



## Contracting Work Group Meeting Notes October 26, 2006

**Meeting Purpose:** This is a monthly forum, open to all County contractors, co-convened by SANDAN and the County of San Diego HHS Agency Contract Support, and includes representatives from Mental Health Contractors Assoc. and the ADS Providers Association. We seek to improve the County contracting system through the identification of a shared change agenda and co-creating solutions and responses – we do not address the specific contracting issues of individual contractors.

### **Meeting Participants:**

Kathleen Bolus, Survivors of Torture; Darla Trapp, Center for Community Solutions; Barbara Morton, CRASH/ADSPA; Walter Philips, SDYCS; Kath Mahan, SAY San Diego; Rick Russell, ECS; Kathi Anderson, Survivor's of Torture; Kath Mahan, SAY; Rick Russell, ECS, Marc Gotbaum, YMCA - YFS; Erin Naus, Walden Family Services; Marichel Diaz, Delta-T Group; Diana Francis, County HHS ACS; Carrie Hoff, County HHS ACS; Winford Dearing, County HHS MHS.

***Please note: These are notes provided by SANDAN, they are not official minutes of the meeting nor do they reflect an official County position or approval.***

### 1. ACS Update –

- a. Asset Inventory Policy  
Background – A & C audit of our contract management process recommended that we put out clear policy on documenting contractor acquired assets and inventory.
- b. Invoice Review Policy – Have started  
Contractors with 15 or more contracts will only have one review per contract. HHS staff will work to coordinate visits.
- c. San Diego County Public Health Officer Dr. Nancy Bowen is retiring. No BHS director but interviews are pending.
- d. Background check language  
Volunteers – John Richardson (MHS, Inc.), Laurie Chapman (SDYCS), Kath Mahan (SAY San Diego)  
Employees working in residential services  
When there are findings, how do we set thresholds?  
Reasonable waiver process – alternatives for Trustline / Livescan
- e. Orientation Deep Dive
  - o Mentee will be doing a deep dive  
Verona Hines
  - o Develop a core of what all orientations must include. Ensure we educate contractors when they join the County “Family.”
  - o Will need feedback – should all contractors go through or only 1<sup>st</sup> time contractors?
  - o Behavioral Health Services has a new policy on contractor orientations

### 2. RFIs & Industry Days -

- a. Issue has come up a number of times
- b. County get monies, not entirely prescriptive

- c. Run industry day
- d. Don't get feedback to increase, create approach.

Barbara Morton –

I haven't attended for a couple of years. No one explained what an industry day is & what the County wants.

Darla Trapp –

My staff went but said the County seemed to not be interested. Ideas discussed are not reflected in final product.

Next meeting: 4<sup>th</sup> Thursday of the Month, 2:00pm – 3:30pm.

Nov. & Dec. dates may change due to holidays.