

**MEMORANDUM
PLACER COUNTY HEALTH AND HUMAN SERVICES
Adult System of Care**

TO: Honorable Board of Supervisors

FROM: Richard J. Burton, M.D., M.P.H.
Placer County Health Officer and Director of Health & Human Services
Maureen F. Bauman, Director of Adult System of Care

DATE: November 5, 2013

SUBJECT: In-State Training and Travel Approval

ACTION REQUESTED:

1. Approve in-state training and travel to attend Mental Health Leadership training in Pomona, California.

BACKGROUND:

The California Institute for Mental Health (CiMH) is providing a Leadership Institute for leaders of public mental health and substance use disorder systems. This CiMH Leadership Institute training is designed and provided in collaboration with the University of Southern California's School of Public Policy, providing practical information necessary for the management of the public mental health and substance use disorder treatment system. This training will provide experts from the field to review the management of these services from a county perspective while providing training on leadership specific to this field. The curriculum includes leadership effectiveness, public policy analysis, understanding the legislative process, health care reform, learning from past policy, quality process, program evaluation, and health equity.

The Adult System of Care (ASOC) hired Mr. Curtis Budge, Client Services Program Manager, six months ago. His management skills and past experience in mental health services make him an excellent candidate for this training program. It will provide him with additional critical insight and guidance regarding the essential knowledge and skills required to lead our complex local system. This is the first time Placer County has proposed to take advantage of this great opportunity. The training will benefit the County by providing Mr. Budge information and skills that would usually take several years to acquire. This is an efficient and effective way to assure he is able to provide improved leadership to Health and Human Services in the areas of public mental health and substance use disorder treatment.

This training is limited to 40 participants and Mr. Budge has been accepted. This Leadership Institute is designed to help good leaders become great leaders in the fields of mental health and substance abuse treatment. These fields are experiencing rapidly changing federal environments with significant changes resulting from health care reform and State changes expanding County program and fiscal responsibilities impacting mental health and substance abuse treatment. This training, in its 11th year, expects participants to identify and apply learning to selected workplace challenges. Peer consultation is embedded as a process through the Institute and will provide the opportunity to develop professional networks of peers to support future county projects.

FISCAL IMPACT:

The total cost for this training and travel is \$5,398. These costs will be covered with a combination of State and Federal funding and approximately \$1,080 County General Funds. These funds are included in the Department's FY 2013-14 Final Budget.



COUNTY OF PLACER HHS TRAVEL/TRAINING REQUEST FORM ON OFFICIAL BUSINESS

Revised January 1, 2013

NOTE: YOU MUST ATTACH A COPY OF YOUR APPROVED TRAVEL REQUEST TO ANY CLAIM WITH OVERNIGHT TRAVEL OR SAME DAY AIR.

Date: September 27, 2013

To: COUNTY EXECUTIVE
AUDITOR CONTROLLER

Travel Advance Requested **Note: Only meals will be advanced.**
 YES NO
 (If Yes - Please attach Accounting Expenditure document)

From: Director/Division: Maureen F. Bauman/ASOC Notify: Janna L. Jones ext. 7254

1. Name & Classification of Employee Traveling: Curtis Budge Client Services Program Manager
 Name Title
 2. Event Title: **CiMH Leadership Institute - A Training Program for Leaders of Public Mental Health and Substance Use Disorder Systems**
 3. Destination(s): Pomona CA
 City State
 4. Travel Period: 12/10/13 1:45 PM To 12/13/13 8:00 PM
 Date & Time Date & Time

*Click on **BOLDED** cells below for Drop Down Box:

5. Mode of travel: Air Private Car
<http://www.mapquest.com/directions/m>
 Miles Per Map Quest use link above: 46.20
 Estimate # of miles 46.20
 Enter Current Mileage Rate: 0.565
 Mileage Rates are 56.5 cents per mile as of January 1, 2013.
 CCS Parents always use \$.270 as your mileage rate.
 Hotel Confirmation # Pending
 Airline Confirmation # A76VGQ

6. Training Data:
 Other Professional Development
 CEU Credits:
 Are CEU's needed for License or Certification? YES
 OCA 429359 PCA 30000

If Meals are not for an overnight Trip or covered by Program Funding they are to be reported as Taxable.

Item	Itemized Expenses: Amount	Payment	No. of items If applicable
Breakfast			
Lunch			
Dinner	36.00	Cnty Credit Card	1
Lodging	**		
Travel	174.30	Cnty Credit Card	
Tuition/Reg Fee	4,585.00	County Paid	
CEU - Costs			
Rental Car			
Other: **Meals/Lodging	576.17	Cnty Credit Card	
Other: Combined			
Mileage	26.10		
Total	\$ 5,397.57		

*Click cell for Drop Down Box

8. If this trip was not budgeted, it will be financed as follows: _____

9. Please describe the purpose of this trip. If for training, indicate: 1) how this training will benefit you & the department, & 2) what you expect to learn from this training:
Understanding legislature processes; Health Care Reform; quality processes and system change; consumer and family-center leadership; county and state processes and politics.

Supervisor Approval _____ Date _____
 Division Director Approval [Signature] Date _____
 Manager Approval _____ Date _____
 Department Head or Authorized Approval _____ Date _____

"I declare under penalty of perjury that the above items stated are true and correct and comply with all requirements of the Placer County Administrative Rules. I understand if an advance has been requested, I will be responsible for repayment of any unused advance in the event of early return or cancellation."

Signature of Declarant [Signature] Date 9/30/13

FOR USE BY COUNTY EXECUTIVE:
 APPROVED
 DISAPPROVED
 Comments _____

 County Executive Date

FOR USE BY BOARD OF SUPERVISORS:
 A APPROVED/DISAPPROVED BY
 D PLACER COUNTY BOARD OF SUPERVISORS
 Clerk of the Board of Supervisors
 By _____ Deputy Date

FAXED
4/6/13
for PROCESSING
Prior to Receipt

CIMH LEADERSHIP INSTITUTE
APPLICATION

APPLICANT INFORMATION:

First: Curtis Last: Budge

County: Placer

Agency (if not county mental health or AOD): _____

Address: 101 Cicby Hills Drive City: Roseville State: CA Zip: 95678

Office Phone: 916-787-8976 Cell Phone: 530-320-1673 FAX: 916-787-8868

E-mail: cbudge@placer.ca.gov Job Title: Client Services Program Manager

ADA /Dietary Needs: Ø

Self Identified/Culture/ Ethnicity/Lived Experiences (Optional): Caucasian

If Applicable: Assistant Name: _____ Assistant Phone: _____

Assistant Email: _____

ROLE within your Department of Agency: Program Manager - overall crisis svcs, PHE, + Crisis Res. Contract

STATEMENT OF INTEREST: Briefly state why you are interested in attending the CIMH Leadership Institute and what you hope to learn. How do you think your participation will serve your agency/clients/community? _____

As a new employee of Placer County + as a manager in a County government, I believe I have a great deal to learn. I am hoping to learn more about Health Care Reform + Realignment, + how these challenges can be best dealt with as I provide oversight to County employees + contracted providers. I want to gain insights from experts as well as peers to expand upon my knowledge + skill in such a complex system. I want to immediately apply what I'll learn to

RECOMMENDED BY: Challenges here in Placer Co.

County Mental Health/Behavioral Health Director or Substance Use Disorders/AOD Director: _____

Signature of Director: MAURIE B MAUREEN F. BEUMER

Signature of Applicant: [Signature]

IF ACCEPTED:
If selected, will you require overnight lodging for the follow-up modules in Sacramento? Yes No

Hotel information will be provided upon acceptance.

Application continued on reverse side >>



Placer County
Health and Human Services Department

MEMORANDUM

Adult System of Care and Medical Clinics

Date: September 30, 2013
To: Georgine Jamison
From: Janna L. Jones
Subject: Payment Request - CiMH Leadership Institute Training Program for Leaders

Please process the attached California Institute for Mental Health (CiMH) Leadership Institute application for payment for Curtis Budge. Please send the original application with the check in the amount of \$4,585, covering the tuition cost for the nine days of training (four modules). Payment must be received no later than November 22, 2013. Please make check payable to:

CiMH
2125 19th Street, 2nd Floor
Sacramento, CA 95818
Vendor #7243/001

Mr. Budge will be attending the CiMH Leadership Institute Training Program for Leaders of Public Mental Health and Substance Use Disorder Systems. The training is made up of four modules taking place as follows:

1. December 11-13, 2013 (Pomona)
2. January 15-16, 2014 (Sacramento)
3. February 5-6, 2014 (Sacramento)
4. March 5-6, 2014 (Sacramento)

Charges should be posted to OCA/PCA: 429359/30000. Thank you.

Attachments:

CiMH Leadership Institute Application (original)
Training Request (copy)

Perspective, Hope, and Opportunity

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California Institute for Mental Health

**CALIFORNIA INSTITUTE FOR
MENTAL HEALTH (CIMH)
LEADERSHIP INSTITUTE**

**A Training Program for Leaders of Public Mental Health and
Substance Use Disorder Systems**

“Developing Leaders for Challenging Times”

A program developed and delivered by the
University of Southern California's
Sol Price School of Public Policy and the
California Institute for Mental Health

RESIDENTIAL SESSION

December 11 - 13, 2013

SHERATON FAIRPLEX HOTEL AND CONFERENCE CENTER
601 West McKinley Avenue • Pomona, CA 91768
(909) 622-2220

FOLLOW UP MODULES

January 15 - 16, 2014 • February 5 - 6, 2014 • March 5 - 6, 2014

USC STATE CAPITAL CENTER
1800 I Street • Sacramento, CA 95811
(916) 442-6911

LEADERSHIP INSTITUTE APPLICATION INFORMATION

The 2013-14 CiMH Leadership Institute is limited to a maximum of 40 current leaders in public mental health/behavioral health and substance use disorder services. The tuition cost for the nine days of training is \$4,585.00 per participant, plus travel and lodging. Participants must enroll and plan to participate for the full nine days. The County Mental Health Director/ Behavioral Health Director or Alcohol and Other Drug Administrator must recommend applicants as indicated on the LI Application.

If you have any questions regarding the training, please contact:
Nancy Nitsch at (916) 379-5317 or nnitsch@cimh.org for logistics or
Gale Bataille at (510) 224-0248 or gale.bataille@mac.com for program

California Institute for Mental Health
2125 19th Street, 2nd Floor • Sacramento, CA 95818
PH: (916) 556-3480 • FAX: (916) 446-4519 • Website: www.cimh.org

ABOUT THE PROGRAM:

The Leadership Institute is a leadership development program designed to help good leaders become great leaders and innovators in public mental health/behavioral health and substance use disorder systems. Effective transformational leadership is essential to improve the quality/ experience of care as well as the engagement of our diverse communities in promoting health. Health Care Reform and Realignment are but two of the challenges that challenge local leaders. This is the 12th year of CiMH Leadership Institute designed and provided in collaboration with the University of Southern California's Sol Price School of Public Policy. Current and former County Mental Health/Behavioral Health Directors, and statewide policy/advocacy organizations--including CADPAAC and CMHDA have provided critical insight and guidance regarding the essential knowledge and skills required to lead complex local systems. During the course of the LI, participants are expected to identify and apply learning to selected workplace challenges. Peer consultation is embedded throughout the LI to support learning application and to encourage the development of networks among participants.

THE FORMAT:

A small group of up to 40 participants will complete a total of nine days of highly interactive training.

RESIDENTIAL MODULE:

The program begins with an initial three days of training scheduled for Wednesday, December 11, through noon on Friday, December 13, 2013.

A dinner/reception will be held on the evening of Tuesday, December 10, 2013 to provide an opportunity for participants and faculty to meet each other. Participants are strongly encouraged to arrive the afternoon of Tuesday, December 10th.

DECEMBER LOCATION:

SHERATON FAIRPLEX HOTEL AND CONFERENCE CENTER
601 West McKinley Avenue • Pomona, CA 91768 • (909) 622-2220

THREE TWO-DAY FOLLOW UP MODULES:

January 15-16, 2014 • February 5-6, 2014 • March 5-6, 2014

Please note that sessions have been scheduled to avoid conflicting with regular CMHDA and CADPAAC meeting days.

JANUARY, FEBRUARY AND MARCH LOCATION:

USC STATE CAPITAL CENTER • 1800 I Street • Sacramento, CA 95811
(916) 442-6911 or www.usc.edu/sacto

THE CURRICULUM:

The curriculum includes but is not limited to:

- Leadership effectiveness
- Frameworks for public policy analysis
- Understanding Legislative processes
- Lessons learned and new challenges:
MH/SUD funding and policy
- Health Care Reform
- County and state processes and politics
- Leading through influence, facilitating
and negotiating
- Quality processes & system change
- Responding to crises
- Evaluating, developing & managing
organizational networks
- Consumer and family centered
leadership
- Health equity, cultural humility &
leadership

INVITED FACULTY: (a partial listing)

Dave Logan, PhD, CultureSync

Laree Kiely, PhD, The Kiely Group

Ron Gilbert, PhD, Gilbert Education and Management Systems (GEMS)

Sandra Naylor Goodwin, PhD, MSW, President and CEO, CiMH

Executive Leaders, California Mental Health Directors Association (CMHDA) & County Alcohol
and Drug Program Administrators Association of California (CADPAAC)

Jei Africa, PsyD, Health Equities Manager, San Mateo County

Brint Milward, PhD, Director, School of Government and Public Policy, University of Arizona

Jerry Langley, PhD, Principal, Associates in Healthcare Improvement

WHO SHOULD APPLY?

Current California County Mental Health/Behavioral Health Directors, County Substance Use
Disorder Services Administrators, Deputy Directors and those in management or leadership
positions who are ready to assume deputy level or director level positions, as well as Executive
Directors or those who are preparing for executive leadership in community-based, non-profit
agencies that provide public mental health or substance use disorder services.

The participation of leaders/emerging leaders with backgrounds reflecting the diversity of our
communities as well as lived experience as mental health clients/persons in recovery, parents or
family members is strongly encouraged.

**Your application must include a recommendation from your Mental Health Director or Substance
Use Disorders/AOD Director.**

REGISTRATION FEE:

The LI program registration fee is \$4,585.00. This includes the four program modules and
material. Travel and overnight room accommodations are additional and not included in the
registration fee.

ADDITIONAL EXPENSES FOR POMONA MODULE:

For those participants staying at the Sheraton Fairplex Hotel and Conference Center, the overnight room accommodations and meal costs are \$576.17. CIMH will book the hotel and pay in advance for your reservation.

For those participants who are not staying overnight at the Sheraton Fairplex, an additional commuter fee \$189.92 is charged to cover meal expenses (meals included are continental breakfast and lunch only. Dinner is not included).

The overnight and commuter fees are to be paid directly to CIMH.

FOR THE JANUARY-MARCH MODULES IN SACRAMENTO:

A light breakfast and lunch is provided as part of the registration fee. Participants are required to make and pay for their travel and hotel arrangements.

January and March Modules: The hotel will be the Hyatt Regency Sacramento and the group room rate is \$84 per night.

February Module: The hotel will be the Holiday Inn Express and the group room rate is \$89 per night.

The group codes and links to book your hotel reservations will be sent upon your acceptance into the program.

The registration fees and additional expenses may be paid to CIMH in three installments due on November 22, 2013, January 3, 2014 and February 21, 2014 or through one payment due December 20, 2013.

QUESTIONS:

Please contact Nancy Nitsch at (916) 379-5317, nnitsch@cimh.org for logistics or Gale Bataille (510) 224-0248, gale.bataille@mac.com for program.

*Teresa
379-5317*