



**MINUTES  
REGULAR MEETING OF THE  
GOVERNING BOARD  
February 19, 2014 – 4:45 P.M.**

The Governing Board met in a Regular Meeting on Wednesday, February 19, 2014 at 4:50 p.m. in the Administrative Office, 1717 N. Indian Hill, Suite B, Claremont, California.

**CALL TO ORDER** Vice-Chair Leeb called the meeting to order at 4:50 p.m.

**ROLL CALL** A visual roll call was taken.

**PRESENT:** Paula Lantz, City of Pomona, Chair  
Robin Carder, City of La Verne, Board Member  
Chuck Leeb, Ph.D., City of Claremont, Vice Chair  
Joseph M. Lyons, MA, Ph.D., City of Claremont, Board Member  
Edina Martinez, Psy.D., City of Pomona, Board Member

**ABSENT:** Carolyn Cockrell, City of La Verne, Board Member  
John Nolte, City of Pomona, Board Member

**STAFF:** Jesse H. Duff, Executive Director  
Darold Pieper, General Counsel  
Margaret Harris, Chief Financial Officer  
Toni Navarro, LMFT, Director of Clinical Program Services  
Nancy Gill, Chief Operations Officer  
Rimmi Hundal, MHSA Manager  
Donald Pruyn, Housing Project Manager  
Mica Olmos, Executive Assistant

**CLOSED SESSION**

At 5:01 p.m., the Governing Board recessed to a Closed Session pursuant to Government Code Section 54957: Position to be Filled, Executive Director.

**RECONVENE TO OPEN SESSION**

At 5:09 p.m., the Governing Board reconvened to an Open Session.

**CLOSED SESSION REPORT**

Action taken: the Governing Board instructed the Executive Director to engage Dr. Bill Mathis to recruit a new Executive Director for the Agency. The vote was unanimous.

### **CONSENT CALENDAR**

There being no comments, Board Member Carder moved, and Vice-Chair Leeb seconded, to approve the Consent Calendar. The motion was carried by the following vote: AYES: Board Members Carder, Lyons, and Martinez; Vice-Chair Leeb; and Chair Lantz. NOES: None. ABSTAIN: None. ABSENT: Board Members Cockrell and Nolte.

- 1. APPROVAL OF MINUTES FROM THE JANUARY 15, 2014 GOVERNING BOARD MEETING**
- 2. APPROVAL OF RESOLUTION NO. 380 ADOPTING CLASS SPECIFICATION AND SALARY RANGE FOR THE POSITION OF NURSE PRACTITIONER**
- 3. APPROVAL OF REVISED JOB DESCRIPTION FOR CONTROLLER**

Executive Director Duff commented on Item No. 3, stating that staff is currently recruiting for a Controller which is an existing position; however, it has never been filled. He indicated that Chief Financial Officer Margaret Harris will transition her position in one year period of time. He indicated that when looking for an individual to fill the controller position, they looked for someone that would have all of the qualifications, skills, and experience to become a CFO and reported that an offer of employment had been made and accepted by Diana Acosta.

Board Member Lyons stated that CFO Harris will be missed.

Chair Lantz commented that CFO Harris brought order out of chaos, and the Board truly appreciates it.

### **NEW BUSINESS**

- 4. APPROVAL TO RE-APPOINT TO THE TRI-CITY MENTAL HEALTH COMMISSION THE ASSISTANT CHIEF OF POLICE PAUL CAPRARO OF THE POMONA POLICE DEPARTMENT**

There being no comments, Vice-Chair Leeb moved, and Board Member Lyons seconded, to re-appoint Paul Capraro for an additional 3-year term as member to the Mental Health Commission. The motion was carried by the following vote: AYES: Board Members Carder, Lyons, and Martinez; Vice-Chair Leeb; and Chair Lantz. NOES: None. ABSTAIN: None. ABSENT: Board Members Cockrell and Nolte.

- 5. APPROVAL OF:**
  - A. RESOLUTION NO. 381 CERTIFYING THE CRITICAL NEED TO APPOINT JESSE H. DUFF TO SERVE AS INTERIM-EXECUTIVE DIRECTOR PRIOR TO THE PASSAGE OF 180 DAYS FOLLOWING HIS RETIREMENT FROM THE TRI-CITY MENTAL HEALTH AUTHORITY;**
  - B. FIRST AMENDMENT TO EMPLOYMENT AGREEMENT WITH JESSE H. DUFF;  
AND**
  - C. CONTRACT FOR TEMPORARY, LIMITED TERM MANAGEMENT SERVICES WITH JESSE H. DUFF**

Executive Director Duff indicated that he will be retiring on April 1, 2014 and that the Board had expressed interest in him continuing to be the Executive Director to assist with the recruitment and transition of his replacement; however, before he can be re-hired after his retirement, PERS Law requires a 180-day period notice certified through a Resolution of the Governing Board. He then stated that Item 5B, an amendment to his current employment agreement, will allow him to cash out his accumulated vacation time; and that Item 5C, is a contract for his services as Interim Executive Director post-retirement.

Board Member Lyons stated that the Board appreciates Executive Director Duff's contributions.

Counsel Pieper stated that according to State Law, a regular employee always gets their vacation pay upon separation from employment, noting that Jesse's contract was an aberration regarding this rule; therefore, this is the normal course.

There being no further discussion, Board Member Lyons moved, and Vice-Chair Leeb seconded, to approve Items 5A, 5B, and 5C. The motion was carried by the following vote: AYES: Board Members Carder, Lyons, and Martinez; Vice-Chair Leeb; and Chair Lantz. NOES: None. ABSTAIN: None. ABSENT: Board Members Cockrell and Nolte.

## **MONTHLY STAFF REPORTS**

### **6. EXECUTIVE DIRECTOR REPORT**

Housing Project Manager Pruyn provided a housing update and reported that on January 29th, the West Holt Family Apartments Project by The Related Company was approved unanimously by the Pomona Planning Commission and has submitted an application for MHSA funding to the CalHFA; that the rehabilitation of the Park Avenue Apartments continue, noting that the exterior renovations have been completed and tenants will be relocated so that the interior improvements are completed more quickly; that the Cedars Springs Project had received an \$5 million grant from the County and has also submitted an application for Federal Tax Credit financing as well as applications for Tri-City and L.A. County MHSA housing Loans; and that staff is waiting on a response from the City Attorney regarding whether or not the Pomona City Council can reconsider the Clifford Beers Housing Project on Holt Avenue.

Chair Lantz reported that the Pomona City Council philosophically opposes re-visiting the Beers Housing Project because it might create a feeling that nothing is ever decided and that the City Attorney's concern is setting precedence because it is not good policy. She then stated that April is the time when this matter can be re-visited at the Council level, without having to go through the Planning Commission, if there will be review and consideration only for the portions that needed to be addressed, as long the project itself has not changed. She also stated that the General Plan Amendment and Holt Corridor Specific Plans are scheduled for Council consideration on March 3rd, and if approved, it would facilitate the development by right; however, those in opposition are aware of the situation and might attempt to prevent it.

Executive Director Duff then reported that Tri-City made its 4th Bankruptcy payment to the State and the Los Angeles County; and that Tri-City will not receive the grant for triage personnel for supplemental crisis services pursuant to Senate Bill 82, the Mental Health Act of 2013, noting that 47 grant applications were submitted and only 25 were granted.

Discussion ensued regarding the grant application scoring process; how grant money was disbursed; and about the oversight of the grant application process by the OAC.

Executive Director Duff continued with his staff report and indicated that the three Cities are declaring the week of March 17th as *Green Ribbon Week* to raise mental health awareness and promote stigma reduction, noting that there will be several community events. Also, there is a scheduled interview with the Daily Bulletin and he is hopeful that they will print an editorial about the Cities of Pomona, Claremont, and La Verne describing what Tri-City's purpose and goals are. He also stated that the Los Angeles County audit written results were received, noting that nothing was subject to recoupment. Lastly, he announced that the 3-Year Integrated Plan and Annual Public Hearing will take place on Thursday, May 22nd.

#### **7. CHIEF FINANCIAL OFFICER REPORT**

There was no comment.

#### **8. DIRECTOR OF CLINICAL PROGRAM SERVICES REPORT**

Chair Lantz inquired the need to refer clients to other service providers because Tri-City is not funded to provide services to these clients. Director of Clinical Program Services Navarro replied that with the Affordable Care Act, there has been an expansion of the Medi-Cal regulations and it now includes coverage for 19-64 year-old single adults as well as those who previously qualified for Medi-Cal. She explained that they will be covered under Expanded Medi-Cal, which is a managed care contract and only the mental health plans and the larger counties have the funding; therefore, they are being served by Prototypes in our area.

Chief Financial Officer Harris reported that she and Toni Navarro had discussions with Alfredo Larios, of the Los Angeles County, regarding having a separate contract with LA County so that they can provide funds for the services that Tri-City provides to clients who are unfunded or without any insurance.

Director of Clinical Program Services Navarro then talked about the Integrated Care Project under Innovations, an all community project that has been completed and the end result is a poster depicting the link between physical and mental health. She noted that the posters have been distributed to primary care offices in the three cities and showed the poster to the Board. Executive Director Duff added that the poster will also be translated into the Spanish language.

#### **9. CHIEF OPERATIONS OFFICER REPORT**

There was no comment.

#### **10. MANAGER OF BEST PRACTICES REPORT**

There was no comment.

#### **11. MHSA MANAGER REPORT**

There was no comment.

There being no further comments, Board Member Carder moved, and Vice-Chair Leeb seconded, to receive and file the month of February staff reports. The motion was carried by the following vote: AYES: Board Members Carder, Lyons, and Martinez; Vice-Chair Leeb; and Chair Lantz. NOES: None. ABSTAIN: None. ABSENT: Board Members Cockrell and Nolte.

#### **GOVERNING BOARD COMMENTS**

Board Member Carder commented that when she was appointed five years ago to the Governing Board, she did not know anything about Tri-City; however, thanks to the training she received from staff, she has learned so much and it has been a joy serve on the Board. She also stated that the Board cares very much for the entire Tri-City organization; therefore, thinking in the best interest of the employees, and for everyone involved, the most appropriate approach for the recruitment of the new Executive Director is with the assistance of a search firm.

#### **PUBLIC COMMENT**

A member of the public congratulated Executive Director Duff for the positive work that he has done for Tri-City and then inquired about the recruitment process for his replacement. Executive Director Duff stated to contact the Human Resources Manager for detailed information.

#### **ADJOURNMENT**

At 5:59 p.m., on consensus of the Governing Board its meeting of February 19, 2014 was adjourned. The next Regular Meeting of the Governing Board will be held on **Wednesday, March 19, 2014 at 4:45 p.m.** in the Administration Building, 1717 North Indian Hill Boulevard #B, Claremont, California.



---

Micaela P. Olmos, Executive Assistant