

**BOARD LETTER – SUMMARY SHEET  
HEALTH AND MENTAL HEALTH SERVICES CLUSTER**

<b>AGENDA REVIEW</b>	9/27/17
<b>BOARD MEETING</b>	10/10/17
<b>SUPERVISORIAL DISTRICT</b>	All
<b>DEPARTMENT</b>	Department of Mental Health (DMH)
<b>SUBJECT</b>	Approval to exceed incidental expense limits and delegated authority to enter into agreement(s) for the use of facility space in fiscal years 2017-18 and 2018-19.
<b>PROGRAM</b>	Department-wide conferences and events
<b>DEADLINES</b>	October 2017
<b>COST &amp; FUNDING</b>	<p>Sufficient funds are available in DMH's approved budget for FY 2017-18 to procure catering services and incur other expenses for meetings, conferences, and events incidental to the conduct of County business. Funding for FY 2018-19 will be requested through the budget process.</p> <p>To the extent that MHSAs funds are used to pay for catering services and other incidental expenses, all expenses must be made in accordance with Los Angeles County's approved MHSAs Three-Year Plan. There is no net County cost associated with the recommended actions.</p>
<b>PURPOSE OF REQUEST</b>	The purpose of the recommended actions is to provide DMH with the necessary spending authority to meet the anticipated level of incidental expenses associated with various meetings, conferences, and events that promote DMH's mission and enhance service delivery or service access to the community.
<b>SUMMARY/ ISSUES</b>  <b>(Briefly summarize program and potential issues or concerns. Identify changes, if any, to level of funding or staffing; how funding will be utilized and why best use; prior accomplishments; and for BLs involving contracts, also note changes to the contract term.)</b>	<p>Pursuant to Section 5.40.097 of County Code, and Section 4.9 of the County Fiscal Manual, departments are permitted to purchase food and beverages for official functions authorized by the Director up to \$500 per occurrence with a maximum of \$5,000 per year. Any expenditure over \$500 per occurrence must be approved in advance by the Chair of the Board of Supervisors. When total annual incidental expenses, or expenses for a single event, exceed \$5,000, the Board must approve such expenses in advance through a Board Agenda Item.</p> <p>DMH anticipates incurring incidental expenses beyond \$500 per event, and will spend more than \$5,000 annually in food and beverage purchases in FYs 2017-18 and 2018-19. As such, DMH is requesting that your Board approve such expenses in advance, not to exceed a cumulative, annual total of approximately \$200,000, provided that DMH gives written notification to your Board within ten (10) working days prior to the date of any event that exceeds \$10,000.</p> <p>Over the last three fiscal years, DMH spent an average of \$194,000 in catering services and incidental expenses. As such, DMH estimates that it will require</p>

	<p>approximately \$200,000 per year to procure catering services and incur other incidental expenses for FYs 2017-18 and 2018-19.</p> <p>Previous Board letters requesting to exceed the incidental expense limit were submitted for each event due to the large number of attendees. In an effort to reduce the amount of Board letters sent by this department, DMH is requesting advanced authority to enter into agreements with venues and catering services, allowing the department to focus on the planning and execution of various meetings, conferences, and events throughout the County that enhance the quality of public service.</p>
<p><b>DEPT. &amp; COUNTY COUNSEL CONTACTS</b></p>	<p>DMH: Sarah Lee Dato <a href="mailto:sldato@dmh.lacounty.gov">sldato@dmh.lacounty.gov</a> (213) 738-4684  County Counsel: Vicki Kozikoujekian <a href="mailto:vkozikoujekian@counsel.lacounty.gov">vkozikoujekian@counsel.lacounty.gov</a>  (213) 974-1895</p>

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