

**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

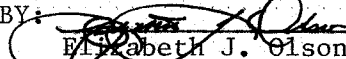

Jerry Wengert, Director
Riverside County Department of Mental Health

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
- Consent
- Consent

MINUTES OF THE BOARD OF SUPERVISORS

On motion of Supervisor Ashley, seconded by Supervisor Stone and duly carried by unanimous vote, IT WAS ORDERED that the above matter is approved as recommended.

Ayes: Jeffries, Tavaglione, Stone, Benoit and Ashley
Nays: None
Absent: None
Date: March 12, 2013
xc: Mental Health

Kecia Harper-Ihem
Clerk of the Board
By: 
Deputy

Dept Recomm.:
Per Exec. Ofc.:

Prev. Agn. Ref.:

District: 1 / 1

Agenda Number:

3-30

ATTACHMENTS FILED WITH THE CLERK OF THE BOARD

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

Employee Classification	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	73742			120		17	2040		
Health Education	73458			120		1	120		
IT APPS Developer II	88101			120		2	240		
IT Business Systems	57794			120		4	480		
LVN	57762			120		3	360		
MH Peer Policy	79728			120		2	240		
MH SVCS Administrator	74735			240		2.57	616.8		
MH Service Supv	74119(8)			140		4.93	690.2		
Office Assistant II	13866			120		11	1320		
Office Assistan III	13866			120		6	720		
Research Analyst	73991(2)			120		1	120		
Registered Nurse	73991(2)			120		3	360		
Research Analyst	77462			120		2	240		
Research Specialist I	79837			120		6	720		
Research Specialist I	13866			120		5	600		
Social Service	79886			120		1	120		
Staff Development	79728			120		9	1080		
Staff Psychiatrist III PD	73830			120		1	120		
Supv Research	73834			120		1	120		
Volunteer Services	79762			120		1	120		
TOTAL STAFF:							90.5		

Subtotal	11267							
Add 33% Circulation	3719.11							
Total Square Feet	14986.11							

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	
Brochures/Storage		Brochures/Storage Area		100		5	500		
Computer/Network Room		Provide for a Computer Network		150		1	150		
Conference Room/Training		Meeting rm for large group of staff/clients		1900		1	1900		
File/Storage Room		To store records and related data		300		4	1200		
Lobby		Receptionist/Lobby Area		250		2	500		
Medication Room (Locked)		Secure storage rm for client medications.		100		2	200		
Storage Room		Office Supplies and program supplies		130		3	390		
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

REGION: MHSA ADMIN
 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	QTY	Total	Date: 01/16/13
MHSA ADMIN							
Admin. Svcs. Analyst II	74107	4100415812 / 74700		120	0.25	30	
Admin. SVCS Ass.	74114	4100415812 / 74700		120	0.5	60	
MH SVCS Manager	79796	4100415812 / 74700		240	0.5	120	
Secretary I	13623	4100415812 / 74700		120	1	120	
					2.25		
						330	Subtotal 330 Sq Ft
							Add 33% Circulation 109 Sq 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
MH Peer Policy Specialist	79728	4100415802 / 74700		120	0.75	90	
Sr Peer Specialist	79727	4100415802 / 74700		120	1	120	
					2.5		
						300	
						300 Sq Ft	
						ADD 33% Circulation	
						99 Sq Ft	
						Total Square Feet	399

Department of Mental Health

FACILITIES SPACE REQUIREMENTS - ATTACHMENT A

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

Employment Classification	Class Code	Department ID/Program #	Station Code	Space Standard Personnel	QTY	Total	Date: 01/16/13
IT Business Systems	57794	4100416660 / 74700		120	0.5	60	
Psychiatric Specialist	76637	4100416660 / 74700		120	2	240	
					2.5		
Subtotal						300	
Add 33% Circulation							
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	Date: 01/16/13
MH Peer Policy	79728	4100415518 / 74700	120	1	120	
Office Assistant II	13866	4100415518 / 74700	120	1	120	
Office Assistant III	13866	4100415518 / 74700	120	1	120	
Secretary	13925	4100415518 / 74700	120	1	120	
Sr Peer Specialist	79727	4100415518 / 74700	120	1	120	
				5		
Subtotal					600	
					600 Sq Ft	
					Add 33% Circulation	
					198 Sq Ft	
Total Square Feet					798	

Department of Mental Health

FACILITIES SPACE REQUIREMENTS - ATTACHMENT A

REGION: MHSA - PLANNING

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	Date: 01/16/13
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		
					180	
						Subtotal 180 Sq Ft
						Add 33% circulation 59 Sq Ft
						Total Square Feet 239

Department of Mental Health

FACILITIES SPACE REQUIREMENTS - ATTACHMENT A

REGION: MHSALIT PROJECTS
 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
IT APPS Developer II	86101	4100221534 / 74700		120	2	240	
IT Business Systems	81704	4100221534 / 74700		180	3	540	
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	73837	4100221534 / 74700		120	1	120	
Staff Psychiatrist III - PD	73830	4100221534 / 74700		120	1	120	
					12.7%		
Subtotal						1620	
Add 33% Circulation							
Total System Feet						2,155	

Department of Mental Health

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

Employee Classification	Class Code	Department ID/Program #	Station Code	Space Standard Personnel	QTY	Total	Date: 01/16/13	
Clinical Therapist II	79742	4100221535 / 74700		120	1	120		
SP Feat Specialist	79727	4100221535 / 74700		120	1	120		
					2			
Subtotal							240	240 Sq Ft
								79 Sq Ft
								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: Domey Chamberlain - (951) 358-4399

Employee Classification	Class Code	Department ID/Program #	Station Code	Space Standard Personnel	QTY	Total	Date: 01/16/13
Admin. Svcs. Analyst II	74107	4100221534 / 74700		120	0.5	60	
MH SVCS Manager	79796	4100221534 / 74700		240	0.5	120	
Sr 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
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 Supv II	79747	4100221534 / 74700		120	1	120	
Development	74185	4100221534 / 74700		120	0	0	
MH SVCS Manager	79706	4100221534 / 74700		240	0.25	76.8	
MH Service Supv	79718/74199	4100221534 / 74700		140	3	420	
Office Assistant II	79886	4100221534 / 74700		120	1	120	
Social Service	79886	4100221534 / 74700		120	1	120	
Volunteer Services	79762	4100221534 / 74700		120	1	120	
					10.6		
						1366.8	Subtotal
							1,367.84 Ft
							Add 33% Circulation
							451.89 Ft
							Total Square Feet
							1,818

Department of Mental Health

FACILITIES SPACE REQUIREMENTS - ATTACHMENT A

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

Employment Classification	Class Code	Department ID/Program #	Station Code	Standard Personnel	QTY	Total	Date: 01/16/13
Office Assistant II	13865	4100416660 / 74720		120	1	120	
Research Specialist I	79637	4100416660 / 74720		120	2	240	
					4		
						480	
						480 Sq Ft	
						158 Sq Ft	
						Total Square Feet	638

FACILITIES SPACE REQUIREMENTS - ATTACHMENT A

Department of Mental Health

REGION: MHSA REGIONAL 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	Space Standard Equipment	QTY	Total	Date: 01/16/13
MHSA REGIONAL ADMIN								
Clinical Therapist II	79742	4100221542 / 74700		120		4	480	
Clinical Therapist II	79855	4100221542 / 74700		120		1	120	
Staff Development	79861	4100221542 / 74700		120		1	120	
TOTAL STAFF:						6		
							720	
							720 Sq Ft	
							Add 33% Circulation	
							238 Sq Ft	
							Total Square Feet	
							958	

Department of Mental Health

FACILITIES SPACE REQUIREMENTS - ATTACHMENT A

REGION: MHSA WET RESIDENCY/INTERNSHIP
 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
Clinical Therapist II	79742/43	4100419509 / 74700		120	4	480	
					4		
						480	
						158	
						638	
						480 Sq Ft	
						158 Sq Ft	
						Total Square Feet	
						638	

Department of Mental Health

FACILITIES SPACE REQUIREMENTS - ATTACHMENT A

REGION: MESA WET WORK STAFFING SUPPORT
 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 WORK STAFFING SUPPORT							
Clinical Therapist II	79742	4100419506 / 74700		120	1	120	
Health Educator	73458	4100419506 / 74700		120	1	120	
MH Service Supv	79718	4100419506 / 74700		140	0.93	130.2	
Office Assistant III	13806	4100419506 / 74700		120	2	240	
					1.93		
						610.2	
							Subtotal 610.2 Sq Ft
							Add 33% Circulation 201.36 Sq Ft
							Total Square Feet 812

FACILITIES SPACE REQUIREMENTS - ATTACHMENT A

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

Department of Mental Health	Date: 01/16/13					
Employment Classification	Class Code	Department ID/Program #	Station Code	Space Standard Personnel	QTY	Total
MHSA OUTPATIENT						
Clinical Therapist II	79742	4100416655 / 74705		120	5	600
LVN	57752	4100416655 / 74718		120	5	600
MH Service Supv- B	79718	4100416655 / 74717		140	1	140
Nursing Assistant	57761	4100416655 / 74716		120	0	0
Nurse Practitioner II	73982	4100416655 / 74719		120	0	0
Office Assistant I	13865	4100416655 / 74721		120	3	360
Office Assistan III	13866	4100416655 / 74721		120	1	120
Psychologist IV Per Diem	73953	4100416655 / 74720		120	1	120
Registered Nurse	73991(2)	4100416655 / 74723		120	3	360
Volunteer Services	79782	4100416655 / 74794		120	0	0
					17	
Subtotal						2080
Add 33% Circulation						689.6
Total Square Feet						2,740

Department of Mental Health

FACILITIES SPACE REQUIREMENTS - ATTACHMENT A

REGION: QUALITY MANAGEMENT REGIONAL 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	
MH SVCS Manager	79796	4100416523 / 74700		240	0.25	60		
Supervisor	79727	4100416523 / 74700		120	1	120		
Sr Peer Specialist	79727	4100416523 / 74700		120	1	120		
					2.25			
Subtotal							300	
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: Dorey Chamberlain - (951) 358-4399

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