

**SUBMITTAL TO THE BOARD OF SUPERVISORS
COUNTY OF RIVERSIDE, STATE OF CALIFORNIA**

316



FROM: Department of Mental Health

SUBMITTAL DATE:

March 11, 2010

SUBJECT: In-Principle Approval for New Leased Space, for the Department of Mental Health Western Children's and Children's Services Administration.

RECOMMENDED MOTION: Move that the Board of Supervisors authorize in-principle, the County Leasing Officer to seek office space and negotiate a full service, five-year lease for approximately 30,000 square feet in the La Sierra/Arlington area.

BACKGROUND: The Department of Mental Health (DOMH) must relocate the Western Children's and Central Children's Programs because the current space is not sufficient to accommodate the increasing new client cases and additional staff that were previously added due to the implementation of the MHSA. In order to ensure continued client care and administrative services, the DOMH would like to search for the new office space in the La Sierra/Arlington area of Riverside County.

Continued on page 2...

Departmental Concurrence

JW:SL

Jerry Wengerd

Jerry Wengerd, Director
Department of Mental Health

FINANCIAL DATA

Current F.Y. Total Cost:
Current F.Y. Net County Cost:
Annual Net County Cost:

In Current Year Budget: Yes
Budget Adjustment: No
For Fiscal Year: 2009/2010

SOURCE OF FUNDS: 25.95% Federal; 30.65% State; 15.66% MHSA; and 27.74% Grants/MOU

Positions To Be Deleted Per A-30	<input type="checkbox"/>
Requires 4/5 Vote	<input type="checkbox"/>

C.E.O. RECOMMENDATION:

APPROVE

County Executive Office Signature

BY: *Debra Courmoyer*
Debra Courmoyer

- Consent
- Policy
- Consent
- Policy

Dept's Recomm.:
Per Exec. Ofc.:

Prev. Agn. Ref.:

District: All

Agenda Number:

3.31

PAGE 2:

SUBJECT: In-Principle Approval for New Leased Space, for the Department of Mental Health Western Children's and Children's Services Administration.

BACKGROUND: (Continued)

The Western Children's program, which includes Western Children's Administration, Children's Interagency Treatment Services and Interagency Services For Families (ISF) Wraparound, and Multidimensional Family Therapy – Western Expansion currently has approximately forty-five (45) staff that will need to be accommodated, and will require approximately 13,562 square feet. The Central Children's Services program, which includes Children's Services Administration, the Assessment & Consultation Team (ACT), Children's Case Management, Mental Health Services Act (MHSA) Multi-dimensional Treatment Foster Care, Youth Hospital Intervention Program (YHIP), MHSA Parent Support and Training Unit, and the Therapeutic Residential Assessment & Consultation Team currently has approximately fifty-nine (59) staff that will also need to be housed in the same space and will require approximately 16,457 square feet.

The combined workforce space required is approximately 30,000 square feet, which includes space for standard county circulation, education, training and conference rooms, work areas and non-working areas in order to fulfill both the mental health services and implementation of the MHSA components.

The clinic will also need space to house client and administrative files, interview rooms, storage for training supplies, resource and outreach supplies, and related office supplies/equipment for the programs. Sufficient employee and visitor/trainee parking and secured parking for approximately nine to twelve (9-12) county vehicles will also be required at the newly designated site.

FINANCIAL IMPACT:

The extra lease space obtained through this Form 11 will be funded through Prop. 63 MHSA funds and Medi-Cal revenue. No additional County funds are required.

FACILITIES SPACE REQUIREMENTS - ATTACHMENT A

REGION: Western Children & Children Services Combined
PROGRAM CONTACT: Steve Steinberg & Elys Daily Program Managers
CONTACT & PHONE NUMBER: Steve Steinberg 951-358-7347/Deneen Flemming (951) 358-7067/Dan Karouse 951-358-4542

Department of Mental Health	Employee Classification	Class Code	Department ID/Program #	Station Code	Space Standard Personnel	Space Standard Equipment	QTY	Total	Date: 01/11/10	
WESTERN CHILDREN'S ADMIN	MH Services Manager	79796	4100205629-83550		180		1	180		
	Secretary I	13923	4100205629-83550		90		1	90		
			Sub-Total		270		2	270		
MHSA CHILDREN'S INTERAGENCY TRMT SVCS	MH Peer Specialist	79726	4100205629-74700		120		1	120		
	Clinical Therapist II	79742	4100205629-74700		120		3	360		
			Sub-Total		240		4	480		
CHILDREN'S INTERAGENCY TRMT SVCS	Office Assistant II	13865	4100205629-83550		90		3	270		
	Community Services Assistant	57792	4100205629-83550		110		2	220		
	MH Service Superv-B	79718	4100205629-83550		140		2	280		
	Clinical Therapist II	79742	4100205629-83550		140		2	280		
	St. Clinical Psychologist	79715	4100205629-83550		120		1	120		
	Staff Psychiatrist IV	73819	4100205629-83550		140		1	140		
	Child Psychiatrist	79939	4100205629-83550		140		1	140		
	Prof Student Intern	74180	4100205629-83550		120		4	480		
				Sub-Total		980		19	2170	
	MHSA ISE WRAPAROUND PROGRAM	Office Assistant II	13865	4100205689-83550		90		2	180	
MH Service Superv-B		79718	4100205689-83550		140		1	140		
Clinical Therapist II		79742	4100205689-83550		140		3	420		
MH Peer Specialist		79726	4100205689-83550		120		3	360		
Community Services Assistant		57792	4100205689-83550		140		1	140		
Behavioral Health Spec II		79742	4100205689-83550		140		2	280		
Partner Office (PHN & PO)		57746	4100205689-83550		240		1	240		
			Sub-Total		970		13	1680		
MHSA ESP-MDFT-WEST EXPANSION	Office Assistant III	13866	4100205505-74700		90		1	90		
	Community Services Assistant	57792	4100205505-74700		110		1	110		
	MH Service Superv-B	79718	4100205505-74700		140		1	140		
	Clinical Therapist II	79742	4100205505-74700		140		1	140		
	Behavioral Health Spec II	57746	4100205505-74700		120		2	240		
			Sub-Total		580		6	940		
			WESTERN CHILDREN'S TOTAL STAFF:				45	5460		

FACILITIES SPACE REQUIREMENTS - ATTACHMENT A

REGION: Western Children & Children Services Combined
PROGRAM CONTACT: Steve Steinberg & Elys Daily Program Managers
CONTACT & PHONE NUMBER: Steve Steinberg 951-358-7347/Deneen Flemming (951) 358-7067/Dan Kanouse 951-358-4542

Department of Mental Health	Employee Classification	Class Code	Department ID/Program #	Station Code	Space Standard Personnel	Space Standard Equipment	QTY	Total	Date: 01/01/10
CHILDREN'S REGIONAL ADMIN	MH Services Manager	79796	4100207659-83550		180		1	180	
	Secretary I	13923	4100207659-83550		90		1	90	
	Accounting Assistant	15912	4100207659-83550		90		1	90	
	Admin Services Analyst II	74106	4100207659-83550		140		1	140	
			Sub-Total		500		5	640	
MHSA Youth Hospital Intervention Program (YHIP)	MH Peer Specialist	79726	4100207521-74700		90		2	180	
	Clinical Therapist II	79742	4100207621-74700		120		3	360	
			Sub-Total		210		5	540	
CHILD CASE MGMT	Office Assistant II	13865	4100207641-83550		90		2	180	
	MH Service Supv- B	79718	4100207641-83550		180		1	180	
	Clinical Therapist II	79742	4100207641-83550		120		6	720	
	Clinical Therapist II (Out Station)	79742	4100207641-83550		130		3	390	
			Sub-Total		510		11	1320	
DESS ASSESSMENT TEAM	Office Assistant II	13865	4100207642-83550		90		3	270	
	Office Assistant III	13866	4100207642-83550		90		1	90	
	MH Service Supv- B	79718	4100207642-83550		180		1	180	
	Clinical Therapist II (Out Station)	79742	4100207642-83550		120		2	240	
			Sub-Total		480		7	780	
TRAC-MHSA/BS-IDM	Office Assistant II	13865	4100207721-74700		90		1	90	
	Clinical Therapist II	79742	4100207641-83550		120		5	600	
	Clinical Therapist II (Out Station)	79742	4100207641-83550		180		2	360	
			Sub-Total		350		8	930	
TRAC	Office Assistant II	13865	4100207721-83550		90		1	90	
	Clinical Therapist II	79742	4100207721-83550		120		1	120	
	MH Service Supv- B	79718	4100207721-83550		140		1	140	
		Sub-Total		350		3	350		
MHSA FSP-MDFC-CHILDREN'S	Office Assistant II	13865	4100207811-74700		90		1	90	
	Behavioral Health Spec II	57745	4100207811-74700		110		1	110	
	MH Service Supv- B	79716	4100207811-74700		140		1	140	
	Clinical Therapist II	79742	4100207811-74700		120		2	240	
	Clinical Therapist II (Out Station)	79742	4100207641-83550		120		2	240	
			Sub-Total		580		8	940	
MHSA PARENT SUPPORT/PARENT SUPPORT & TRAINING UNIT	Office Assistant II	13865	4100415501-74700		90		1	90	
	MH Peer Specialist	79726	4100415501-74700		120		6	720	
	MH Peer Specialist (Out Station)	79726	4100415501-74700		120		6	720	
	Sr. MH Peer Specialist	79727	4100413692-74700		120		1	120	
	MH Peer Policy & Planning	79728	4100413692-83600		140		1	140	
	Volunteer Svcs Coordinator	79781	4100413692-83600		120		1	120	
			Sub-Total		710		12	1430	
							CENTRAL CHILDREN'S TOTAL STAFF:	6930	

REGION: Western Children & Children Services Combined
 PROGRAM CONTACT: Steve Steinberg & Elys Daily Program Managers
 CONTACT & PHONE NUMBER: Steve Steinberg 951-358-7347/Deneen Flemming (951) 358-7067/Dan Kanouse 951-358-4542

Employee Classification	Class Code	Department ID/Program #	Station Code	Space Standard Personnel	Space Standard Equipment	QTY	Total	Date: 01/11/10
COMBINED COMMON AREA								
Conference Room		Meeting room - Seating for 12		437		1	437	
Group Room		Grp Therapy room - seat 10 or less		262		5	1310	
Lounge/Break room		Employee break area		279		1	279	
Copy room/Storage		Create, receive, documents & mailings		220		4	880	
Storage Room		To store client related activity supplies		150		2	300	
Interview Room		To contain legal books		30		1	30	
Janitor's Closet		Storage of supplies and equipment		150		1	150	
Security Lobby		Client Reception - Lobby		100		1	100	
Computer/Network Room		Provide for a Computer Network		60		1	60	
Unisex RR		Unisex Rest Room		200		1	200	
Secured Filing Room		File client records/Intake-Cat secure		80		1	80	
Men's Rest Rooms-Client		Men's Rest Rooms-Client		80		1	80	
Women's Rest Rooms-Client		Women's Rest Rooms-Client		80		1	80	
Men's Rest Rooms (Employee)		Men's Rest Rooms (Employee)		80		1	80	
Women's Rest Rooms (Employee)		Women's Rest Rooms (Employee)		80		1	80	
Kitchen		Fully applianced kitchen		250		1	250	
Conference Room (Large)		Meeting room - Seating for 40+		600		1	600	
Conference Room (Medium)		Meeting room - Seating for 20		250		2	500	
Lounge/Break room		Employee break area		100		1	100	
Program/Clerical Storage/Supply		Office supplies/Program/Support Group items		450		1	450	
Central Mail Area		Program mail distribution area		262		2	524	
Secured Filing Room		To file client records/Intake-Cat secure		150		1	150	
Family/Interview/Hearing Room		To contain legal books		150		1	150	
Janitor's Closet		Storage of supplies and equipment		50		1	50	
Security Lobby		Client Reception - Lobby		100		1	100	
Computer/Network Room		Provide for a Computer Network		60		2	120	
Unisex Rest Room		Unisex Rest Room		80		1	80	
Men's Rest Rooms-Client		Men's Rest Rooms-Client		80		1	80	
Women's Rest Rooms-Client		Women's Rest Rooms-Client		80		1	80	
Men's Rest Rooms (Employee)		Men's Rest Rooms (Employee)		80		1	80	
Women's Rest Rooms (Employee)		Women's Rest Rooms (Employee)		80		1	80	
Copy Room		Copying, Records/Documents		150		2	300	
Kitchen		Fully applianced kitchen		250		1	250	
Library (Parent/Client)		Video, books, computers, parenting resources		200		1	200	
Parent Support Storage		Store supplies/donations/freezers.		250		1	250	
		Client promotion/training materials						
SUBTOTAL				6381		53	10181	
							22,571	Subtotal 22,571 Sq Ft
							Many Children:	Add 33% Circulation 7,448 Sq Ft
								Total Square Feet 30,019

TOTAL COMBINED SQ. FT. FOR CENTRAL & WESTERN
30,019

FACILITIES SPACE REQUIREMENTS - ATTACHMENT A

REGION: Children's Services
 PROGRAM CONTACT: Edys Daily, MH Services Manager-Medical
 CONTACT & PHONE NUMBER: Libby Martin - (951) 358-5618/Dan Kanouse (951) 358-4542

Employee Classification	Class Code	Department ID/Program #	Station Code	Space Standard Personnel	Space Standard Equipment	QTY	Total	Date: 03/10/09
CHILDREN'S REGIONAL ADMIN								
MH Services Manager	79796	4100207659-83550		180		1	180	
Secretary I	13923	4100207659-83550		90		1	90	
Accounting Assistant	15912	4100207659-83550		90		1	90	
Admin Services Analyst II	74106	4100207659-83550		149		2	298	
		Sub-Total		500		5	640	
MHSA Youth Hospital Intervention Program (YHIP)								
MH Peer Specialist	79726	4100207521-74700		90		2	180	
Clinical Therapist II	79742	4100207521-74700		120		3	360	
		Sub-Total		210		5	540	
CHILD CASE MGMT								
Office Assistant II	13865	4100207641-83550		90		2	180	
MH Service Supv- B	79718	4100207641-83550		180		1	180	
Clinical Therapist II	79742	4100207641-83550		120		6	720	
Clinical Therapist II (Out Station)	79742	4100207641-83550		130		2	260	
		Sub-Total		510		11	1320	
DPSS ASSESSMENT TEAM								
Office Assistant II	13865	4100207642-83550		90		3	270	
Office Assistant III	13866	4100207642-83550		90		1	90	
MH Service Supv- B	79716	4100207642-83550		180		1	180	
Clinical Therapist II (Out Station)	79742	4100207642-83550		120		2	240	
		Sub-Total		480		7	780	
TRAC-MHSA/TBS-IDM								
Office Assistant II	13865	4100207721-74700		90		1	90	
Clinical Therapist II	79742	4100207641-83550		120		5	600	
Clinical Therapist II (Out Station)	79742	4100207641-83550		120		2	240	
		Sub-Total		330		8	930	
TRAC								
Office Assistant II	13865	4100207721-83550		90		1	90	
Clinical Therapist II	79742	4100207721-83550		120		1	120	
MH Service Supv- B	79718	4100207721-83550		140		1	140	
		Sub-Total		350		3	350	
MHSA FSP-MDFC- CHILDREN'S								
Office Assistant II	13865	4100207811-74700		90		1	90	
Behavioral Health Spec II	57745	4100207811-74700		110		1	110	
MH Service Supv- B	79716	4100207811-74700		140		1	140	
Clinical Therapist II	79742	4100207811-74700		120		3	360	
Clinical Therapist II (Out Station)	79742	4100207641-83550		120		2	240	
		Sub-Total		580		8	940	
MHSA PARENT SUPPORT/ PARENT SUPPORT & TRAINING UNIT								
Office Assistant II	13865	4100415501-74700		90		1	90	
MH Peer Specialist	79726	4100415501-74700		120		6	720	
MH Peer Specialist (Out Station)	79726	4100415501-74700		120		2	240	
Sr. MH Peer Specialist	79727	4100415501-74700		120		1	120	
MH Peer Policy & Planning	79728	4100415501-83600		140		1	140	
Volunteer Svcs Coordinator	79781	4100415501-83600		120		1	120	
		Sub-Total		710		12	1430	
TOTAL STAFF:						59	6830	
TOTAL CHILDREN:						Many Children:	6,930	
Subtotal							6,930	
Subtotal							2,287	
Total Square Feet							9,217	

FACILITIES SPACE REQUIREMENTS - ATTACHMENT A

REGION: Children's Services
PROGRAM CONTACT: Elys Daily, MH Services Manager-Medical
CONTACT & PHONE NUMBER: Libby Martin - (909) 358-5618

Employee Classification	Class Code	Department ID/Program #	Station Code	Space Standard Personnel	Space Standard Equipment	QTY	Total	Date:
COMMON AREA								
Conference Room (Large)		Meeting room - Seating for 40 +		800		1	800	03/10/09
Conference Room (Medium)		Meeting room - Seating for 20		350		2	700	
Lounge/Break room		Employee break area		250		2	500	
Program/Clerical Storage/Supply		Office supplies/Program/Support Group items		100		1	100	
Central Mail Area		Program mail distribution area		150		1	150	
Secured Filing Room		To file client records/initial-Cat secure		320		1	320	
Family/Interview/Hearing Room		To contain legal books		262		2	524	
Janitor's Closet		Storage of supplies and equipment		50		1	50	
Security Lobby		Client Reception - Lobby		150		1	150	
Computer/Network Room		Provider for a Computer Network		150		1	150	
Men's Rest Room		Unisex Rest Room		60		2	120	
Men's Rest Rooms-Client		Men's Rest Rooms-Client		80		1	80	
Women's Rest Room-Client		Women's Rest Room-Client		80		1	80	
Men's Rest Rooms (Employee)		Men's Rest Rooms (Employee)		80		1	80	
Women's Rest Room (Employee)		Women's Rest Room (Employee)		80		1	80	
Copier Room		Copying Records/Documents		150		2	300	
Kitchen		Fully applanced kitchen		250		1	250	
Library (Parent/Client)		Video, books, computers, parenting resources		200		1	200	
Parent Support Storage		Store supplies/donations/freezers, Client promotion/training materials		250		1	250	
		SUBTOTAL		3712		27	5444	
							Subtotal	5,444 Sq Ft
							Many Children:	Add 33% Circulation
								1,797 Sq Ft
							Total Square Feet	7,241

TOTAL SPACE CHILDREN'S SVC 16,457 SqFt

FACILITIES SPACE REQUIREMENTS - ATTACHMENT A

REGION: Western Children
PROGRAM CONTACT: Steve Steinberg
CONTACT & PHONE NUMBER: Libby Martin - (951) 358-5618

Department of Mental Health	Employee Classification	Class Code	Department ID/Program #	Station Code	Space Standard Personnel	Space Standard Equipment	QTY	Total	Date: 01/11/10	
WESTERN CHILDREN'S ADMIN	MH Services Manager	79796	4100205629-83550		180		1	180		
	Secretary I	13923	4100205629-83550		90		1	90		
			Sub-Total		270		2	270		
MHSA CHILDREN'S INTERAGENCY TRMT SVCS	MH Peer Specialist	79726	4100205629-74700		120		1	120		
	Clinical Therapist II	79742	4100205629-74700		120		3	360		
			Sub-Total		240		4	480		
CHILDREN'S INTERAGENCY TRMT SVCS	Office Assistant II	13865	4100205629-83550		90		3	270		
	Community Services Assistant	57792	4100205629-83550		110		2	220		
	MH Service Supv. B	79718	4100205629-83550		140		1	140		
	Clinical Therapist II	79742	4100205629-83550		120		5	600		
	Sr. Clinical Psychologist	79715	4100205629-83550		120		1	120		
	Staff Psychiatrist IV	73819	4100205629-83550		140		1	140		
	Child Psychiatrist	73833	4100205629-83550		140		1	140		
	Prof Student Intern	74180	4100205629-83550		120		4	480		
			Sub-Total		980		18	2100		
	MHSA ISE WRAPAROUND PROGRAM	Office Assistant II	13865	4100205689-83550		90		2	180	
MH Service Supv. B		79718	4100205689-83550		140		1	140		
Clinical Therapist II		79742	4100205689-83550		120		2	240		
MH Peer Specialist		79726	4100205689-83550		120		3	360		
Community Services Assistant		57792	4100205689-83550		140		1	140		
Behavioral Health Spec II		57745	4100205689-83550		120		2	240		
Partner Office (PHN & PO)			4100205689-83550		240		1	240		
			Sub-Total		970		13	1680		
MHSA FSP-MDFT-WEST EXPANSION		Office Assistant III	13866	4100205505-74700		90		1	90	
		Community Services Assistant	57792	4100205505-74700		110		1	110	
	MH Service Supv. B	79718	4100205505-74700		140		1	140		
	Clinical Therapist II	79742	4100205505-74700		120		3	360		
	Behavioral Health Spec II	57745	4100205505-74700		120		2	240		
		Sub-Total		580		8	940			
TOTAL STAFF:							45	5460		
							Subtotal	5,460 Sq Ft		
							Many Children:	Add 33% Circulation		
								1,802 Sq Ft		
								Total Square Feet	7,262	

FACILITIES SPACE REQUIREMENTS - ATTACHMENT A

REGION: Western Children
PROGRAM CONTACT: Steve Steinberg
CONTACT & PHONE NUMBER: Libby Martin - (909) 358-5618

Employee Classification	Class Code	Department ID/Program #	Station Code	Space Standard Personnel	Space Standard Equipment	QTY	Total	Date: 04/23/08	
COMMON AREA									
Conference Room		Meeting room - Seating for 12		437		1	437		
Group Room		Grp Therapy room - seat 10 or less		262		5	1310		
Lounge/Break room		Employee break area		250		1	250		
Copy room / Storage		Copying Records/Documents & mailing		150		2	300		
Storage Room		To store client related activity supplies		220		4	880		
Interview Room		To contain legal books		150		2	300		
Janitor's Closet		Storage of supplies and equipment		80		1	80		
Security Lobby		Client Reception - Lobby		150		1	150		
Computer/Network Room		Provide for a Computer Network		60		2	120		
Unisex RR		Unisex Rest Room		60		2	120		
Secured Filing Room		File client records/Medical secure		200		1	200		
Men's Rest Rooms-Client		Men's Rest Rooms-Client		80		1	80		
Women's Rest Room-Client		Women's Rest Room-Client		80		1	80		
Men's Rest Rooms (Employee)		Men's Rest Rooms (Employee)		80		1	80		
Women's Rest Room (Employee)		Women's Rest Room (Employee)		80		1	80		
Kitchen		Fully appliances kitchen		250		1	250		
		SUBTOTAL		2889		26	4737		
							71	4,737	Subtotal 4,737 Sq Ft Add 33% Circulation 1,563 Sq Ft
								Many Children:	Total Square Feet 6,300

TOTAL SPACE WESTERN CHILDREN 13,562 SqFt



ENDORSEMENT

Department of Mental Health Leased Space in Riverside City La Sierra/Arlington Area

Economic Development Agency concurs with this request from the Department of Mental Health for 30,000 square feet of leased office space in the La Sierra/Arlington Area. There is no County owned space available meeting this requirement. The request meets County space Standards.

The information listed below summarizes the requirements provided by the Department of Mental Health.

Lead Time:	Six (6) Months
Square Footage:	30,000 Square Feet
Term:	Five Years
Utilities:	Provided by Landlord
Custodial:	Provided by Landlord
Maintenance:	Provided by Landlord
Tenant Improvements:	Cost to be determined and negotiated
RCIT Costs:	Estimated cost is \$407,230.00
Services:	County pays for electric and telephone service, Lessor to provide all other services.

By: 
Robert Field
Assistant County Executive Officer/EDA