is to successfully start up or operate a program. However, there is no guarantee that they will achieve success.
- ✓ Grantees are obligated to return any unused funds at the end of the grant term.

Contracts

- Legally binding expectation that items/requirements/tasks will be completed. Payment is made upon successful completion of a deliverable.
- ✓ Deliverables are goods or services produced as a result of a project that is intended to be delivered to a customer.

Commission's Current Grants and Contracts

Current available resources:

- Active grants and contracts list is available at <https://bhsoac.ca.gov/about/#contracts>
- Regularly updated
- Can send a request for a copy of a specific contract to bhsoac@bhsoac.ca.gov and now to budget@bhsoac.ca.gov

bhsoac.ca.gov / Current-Contr...ADA-20250903						
Fiscal Year 2017-2024 Active Grants						
Contract #	Vendor Name	Begin Date	End Date	Total	Grant Program	All
19MHSOAC046	Humboldt County	9/1/2020	12/31/2026	\$3,174,751.00	Mental Health Student Services Act grant	
19MHSOAC047	Mendocino County	9/1/2020	12/31/2026	\$3,174,751.00	Mental Health Student Services Act grant	
19MHSOAC048	Placer County	9/1/2020	12/31/2026	\$5,079,602.00	Mental Health Student Services Act grant	
19MHSOAC049	San Luis Obispo	9/1/2020	12/31/2026	\$3,856,907.00	Mental Health Student Services Act grant	
19MHSOAC050	Solano County	9/1/2020	12/31/2026	\$5,079,602.00	Mental Health Student Services Act grant	
19MHSOAC051	Tulare County	9/1/2020	12/31/2026	\$5,079,602.00	Mental Health Student Services Act grant	
19MHSOAC052	Fresno County	9/1/2020	12/31/2026	\$7,619,403.00	Mental Health Student Services Act grant	
19MHSOAC053	Kern County	9/1/2020	12/31/2026	\$7,619,403.00	Mental Health Student Services Act grant	
19MHSOAC054	Orange County	9/1/2020	12/31/2026	\$7,619,403.00	Mental Health Student Services Act grant	
19MHSOAC055	Ventura County	9/1/2020	12/31/2026	\$7,619,314.00	Mental Health Student Services Act grant	
19MHSOAC059	Beach Cities	12/21/2021	6/30/2026	\$2,500,000.00	Alcove Youth Drop In Center	
19MHSOAC060	Sacramento YDC	12/21/2022	6/30/2026	\$2,500,000.00	Alcove Youth Drop In Center	
19MHSOAC061	Peninsula YDC	1/13/2022	6/30/2026	\$2,500,000.00	Alcove Youth Drop In Center	
19MHSOAC062	UC Irvine YDC	12/3/2021	6/30/2026	\$2,500,000.00	Alcove Youth Drop In Center	
19MHSOAC078	Calaveras County	10/1/2020	12/31/2026	\$3,174,751.00	Mental Health Student Services Act grant	
19MHSOAC079	Madera County	10/1/2020	12/31/2026	\$3,174,150.00	Mental Health Student Services Act grant	
19MHSOAC080	Tehama County	10/1/2020	12/31/2026	\$3,174,751.00	Mental Health Student Services Act grant	
19MHSOAC081	Trinity-Modoc Counties	10/1/2020	12/31/2026	\$2,945,830.00	Mental Health Student Services Act grant	
19MHSOAC082	Santa Barbara County	10/1/2020	12/31/2026	\$5,022,151.00	Mental Health Student Services Act grant	
19MHSOAC083	Yolo County	10/1/2020	12/31/2026	\$5,079,602.00	Mental Health Student Services Act grant	
19MHSOAC084	San Mateo County	10/1/2020	9/30/2025	\$5,999,999.00	Mental Health Student Services Act grant	
19MHSOAC085	Santa Clara County	10/1/2020	12/31/2026	\$7,619,403.00	Mental Health Student Services Act grant	
19MHSOAC096	Sacramento County	6/30/2023	6/30/2026	\$2,000,000.00	Early Psychosis Intervention Plus (EPI Plus)	
21MHSOAC001	Glenn MHSSA	8/1/2021	7/31/2025	\$2,500,000.00	Mental Health Student Services Act grant	
21MHSOAC002	Imperial MHSSA	8/1/2021	12/31/2026	\$3,174,751.00	Mental Health Student Services Act grant	
21MHSOAC003	Marin MHSSA	8/1/2021	12/31/2026	\$5,079,602.00	Mental Health Student Services Act grant	
21MHSOAC004	Riverside MHSSA	9/1/2021	12/31/2026	\$7,272,483.00	Mental Health Student Services Act grant	
21MHSOAC005	Sacramento MHSSA	9/1/2021	12/31/2026	\$7,619,403.00	Mental Health Student Services Act grant	
21MHSOAC006	Sonoma MHSSA	8/1/2021	12/31/2026	\$5,079,602.00	Mental Health Student Services Act grant	
21MHSOAC012	Amador MHSSA	9/1/2021	12/31/2026	\$2,487,384.00	Mental Health Student Services Act grant	
21MHSOAC013	Contra Costa MHSSA	9/1/2021	12/31/2026	\$7,613,588.00	Mental Health Student Services Act grant	
21MHSOAC014	Lake MHSSA	9/1/2021	12/31/2026	\$2,499,450.00	Mental Health Student Services Act grant	
21MHSOAC015	Monterey MHSSA	9/1/2021	12/31/2026	\$3,999,979.00	Mental Health Student Services Act grant	
21MHSOAC016	San Diego MHSSA	1/1/2022	12/31/2026	\$7,111,133.00	Mental Health Student Services Act grant	
21MHSOAC017	Santa Cruz MHSSA	9/1/2021	12/31/2026	\$5,079,602.00	Mental Health Student Services Act grant	
21MHSOAC024	Los Angeles MHSSA	3/2/2011	12/31/2026	\$7,619,403.00	Mental Health Student Services Act grant	
21MHSOAC026	Nevada MHSSA	9/1/2021	12/31/2026	\$3,174,050.00	Mental Health Student Services Act grant	
21MHSOAC027	San Bernardino MHSSA	2/1/2022	1/31/2026	\$5,998,000.00	Mental Health Student Services Act grant	
21MHSOAC028	San Francisco MHSSA	10/1/2021	12/31/2026	\$6,000,000.00	Mental Health Student Services Act grant	

Commission's Current Grants and Contracts

Grants and Contracts Expenditure List:

- Part of September 18, 2025, BFAC meeting materials.
- Information gathered for BFAC current grants and contracts overview
- Point-in-time view – does not include in-progress agreements or grants and contracts that have ended

Grants and Contracts Expenditure List

Information updated 8/27/2025
Total active grants and contracts – 197
Current Year: **FY 2025-26**

Local Assistance Funding - 178

Allcove

Start Year: FY 2021-22 End Year: **FY 2025-26** Reversion Year: FY 2025-26

Contract #	Grantee	Total Obligated	Expensed	Remaining	Progress
19MHSOAC059	Beach Cities	\$2,500,000	\$1,759,931	\$740,070	70%
19MHSOAC060	Sacramento	\$2,500,000	\$1,506,665	\$993,335	60%
19MHSOAC061	Peninsula	\$2,500,000	\$1,380,269	\$1,119,731	55%
19MHSOAC062	UC Irvine	\$2,500,000	\$960,399	\$1,539,601	38%

Allcove and CYBHI Technical Assistance and Evaluation

Start Year: FY 2020-21 End Year: FY 2026-27 Reversion Year: FY 2026-27

Contract #	Grantee	Total Obligated	Expensed	Remaining	Progress
19MHSOAC091	Stanford	\$9,154,000	\$4,960,250	\$4,193,750	54%

EPI Plus

Start Year: FY 2022-23 End Year: **FY 2025-26** Reversion Year: FY 2027-28

Contract #	Grantee	Total Obligated	Expensed	Remaining	Progress
19MHSOAC096	Sacramento County	\$2,000,000	\$1,565,201	\$434,799	78%

EPI Plus and CYBHI Technical Assistance and Evaluation

Definitions

1 Start Year: FY 2022-23		2 End Year: FY 2025-26		3 Reversion Year: FY 2027-28	
Contract #	Grantee	Total Obligated	Expensed	Remaining	Progress
		4	5	6	7

1 Start year – fiscal year when the grants were awarded.

2 End year – fiscal year the grant agreements expire.

3 Reversion Year – any unspent funds will revert back to the BHSA fund at the end of that fiscal year.

If funds are staggered the reversion year shown is for the funds from the last fiscal year of the funding.

✓ Grants and contracts cannot be extended past the reversion date.

Also known as liquidation date or expiration date.

Definitions

1 Start Year: FY 2022-23		2 End Year: FY 2025-26		3 Reversion Year: FY 2027-28	
Contract #	Grantee	Total Obligated	Expensed	Remaining	Progress
		4	5	6	7

4 Total Obligated – total amount that was awarded and encumbered from all funds and fiscal years. Many grants have staggered funding to allow for longer grant duration.

5 Expensed – amount that has been sent to the grantee after the goods or services received have met the acceptance criteria.

6 Remaining – total amount that has been awarded to the grantee, but has not yet been paid out to the grantee.

7 Progress bar – overall percentage of the funds that have been used by the grantee. Can look different for different grants. Some grants spend the funds equally from year to year, some may spend most in the first or last year of the grant.

✓ Progress percentage and reversion year can provide insight on whether any funding might revert.

Future Steps

- A temporary internal project team is being established to focus on reviewing and refining commission agreements in need of amendment. The project will focus on reviewing, clarifying, and amending active contracts and grants that currently lack sufficient detail for effective management.
 - Local assistance grants and contracts dashboard - developing a Tableau dashboard with comprehensive information for all active local assistance grants and contracts that will be available on the CBH website.
- ✓ To provide feedback, ideas or concerns please email budget@bhsoac.ca.gov

Thank you.



Questions?
Ideas?
Feedback?

Please email
budget@bhsoac.ca.gov