

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

655



FROM: Riverside County Department of Mental Health

SUBMITTAL DATE:
February 28, 2013

SUBJECT: In-Principle Approval for Lease or Purchase of New Space for the Riverside County Department of Mental Health, Mental Health Services Act (MHSA) Program Administration and Quality Management Programs. [District 1]

RECOMMENDED MOTION: Move that the Board of Supervisors authorize in-principle, the Economic Development Agency (EDA) to seek office space for lease or purchase of approximately 30,000 square feet of space for MHSA Administration and Quality Management Programs.

BACKGROUND: The Riverside County Department of Mental Health (RCDMH) must relocate MHSA Program Administration and Quality Management Programs due to the inadequate size of the existing location. Therefore, in order to provide adequate staff space new office space in Riverside County is being sought.
(Continued on page 2)

Departmental Concurrence

JW:DC



Jerry Wengerd, Director
Riverside County Department of Mental Health

FINANCIAL DATA	Current F.Y. Total Cost:	\$ 0	In Current Year Budget:	Yes
	Current F.Y. Net County Cost:	\$ 0	Budget Adjustment:	No
	Annual Net County Cost:	\$ 0	For Fiscal Year:	2012/2013

SOURCE OF FUNDS: 7.20% Federal, 90.59% State (Inc. Realign and MHSA), and 2.21% Grants/MOU	Positions To Be Deleted Per A-30	<input type="checkbox"/>
	Requires 4/5 Vote	<input type="checkbox"/>

C.E.O. RECOMMENDATION: APPROVE

BY: 
Elizabeth J. Olson

County Executive Office Signature

- Policy
- Policy
- Consent
- Consent
-

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

Prev. Agn. Ref.:

District: 1 / 1

Agenda Number:

ATTACHMENTS FILED
WITH THE CLERK OF THE BOARD

3-30

Page 2:

SUBJECT: In-Principle Approval for Lease or Purchase of New Space for the Riverside County Department of Mental Health, Mental Health Services Act (MHSA) Program Administration and Quality Management Programs. [District 1]

BACKGROUND: (Continued)

The RCDMH will need approximately 30,000 square feet of space to accommodate approximately 90.5 licensed professional and paraprofessional mental health staff. The new location must provide training and conference rooms to accommodate department training and large meetings. Lastly, the new location must provide space for the expansion of existing programs for RCDMH. Below is a detailed list of the programs that will be housed at the new location:

- MHSA Admin.
- MHSA Consumer Affairs
- MHSA CSS Research
- MHSA Family Advocate
- MHSA Planning
- MHSA IT Projects
- MHSA Outreach Awareness Stigma Reduction
- MHSA Outreach and Engagement/Cultural Competency
- MHSA PEI Admin
- MHSA PEI Research & Evaluation
- MHSA Regional Administration
- MHSA WET MH Career Pathways
- MHSA WET Residency/Internship
- MHSA WET Work Staffing Support
- MHSA Quality Improvement Outpatient
- Quality Management Regional Admin
- Research and Evaluation

FINANCIAL INFORMATION

There are sufficient funds in the RCDMH FY 12/13 budget to fund this additional space. No additional County funds are required.



ENDORSEMENT

Department of Mental Health Leased Space in the Riverside

The Economic Development Agency concurs with this request from the Riverside County Department of Mental Health for 30,000 square feet of leased or purchased office space in the Riverside area. There is no County owned space available to meet this requirement. This request meets County space standards.

The information listed below was used as an estimate in determining this Endorsement:

Lead Time:	Six Months
Size:	30,000 sq. ft. Riverside
Term:	Five Years
Lease rate:	To be negotiated
Utilities:	To be determined
Custodial:	Provided by Landlord
Maintenance:	Provided by Landlord
Tenant Improvements:	To be determined and negotiated
RCIT Costs:	Cost to be determined
Services:	County pays for electric and telephone service, Lessor to provide all other services

ROBERT FIELD
Assistant County Executive Officer/EDA

CC:ra/021913/RV544/15.672

FACILITIES SPACE REQUIREMENTS - ATTACHMENT A

REGION: RIVERSIDE PROJECT TOTAL (All Programs)
PROGRAM CONTACT: Steve Steinberg, Mental Health Assistant Director
CONTACT & PHONE NUMBER: Dorney Chamberlain - (951) 358-4399

Department of Mental Health	Class Code	Department ID/Program #	Station Code	Space Standard Personnel	Space Standard Equipment	QTY	Total	Date: 01/16/13
Behavioral Health Spec II	57745			120		1	120	
Administrative Svcs Analyst II	74107			120		4	480	
Administrative Services Asst	74114			120		1	120	
Clinical Therapist II	79742			120		17	2040	
Health Education	73458			120		1	120	
IT APPS Developer II	86101			120		2	240	
IT Business Systems	57794			120		4	480	
LVN	57752			120		3	360	
MH Peer Policy	79728			120		2	240	
MH SVCS Administrator	79796			240		2.57	616.8	
MH Service Supv	74119(8)			140		4.93	690.2	
Office Assistant II	13865			120		11	1320	
Office Assistan III	13866			120		6	720	
Reearch Analyst	79837			120		1	120	
Registered Nurse	73991(2)			120		3	360	
Research Analyst	77462			120		2	240	
Research Specialist I	79837			120		6	720	
Secretary I	13923			120		5	600	
Social Service	79886			120		1	120	
Sr Peer Specialist	79727			120		9	1080	
Staff Development	79728			120		1	120	
Staff Psychiatrist III PD	73830			120		1	120	
Supv. Research	73834			120		1	120	
Volunteer Services	79782			120		1	120	
TOTAL STAFF:						90.5		
							11267	Subtotal 11,267 Sq Ft
								Add 33% Circulation 3,718 Sq Ft
								Total Square Feet 14,985

Department of Mental Health

FACILITIES SPACE REQUIREMENTS - ATTACHMENT A

REGION: RIVERSIDE (All Programs)
PROGRAM CONTACT: Steve Steinberg, Mental Health Assistant Director
CONTACT & PHONE NUMBER: Dorney Chamberlain - (951) 358-4399

Employee Classification	Class Code	Department ID/Program #	Station Code	Space Standard Personnel	Space Standard Equipment	QTY	Total	Date: 01/16/13
COMMON AREA								
Brochures/Storage		Brochures/Storage Area		100		5	500	
Chart room		Client chart storage and chart supplies		600		2	1200	
Computer/Network Room		Provide for a Computer Network		150		1	150	
Conference Room/Seating 15-20		Meeting rooms		200		7	1400	
Conference Room/Training		Meeting rm for large group of staff/clients		1900		1	1900	
Copy room / Storage		Copy, work and mail room supplies		120		4	480	
File/Storage Room		To store records and related data		300		4	1200	
Janitor's Closet		Janitorial supplies and equipment		130		3	390	
Lobby		Receptionist/Lobby Area		250		2	500	
Lounge/Break room		Employee break area		350		3	1050	
Medication Room (Locked)		Secure storage rm for client medications.		100		2	200	
Men's Rest Rooms		Men's Rest Rooms		250		2	500	
Storage Room		Office Supplies and program supplies		130		3	390	
Volunteer Office Space		Volunteer Services Area		180		1	180	
Women's Rest Room (Employee)		Women's Rest Room		250		2	500	
TOTAL SPACE: 29,003 SqFt						42	10,540	
							Subtotal 10,540 Sq Ft	
							Add 33% Circulation 3,478 Sq Ft	
							Total Square Feet 14,018	

FACILITIES SPACE REQUIREMENTS - ATTACHMENT A

Department of Mental Health		REGION: <u>MHSA ADMIN</u>				Date: <u>01/16/13</u>
		PROGRAM CONTACT: <u>Steve Steinberg, Mental Health Assistant Director</u>				
		CONTACT & PHONE NUMBER: <u>Domey Chamberlain - (951) 358-4399</u>				
Employee Classification	Class Code	Department ID/Program #	Station Code	Space Standard Personnel	QTY	Total
MHSA ADMIN.						
Admin. Svcs. Analyst II	74107	4100415812 / 74700		120	0.25	30
Admin. SVCS Asst.	74114	4100415812 / 74700		120	0.5	60
MH SVCS Manager	79796	4100415812 / 74700		240	0.5	120
Secretary I	13923	4100415812 / 74700		120	1	120
					2.25	
Subtotal						330
Add 33% Circulation						109 Sg Ft
Total Square Feet						439

Department of Mental Health

FACILITIES SPACE REQUIREMENTS - ATTACHMENT A

REGION: MHSA CONSUMER AFFAIRS
 PROGRAM CONTACT: Steve Steinberg, Mental Health Assistant Director
 CONTACT & PHONE NUMBER: Dorney Chamberlain - (951) 358-4399

Employee Classification	Class Code	Department ID/Program #	Station Code	Space Standard Personnel	QTY	Total	Date: 01/16/13
MHSA CONSUMER AFFAIRS							
MH Peer Policy	79728	4100415802 / 74700		120	0.75	90	
Secretary I	13923	4100415802 / 74700		120	0.75	90	
Sr Peer Specialist	79727	4100415802 / 74700		120	1	120	
					2.5		
						300	
							Subtotal 300 Sq Ft
							Add 33% Circulation 99 Sq Ft
							Total Square Feet 399

FACILITIES SPACE REQUIREMENTS - ATTACHMENT A

REGION: **MHSA CSS RESEARCH**
 PROGRAM CONTACT: **Steve Steinberg, Mental Health Assistant Director**
 CONTACT & PHONE NUMBER: **Dorney Chamberlain - (951) 358-4399**

Department of Mental Health	Employment Classification	Class Code	Department ID/Program #	Station Code	Space Standard Personnel	QTY	Total	Date: 01/16/13
	MHSA CSS RESEARCH IT Business Systems Research Specialist I	57794 79837	4100416660 / 74700 4100416660 / 74700		120 120	0.5 2 2.5	60 240	
							300	Subtotal 300 Sq Ft
								Add 33% Circulation 99 Sq Ft
								Total Square Feet 399

Department of Mental Health		FACILITIES SPACE REQUIREMENTS - ATTACHMENT A			
		REGION: MHSA FAMILY ADVOCATE PROGRAM CONTACT: Steve Steinberg, Mental Health Assistant Director CONTACT & PHONE NUMBER: Dorney Chamberlain - (951) 358-4399			
Employee Classification	Class Code	Department ID/Program #	Space Standard Personnel	QTY	Total
MHSA FAMILY ADVOCATE					
MH Peer Policy	79728	4100415518 / 74700	120	1	120
Office Assistant II	13865	4100415518 / 74700	120	1	120
Office Assistant III	13866	4100415518 / 74700	120	1	120
Secretary I	13923	4100415518 / 74700	120	1	120
Sr Peer Specialist	79727	4100415518 / 74700	120	1	120
				5	
					600
					Subtotal 600 Sq Ft
					Add 33% Circulation .198 Sq Ft
					Total Square Feet 798

Department of Mental Health		FACILITIES SPACE REQUIREMENTS - ATTACHMENT A			
		REGION: <u>MHSA - PLANNING</u>			
		PROGRAM CONTACT: <u>Steve Steinberg, Mental Health Assistant Director</u>			
		CONTACT & PHONE NUMBER: <u>DORNEY CHAMBERLAIN (951) 358-4399</u>		Date: 01/16/13	
Employee Classification	Class Code	Department ID/Program #	Space Standard Personnel	QTY	Total
MHSA PLANNING					
Admin. Svcs. Analyst II	74107	4100415531 / 74700	120	0.25	30
Admin. SVCS Asst.	74114	4100415531 / 74700	120	0.25	30
MH Peer Policy	79728	4100415531 / 74700	120	0.25	30
MH SVCS Manager	79796	4100415531 / 74700	240	0.25	60
Secretary I	13923	4100415531 / 74700	120	0.25	30
				1.25	
				Subtotal	180
				180 Sq Ft	
				Add 33% Circulation	
				59 Sq Ft	
				Total Square Feet	239

FACILITIES SPACE REQUIREMENTS - ATTACHMENT A

REGION: MHS&IT PROJECTS
PROGRAM CONTACT: Steve Steinberg, Mental Health Assistant Director
CONTACT & PHONE NUMBER: Dorney Chamberlain - (951) 358-4399

Department of Mental Health	Employee Classification	Class Code	Department ID/Program #	Station Code	Space Standard Personnel	QTY	Total	Date: 01/16/13
	MHSA IT PROJECTS							
	IT APPS Developer II	86101	4100221534 / 74700		120	2	240	
	IT Business Systems	57794	4100221534 / 74700		120	3	360	
	MH SVCS Manager	79796	4100221534 / 74700		240	0.75	180	
	Office Assistant II	13865	4100221534 / 74700		120	4	480	
	Office Assistant III	13866	4100221534 / 74700		120	1	120	
	Research Specialist I	79837	4100221534 / 74700		120	1	120	
	Staff Psychiatrist III - PD	73830	4100221534 / 74700		120	1	120	
						12.75		
							1620	
								Subtotal 1,620 Sq Ft
								Add 33% Circulation 535 Sq Ft
								Total Square Feet 2,155

FACILITIES SPACE REQUIREMENTS - ATTACHMENT A
 REGION: MHSA OUTREACH AWARENESS STIGMA REDUCTION
 PROGRAM CONTACT: Steve Steinberg, Mental Health Assistant Director
 CONTACT & PHONE NUMBER: Dorney Chamberlain - (951) 358-4399

Department of Mental Health	Employee Classification	Class Code	Department ID/Program #	Station Code	Space Standard Personnel	QTY	Total	Date: 01/16/13
	OUTREACH AWARENESS Clinical Therapist II Sr Peer Specialist	79742 79727	4100221535 / 74700 4100221535 / 74700		120 120	1 1 2	120 120	
						240		
						Subtotal	240 Sq Ft	
							Add 33% Circulation	
							79 Sq Ft	
							Total Square Feet	319

Department of Mental Health

FACILITIES SPACE REQUIREMENTS - ATTACHMENT A

REGION: MHSA OUTREACH & ENGAGEMENT/CULTURAL COMPETENCY
PROGRAM CONTACT: Steve Steinberg, Mental Health Assistant Director
CONTACT & PHONE NUMBER: Dorney Chamberlain - (951) 358-4399

Employee Classification	Class Code	Department ID/Program #	Station Code	Space Standard Personnel	QTY	Total	Date: 01/16/13
MHSA OUTREACH & ENGAGEMENT/CULTURAL COMPETENCY							
Admin. Svcs. Analyst II	74107	4100221534 / 74700		120	0.5	60	
Clinical Therapist II	79742	4100221534 / 74700		120	1	120	
MH SVCS Manager	79796	4100221534 / 74700		240	0.5	120	
Secretary I	13923	4100221534 / 74700		120	1	120	
St Peer Specialist	79727	4100221534 / 74700		120	0	0	
					3		
						420	Subtotal 420 Sq Ft
							139 Sq Ft
							Total Square Feet 559

Department of Mental Health

FACILITIES SPACE REQUIREMENTS - ATTACHMENT A

REGION: MHSA - PEI ADMIN.

PROGRAM CONTACT: Steve Steinberg, Mental Health Assistant Director

CONTACT & PHONE NUMBER: Dorney Chamberlain - (951) 358-4399

Employee Classification	Class Code	Department ID/Program #	Station Code	Space Standard Personnel	QTY	Total	Date: 01/16/13
MHSA PEI ADMIN.							
Admin. SVCS. Supv.	74119	4100221534 / 74700		140	0	0	
Admin. Svcs. Analyst II	74107	4100221534 / 74700		120	3	360	
Admin. SVCS Asst.	74114	4100221534 / 74700		120	0.25	30	
Behavioral Health Spec II Development	57747	4100221534 / 74700		120	1	120	
	74185	4100221534 / 74700		120	0	0	
MH SVCS Manager	79796	4100221534 / 74700		240	0.32	76.8	
MH Service Supv	79718/74199	4100221534 / 74700		140	3	420	
Office Assistan III	13866	4100221534 / 74700		120	1	120	
Social Service	79886	4100221534 / 74700		120	1	120	
Volunteer Services	79782	4100221534 / 74700		120	1	120	
					10.6		
						1366.8	Subtotal 1,367 Sq Ft
							Add 33% Circulation 451 Sq Ft
							Total Square Feet 1,818

FACILITIES SPACE REQUIREMENTS - ATTACHMENT A

REGION: MHSA PEI - RESEARCH & EVAL.
 PROGRAM CONTACT: Steve Steinberg, Mental Health Assistant Director
 CONTACT & PHONE NUMBER: Dorsey Chamberlain - (951) 358-4399

Department of Mental Health	Employment Classification	Class Code	Department ID/Program #	Station Code	Standard Personnel	QTY	Total	Date: 01/16/13
	<u>MHSA PEI RESEARCH & EVAL.</u>							
	Office Assistant II	13865	4100416660 / 74720		120	1	120	
	Research Analyst	77462	4100416660 / 74720		120	1	120	
	Research Specialist I	79837	4100416660 / 74720		120	2	240	
						4		
							480	
								Subtotal 480 Sq Ft
								Add 33% Circulation 158 Sq Ft
								Total Square Feet 638

FACILITIES SPACE REQUIREMENTS - ATTACHMENT A

Department of Mental Health		REGION: <u>MHSA REGIONAL ADMIN</u> PROGRAM CONTACT: <u>Steve Steinberg, Mental Health Assistant Director</u> CONTACT & PHONE NUMBER: <u>Dorney Chamberlain - (951) 358-4399</u>						Date: <u>01/16/13</u>
Employee Classification	Class Code	Department ID/Program #	Station Code	Space Standard Personnel	Space Standard Equipment	QTY	Total	
MHSA REGIONAL ADMIN								
Clinical Therapist II	79742	4100221542 / 74700		120		4	480	
Office Assistant II	13865	4100221542 / 74700		120		1	120	
Staff Development	79861	4100221542 / 74700		120		1	120	
				TOTAL STAFF:				
							720	Subtotal 720 Sq Ft
								Add 33% Circulation 238 Sq Ft
								Total Square Feet 958

FACILITIES SPACE REQUIREMENTS - ATTACHMENT A							
Department of Mental Health REGION: MESA WET CAREER PATHWAYS PROGRAM CONTACT: Steve Steinberg, Mental Health Assistant Director CONTACT & PHONE NUMBER: Dorney Chamberlain - (951) 358-4399							
Employment Classification	Class Code	Department ID/Program #	Station Code	Space Standard Personnel	QTY	Total	Date: 01/16/13
MESA WET CAREER PATHWAYS Sr Peer Specialist	79727	4100419506 / 74700		120	5	600	
					5		
Subtotal						600	600 Sq Ft
Add 33% Circulation							198 Sq Ft
Total Square Feet							798

FACILITIES SPACE REQUIREMENTS - ATTACHMENT A

REGION: MHSA WET RESIDENCY/INTERNSHIP
 PROGRAM CONTACT: Steve Steinberg, Mental Health Assistant Director
 CONTACT & PHONE NUMBER: Domey Chamberlain - (951) 358-4399

Department of Mental Health	Employment Classification	Class Code	Department ID/Program #	Station Code	Space Standard Personnel	QTY	Total	Date: 01/16/13
	<u>MHSA WET RESIDENCY/INTERNSHIP</u> Clinical Therapist II	79742/43	4100419509 / 74700		120	4	480	
						4		
							480	
								Subtotal 480 Sq Ft
								Add 33% Circulation 158 Sq Ft
								Total Square Feet 638

FACILITIES SPACE REQUIREMENTS - ATTACHMENT A

REGION: **MHSA WET WORK STAFFING SUPPORT**
 PROGRAM CONTACT: **Steve Steinberg, Mental Health Assistant Director**
 CONTACT & PHONE NUMBER: **Dorney Chamberlain - (951) 358-4399**

Department of Mental Health	Employment Classification	Class Code	Department ID/Program #	Station Code	Space Standard Personnel	QTY	Total	Date: 01/16/13
	MHSA WET WORK STAFFING SUPPORT							
	Clinical Therapist II	79742	4100419506 / 74700		120	1	120	
	Health Education	73458	4100419506 / 74700		120	1	120	
	MH Service Supv	79718	4100419506 / 74700		140	0.93	130.2	
	Office Assistan III	13866	4100419506 / 74700		120	2	240	
						4.93		
							610.2	
								Subtotal 610 Sq Ft
								Add 33% Circulation 201 Sq Ft
								Total Square Feet 812

FACILITIES SPACE REQUIREMENTS - ATTACHMENT A

REGION: MHSA QI - OUTPATIENT
 PROGRAM CONTACT: Steve Steinberg, Mental Health Assistant Director
 CONTACT & PHONE NUMBER: Dorney Chamberlain - (951) 358-4399

Department of Mental Health	Employment Classification	Class Code	Department ID/Program #	Station Code	Space Standard Personnel	QTY	Total	Date: 01/16/13
	MHSA QI-OUTPATIENT							
	Clinical Therapist II	79742	4100416655 / 74705		120	5	600	
	LVN	57752	4100416655 / 74713		120	3	360	
	MH Service Supv- B	79718	4100416655 / 74717		140	1	140	
	Nursing Assistant	57781	4100416655 / 74718		120	0	0	
	Nurse Practitioner II	73982	4100416655 / 74719		120	0	0	
	Office Assistant II	13865	4100416655 / 74720		120	3	360	
	Office Assistant III	13866	4100416655 / 74721		120	1	120	
	Psychiatrist III/ Per Diem	73833	4100416655 / 74722		120	1	120	
	Registered Nurse	73991(2)	4100416655 / 74723		120	3	360	
	Volunteer Services	79782	4100416655 / 74734		120	0	0	
						17		
							2060	
								Subtotal 2,060 Sq Ft
								Add 33% Circulation 680 Sq Ft
								Total Square Feet 2,740

Department of Mental Health		FACILITIES SPACE REQUIREMENTS - ATTACHMENT A REGION: <u>QUALITY MANAGEMENT REGIONAL ADMIN</u> PROGRAM CONTACT: <u>Steve Steinberg, Mental Health Assistant Director</u> CONTACT & PHONE NUMBER: <u>Dorney Chamberlain - (951) 358-4399</u>					Date: 01/16/13
Employee Classification	Class Code	Department ID/Program #	Station Code	Space Standard Personnel	QTY	Total	
QUALITY MGMT REGIONAL ADMIN.							
MH SVCS Manager	79796	4100416523 / 74700		240	0.25	60	
Secretary I	19923	4100416523 / 74700		120	1	120	
Sr Peer Specialist	79727	4100416523 / 74700		120	1	120	
					2.25		
						300	Subtotal 300 Sq Ft
							Add 33% Circulation 99 Sq Ft
							Total Square Feet 399

FACILITIES SPACE REQUIREMENTS - ATTACHMENT A

REGION: RESEARCH & EVAL.
 PROGRAM CONTACT: Steve Steinberg, Mental Health Assistant Director
 CONTACT & PHONE NUMBER: Dorney Chamberlain - (951) 358-4399

Department of Mental Health	Employment Classification	Class Code	Department ID/Program #	Station Code	Standard Personnel	QTY	Total	Date: 01/16/13
	RESEARCH & EVAL.							
	IT Business Systems	57794	4100416660 / 83600		120	0.5	60	
	Office Assistant II	13865	4100416660 / 83600		120	1	120	
	Research Analyst	77462	4100416660 / 83600		120	2	240	
	Research Specialist I	79837	4100416660 / 83600		120	1	120	
	Supv. Research	73834	4100416660 / 83600		120	1	120	
						5.5		
							660	
								Subtotal 660 Sq Ft
								Add 33% Circulation 218 Sq Ft
								Total Square Feet 878