



**Health & Human Services  
Agency  
COUNTY OF TULARE  
AGENDA ITEM**

**BOARD OF SUPERVISORS**

KUYLER CROCKER  
District One  
PETE VANDER POEL  
District Two  
AMY SHUKLIAN  
District Three  
EDDIE VALERO  
District Four  
DENNIS TOWNSEND  
District Five

**AGENDA DATE:** May 21, 2019

Public Hearing Required	Yes	<input type="checkbox"/>	N/A	<input checked="" type="checkbox"/>
Scheduled Public Hearing w/Clerk	Yes	<input type="checkbox"/>	N/A	<input checked="" type="checkbox"/>
Published Notice Required	Yes	<input type="checkbox"/>	N/A	<input checked="" type="checkbox"/>
Advertised Published Notice	Yes	<input type="checkbox"/>	N/A	<input checked="" type="checkbox"/>
Meet & Confer Required	Yes	<input type="checkbox"/>	N/A	<input checked="" type="checkbox"/>
Electronic file(s) has been sent	Yes	<input checked="" type="checkbox"/>	N/A	<input type="checkbox"/>
Budget Transfer (Aud 308) attached	Yes	<input type="checkbox"/>	N/A	<input checked="" type="checkbox"/>
Personnel Resolution attached	Yes	<input type="checkbox"/>	N/A	<input checked="" type="checkbox"/>
Agreements are attached and signature line for Chairman is marked with tab(s)/flag(s)	Yes	<input checked="" type="checkbox"/>	N/A	<input type="checkbox"/>

CONTACT PERSON: Timothy W. Lutz    PHONE: 624-8000

**SUBJECT:** Request to a approve the Appointment of Director of Local Mental Health Services

**REQUEST(S):**  
That the Board of Supervisors:

1. Approve the appointment of Donna Ortiz as the Director of Local Mental Health Services for the Health and Human Services Agency (Director of Mental Health - Health and Human Services Agency);
2. Find that the Board had authority to appoint Donna Ortiz as of May 12, 2019, and that it was in the County’s best interest to appoint her on that date; and
3. Authorize the Chairman of the Board to sign a letter addressed to California Department of Healthcare Services approving the appointment of Donna Ortiz to the Director of Local Mental Health Services.

**SUMMARY:**  
The Health and Human Services Agency (HHS) is requesting the Tulare County Board of Supervisors to approve the appointment of Donna Ortiz, Deputy Director of Integrated Services of the Mental Health Branch as the Director of Mental Health – HHS (Local Mental Health Services Director). Since, the retirement of the former Director of Mental Health - HHS, Dr. Timothy Durick, at the end of March 2019, the HHS Agency Director, Timothy W. Lutz, has been the acting Director of Mental Health – HHS.

While the HHS Director of Mental Health is designated as an Assistant Department Head and therefore subject to the appointment authority granted to the HHS

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Department Head, Welfare and Institution Code (WIC) Section 5607, stipulates that local mental health services shall be administered by a local director of mental health services which is appointed by the governing body. He or she shall meet such standards of training and experience as the State Department of Health Care Services (DHCS), by regulation, shall require. Applicants for these positions need not be residents of the city, county, or state, and may be employed on a full or part-time basis. If a county is unable to secure the services of a person who meets the standards of the State Department of Health Care Services, the county may select an alternate administrator. In addition, WIC Section 5604.2 (6) states that the local mental health board shall review and make recommendations on applicants for the appointment of a local director of mental health services. The board shall be included in the selection process prior to the vote of the governing body. Title 9 of the California Code of Regulations (CCR), Section 620, defines the experience and/or credentials one must have in order to be designated as the Director of Local Mental Health Services.

Pursuant to Welfare and Institutes Code, HHS developed a multidisciplinary selection committee comprised of four members of the local mental health board, representatives from the District Attorney's office, Public Defender's office, the Probation Department, and the County Office of Education. The selection committee made the recommendation that Donna Ortiz be appointed to the Mental Health Director. At the regular meeting of the Mental Health Board on May 7, 2019, the Board unanimously supported the selection committee's recommendation on the appointment of Donna Ortiz for the Director of Local Mental Health Services.

The DHCS requires an approved Resolution or Minute Order from the Tulare County Board of Supervisors that acknowledges the individual's appointment as Local Mental Health Director. This Resolution or Board Minute Order must be signed and include an effective date of appointment. The attached Resolution seeks to satisfy this request.

**FISCAL IMPACT/FINANCING:**

There is no financial impact associated with this item.

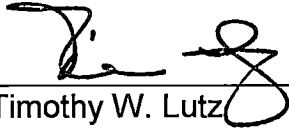
**LINKAGE TO THE COUNTY OF TULARE STRATEGIC BUSINESS PLAN:**

The County Five-Year Strategic Plan includes the Organizational Performance Initiative to continuously improve organization effectiveness. The approval of the Request for Appointment of Local Mental Health Director helps fulfill this initiative by ensuring a qualified county workforce and an effective organizational structure to ensure outstanding service delivery.

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**ADMINISTRATIVE SIGN-OFF:**

A handwritten signature in black ink, appearing to read 'Timothy W. Lutz', is written over a horizontal line.

Timothy W. Lutz  
Agency Director

cc: County Administrative Office  
Human Resources & Development

Attachment(s) Letter to California Department of Healthcare Services

**BEFORE THE BOARD OF SUPERVISORS  
COUNTY OF TULARE, STATE OF CALIFORNIA**

**IN THE MATTER OF REQUEST TO  
APPROVE THE APPOINTMENT OF  
THE DIRECTOR OF LOCAL MENTAL  
HEALTH SERVICES**

) Resolution No. \_\_\_\_\_  
) Agreement No. \_\_\_\_\_  
)

UPON MOTION OF SUPERVISOR \_\_\_\_\_, SECONDED BY  
SUPERVISOR \_\_\_\_\_, THE FOLLOWING WAS ADOPTED BY THE  
BOARD OF SUPERVISORS, AT AN OFFICIAL MEETING HELD \_\_\_\_\_  
\_\_\_\_\_, BY THE FOLLOWING VOTE:

AYES:  
NOES:  
ABSTAIN:  
ABSENT:

ATTEST: JASON T. BRITT  
COUNTY ADMINISTRATIVE OFFICER/  
CLERK, BOARD OF SUPERVISORS

BY: \_\_\_\_\_  
Deputy Clerk

\* \* \* \* \*

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2. Found that the Board had authority to appoint Donna Ortiz as of May 12, 2019, and that it was in the County's best interest to appoint her on that date; and
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California Department of Healthcare Services  
1500 Capitol Avenue  
Sacramento, CA 95814

To Whom It May Concern,

Per Tulare County Resolution No. XXXX, the Tulare County Board of Supervisors has appointed the Deputy HHS Director of Mental Health Integrated Services, Donna Ortiz, as Director of Local Mental Health Services. This appointment shall take effect May 12, 2019.

Insert Board Chair Signature Block