



Contract Number

15-320 A-5

SAP Number

4400002640

Department of Behavioral Health

Department Contract Representative	Paul Lindenberg
Telephone Number	(909) 386-8264
Contractor	Mental Health Systems, Inc.
Contractor Representative	Melanie Carreon
Telephone Number	(909) 872-0223
Contract Term	July 1, 2015 – December 31, 2021
Original Contract Amount	\$3,443,423
Amendment Amount	\$523,923
Total Contract Amount	\$3,967,346
Cost Center	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. 15-320** by and between the County of San Bernardino, a political subdivision of the State of California, and Contractor provision of Substance Use Disorder Recovery Services Community-Based Recovery Service Center Services, which Contract first became effective July 1, 2015 the following changes are hereby made and agreed to, effective July 1, 2021:

- I. ARTICLE IV Funding paragraph K is hereby amended and paragraph L is hereby added to read as follows:
 - K. The contract amendment amount of \$523,923 shall increase the total contract amount from \$3,443,423 to \$3,967,346 for the contract term.
 - L. This amendment hereby adds Schedules A and B for fiscal year 2021-22. All previous approved schedules remain in effect.
- II. ARTICLE XV DURATION AND TERMINATION paragraph A is hereby amended to read as follows:

A. The term of this Agreement shall be from July 1, 2015 through December 31, 2021 inclusive.

III. 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: _____
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 _____
(Print or type name of person signing contract)

Title _____
(Print or Type)

Dated: _____

Address _____

FOR COUNTY USE ONLY

Approved as to Legal Form

►
Dawn Martin, Deputy County Counsel

Date _____

Reviewed for Contract Compliance

►
Natalie Kessee, Contracts Manager

Date _____

Reviewed/Approved by Department

►
Veronica Kelley, Director

Date _____

SAN BERNARDINO COUNTY
DEPARTMENT OF BEHAVIORAL HEALTH
SUBSTANCE USE DISORDER RECOVERY SERVICES (SUDRS)
Community-Based Recovery Service Centers Contract
Schedule A - Proposed Budget

BUDGET PERIOD: 07/01/21 - 12/31/21

Providers Name: Mental Health Systems, Inc.
Facility Address: 1079 Santo Antonio Drive Suite B Colton, CA
Provider Number: 1/25/1910

Prepared by: Christopher Tremalgia
Title: Program Finance Manager
Date Prepared: 2/25/2021

FUNDING SOURCE	DMC-ODS	Block Grant	TOTAL
Recovery Services - Outpatient Treatment			
Cost - Individual Counseling			\$ 0
Units of Service (15 minute increment)			0
Interim Rate (Cost/UOS)*	\$ 0.00	\$ 0.00	\$ 0
Cost - Group Counseling			\$ 0
Units of Service (15 minute increments)			0
Interim Rate (Cost/UOS)*	\$ 0.00	\$ 0.00	\$ 0
Recovery Services - Recovery Monitoring			
Cost			\$ 0
Units of Service (15 minute increments)			-
Interim Rate (Cost/UOS)*	\$ 0.00	\$ 0.00	\$ 0
Recovery Services - Case Management			
Cost			\$ 0
Units of Service (15 minute increments)			-
Interim Rate (Cost/UOS)	\$ 0.00	\$ 0.00	\$ 0
SUMMARY OF ALL RECOVERY SERVICES COSTS			
Total Net Service Expenses	\$ 0	\$ 0	\$ 0
Units of Service (15 minute increments)	0	0	0
Interim Rate (Cost/UOS)	\$ 0.00	\$ 0.00	\$ 0
Recovery Center (Non-Service Related Costs)			
Total Expenditures		\$ 75,500	\$ 75,500
Less reportable Revenue			\$ 0
Net Recovery Center Costs		\$ 75,500	\$ 75,500
Service Hours		1,352	1,352
Cost per Hour		\$ 56	\$ 56
CONTRACT TOTAL	\$ 0	\$ 75,500	\$ 75,500

SAN BERNARDINO COUNTY
DEPARTMENT OF BEHAVIORAL HEALTH
SUBSTANCE USE DISORDER RECOVERY SERVICES (SUDRS)
Community-Based Recovery Service Centers Contract
Personnel Expense Detail

BUDGET PERIOD: 07/01/21 - 12/31/21

Providers Name: Mental Health Systems, Inc.
Facility Address: 1079 Santo Antonio Drive Suite B Colton, CA 92626
Provider Number: 3678

Prepared by: Christopher Tremalgia
Title: Program Finance Manager
Date Prepared: 2/25/2021

Position/Classification	Annual Salary	Annual Benefits	Annual Salary and Benefits	FTE	Allocated Salary and Benefits
Program Manager	\$ 31,273	\$ 7,818	\$ 39,091	5.0%	\$ 1,955
Substance Abuse Counselor	\$ 21,840	\$ 5,460	\$ 27,300	100.0%	\$ 27,300
Substance Abuse Counselor	\$ 24,960	\$ 6,240	\$ 31,200	30.0%	\$ 9,360
Administrative Assistant	\$ 19,240	\$ 4,810	\$ 24,050	10.0%	\$ 2,405
Compliance Specialist	\$ 29,463	\$ 7,366	\$ 36,829	5.0%	\$ 1,841
Program Financial Analyst	\$ 34,320	\$ 8,580	\$ 42,900	7.0%	\$ 3,003
Vice President of Clinical Services	\$ 64,480	\$ 16,120	\$ 80,600	7.0%	\$ 5,642
			\$ -		\$ -
			\$ -		\$ -
			\$ -		\$ -
			\$ -		\$ -
			\$ -		\$ -
			\$ -		\$ -
			\$ -		\$ -
			\$ -		\$ -
			\$ -		\$ -
			\$ -		\$ -
			\$ -		\$ -
			\$ -		\$ -
			\$ -		\$ -
			\$ -		\$ -

TOTAL COSTS \$ 51,506

DEPARTMENT OF BEHAVIORAL HEALTH
SUBSTANCE USE DISORDER RECOVERY SERVICES (SUDRS)
 Community-Based Recovery Service Centers Contract
 Budget Detail

BUDGET PERIOD: 07/01/21 - 12/31/21

Providers Name: Mental Health Systems, Inc.
 Facility Address: 1079 Santo Antonio Drive Suite B Colton, CA 92414
 Provider Number: 1/25/1910

Prepared by: Christopher Tremalgia
 Title: Program Finance Manager
 Date Prepared: 2/25/2021

Personnel Expenditures	
Salaries and Benefits	\$ 51,506

Services and Supplies	
Communications	\$ 1,808
Office Supplies	\$ 889
Utilities	\$ 420
Rent/Leases - Structures	\$ 5,522
Rent/Leases - Equipment	\$ 48
Insurance	\$ 1,034
Professional Services	\$ 50
Repair and Maintenance	\$ 878
Food	\$ -
Training & Travel	\$ 1,000
Printing & Publications	\$ 200
Curriculum & Educational Training	\$ -
Miscellaneous Supplies	\$ -
Minor Equipment	\$ 350
Other Business Services	\$ 2,004
Other:	

Other Expenditures	
Administrative Indirect Costs (see "NOTE" below)	\$ 9,791
Other:	
TOTAL OPERATING EXPENSES	\$ 75,500

Revenue	
Agency Revenue-Fees/Other	

TOTAL NET EXPENDITURES	\$ 75,500
-------------------------------	------------------

SAN BERNARDINO COUNTY
DEPARTMENT OF BEHAVIORAL HEALTH
SUBSTANCE USE DISORDER RECOVERY SERVICES (SUDRS)
Community-Based Recovery Service Centers Contract
Budget Narrative

BUDGET PERIOD: 07/01/21 - 12/31/21

Provider Name: Mental Health Systems, Inc.
Facility Address: 1079 Santo Antonio Drive Suite B, Colton, CA
Provider Number: 1251910

Prepared by: Christopher Tremaglio
Title: Program Finance Manager
Date Prepared: 2/25/2021

Explain each expense by line item. Provide an explanation for determination of all figures (rate, duration, quantity, benefits, FTE, etc.). For example, show how indirect costs or overhead were calculated.

Item	Cost	Justification
Communications	\$ 1,808.00	Telephone expense includes installation and recurring costs of telephones, fax machine, internet services and LAN phone service.
Office Supplies	\$ 889.00	Program supplies are utilized for program operation, including office supplies (paper, pens, pencils, folders, staples, paper clips, printer cartridges, binders, folder tabs, extension cords, surge protectors, etc.), postage, and housecleaning supplies (paper towels, cleanser, soap, trash bags, etc.). Software expenses are also included, but are not limited to program related software expenses; in the program they are for client assessment/tracking tools and any applicable updates. Also includes IT related user costs for normal business operations like MS Office 365.
Utilities	\$ 420.00	Utilities covers electricity, gas/propane, water and waste disposal for the building.
Rent/Leases - Structures	\$ 5,522.00	This amount is comprised of building rent or lease for office space.
Rent/Leases - Equipment	\$ 48.00	Equipment Rent/Lease expenses are for rental or leasing of equipment at facility including but not limited to a copy machine.
Insurance	\$ 1,034.00	Covers the cost of Workers Compensation, Unemployment Insurance and Liability Insurance for Auto's (if applicable), D&O, Criminal Dishonesty, and Sexual Misconduct.
Professional Services	\$ 50.00	Covers financial and accounting fees incurred by this program, including the required Federal Office of Management and Budget (OMB A-133) audit.
Repair and Maintenance	\$ 878.00	Equipment Repairs/Maintenance encompasses the cost of a maintenance contract for the copier, monitoring of internet firewall, and the repair of other equipment not covered by maintenance agreements such as computers, printers, and telephones. Building Maintenance/Repair includes minor repairs and maintenance for the facility including, but not limited to replacement of locks, minor breakage, internal phone line repairs, and other repairs required for safe operation of the program at the leased facility. Also included is the cleaning of the building, and alarm service.
Food	\$ -	
Training & Travel	\$ 1,000.00	Staff Training costs include CPR and First Aid trainings for staff, registrations for staff development and trainings held in collaboration with the program's mission. Travel local includes reimbursements for mileage for staff traveling to and from events, meetings and trainings in conjunction with program operations and responsibilities. The standard IRS rate is used to reimburse staff mileage. Out of county travel is in this budget for designated staff to attend training and corporate meetings in San Diego.
Printing & Publications	\$ 200.00	Includes costs for employment advertisements, printing of brochures, stationery, business cards and other program related printed materials.
Curriculum & Educational Training	\$ -	Represents costs for educational material and substance abuse/mental health services curriculum.
Miscellaneous Supplies	\$ -	Covers the cost of Recreational Therapy and Occupational Therapy supplies for clients.
Minor Equipment	\$ 350.00	Equipment purchase represents minor equipment purchases such as phones, cell phones, printers, computer towers and monitors, a fax machine, as well as furniture to accommodate new personnel and for replacement purposes of existing equipment that in the normal course of use is worn out and either cannot be repaired or is not practical to have repaired.
Other Business Services	\$ 2,004.00	Other Business Services includes associated costs for hiring of new employees such as TB screenings, assessments, drug screenings, background checks, fingerprinting, as well as HIPAA compliant shredding services and other similar miscellaneous program expenses. Licenses/Taxes represents municipality licenses (fire inspections, permits, etc.) paid on an annual basis. Building and professional licensing fees, staff license and certification renewals, etc. This also covers the monthly user license fee for Welligent, and includes IT related threat protection services and other IT related user based licensing costs.
Other:	\$ -	
Administrative Indirect Costs	\$ 9,791.00	Administration expenses include costs of Executive Management, Human Resources, Accounting, Quality Improvement, and Facilities, among others. These are indirect services which support all MHS programs, and cannot be readily identified to a single cost objective. MHS negotiates an indirect rate with the Federal Government annually. The indirect rate applied to this contract will be the rate ultimately negotiated with the Federal Government. At the time this budget was prepared, the anticipated negotiated rate is 14.9% applied to total direct costs. The rate actually applied to this contract will be adjusted up or down once the federal rate has been determined.
Other:	\$ -	

SAN BERNARDINO COUNTY
DEPARTMENT OF BEHAVIORAL HEALTH
SUBSTANCE USE DISORDER RECOVERY SERVICES (SUDRS)
Community-Based Recovery Service Centers Contract
Schedule A - Proposed Budget

BUDGET PERIOD: 07/01/21 - 12/31/21

Providers Name: Mental Health Systems, Inc.
Facility Address: 300 H Street Needles, CA 92363
Provider Number: 11/16/1909

Prepared by: Christopher Tremalgia
Title: Program Finance Manager
Date Prepared: 2/25/2021

FUNDING SOURCE	DMC-ODS	Block Grant	TOTAL
Recovery Services - Outpatient Treatment			
Cost - Individual Counseling			\$ 0
Units of Service (15 minute increment)			0
Interim Rate (Cost/UOS)*	\$ 0.00	\$ 0.00	\$ 0
Cost - Group Counseling			\$ 0
Units of Service (15 minute increments)			0
Interim Rate (Cost/UOS)*	\$ 0.00	\$ 0.00	\$ 0
Recovery Services - Recovery Monitoring			
Cost			\$ 0
Units of Service (15 minute increments)			-
Interim Rate (Cost/UOS)*	\$ 0.00	\$ 0.00	\$ 0
Recovery Services - Case Management			
Cost			\$ 0
Units of Service (15 minute increments)			-
Interim Rate (Cost/UOS)	\$ 0.00	\$ 0.00	\$ 0
SUMMARY OF ALL RECOVERY SERVICES COSTS			
Total Net Service Expenses	\$ 0	\$ 0	\$ 0
Units of Service (15 minute increments)	0	0	0
Interim Rate (Cost/UOS)	\$ 0.00	\$ 0.00	\$ 0
Recovery Center (Non-Service Related Costs)			
Total Expenditures		\$ 64,000	\$ 64,000
Less reportable Revenue			\$ 0
Net Recovery Center Costs		\$ 64,000	\$ 64,000
Service Hours		884	884
Cost per Hour		\$ 72	\$ 72
CONTRACT TOTAL	\$ 0	\$ 64,000	\$ 64,000

SAN BERNARDINO COUNTY
DEPARTMENT OF BEHAVIORAL HEALTH
SUBSTANCE USE DISORDER RECOVERY SERVICES (SUDRS)
Community-Based Recovery Service Centers Contract
Personnel Expense Detail

BUDGET PERIOD: **07/01/21 - 12/31/21**

Providers Name: **Mental Health Systems, Inc.**
Facility Address: **300 H Street Needles, CA 92363**
Provider Number: **3608**

Prepared by: **Christopher Tremalgia**
Title: **Program Finance Manager**
Date Prepared: **2/25/2021**

Position/Classification	Annual Salary	Annual Benefits	Annual Salary and Benefits	FTE	Allocated Salary and Benefits
Program Manager	\$ 33,530	\$ 8,382	\$ 41,912	24.0%	\$ 10,059
Substance Abuse Counselor	\$ 21,840	\$ 5,460	\$ 27,300	20.0%	\$ 5,460
Substance Abuse Counselor	\$ 21,840	\$ 5,460	\$ 27,300	65.0%	\$ 17,745
Administrative Assistant	\$ 18,720	\$ 4,680	\$ 23,400	20.0%	\$ 4,680
Compliance Specialist	\$ 29,463	\$ 7,366	\$ 36,829	4.0%	\$ 1,473
Program Financial Analyst	\$ 34,320	\$ 8,580	\$ 42,900	7.0%	\$ 3,003
Vice President of Clinical Services	\$ 64,480	\$ 16,120	\$ 80,600	7.0%	\$ 5,642
			\$ -		\$ -
			\$ -		\$ -
			\$ -		\$ -
			\$ -		\$ -
			\$ -		\$ -
			\$ -		\$ -
			\$ -		\$ -
			\$ -		\$ -
			\$ -		\$ -
			\$ -		\$ -
			\$ -		\$ -
			\$ -		\$ -
			\$ -		\$ -
			\$ -		\$ -

TOTAL COSTS \$ 48,062

SAN BERNARDINO COUNTY
DEPARTMENT OF BEHAVIORAL HEALTH
SUBSTANCE USE DISORDER RECOVERY SERVICES (SUDRS)
Community-Based Recovery Service Centers Contract
Budget Detail

BUDGET PERIOD: 07/01/21 - 12/31/21

Providers Name: Mental Health Systems, Inc.
Facility Address: 300 H Street Needles, CA 92363
Provider Number: 11/16/1909

Prepared by: Christopher Tremalgia
Title: Program Finance Manager
Date Prepared: 2/25/2021

Personnel Expenditures	
Salaries and Benefits	\$ 48,062

Services and Supplies	
Communications	\$ 1,340
Office Supplies	\$ 575
Utilities	\$ 420
Rent/Leases - Structures	\$ 1,030
Rent/Leases - Equipment	\$ 103
Insurance	\$ 964
Professional Services	\$ 50
Repair and Maintenance	\$ 930
Food	\$ -
Training & Travel	\$ 711
Printing & Publications	\$ 100
Curriculum & Educational Training	\$ 90
Miscellaneous Supplies	\$ 150
Minor Equipment	\$ 350
Other Business Services	\$ 826
Other:	

Other Expenditures	
Administrative Indirect Costs (see "NOTE" below)	\$ 8,299
Other:	
TOTAL OPERATING EXPENSES	\$ 64,000

Revenue	
Agency Revenue-Fees/Other	

TOTAL NET EXPENDITURES	\$ 64,000
-------------------------------	------------------

SAN BERNARDINO COUNTY
DEPARTMENT OF BEHAVIORAL HEALTH
SUBSTANCE USE DISORDER RECOVERY SERVICES (SUDRS)
Community-Based Recovery Service Centers Contract
Budget Narrative

BUDGET PERIOD: 07/01/21 - 12/31/21

Provider Name: Mental Health Systems, Inc.
Facility Address: 300 H Street, Needles, CA 92363
Provider Number: 11/16/1909

Prepared by: Christopher Tremaglia
Title: Program Finance Manager
Date Prepared: 2/25/2021

Explain each expense by line item. Provide an explanation for determination of all figures (rate, duration, quantity, Benefits, FTE, etc.). For example, show how indirect costs or overhead were calculated.

Item	Cost	Justification
Communications	\$ 1,340.00	Telephone expense includes installation and recurring costs of telephones, fax machine, internet services and LAN phone service.
Office Supplies	\$ 575.00	Program supplies are utilized for program operation, including office supplies (paper, pens, pencils, folders, staples, paper clips, printer cartridges, binders, folder tabs, extension cords, surge protectors, etc.), postage, and housekeeping supplies (paper towels, cleanser, soap, trash bags, etc.). Software expenses are also included, but are not limited to program related software expenses; in the program they are for client assessment/tracking tools and any applicable updates. Also includes IT related user costs for normal business operations like MS Office 365.
Utilities	\$ 420.00	Utilities covers electricity, gas/propane, water and waste disposal for the building.
Rent/Leases - Structures	\$ 1,030.00	This amount is comprised of building rent or lease for office space.
Rent/Leases - Equipment	\$ 103.00	Equipment Rent/Lease expenses are for rental or leasing of equipment at facility including but not limited to a copy machine.
Insurance	\$ 964.00	Covers the cost of Workers Compensation, Unemployment Insurance and Liability Insurance for Auto's (if applicable), D&O, Criminal Dishonesty, and Sexual Misconduct.
Professional Services	\$ 50.00	Covers financial and accounting fees incurred by this program, including the required Federal Office of Management and Budget (OMB A-133) audit.
Repair and Maintenance	\$ 925.96	Equipment Repairs/Maintenance encompasses the cost of a maintenance contract for the copier, monitoring of internet firewall, and the repair of other equipment not covered by maintenance agreements such as computers, printers, and telephones. Building Maintenance/Repair includes minor repairs and maintenance for the facility including, but not limited to replacement of loads, minor breakage, internal phone line repairs, and other repairs required for safe operation of the program at the leased facility. Also included is the clearing of the building, and alarm service.
Food	\$ -	
Training & Travel	\$ 711.00	Staff Training costs include CPR and First Aid trainings for staff, registrations for staff development and trainings held in collaboration with the program's mission. Travel local includes reimbursements for mileage for staff traveling to and from events, meetings and trainings in conjunction with program operations and responsibilities. The standard IRS rate is used to reimburse staff mileage. Out of county travel is in this budget for designated staff to attend training and corporate meetings in San Diego.
Printing & Publications	\$ 100.00	Includes costs for employment advertisements, printing of brochures, stationery, business cards and other program related printed materials.
Curriculum & Educational Training	\$ 90.00	Represents costs for educational material and substance abuse/mental health services curriculum.
Miscellaneous Supplies	\$ 150.00	Covers the cost of Recreational Therapy and Occupational Therapy supplies for clients.
Minor Equipment	\$ 350.00	Equipment purchase represents minor equipment purchases such as phones, cell phones, printers, computer towers and monitors, a fax machine, as well as furniture to accommodate new personnel and for replacement purposes of existing equipment that in the normal course of use is worn out and either cannot be repaired or is not practical to have repaired.
Other Business Services	\$ 825.00	Other Business Services includes associated costs for hiring of new employees such as TB screenings, assessments, drug screenings, background checks, fingerprinting, as well as HIPAA compliant shredding services and other similar miscellaneous program expenses. Licenses/Taxes represents municipality licenses (fire inspections, permits, etc.) paid on an annual basis. Building and professional licensing fees, staff license and certification renewals, etc. This also covers the monthly user license fee for Welligent, and includes IT related threat protection services and other IT related user based licensing costs.
Other:	\$ -	
Administrative Indirect Costs	\$ 8,299.00	Administration expenses include costs of Executive Management, Human Resources, Accounting, Quality Improvement, and Facilities, among others. These are indirect services which support all MHS programs, and cannot be readily identified to a single cost objective. MHS negotiates an indirect rate with the Federal Government annually. The indirect rate applied to this contract will be the rate ultimately negotiated with the Federal Government. At the time this budget was prepared, the anticipated negotiated rate is 14.9% applied to total direct costs. The rate actually applied to this contract will be adjusted up or down once the federal rate has been determined.
Other:	\$ -	

SAN BERNARDINO COUNTY
DEPARTMENT OF BEHAVIORAL HEALTH
SUBSTANCE USE DISORDER RECOVERY SERVICES (SUDRS)
Community-Based Recovery Service Centers Contract
Schedule A - Proposed Budget

BUDGET PERIOD: 07/01/21 - 12/31/21

Providers Name: Mental Health Systems, Inc.
Facility Address: 58945 Business Center Drive, Suites J/P/N Yt
Provider Number: 8/17/1923

Prepared by: Christopher Tremalqia
Title: Program Finance Manager
Date Prepared: 2/25/2021

FUNDING SOURCE	DMC-ODS	Block Grant	TOTAL
Recovery Services - Outpatient Treatment			
Cost - Individual Counseling			\$ 0
Units of Service (15 minute increment)			0
Interim Rate (Cost/UOS)*	\$ 0.00	\$ 0.00	\$ 0
Cost - Group Counseling			\$ 0
Units of Service (15 minute increments)			0
Interim Rate (Cost/UOS)*	\$ 0.00	\$ 0.00	\$ 0
Recovery Services - Recovery Monitoring			
Cost			\$ 0
Units of Service (15 minute increments)			-
Interim Rate (Cost/UOS)*	\$ 0.00	\$ 0.00	\$ 0
Recovery Services - Case Management			
Cost			\$ 0
Units of Service (15 minute increments)			-
Interim Rate (Cost/UOS)	\$ 0.00	\$ 0.00	\$ 0
SUMMARY OF ALL RECOVERY SERVICES COSTS			
Total Net Service Expenses	\$ 0	\$ 0	\$ 0
Units of Service (15 minute increments)	0	0	0
Interim Rate (Cost/UOS)	\$ 0.00	\$ 0.00	\$ 0
Recovery Center (Non-Service Related Costs)			
Total Expenditures		\$ 62,500	\$ 62,500
Less reportable Revenue			\$ 0
Net Recovery Center Costs		\$ 62,500	\$ 62,500
Service Hours		884	\$ 884
Cost per Hour		\$ 71	\$ 71
CONTRACT TOTAL	\$ 0	\$ 62,500	\$ 62,500

SAN BERNARDINO COUNTY
DEPARTMENT OF BEHAVIORAL HEALTH
SUBSTANCE USE DISORDER RECOVERY SERVICES (SUDRS)
Community-Based Recovery Service Centers Contract
Personnel Expense Detail

BUDGET PERIOD: 07/01/21 - 12/31/21

Providers Name: Mental Health Systems, Inc.
Facility Address: 58945 Business Center Drive, Suites J/P/N Yu
Provider Number: 8630

Prepared by: Christopher Tremalgia
Title: Program Finance Manager
Date Prepared: 2/25/2021

Position/Classification	Annual Salary	Annual Benefits	Annual Salary and Benefits	FTE	Allocated Salary and Benefits
Program Manager	\$ 36,098	\$ 7,328	\$ 43,426	7.0%	\$ 3,040
Substance Abuse Counselor	\$ 26,000	\$ 5,278	\$ 31,278	60.0%	\$ 18,767
Peer Recovery Specialist	\$ 18,720	\$ 3,800	\$ 22,520	25.0%	\$ 5,630
Administrative Assistant	\$ 18,720	\$ 3,800	\$ 22,520	10.0%	\$ 2,252
Compliance Specialist	\$ 29,463	\$ 5,981	\$ 35,444	5.0%	\$ 1,772
Program Financial Analyst	\$ 34,320	\$ 6,967	\$ 41,287	7.0%	\$ 2,890
Vice President of Clinical Services	\$ 64,480	\$ 13,089	\$ 77,569	7.0%	\$ 5,430
			\$ -		\$ -
			\$ -		\$ -
			\$ -		\$ -
			\$ -		\$ -
			\$ -		\$ -
			\$ -		\$ -
			\$ -		\$ -
			\$ -		\$ -
			\$ -		\$ -
			\$ -		\$ -
			\$ -		\$ -
			\$ -		\$ -
			\$ -		\$ -
			\$ -		\$ -

TOTAL COSTS \$ 39,781

SAN BERNARDINO COUNTY
DEPARTMENT OF BEHAVIORAL HEALTH
SUBSTANCE USE DISORDER RECOVERY SERVICES (SUDRS)
Community-Based Recovery Service Centers Contract
Budget Detail

BUDGET PERIOD: 07/01/21 - 12/31/21

Providers Name: Mental Health Systems, Inc.
Facility Address: 58945 Business Center Drive, Suites J/P/N Yuca
Provider Number: 8/17/1923

Prepared by: Christopher Tremalgia
Title: Program Finance Manager
Date Prepared: 2/25/2021

Personnel Expenditures	
Salaries and Benefits	\$ 39,781

Services and Supplies	
Communications	\$ 1,284
Office Supplies	\$ 630
Utilities	\$ 1,500
Rent/Leases - Structures	\$ 7,731
Rent/Leases - Equipment	\$ 296
Insurance	\$ 829
Professional Services	\$ 50
Repair and Maintenance	\$ 1,098
Food	\$ -
Training & Travel	\$ 501
Printing & Publications	\$ -
Curriculum & Educational Training	\$ -
Miscellaneous Supplies	\$ -
Minor Equipment	\$ 350
Other Business Services	\$ 345
Other:	

Other Expenditures	
Administrative Indirect Costs (see "NOTE" below)	\$ 8,105
Other:	
TOTAL OPERATING EXPENSES	\$ 62,500

Revenue	
Agency Revenue-Fees/Other	

TOTAL NET EXPENDITURES	\$ 62,500
-------------------------------	------------------

SUBSTANCE USE DISORDER RECOVERY SERVICES (SUDR S)
Community-Based Recovery Service Centers Contract
Budget Narrative

BUDGET PERIOD: 07/01/21 - 12/31/21

Providers Name: Mental Health Systems, Inc.
Facility Address: 58945 Business Center Drive, Suites J/P/N/Yu
Provider Number: 8/17/1923

Prepared by: Christopher Tremaglia
Title: Program Finance Manager
Date Prepared: 2/25/2021

Explain each expense by line item. Provide an explanation for determination of all figures (rate, duration, quantity, Benefits, FTE, etc.).
 For example, show how indirect costs or overhead were calculated.

Item	Cost	Justification
Communications	\$ 1,284.00	Telephone expense includes installation and recurring costs of telephones, fax machine, internet services and LAN phone service.
Office Supplies	\$ 630.00	Program supplies are utilized for program operation, including office supplies (paper, pens, pencils, folders, staples, paper clips, printer cartridges, binders, folder tabs, extension cords, surge protectors, etc.), postage, and housecleaning supplies (paper towels, cleanser, soap, trash bags, etc.). Software expenses are also included, but are not limited to program related software expenses; in the program they are for client assessment/tracking tools and any applicable updates. Also includes IT related user costs for normal business operations like MS Office 365.
Utilities	\$ 1,500.00	Utilities covers electricity, gas/propane, water and waste disposal for the building.
Rent/Leases - Structures	\$ 7,731.00	This amount is comprised of building rent or lease for office space.
Rent/Leases - Equipment	\$ 296.00	Equipment Rent/Lease expenses are for rental or leasing of equipment at facility including but not limited to a copy machine.
Insurance	\$ 829.00	Covers the cost of Workers Compensation, Unemployment Insurance and Liability Insurance for Auto's (if applicable), D&O, Criminal Dishonesty, and Sexual Misconduct.
Professional Services	\$ 50.00	Covers financial and accounting fees incurred by this program, including the required Federal Office of Management and Budget (OMB A-133) audit.
Repair and Maintenance	\$ 1,098.00	Equipment Repairs/Maintenance encompasses the cost of a maintenance contract for the copier, monitoring of internet firewall, and the repair of other equipment not covered by maintenance agreements such as computers, printers, and telephones. Building Maintenance/Repair includes minor repairs and maintenance for the facility including, but not limited to replacement of locks, minor breakage, internal phone line repairs, and other repairs required for safe operation of the program at the leased facility. Also included is the cleaning of the building, and alarm service.
Food	\$ -	
Training & Travel	\$ 501.00	Staff Training costs include CPR and First Aid trainings for staff, registrations for staff development and trainings held in collaboration with the program's mission. Travel local includes reimbursements for mileage for staff traveling to and from events, meetings and trainings in conjunction with program operations and responsibilities. The standard IRS rate is used to reimburse staff mileage. Out of county travel is in this budget for designated staff to attend training and corporate meetings in San Diego.
Printing & Publications	\$ -	Includes costs for employment advertisements, printing of brochures, stationery, business cards and other program related printed materials.
Curriculum & Educational Training	\$ -	Represents costs for educational material and substance abuse/mental health services curriculum.
Miscellaneous Supplies	\$ -	Covers the cost of Recreational Therapy and Occupational Therapy supplies for clients.
Minor Equipment	\$ 350.00	Equipment purchase represents minor equipment purchases such as phones, cell phones, printers, computer towers and monitors, a fax machine, as well as furniture to accommodate new personnel and for replacement purposes of existing equipment that in the normal course of use is worn out and either cannot be repaired or is not practical to have repaired.
Other Business Services	\$ 345.14	Other Business Services includes associated costs for hiring of new employees such as TB screenings, assessments, drug screenings, background checks, fingerprinting, as well as HIPAA compliant shredding services and other similar miscellaneous program expenses. Licenses/Taxes represents municipality licenses (fire inspections, permits, etc.) paid on an annual basis. Building and professional licensing fees, staff license and certification renewals, etc. This also covers the monthly user license fee for Welligent, and includes IT related threat protection services and other IT related user based licensing costs.
Other:	\$ -	
Administrative Indirect Costs	\$ 8,105.00	Administration expenses include costs of Executive Management, Human Resources, Accounting, Quality Improvement, and Facilities, among others. These are indirect services which support all MHS programs, and cannot be readily identified to a single cost objective. MHS negotiates an indirect rate with the Federal Government annually. The indirect rate applied to this contract will be the rate ultimately negotiated with the Federal Government. At the time this budget was prepared, the anticipated negotiated rate is 14.9% applied to total direct costs. The rate actually applied to this contract will be adjusted up or down once the federal rate has been determined.
Other:	\$ -	

SAN BERNARDINO COUNTY
DEPARTMENT OF BEHAVIORAL HEALTH
SUBSTANCE USE DISORDER RECOVERY SERVICES (SUDRS)
Community-Based Recovery Service Centers Contract
Schedule A - Proposed Budget

BUDGET PERIOD: 07/01/21 - 12/31/21

Providers Name: Mental Health Systems, Inc.
Facility Address: 1079 Santo Antonio Drive Suite B Colton, CA
Provider Number: 1/25/1910

Prepared by: Christopher Tremalgia
Title: Program Finance Manager
Date Prepared: 2/25/2021

FUNDING SOURCE	DMC-ODS	Block Grant	TOTAL
Recovery Services - Outpatient Treatment			
Cost - Individual Counseling	\$ 31,530	\$ 7,883	\$ 39,413
Units of Service (15 minute increment)	751	188	938
Interim Rate (Cost/UOS)*	\$ 42.00	\$ 42.00	\$ 42
Cost - Group Counseling	\$ 6,706	\$ 1,677	\$ 8,383
Units of Service (15 minute increments)	160	40	200
Interim Rate (Cost/UOS)*	\$ 42.00	\$ 42.00	\$ 42
Recovery Services - Recovery Monitoring			
Cost	\$ 36,035	\$ 9,009	\$ 45,043
Units of Service (15 minute increments)	953	238	1,192
Interim Rate (Cost/UOS)*	\$ 37.80	\$ 37.80	\$ 38
Recovery Services - Case Management			
Cost	\$ 29,728	\$ 7,432	\$ 37,161
Units of Service (15 minute increments)	786	197	983
Interim Rate (Cost/UOS)	\$ 37.80	\$ 37.80	\$ 38
SUMMARY OF ALL RECOVERY SERVICES COSTS			
Total Net Service Expenses	\$ 104,000	\$ 26,000	\$ 130,000
Units of Service (15 minute increments)	2,650	663	3,313
Interim Rate (Cost/UOS)	\$ 39.24	\$ 39.24	\$ 39
Recovery Center (Non-Service Related Costs)			
Total Expenditures			\$ 0
Less reportable Revenue			\$ 0
Net Recovery Center Costs		\$ 0	\$ 0
Service Hours			\$ 0
Cost per Hour		\$ 0	\$ 0
CONTRACT TOTAL	\$ 104,000	\$ 26,000	\$ 130,000

SAN BERNARDINO COUNTY
DEPARTMENT OF BEHAVIORAL HEALTH
SUBSTANCE USE DISORDER RECOVERY SERVICES (SUDRS)
Community-Based Recovery Service Centers Contract
Personnel Expense Detail

BUDGET PERIOD: **07/01/21 - 12/31/21**

Providers Name: **Mental Health Systems, Inc.**
Facility Address: **1079 Santo Antonio Drive Suite B Colton, CA 92626**
Provider Number: **3678**

Prepared by: **Christopher Tremalgia**
Title: **Program Finance Manager**
Date Prepared: **2/25/2021**

Position/Classification	Annual Salary	Annual Benefits	Annual Salary and Benefits	FTE	Allocated Salary and Benefits
Program Manager	\$ 31,273	\$ 7,818	\$ 39,091	15.0%	\$ 5,864
Substance Abuse Counselor	\$ 23,920	\$ 5,980	\$ 29,900	100.0%	\$ 29,900
Substance Abuse Counselor	\$ 23,920	\$ 5,980	\$ 29,900	60.0%	\$ 17,940
Peer Recovery Specialist	\$ 26,000	\$ 6,500	\$ 32,500	60.0%	\$ 19,500
Administrative Assistant	\$ 19,240	\$ 4,810	\$ 24,050	13.0%	\$ 3,127
Billing Clerk	\$ 20,800	\$ 5,200	\$ 26,000	5.0%	\$ 1,300
Compliance Specialist	\$ 29,463	\$ 7,366	\$ 36,829	5.0%	\$ 1,841
Program Financial Analyst	\$ 34,320	\$ 8,580	\$ 42,900	7.0%	\$ 3,003
Vice President of Clinical Services	\$ 64,480	\$ 16,120	\$ 80,600	7.0%	\$ 5,642
			\$ -		\$ -
			\$ -		\$ -
			\$ -		\$ -
			\$ -		\$ -
			\$ -		\$ -
			\$ -		\$ -
			\$ -		\$ -
			\$ -		\$ -
			\$ -		\$ -
			\$ -		\$ -
			\$ -		\$ -
			\$ -		\$ -

TOTAL COSTS \$ 88,117

SAN BERNARDINO COUNTY
DEPARTMENT OF BEHAVIORAL HEALTH
SUBSTANCE USE DISORDER RECOVERY SERVICES (SUDRS)
Community-Based Recovery Service Centers Contract
Budget Detail

BUDGET PERIOD: 07/01/21 - 12/31/21

Providers Name: Mental Health Systems, Inc.
Facility Address: 1079 Santo Antonio Drive Suite B Colton, CA 92410
Provider Number: 1/25/1910

Prepared by: Christopher Tremalgia
Title: Program Finance Manager
Date Prepared: 2/25/2021

Personnel Expenditures	
Salaries and Benefits	\$ 88,117

Services and Supplies	
Communications	\$ 1,964
Office Supplies	\$ 1,231
Utilities	\$ 420
Rent/Leases - Structures	\$ 5,522
Rent/Leases - Equipment	\$ 48
Insurance	\$ 1,767
Professional Services	\$ 7,400
Repair and Maintenance	\$ 878
Food	\$ -
Training & Travel	\$ 1,056
Printing & Publications	\$ 200
Curriculum & Educational Training	\$ 200
Miscellaneous Supplies	\$ 1,100
Minor Equipment	\$ 1,000
Other Business Services	\$ 2,239
Other:	
Other Expenditures	
Administrative Indirect Costs (see "NOTE" below)	\$ 16,858
Other:	
TOTAL OPERATING EXPENSES	\$ 130,000

Revenue	
Agency Revenue-Fees/Other	

TOTAL NET EXPENDITURES	\$ 130,000
-------------------------------	-------------------

SAN BERNARDINO COUNTY
DEPARTMENT OF BEHAVIORAL HEALTH
SUBSTANCE USE DISORDER RECOVERY SERVICES (SUDRS)
Community-Based Recovery Service Centers Contract
Budget Narrative

BUDGET PERIOD: 07/01/21 - 12/31/21

Provider Name: Mental Health Systems, Inc.
Facility Address: 1079 Santo Antonio Drive Suite B Colton, CA
Provider Number: 1/25/1910

Prepared by: Christopher Threlkeld
Title: Program Finance Manager
Date Prepared: 2/25/2021

Explain each expense by line item. Provide an explanation for determination of all figures (rate, duration, quantity, Benefits, FTE, etc.). For example, show how indirect costs or overhead were calculated.

Item	Cost	Justification
Communications	\$ 1,964.00	Telephone expense includes installation and recurring costs of telephones, fax machine, internet services and LAN phone service.
Office Supplies	\$ 1,231.00	Program supplies are utilized for program operation, including office supplies (paper, pens, pencils, folders, staples, paper clips, printer cartridges, binders, folder tabs, extension cords, surge protectors, etc.), postage, and housekeeping supplies (paper towels, cleanser, soap, trash bags, etc.). Software expenses are also included, but are not limited to program related software expenses; in the program they are for client assessment/tracking tools and any applicable updates. Also includes IT related user costs for normal business operations like MS Office 365.
Utilities	\$ 420.00	Utilities covers electricity, gas/propane, water and waste disposal for the building.
Rent/Leases - Structures	\$ 5,522.00	This amount is comprised of building rent or lease for office space.
Rent/Leases - Equipment	\$ 48.00	Equipment Rent/Lease expenses are for rental or leasing of equipment at facility including but not limited to a copy machine.
Insurance	\$ 1,767.00	Covers the cost of Workers Compensation, Unemployment Insurance and Liability Insurance for Auto's (if applicable), D&O, Criminal Dishonesty, and Sexual Misconduct.
Professional Services	\$ 7,400.00	Covers financial and accounting fees incurred by this program, including the required Federal Office of Management and Budget (OMB A-133) audit.
Repair and Maintenance	\$ 878.00	Equipment Repairs/Maintenance encompasses the cost of a maintenance contract for the copier, monitoring of internet firewall, and the repair of other equipment not covered by maintenance agreements such as computers, printers, and telephones. Building Maintenance/Repair includes minor repairs and maintenance for the facility including, but not limited to replacement of locks, minor breakage, internal phone line repairs, and other repairs required for safe operation of the program at the leased facility. Also included is the cleaning of the building, and alarm service.
Food	\$ -	
Training & Travel	\$ 1,056.00	Staff Training costs include CPR and First Aid trainings for staff, registrations for staff development and trainings held in collaboration with the program's mission. Travel food includes reimbursements for mileage for staff traveling to and from events, meetings and trainings in conjunction with program operations and responsibilities. The standard IRS rate is used to reimburse staff mileage. Out of county travel is in this budget for designated staff to attend training and corporate meetings in San Diego.
Printing & Publications	\$ 200.00	Includes costs for employment advertisements, printing of brochures, stationery, business cards and other program related printed materials.
Curriculum & Educational Training	\$ 200.00	Represents costs for educational material and substance abuse/mental health services curriculum.
Miscellaneous Supplies	\$ 1,100.00	Covers the cost of Recreational Therapy and Occupational Therapy supplies for clients.
Minor Equipment	\$ 1,000.00	Equipment purchase represents minor equipment purchases such as phones, cell phones, printers, computer towers and monitors, a fax machine, as well as furniture to accommodate new personnel and for replacement purposes of existing equipment that in the normal course of use is worn out and either cannot be repaired or is not practical to have repaired.
Other Business Services	\$ 2,239.40	Other Business Services includes associated costs for hiring of new employees such as TB screenings, assessments, drug screenings, background checks, fingerprinting, as well as HIPAA compliant shredding services and other similar miscellaneous program expenses. Licenses/Taxes represents municipality licenses (fire inspections, permits, etc.) paid on an annual basis. Building and professional licensing fees, staff license and certification renewals, etc. This also covers the monthly user license fee for Wellgent, and includes IT related threat protection services and other IT related user based licensing costs.
Other:	\$ -	
Administrative Indirect Costs	\$ 16,858.00	Administration expenses include costs of Executive Management, Human Resources, Accounting, Quality Improvement, and Facilities, among others. These are indirect services which support all MHS programs, and cannot be readily identified to a single cost objective. MHS negotiates an indirect rate with the Federal Government annually. The indirect rate applied to this contract will be the rate ultimately negotiated with the Federal Government. At the time this budget was prepared, the anticipated negotiated rate is 14.9% applied to total direct costs. The rate actually applied to this contract will be adjusted up or down once the federal rate has been determined.
Other:	\$ -	

SAN BERNARDINO COUNTY
DEPARTMENT OF BEHAVIORAL HEALTH
SUBSTANCE USE DISORDER RECOVERY SERVICES (SUDRS)
Community-Based Recovery Service Centers Contract
Schedule A - Proposed Budget

BUDGET PERIOD: 07/01/21 - 12/31/21

Providers Name: Mental Health Systems, Inc.
Facility Address: 300 H Street Needles, CA 92363
Provider Number: 11/16/1909

Prepared by: Christopher Tremalgia
Title: Program Finance Manager
Date Prepared: 2/25/2021

FUNDING SOURCE	DMC-ODS	Block Grant	TOTAL
Recovery Services - Outpatient Treatment			
Cost - Individual Counseling	\$ 21,760	\$ 5,718	\$ 27,478
Units of Service (15 minute increment)	418	110	528
Interim Rate (Cost/UOS)*	\$ 52.00	\$ 52.00	\$ 52
Cost - Group Counseling	\$ 4,683	\$ 1,230	\$ 5,913
Units of Service (15 minute increments)	90	24	114
Interim Rate (Cost/UOS)*	\$ 52.00	\$ 52.01	\$ 52
Recovery Services - Recovery Monitoring			
Cost	\$ 34,293	\$ 9,011	\$ 43,304
Units of Service (15 minute increments)	680	179	859
Interim Rate (Cost/UOS)*	\$ 50.44	\$ 50.44	\$ 50
Recovery Services - Case Management			
Cost	\$ 31,126	\$ 8,179	\$ 39,305
Units of Service (15 minute increments)	617	162	779
Interim Rate (Cost/UOS)	\$ 50.44	\$ 50.44	\$ 50
SUMMARY OF ALL RECOVERY SERVICES COSTS			
Total Net Service Expenses	\$ 91,862	\$ 24,138	\$ 116,000
Units of Service (15 minute increments)	1,805	474	2,280
Interim Rate (Cost/UOS)	\$ 50.88	\$ 50.88	\$ 51
Recovery Center (Non-Service Related Costs)			
Total Expenditures			\$ 0
Less reportable Revenue			\$ 0
Net Recovery Center Costs		\$ 0	\$ 0
Service Hours			\$ 0
Cost per Hour		\$ 0	\$ 0
CONTRACT TOTAL	\$ 91,862	\$ 24,138	\$ 116,000

SAN BERNARDINO COUNTY
DEPARTMENT OF BEHAVIORAL HEALTH
SUBSTANCE USE DISORDER RECOVERY SERVICES (SUDRS)
Community-Based Recovery Service Centers Contract
Personnel Expense Detail

BUDGET PERIOD: 07/01/21 - 12/31/21

Providers Name: Mental Health Systems, Inc.
Facility Address: 300 H Street Needles, CA 92363
Provider Number: 3608

Prepared by: Christopher Tremalgia
Title: Program Finance Manager
Date Prepared: 2/25/2021

Position/Classification	Annual Salary	Annual Benefits	Annual Salary and Benefits	FTE	Allocated Salary and Benefits
Program Manager	\$ 33,530	\$ 15,063	\$ 48,593	18.0%	\$ 8,747
Substance Abuse Counselor	\$ 26,000	\$ 11,681	\$ 37,681	80.0%	\$ 30,144
Substance Abuse Counselor	\$ 27,040	\$ 12,148	\$ 39,188	10.0%	\$ 3,919
Peer Recovery Specialist	\$ 20,800	\$ 9,344	\$ 30,144	50.0%	\$ 15,072
Compliance Specialist	\$ 29,120	\$ 13,082	\$ 42,202	5.0%	\$ 2,110
Billing Clerk	\$ 20,800	\$ 9,344	\$ 30,144	5.0%	\$ 1,507
Administrative Assistant	\$ 18,720	\$ 8,410	\$ 27,130	15.0%	\$ 4,070
Program Financial Analyst	\$ 34,320	\$ 15,418	\$ 49,738	7.0%	\$ 3,482
Vice President of Clinical Services	\$ 64,480	\$ 28,968	\$ 93,448	7.0%	\$ 6,541
			\$ -		\$ -
			\$ -		\$ -
			\$ -		\$ -
			\$ -		\$ -
			\$ -		\$ -
			\$ -		\$ -
			\$ -		\$ -
			\$ -		\$ -
			\$ -		\$ -
			\$ -		\$ -
			\$ -		\$ -
			\$ -		\$ -

TOTAL COSTS \$ 75,592

SAN BERNARDINO COUNTY
DEPARTMENT OF BEHAVIORAL HEALTH
SUBSTANCE USE DISORDER RECOVERY SERVICES (SUDRS)
Community-Based Recovery Service Centers Contract
Budget Detail

BUDGET PERIOD: 07/01/21 - 12/31/21

Providers Name: Mental Health Systems, Inc.
Facility Address: 300 H Street Needles, CA 92363
Provider Number: 11/16/1909

Prepared by: Christopher Tremalgia
Title: Program Finance Manager
Date Prepared: 2/25/2021

Personnel Expenditures	
Salaries and Benefits	\$ 75,592

Services and Supplies	
Communications	\$ 1,829
Office Supplies	\$ 963
Utilities	\$ 420
Rent/Leases - Structures	\$ 1,074
Rent/Leases - Equipment	\$ 108
Insurance	\$ 1,307
Professional Services	\$ 6,400
Repair and Maintenance	\$ 1,236
Food	\$ 1,020
Training & Travel	\$ 3,545
Printing & Publications	\$ 200
Curriculum & Educational Training	\$ 500
Miscellaneous Supplies	\$ 2,301
Minor Equipment	\$ 2,500
Other Business Services	\$ 1,962
Other:	
Other Expenditures	
Administrative Indirect Costs (see "NOTE" below)	\$ 15,043
Other:	
TOTAL OPERATING EXPENSES	\$ 116,000

Revenue	
Agency Revenue-Fees/Other	

TOTAL NET EXPENDITURES	\$ 116,000
-------------------------------	-------------------

SAN BERNARDINO COUNTY
DEPARTMENT OF BEHAVIORAL HEALTH
SUBSTANCE DISORDER RECOVERY SERVICES (SDRS)
Community-Based Recovery Service Centers Contract
Budget Narrative

BUDGET PERIOD: 07/01/21 - 12/31/21

Provider Name: Mental Health Systems, Inc.
Facility Address: 300 H Street, Needles, CA 92363
Provider Number: 11/16/1909

Prepared by: Christopher Tremelais
Title: Program Finance Manager
Date Prepared: 2/25/2021

Explain each expense by line item. Provide an explanation for determination of all figures (rate, duration, quantity, Benefits, FTE, etc.). For example, show how indirect costs or overhead were calculated.

Item	Cost	Justification
Communications	\$ 1,829.00	Telephone expense includes installation and recurring costs of telephones, fax machine, internet services and LAN phone service.
Office Supplies	\$ 963.00	Program supplies are utilized for program operation, including office supplies (paper, pens, pencils, folders, staples, paper clips, printer cartridges, binders, folder tabs, extension cords, surge protectors, etc.), postage, and housekeeping supplies (paper towels, cleanser, soap, trash bags, etc.). Software expenses are also included, but are not limited to program related software expenses; in the program they are for client assessment/tracking tools and any applicable updates. Also includes IT related user costs for normal business operations like MS Office 365.
Utilities	\$ 420.00	Utilities covers electricity, gas/propane, water and waste disposal for the building.
Rent/Leases - Structures	\$ 1,074.00	This amount is comprised of building rent or lease for office space.
Rent/Leases - Equipment	\$ 108.00	Equipment Rent/Lease expenses are for rental or leasing of equipment at facility including but not limited to a copy machine.
Insurance	\$ 1,307.00	Covers the cost of Workers Compensation, Unemployment Insurance and Liability Insurance for Auto's (if applicable), D&O, Criminal Dishonesty, and Sexual Misconduct.
Professional Services	\$ 6,400.00	Covers financial and accounting fees incurred by this program, including the required Federal Office of Management and Budget (OMB A-133) audit.
Repair and Maintenance	\$ 1,236.00	Equipment Repairs/Maintenance encompasses the cost of a maintenance contract for the copier, monitoring of internet firewall, and the repair of other equipment not covered by maintenance agreements such as computers, printers, and telephones. Building Maintenance/Repair includes minor repairs and maintenance for the facility including, but not limited to replacement of loads, minor breakage, internal phone line repairs, and other repairs required for safe operation of the program at the leased facility. Also included is the cleaning of the building, and alarm service.
Food	\$ 1,020.00	
Training & Travel	\$ 3,545.00	Staff Training costs include CPR and First Aid trainings for staff, registrations for staff development and trainings held in collaboration with the program's mission. Travel local includes reimbursements for mileage for staff traveling to and from events, meetings and trainings in conjunction with program operations and responsibilities. The standard IRS rate is used to reimburse staff mileage. Out of county travel is in this budget for designated staff to attend training and corporate meetings in San Diego.
Printing & Publications	\$ 200.00	Includes costs for employment advertisements, printing of brochures, stationery, business cards and other program related printed materials.
Curriculum & Educational Training	\$ 500.00	Represents costs for educational material and substance abuse/mental health services curriculum.
Miscellaneous Supplies	\$ 2,300.94	Covers the cost of Recreational Therapy and Occupational Therapy supplies for clients.
Minor Equipment	\$ 2,500.00	Equipment purchase represents minor equipment purchases such as phones, cell phones, printers, computer towers and monitors, a fax machine, as well as furniture to accommodate new personnel and for replacement purposes of existing equipment that in the normal course of use is worn out and either cannot be repaired or is not practical to have repaired.
Other Business Services	\$ 1,962.00	Other Business Services includes associated costs for hiring of new employees such as TB screenings, assessments, drug screenings, background checks, fingerprinting, as well as HIPAA compliant shredding services and other similar miscellaneous program expenses. Licenses/Taxes represents municipality licenses (fire inspections, permits, etc.) paid on an annual basis. Building and professional licensing fees, staff license and certification renewals, etc. This also covers the monthly user license fee for Wallgiant, and includes IT related threat protection services and other IT related user based licensing costs.
Other:	\$ -	
Administrative Indirect Costs	\$ 15,043.00	Administration expenses include costs of Executive Management, Human Resources, Accounting, Quality Improvement, and Facilities, among others. These are indirect services which support all MHS programs, and cannot be readily identified to a single cost objective. MHS negotiates an indirect rate with the Federal Government annually. The indirect rate applied to this contract will be the rate ultimately negotiated with the Federal Government. At the time this budget was prepared, the anticipated negotiated rate is 14.9% applied to total direct costs. The rate actually applied to this contract will be adjusted up or down once the federal rate has been determined.
Other:	\$ -	

SAN BERNARDINO COUNTY
DEPARTMENT OF BEHAVIORAL HEALTH
SUBSTANCE USE DISORDER RECOVERY SERVICES (SUDRS)
Community-Based Recovery Service Centers Contract
Schedule A - Proposed Budget

BUDGET PERIOD: 07/01/21 - 12/31/21

Providers Name: Mental Health Systems, Inc.
Facility Address: 58945 Business Center Drive, Suites J/P/N Yr
Provider Number: 8/17/1923

Prepared by: Christopher Tremalgia
Title: Program Finance Manager
Date Prepared: 2/25/2021

FUNDING SOURCE	DMC-ODS	Block Grant	TOTAL
Recovery Services - Outpatient Treatment			
Cost - Individual Counseling	\$ 12,325	\$ 3,208	\$ 15,533
Units of Service (15 minute increment)	262	68	330
Interim Rate (Cost/UOS)*	\$ 47.00	\$ 47.00	\$ 47
Cost - Group Counseling	\$ 2,641	\$ 687	\$ 3,329
Units of Service (15 minute increments)	56	15	71
Interim Rate (Cost/UOS)*	\$ 47.00	\$ 46.99	\$ 47
Recovery Services - Recovery Monitoring			
Cost	\$ 23,015	\$ 5,991	\$ 29,006
Units of Service (15 minute increments)	505	131	636
Interim Rate (Cost/UOS)*	\$ 45.59	\$ 45.59	\$ 46
Recovery Services - Case Management			
Cost	\$ 22,261	\$ 5,794	\$ 28,055
Units of Service (15 minute increments)	488	127	615
Interim Rate (Cost/UOS)	\$ 45.59	\$ 45.59	\$ 46
SUMMARY OF ALL RECOVERY SERVICES COSTS			
Total Net Service Expenses	\$ 60,242	\$ 15,681	\$ 75,923
Units of Service (15 minute increments)	1,312	341	1,653
Interim Rate (Cost/UOS)	\$ 45.93	\$ 45.93	\$ 46
Recovery Center (Non-Service Related Costs)			
Total Expenditures			\$ 0
Less reportable Revenue			\$ 0
Net Recovery Center Costs		\$ 0	\$ 0
Service Hours			\$ 0
Cost per Hour		\$ 0	\$ 0
CONTRACT TOTAL	\$ 60,242	\$ 15,681	\$ 75,923

Personnel Expense Detail

BUDGET PERIOD: 07/01/21 - 12/31/21

Providers Name: Mental Health Systems, Inc.
 Facility Address: 58945 Business Center Drive, Suites J/P/N Yu
 Provider Number: 8630

Prepared by: Christopher Tremalgia
 Title: Program Finance Manager
 Date Prepared: 2/25/2021

Position/Classification	Annual Salary	Annual Benefits	Annual Salary and Benefits	FTE	Allocated Salary and Benefits
Program Manager	\$ 36,098	\$ 9,025	\$ 45,123	5.0%	\$ 2,256
Substance Abuse Counselor	\$ 21,840	\$ 5,460	\$ 27,300	50.0%	\$ 13,650
Peer Recovery Specialist	\$ 18,720	\$ 4,680	\$ 23,400	50.0%	\$ 11,700
Administrative Assistant	\$ 18,720	\$ 4,680	\$ 23,400	10.0%	\$ 2,340
Billing Coordinator (Not in budget)	\$ 20,800	\$ 5,200	\$ 26,000	5.0%	\$ 1,300
Compliance Specialist	\$ 29,463	\$ 7,366	\$ 36,829	3.0%	\$ 1,105
Clinical Supervisor	\$ 52,000	\$ 13,000	\$ 65,000	5.0%	\$ 3,250
Program Financial Analyst	\$ 34,320	\$ 8,580	\$ 42,900	7.0%	\$ 3,003
Vice President of Clinical Services	\$ 64,480	\$ 16,120	\$ 80,600	7.0%	\$ 5,642
			\$ -		\$ -
			\$ -		\$ -
			\$ -		\$ -
			\$ -		\$ -
			\$ -		\$ -
			\$ -		\$ -
			\$ -		\$ -
			\$ -		\$ -
			\$ -		\$ -
			\$ -		\$ -
			\$ -		\$ -
			\$ -		\$ -

TOTAL COSTS \$ 44,246

BUDGET PERIOD: 07/01/21 - 12/31/21

Providers Name: Mental Health Systems, Inc.
 Facility Address: 58945 Business Center Drive, Suites J/P/N Yucca
 Provider Number: 8/17/1923

Prepared by: Christopher Tremalgia
 Title: Program Finance Manager
 Date Prepared: 2/25/2021

Personnel Expenditures	
Salaries and Benefits	\$ 44,246

Services and Supplies	
Communications	\$ 1,314
Office Supplies	\$ 714
Utilities	\$ 1,500
Rent/Leases - Structures	\$ 4,688
Rent/Leases - Equipment	\$ 296
Insurance	\$ 888
Professional Services	\$ 5,900
Repair and Maintenance	\$ 1,098
Food	\$ 540
Training & Travel	\$ 1,312
Printing & Publications	\$ -
Curriculum & Educational Training	\$ 300
Miscellaneous Supplies	\$ 1,300
Minor Equipment	\$ 350
Other Business Services	\$ 1,631
Other:	
Other Expenditures	
Administrative Indirect Costs (see "NOTE" below)	\$ 9,846
Other:	
TOTAL OPERATING EXPENSES	\$ 75,923

Revenue	
Agency Revenue-Fees/Other	

TOTAL NET EXPENDITURES	\$ 75,923
-------------------------------	------------------

SAN BERNARDINO COUNTY
DEPARTMENT OF BEHAVIORAL HEALTH
SUBSTANCE USE DISORDER RECOVERY SERVICES (SUDRS)
Community-Based Recovery Service Centers Contract
Budget Narrative

BUDGET PERIOD: 07/01/21 - 12/31/21

Provider Name: Mental Health Systems, Inc.
Facility Address: 58945 Business Center Drive, Suite JPRN YU
Provider Number: 8/17/1923

Prepared by: Christopher Tremaglio
Title: Program Finance Manager
Date Prepared: 2/25/2021

Explain each expense by line item. Provide an explanation for determination of all figures (rate, duration, quantity, Benefits, FTE, etc.). For example, show how indirect costs or overhead were calculated.

Item	Cost	Justification
Communications	\$ 1,314.00	Telephone expense includes installation and recurring costs of telephones, fax machine, internet services and LAN phone service.
Office Supplies	\$ 714.00	Program supplies are utilized for program operation, including office supplies (paper, pens, pencils, folders, staples, paper clips, printer cartridges, binders, folder tabs, extension cords, surge protectors, etc.), postage, and housekeeping supplies (paper towels, cleanser, soap, trash bags, etc.). Software expenses are also included, but are not limited to program related software expenses; in the program they are for client assessment/tracking tools and any applicable updates. Also includes IT related user costs for normal business operations like MS Office 365.
Utilities	\$ 1,500.00	Utilities covers electricity, gas/propane, water and waste disposal for the building.
Rent/Leases - Structures	\$ 4,688.00	This amount is comprised of building rent or lease for office space.
Rent/Leases - Equipment	\$ 296.00	Equipment Rent/Lease expenses are for rental or leasing of equipment at facility including but not limited to a copy machine.
Insurance	\$ 888.00	Covers the cost of Workers Compensation, Unemployment Insurance and Liability Insurance for Auto's (if applicable), D&O, Criminal Dishonesty, and Sexual Misconduct.
Professional Services	\$ 5,900.00	Covers financial and accounting fees incurred by this program, including the required Federal Office of Management and Budget (OMB A-133) audit.
Repair and Maintenance	\$ 1,098.00	Equipment Repairs/Maintenance encompasses the cost of a maintenance contract for the copier, monitoring of internet firewall, and the repair of other equipment not covered by maintenance agreements such as computers, printers, and telephones. Building Maintenance/Repair includes minor repairs and maintenance for the facility including, but not limited to replacement of locks, minor breakage, internet phone line repairs, and other repairs required for safe operation of the program at the leased facility. Also included is the cleaning of the building and alarm service.
Food	\$ 540.00	
Training & Travel	\$ 1,312.00	Staff Training costs include CPR and First Aid trainings for staff, registrations for staff development and trainings held in collaboration with the program's mission. Travel local includes reimbursements for mileage for staff traveling to and from events, meetings, and trainings in conjunction with program operations and responsibilities. The standard IRS rate is used to reimburse staff mileage. Out of county travel is in this budget for designated staff to attend training and corporate meetings in San Diego.
Printing & Publications	\$ -	Includes costs for employment advertisements, printing of brochures, stationery, business cards and other program related printed materials.
Curriculum & Educational Training	\$ 300.00	Represents costs for educational material and substance abuse/mental health services curriculum.
Miscellaneous Supplies	\$ 1,300.00	Covers the cost of Recreational Therapy and Occupational Therapy supplies for clients.
Minor Equipment	\$ 350.00	Equipment purchase represents minor equipment purchases such as phones, cell phones, printers, computer towers and monitors, a fax machine, as well as furniture to accommodate new personnel and for replacement purposes of existing equipment that in the normal course of use is worn out and either cannot be repaired or is not practical to have repaired.
Other Business Services	\$ 1,630.98	Other Business Services includes associated costs for hiring of new employees such as TB screenings, assessments, drug screenings, background checks, fingerprinting, as well as HIPAA compliant shredding services and others in lieu of miscellaneous program expenses. Licenses/Taxes represents municipality licenses (fire inspections, permits, etc.) paid on an annual basis. Building and professional licensing fees, staff license and certification renewals, etc. This also covers the monthly user license fee for Welligent, and includes IT related threat protection services and other IT related user based licensing costs.
Other:	\$ -	
Administrative Indirect Costs	\$ 9,846.00	Administration expenses include costs of Executive Management, Human Resources, Accounting, Quality Improvement, and Facilities, among others. These are indirect services which support all MHS programs, and cannot be readily identified to a single cost objective. MHS negotiates an indirect rate with the Federal Government annually. The indirect rate applied to this contract will be the rate ultimately negotiated with the Federal Government. At the time this budget was prepared, the anticipated negotiated rate is 14.9% applied to total direct costs. The rate actually applied to this contract will be adjusted up or down once the federal rate has been determined.
Other:	\$ -	