

THE INFORMATION IN THIS BOX IS NOT A PART OF THE CONTRACT AND IS FOR COUNTY USE ONLY

**Contract Number**

17-423 A-1

**SAP Number**

10006004

## Department of Behavioral Health

<b>Department Contract Representative</b>	Deborah Forthun
<b>Telephone Number</b>	(909) 388-0862
<b>Contractor</b>	Mental Health System, Inc.
<b>Contractor Representative</b>	James Callaghan
<b>Telephone Number</b>	(885)-573-2600
<b>Contract Term</b>	July 1, 2017 – March 31, 2021
<b>Original Contract Amount</b>	\$565,089
<b>Amendment Amount</b>	\$141,272
<b>Total Contract Amount</b>	\$706,361
<b>Cost Center</b>	1018521000

THIS CONTRACT is entered into in the State of California by and between the County of San Bernardino, hereinafter called the County, and Mental Health Systems, Inc. referenced above, hereinafter called Contractor.

**IT IS HEREBY AGREED AS FOLLOWS:**

**WITNESSETH:**

IN THAT CERTAIN **Contract No. 17-423** by and between the County of San Bernardino, a political subdivision of the State of California, and Contractor provision of Substance Use Disorder Services, California Work Opportunity and Responsibility to Kids Life Skills program, which Contract first became effective July 1, 2017 the following changes are hereby made and agreed to, effective July 1, 2020:

- I. ARTICLE IV Funding paragraph H is hereby added to read as follows:
  - H. The maximum financial obligation under this contract shall not exceed \$188,363 annually. This contract is increased by \$141,272 for the period of July 1, 2020- March 31, 2021. This amendment shall increase the total contract amount from \$565,089 to \$706,361.
- II. ARTICLE XIV DURATION AND TERMINATION paragraph A is hereby amended to read as follows:
  - A. The term of this Agreement shall be from July 1, 2016 through March 31, 2021 inclusive. The County may, but is not obligated to, extend awarded contract(s) for up to one additional one-year periods contingent on the availability of funds and Contractor performance.

- III. This amendment hereby adds Schedules A and B for July 1, 2020 – March 31, 2021. All previously approved schedules remain in effect.
- IV. All other terms, conditions and covenants in the basic agreement remain in full force and effect.

This Agreement may be executed in any number of counterparts, each of which so executed shall be deemed to be an original, and such counterparts shall together constitute one and the same Agreement. The parties shall be entitled to sign and transmit an electronic signature of this Agreement (whether by facsimile, PDF or other email transmission), which signature shall be binding on the party whose name is contained therein. Each party providing an electronic signature agrees to promptly execute and deliver to the other party an original signed Agreement upon request.

COUNTY OF SAN BERNARDINO



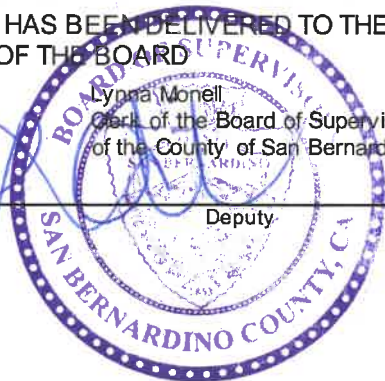
Curt Hagman, Chairman, Board of Supervisors

Dated: **JUN 09 2020**

SIGNED AND CERTIFIED THAT A COPY OF THIS DOCUMENT HAS BEEN DELIVERED TO THE CHAIRMAN OF THE BOARD

Lynna Monell  
Clerk of the Board of Supervisors  
of the County of San Bernardino

By  Deputy



Mental Health Systems, Inc.

(Print or type name of corporation, company, contractor, etc.)

By



(Authorized signature - sign in blue ink)

Name

James C Callaghan Jr, CEO/President

(Print or type name of person signing contract)

Title

CEO/President

(Print or Type)

Dated: 5/26/2020

Address 9465 Farnham Street San Diego, Ca 92123  
9465 Farnham Street San Diego, Ca 92123

**FOR COUNTY USE ONLY**

Approved as to Legal Form



Dawn Martin, Deputy County Counsel

5/21/2020

Date

Reviewed for Contract Compliance



Natalie Kessee, Contracts Manager

5/26/2020

Date

Reviewed/Approved by Department



Veronica Kelley, Director

5/26/2020

Date

SCHEDULE A

San Bernardino County Department of Behavioral Health  
SUDRS - SUBSTANCE USE DISORDER & RECOVERY SERVICES  
CalWORKs Life Skills Program

SCHEDULE A - Planning Budget  
FISCAL PERIOD: 7/1/2020 - 3/31/2021

Prepared by	Lindsay Santino	Contractor Name:	Mental Health Systems, Inc.
Title:	PFM Controller	Address:	9465 Farnham Street
Date Form Completed:	May 18, 2020	San Diego, CA 92123	
		Provider Number:	8630 and 3608

	8630-Yucca Valley	3608-Needles	TOTAL
Annual Budget	\$ 48,750	\$ 92,522	\$ 141,272
Service Hours	952	2,215	3,167
CPU	\$ 51	\$ 42	\$ 45

## SCHEDULE B

**SAN BERNARDINO COUNTY DEPARTMENT OF BEHAVIORAL HEALTH  
ADS - ALCOHOL AND DRUG SERVICES  
SUD SERVICES: CalWORKs LIFE SKILLS PROGRAM  
BUDGET PROPOSAL - SALARY & BENEFITS**

<b>PROVIDER NAME</b>	Mental Health Systems, Inc.
<b>LOCATION/SITE</b>	300 H Street Needles, CA 92363
<b>Provider # (36xx):</b>	8630
<b>BUDGET PERIOD</b>	7/1/20 - 3/31/21
<b>PREPARED BY</b>	Jackelyn Coreas

POSITION TITLE	HOURLY RATE	TOTAL SERVICE HOURS	TOTAL SALARIES	TOTAL EMPLOYEE BENEFITS	TOTAL SALARY & BENEFITS
				<b>Benefit Rate: 23%</b>	
<b>Program Manager</b>	\$31.00	78	\$ 2,418	\$ 558	\$ 2,976
<b>Employment Specialist</b>	\$20.00	468	\$ 9,360	\$ 2,162	\$ 11,522
<b>Program Supervisor</b>	\$25.00	1,248	\$ 31,200	\$ 7,206	\$ 38,406
<b>Office Manager</b>	\$18.00	156	\$ 2,808	\$ 648	\$ 3,456
<b>Program Analyst</b>	\$31.25	109	\$ 3,413	\$ 788	\$ 4,201
<b>Vice President</b>	\$50.00	109	\$ 5,460	\$ 1,261	\$ 6,721
<b>Compliance Specialist</b>	\$28.00	47	\$ 1,310	\$ 303	\$ 1,613
			\$ -	\$ -	\$ -
			\$ -	\$ -	\$ -
<b>TOTAL</b>		<b>2,215</b>	<b>\$ 55,969</b>	<b>\$ 12,926</b>	<b>\$ 68,895</b>

**SAN BERNARDINO COUNTY DEPARTMENT OF BEHAVIORAL HEALTH  
ADS - ALCOHOL AND DRUG SERVICES  
SUD SERVICES: CalWORKs LIFE SKILLS PROGRAM  
BUDGET PROPOSAL**

<b>PROVIDER:</b>	Mental Health Systems, Inc.
<b>LOCATION/SITE:</b>	300 H Street Needles, CA 92363
<b>Provider # (36xx):</b>	8630
<b>BUDGET PERIOD:</b>	7/1/20 - 3/31/21
<b>PREPARED BY:</b>	Jackelyn Coreas

<b>TOTAL SALARY &amp; BENEFITS (pg 1)</b>	<b>\$</b>	<b>68,895</b>
<b>SERVICES AND SUPPLIES</b>	<b>Annual Cost</b>	
COMMUNICATIONS	\$	1,378
INSURANCE	\$	1,303
OFFICE EXPENSES	\$	546
PRINTING/PUBLICATIONS	\$	188
RENTS & LEASES – STRUCTURES	\$	900
EQUIPMENT RENTAL/LEASE	\$	180
EQUIPMENT REPAIR AND MAINTENANCE	\$	306
TRAVEL	\$	3,864
TRAINING	\$	120
OTHER: Building Repair/Maint & Utilities	\$	1,872
OTHER: Minor Equipment		\$38
OTHER: Other Business Services		\$764
OTHER: Participant Costs		\$173
INDIRECT COSTS (ADMIN COST)		\$11,998
<b>TOTAL SERVICES &amp; SUPPLIES</b>	<b>\$</b>	<b>23,627</b>
<b>TOTAL PROGRAM EXPENDITURES</b>	<b>\$</b>	<b>92,522</b>

<b>SUMMARY OF SERVICE HOURS &amp; HOURLY COST:</b>		
<b>PROGRAM COST</b>	<b>\$</b>	<b>92,522</b>
<b>SERVICE HOURS</b>		<b>2,215</b>
<b>NET COST PER HOUR:</b>	<b>\$</b>	<b>41.77</b>

**SAN BERNARDINO COUNTY DEPARTMENT OF BEHAVIORAL HEALTH  
ADS - ALCOHOL AND DRUG SERVICES**

**SUD SERVICES: CalWORKs LIFE SKILLS PROGRAM**

**BUDGET PROPOSAL - SALARY & BENEFITS**

**Budget Narrative \***

<b>Line-Item Budget</b>	<b>Budget Amount</b>	<b>Description of Expenditure</b>
OTHER: Minor Equipment	\$38	This amount represents the shared cost of minor equipment for shared employee
OTHER: Other Business Services	\$764	This amount represents the costs of the Live scan, drug test, and TB test new employees. The benefit of these costs can be directly traced to the cost objective of the program; therefore, they are charged directly to the program. Also, the program's share of applicable license and taxes from the program's operational space as well as the program's share of associated bank fees.
INDIRECT COSTS (ADMIN COST)	\$11,998	<p>Indirect Costs represent costs that are incurred that benefit more than one cost objective and are not easily assignable directly to the multiple cost objectives. The indirect cost pool is made up of the following Home Office Departments: Executive Management, General Accounting, Payroll, Accounts Payable, Accounts Receivable, Human Resources, Facilities &amp; Property Management, Information Technology, and Office Administration.</p> <p>MHS records direct expense as charged to each contract. Indirect costs, which by nature cannot be identified to a specific cost objective or easily allocated directly to multiple cost objectives based on a causal-beneficial relationship, are accumulated in detailed operating expense accounts. Indirect costs are generally allocated each month from the detailed operating expense accounts to each applicable contract/program at a rate of 14.9% of the actual direct cost base in the contract/program. MHS submits for a Federally Approved Indirect Rate on an annual basis.</p>
OTHER: Participant Costs	\$173	This amount represents the cost of recreational & occupational therapy supplies used in the facilitation of classes. This amount also includes the cost of providing snacks to participants to encourage involvement/participation as well as curriculum used in the facilitation of classes.



**SAN BERNARDINO COUNTY DEPARTMENT OF BEHAVIORAL HEALTH  
ADS - ALCOHOL AND DRUG SERVICES  
SUD SERVICES: CalWORKs LIFE SKILLS PROGRAM  
BUDGET PROPOSAL - SALARY & BENEFITS**

<b>PROVIDER NAME</b>	Mental Health Systems, Inc.
<b>LOCATION/SITE</b>	58945 Business Center Drive, J, P, N Yucca Valley, CA 92284
<b>Provider # (36xx):</b>	8630
<b>BUDGET PERIOD</b>	7/1/20 - 3/31/21
<b>PREPARED BY</b>	Jackelyn Coreas

POSITION TITLE	HOURLY RATE	TOTAL SERVICE HOURS	TOTAL SALARIES	TOTAL EMPLOYEE BENEFITS	TOTAL SALARY & BENEFITS
				<b>Benefit Rate: 19%</b>	
<b>Program Manager</b>	\$35.39	202.8	\$ 7,176	\$ 1,345	\$ 8,521
<b>Life Skills Facilitator</b>	\$21.00	390	\$ 8,190	\$ 1,535	\$ 9,725
<b>Administrative Assistant</b>	\$18.00	78	\$ 1,404	\$ 263	\$ 1,667
<b>Program Analyst</b>	\$31.25	78	\$ 2,438	\$ 457	\$ 2,895
<b>Vice President</b>	\$55.00	78	\$ 4,290	\$ 804	\$ 5,094
<b>Counselor-Other</b>	\$21.00	78	\$ 1,638	\$ 307	\$ 1,945
<b>Compliance Specialist</b>	\$28.33	46.8	\$ 1,326	\$ 249	\$ 1,575
			\$ -	\$ -	\$ -
<b>TOTAL</b>		<b>952</b>	<b>\$ 26,462</b>	<b>\$ 4,960</b>	<b>\$ 31,422</b>

## SAN BERNARDINO COUNTY DEPARTMENT OF BEHAVIORAL HEALTH

## ADS - ALCOHOL AND DRUG SERVICES

## SUD SERVICES: CalWORKs LIFE SKILLS PROGRAM

## BUDGET PROPOSAL

<b>PROVIDER:</b>	<b>Mental Health Systems, Inc.</b>
<b>LOCATION/SITE:</b>	<b>58945 Business Center Drive, J, P, N Yucca Valley, CA 92284</b>
<b>Provider # (36xx):</b>	<b>8630</b>
<b>BUDGET PERIOD:</b>	<b>7/1/20 - 3/31/21</b>
<b>PREPARED BY:</b>	<b>Jackelyn Coreas</b>

<b>TOTAL SALARY &amp; BENEFITS (pg 1)</b>	<b>\$</b>	<b>31,422</b>
<b>SERVICES AND SUPPLIES</b>	<b>Annual Cost</b>	
<b>COMMUNICATIONS</b>	<b>\$</b>	<b>1,010</b>
<b>INSURANCE</b>	<b>\$</b>	<b>615</b>
<b>OFFICE EXPENSES</b>	<b>\$</b>	<b>521</b>
<b>RENTS &amp; LEASES – STRUCTURES</b>	<b>\$</b>	<b>5,788</b>
<b>EQUIPMENT RENTAL/LEASE</b>	<b>\$</b>	<b>113</b>
<b>EQUIPMENT REPAIR AND MAINTENANCE</b>	<b>\$</b>	<b>375</b>
<b>TRAVEL</b>	<b>\$</b>	<b>179</b>
<b>TRAINING</b>	<b>\$</b>	<b>48</b>
<b>PROFESSIONAL SERVICES</b>	<b>\$</b>	<b>150</b>
<b>OTHER: Building Repair/Maint &amp; Utilities</b>	<b>\$</b>	<b>1,500</b>
<b>OTHER: Minor Equipment</b>	<b>\$</b>	<b>11</b>
<b>OTHER: Other Business Services</b>	<b>\$</b>	<b>698</b>
<b>INDIRECT COSTS (ADMIN COST)</b>	<b>\$</b>	<b>6,322</b>
<b>TOTAL SERVICES &amp; SUPPLIES</b>	<b>\$</b>	<b>17,328</b>
<b>TOTAL PROGRAM EXPENDITURES</b>	<b>\$</b>	<b>48,750</b>

<b>SUMMARY OF SERVICE HOURS &amp; HOURLY COST:</b>		
<b>PROGRAM COST</b>	<b>\$</b>	<b>48,750</b>
<b>SERVICE HOURS</b>		<b>952</b>
<b>NET COST PER HOUR:</b>	<b>\$</b>	<b>51.23</b>



**SAN BERNARDINO COUNTY DEPARTMENT OF BEHAVIORAL HEALTH  
ADS - ALCOHOL AND DRUG SERVICES**

**SUD SERVICES: CalWORKs LIFE SKILLS PROGRAM**

**BUDGET PROPOSAL - SALARY & BENEFITS**

**Budget Narrative \***

<b>Line-Item Budget</b>	<b>Budget Amount</b>	<b>Description of Expenditure</b>
RENTS & LEASES – STRUCTURES	\$5,788	This amount represents the cost of the rent/lease for office space
TRAINING	\$48	This amount represents budget funds to provide contractually required training(s) for the facilitator.
OTHER: Minor Equipment	\$11	This amount represents a small share of cost of minor equipment for a shared employee.
OTHER: Other Business Services	\$698	This amount represents the costs of the Live scan, drug test, and TB test new employees. The benefit of these costs can be directly traced to the cost objective of the program; therefore, they are charged directly to the program. Also, the program's share of applicable license and taxes from the program's operational space, user fees for IT threat solutions, HIPAA compliant shredding services.
INDIRECT COSTS (ADMIN COST)	\$6,322	<p>Indirect Costs represent costs that are incurred that benefit more than one cost objective and are not easily assignable directly to the multiple cost objectives. The indirect cost pool is made up of the following Home Office Departments: Executive Management, General Accounting, Payroll, Accounts Payable, Accounts Receivable, Human Resources, Facilities &amp; Property Management, Information Technology, and Office Administration.</p> <p>MHS records direct expense as charged to each contract. Indirect costs, which by nature cannot be identified to a specific cost objective or easily allocated directly to multiple cost objectives based on a causal-beneficial relationship, are accumulated in detailed operating expense accounts. Indirect costs are generally allocated each month from the detailed operating expense accounts to each applicable contract/program at a rate of 14.9% of the actual direct cost base in the contract/program. MHS submits for a Federally Approved Indirect Rate on an annual basis.</p>