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TAB SECTION: 4

X ACTION REQUIRED

DATE OF MEETING: 5/26/11

PREPARED BY: Quintero, Pate

DATE MATERIAL PREPARED: 5/6/11

AGENDA ITEM: Executive Order B-06-11, In-State Travel Freeze and its Impact on Commission Operations

ENCLOSURES:

- MHSOAC Staff Analysis and Implementation Recommendations
- Executive Order B-06-11

OTHER MATERIAL RELATED TO ITEM: A PowerPoint of the MHSOAC Staff Analysis and Recommendations will be provided at the meeting

Issue

Governor Edmund G. Brown, Jr. issued Executive Order B-06-11 on April 26, 2011 that imposed a statewide travel freeze. The Commission needs to determine how to apply this Executive Order to Commission operations.

Background

On April 26, 2011, Edmund G. Brown Jr., Governor of the State of California, issued Executive Order B-06-11, prohibiting discretionary travel. The stated purpose of this order is to help achieve the \$413 million reduction in state operation efficiencies that is proposed in the Governor's 2011/12 budget.

This order, which was effective immediately and has no stated end date, requires that all in-state non-discretionary travel be approved by Agency Secretaries or Department Directors who do not report to an Agency Secretary.

The order further defines acceptable in-state mission-critical travel as travel that is directly related to:

- Enforcement responsibilities
- Auditing
- Revenue collection
- A job function required by statute, contract or executive directive
- Job-required training necessary to maintain licensure or similar standards required for holding a position

Mission critical travel does not include the following:

- Conferences
- Networking opportunities
- Professional development courses
- Continuing education classes and seminars
- Non-essential meetings that can be conducted by phone or video-conference

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Background (Continued)

- Events for the sole purpose of making a presentation unless approved by the Department Director

Proposed Options

Enclosed is the MHSOAC Staff Analysis and Recommendations which provides the summary of Executive Order B-06-11, statutory requirements of the Commission, summary of the meeting schedules, three options for implementation of the Executive Order, pros and cons for each implementation option, and the staff recommendation for implementation. A brief outline of the three implementation options is below.

Option One

- Continue to have Commission meetings, committee meetings, and community forums, including out-of-town meetings, as scheduled.

Option Two

- Cease all travel, cancel the community forums, and conduct all meetings via-teleconference.

Option Three

- **Commission Meetings** - In-person Commission meetings that require travel will be held in Sacramento in July, and October or November, which will be once each quarter as suggested in California Welfare and Institutions Code Section 5845(d)(1). The remaining Commission meetings will be conducted via-teleconference and all out-of-town Commission meetings will be suspended.
- **Committee Meetings** - In-person committee meetings will be held in Sacramento in June and October. The Evaluation Committee will have an additional in-person meeting in August due to the critical and urgent nature of their work, specifically the \$1 million in unexpended evaluation contract dollars for Fiscal Year 2011/12. The remaining committee meetings will be conducted via-teleconference and all out-of-town committee meetings will be suspended. Charters will be renegotiated if necessary.
- **Community Forums** – All community forums will be suspended until the in-state travel freeze is lifted. MHSOAC staff will explore alternative means for interaction with the community in the interim. Possible options are to post community forum goals and questions on the MHSOAC website for public response or conduct a webinar. A report exploring alternative methods to engage the community will be presented at the July 2011 Commission meeting.

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Proposed Motion

The MHSOAC adopts one of the following:

1. Adopt Proposed Option One as described.
2. Adopt Proposed Option Two as described.
3. Adopt Proposed Option Three as described.