



**MINUTES  
REGULAR MEETING OF THE  
GOVERNING BOARD  
OCTOBER 15, 2014 – 4:45 P.M.**

The Governing Board met in a Regular Meeting on Wednesday, October 15, 2014 at 4:48 p.m. in the Administrative Office, 1717 N. Indian Hill, Suite B, Claremont, California.

**CALL TO ORDER** Chair Lantz called the meeting to order at 4:48 p.m.

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

**PRESENT:** Paula Lantz, City of Pomona, Chair  
Chuck Leeb, Ph.D., City of Claremont, Vice Chair  
Carolyn Cockrell, City of La Verne, Board Member  
Joseph M. Lyons, MA, Ph.D., City of Claremont, Board Member  
Edina Martinez, Psy.D., City of Pomona, Board Member (arrived at 4:48 pm)  
Bill Aguirre, City of La Verne, Alternate Board Member

**ABSENT:** Robin Carder, 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  
Elizabeth Owens, Manager of Best Practices  
Rimmi Hundal, MHSA Manager  
Diana Acosta, Controller  
Donald Pruyn, Housing Project Manager  
Mica Olmos, Executive Assistant

**CONSENT CALENDAR**

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

- 1. APPROVAL OF MINUTES FROM THE SEPTEMBER 24, 2014 GOVERNING BOARD ADJOURNED MEETING**
- 2. APPROVAL OF TRI-CITY MENTAL HEALTH CENTER PRIVACY POLICY MANUAL**

At 4:48 p.m., Board Member Edina Martinez arrived at the meeting.

### **NEW BUSINESS**

#### **3. REVIEW OF THE ISSUANCE OF THE AUDITED FINANCIAL STATEMENTS FOR FISCAL YEAR ENDED JUNE 30, 2014**

David Showalter of Vavrinek, Trine, Day & Co., LLP, Partner in charge of conducting the audit, stated that on this year's audit his focus was getting a solid understanding of the entity. He referred to the Auditor's Opinion of the Financial Statements and stated it was a clean opinion and that the audit went really well. He then identified various aspects of the audit that needed to be communicated to the Board such as a change in accounting practices outflows or inflows of resources, basically referring to a time recognition when MHSA dollars are spent. He then talked about the 3rd Party Settlements which is an estimate that management makes in order to reconcile the revenues that are received from contracts to what was actually spent during year, and at the end of the year there will be either a receivable or a liability to hold back or receive, noting that this estimate is audited to make sure that it is reasonable in all material respects. He added that there were no difficulties on the audit; that Uncorrected Misstatements were attached on page 3 of the Letter to the Governing Board having to do with an unearned revenue difference which was great enough to report but did not affect the financial statements; that had no disagreements with management; that management signed a representation letter dated October 9, 2014; that management did not consult with any other accountants; that VTD does not have any other findings to report; and that management includes a management discussion analysis that VTD reviews to make sure that it ties to the financial statements but it does not have responsibility over the application of that information; that the organization is audited using government auditing standards; that internal controls of the organization are reviewed with respect to financial reporting as well as its compliance, stating that there are not any deficiencies or noncompliance to report; and that VTD is recommending to address the purchasing threshold in the procurement policy. He lastly, stated that the audit went smoothly and thanked Diana Acosta for all the help she provided, as well as everyone else helping with the audit.

There being no further comments, Board Member Lyons moved, and Vice-Chair Leeb seconded, to accept and file the final issued audited Financial Statements for Fiscal Year ended June 30, 2014 and 2013. The motion was carried by the following vote: AYES: Alternate Board Member Aguirre; Board Members Cockrell, Lyons, and Martinez; Vice-Chair Leeb; and Chair Lantz. NOES: None. ABSTAIN: None. ABSENT: Board Members Carder and Nolte.

#### **4. APPROVAL OF AMENDED PURCHASING POLICY**

There being no comments, Alternate Board Member Aguirre moved, and Vice-Chair Leeb seconded, to approve Purchasing Policy No. IX.1 effective October 15, 2014. The motion was carried by the following vote: AYES: Alternate Board Member Aguirre; Board Members Cockrell, Lyons, and Martinez; Vice-Chair Leeb; and Chair Lantz. NOES: None. ABSTAIN: None. ABSENT: Board Members Carder and Nolte.

### **MONTHLY STAFF REPORTS**

#### **5. EXECUTIVE DIRECTOR REPORT**

Housing Project Manager Pruyn reported that the Cedar Springs project will have a ground breaking event in January 2015; that the County decided to put operating project based Section 8 Vouchers in lieu of cash in the reserve fund and this decision caused concern regarding the County not accepting the definition of “at risk of homelessness” which is a MHSA requirement; however, it was resolved and eight units will still be available to Tri-City’s clients. He then said that the West Holt Apartment project by the Related Companies has received all entitlements from the City of Pomona; and that is currently going through the process of relocating the historical house to a City owned property.

Board Member Lantz stated that the historical house matter was in the Historical Commission Agenda a couple of weeks ago and assumed the property was going to be demolished as this was the staff's recommendation. Housing Project Manager Pruyn stated that he had informal conversation with staff and they indicated that Related was moving forward with the relocation.

Housing Project Manager Pruyn also reported that the Tax Credit Funding Application was denied to Clifford Beers Housing for the Holt Avenue Family Apartments project because they did not have enough outside funding as other competitors; therefore, in order to be competitive staff suggested increasing Tri-City's grant contribution from 2.5 million to 2.7 million; and to contribute the Park Avenue Apartment property as a scattered joint site so that the value of the property can be used as additional outside funding, noting that it will relieve Tri-City of the burden and liability of owning and operating this facility since it will be taken over by Clifford Beers and still have those units exclusively for Tri-City clients. He then stated that RKA Engineering continues to work with the City of Pomona and the PUSD to find a solution to the Garey property easement issue, noting that the ultimate solution to that problem will be having the City obtain an easement from the School District for the property that the City is currently utilizing.

Board Member Lyons inquired how long Tri-City will have first right of use of those Park Avenue Apartments after the property is transferred. Housing Project Manager Pruyn replied 55 years.

Board Member Leeb inquired if Housing Project Manager Pruyn had any feedback from the tenants that have moved back into the Park Avenue Apartments. Housing Project Manager Pruyn replied that all residents have moved back in the Park Avenue Apartments; that they are happy; and that two more tenants will be moving in soon.

Executive Director Duff reported that NAMI Walks was held last Saturday at the Grand Park in Los Angeles, noting that Tri-City staff were responsible for pedestrian safety; that Tri-City staff donated \$3,000; and that Tri-City's shirt design won 2nd place. Lastly, he stated that staff had been working on a comprehensive report to the community about Tri-City services which will be published in late November. He explained that one of the concerns in the past was how many people actually read the report regardless if it was widely distributed; therefore, the delivery system will be different this year through a full wrap of the Daily Bulletin to be delivered only in the cities of Pomona, La Verne, and Claremont. He indicated that the newspaper wrap will be a more effective distribution and that the Daily Bulletin also will provide Tri-City with 1,000 copies of the wrap so that staff can distribute during Tri-City's community events.

Board Member Lyons inquired if there were any logistics issues with the venue change for the NAMI Walks. Mr. Dick Bunce stated there were benefits, primarily getting to the venue by public transportation; however, there was more traffic.

**6. CHIEF FINANCIAL OFFICER REPORT**

There was no comment.

**7. DIRECTOR OF CLINICAL PROGRAM SERVICES REPORT**

There was no comment.

**8. CHIEF OPERATIONS OFFICER REPORT**

Board Member Lyons inquired if staff was doing anything about the employment turnover rate since it has increased. Chief Operations Officer Gill stated that the figure is based on a yearly basis, noting that before it was based on a fiscal year; therefore, it may appear as it increased; however, turnover has been pretty much the same for the last couple of months, noting that there had been quite a few hires recently.

Alternate Board Member Aguirre inquired if anyone has resigned to go to other agencies. Director of Clinical Program Services Navarro replied two separations were due to finding a job closer to their home in Orange County.

Executive Director Duff stated that staff had put together a workforce retention group made up of managers and representatives throughout the organization to determine if there are any other reasons for turnover and also to receive feedback about what can be done for employee retention. Director of Clinical Program Services Navarro added that she had reported on this last month and is on-going, noting that the group is moving into a second cohort discussing hiring, orientation, training, retention, what employees like, what employees do not like, and what employees would like to see different.

Board Member Lyons inquired if Tri-City has an academic incentive program for staff. Chief Operations Officer Gill replied that Tri-City has in place a budget allocation for professional training.

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Board Member Lyons asked if other agencies or the County offer such programs. Director of Clinical Program Services Navarro replied that unfortunately mostly of LA County training is being funded with their WET dollars and it is not allowing Tri-City staff to participate in its trainings until all of its WET dollars have been utilized, except for the Lanterman-Petris-Short trainings; that other agencies do provide an exact dollar amount; that Chief Financial Officer Margaret Harris always allocates funding in each program for conferences, training and seminars; that management ensures to identify trainings for key staff to attend, which in turn they train their staff; as well as bringing training at low or at no cost to the site and have as many staff trained.

Alternate Board Member Aguirre sought clarification about Tri-City offering an educational incentive. MHSA Manager Hundal stated that Tri-City staff has access to statewide WET Initiative through MHSA dollars at Sacramento where people can apply for student loans and for reduction or extension on student loans for difficult to fill positions; allowing staff to pursue a PhD program without having to be employed with the County with the promise to return to the Mental Health System.

Board Member Lyons inquired if the County used to make its trainings available to Tri-City employees. Director of Clinical Program Services Navarro replied in the affirmative; however, in the last three years its training division is being funded with their WET dollars and has advised Tri-City staff that it is not allowed to attend its trainings because Tri-City has its own WET funding.

Discussion ensued regarding possible training opportunities as well establishing policy regarding academic incentives for Tri-City employees.

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

Manager of Best Practices Owens apologized for not completing her report at the time of the Agenda packet distribution, noting that that she was in training offsite.

Board Member Lyons inquired if the Cognitive Enhancement Therapy had already been modified in-house; and if the program now includes the bi-polar population, if yes, how this population is reacting to it. Manager of Best Practices Owens replied in the negative; and reported that participants are taking it pretty well; however, the concern is that the number of participants is down to 5 from 7. Board Member Lyons stated that hopefully this issue will be resolved when the modified version is put in place. Director of Clinical Program Services Navarro stated that the program modification is in process and anticipates staff providing a presentation of the full curriculum to the Board in January.

Board Member Martinez inquired about the ClientTell Pilot Implementation. Manager of Best Practices Owens stated that ClientTell is a program that Tri-City contracted through Welligent Program, and that it is an automated system that will call clients to remind them of their appointments. Chief of Operations Officer Gill added that it also offers e-mail and texting; however, right now staff is testing for medical appointments, that eventually it will be used for the clinical, and that it does it in their preferred language.

Board Member Lyons inquired if this technology can be used to have clients make contact with staff on an on-going basis and perhaps avoid a visit. Director of Clinical Program Services Navarro replied in the affirmative, noting that at the stakeholders meeting it will be discussed using patient portals under the CAPTECH program.

## **10. MHSA MANAGER REPORT**

Board Member Lyons inquired if plans were underway for the stakeholder process. MHSA Manager Hundal replied in the affirmative, stating that the first meeting will be taking place on October 23rd and another one on the 30th and that Dana Stein will be leading the meetings.

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

**GOVERNING BOARD COMMENTS**

There was no comment.

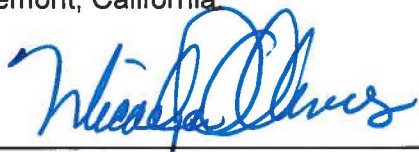
**PUBLIC COMMENT**

Mr. Dick Bunce thanked the Governing Board and Tri-City staff for all the support provided to NAMI, specifically with the NAMI Walks.

**ADJOURNMENT**

At 5:31 p.m., on consensus of the Governing Board its meeting of October 15, 2014 was adjourned to an **Adjourned Meeting to be held on Thursday, October 30, 2014 at 5:00 p.m.** in the Administration Building, 1717 North Indian Hill Boulevard #B, Claremont, California.

The next Regular Meeting of the Governing Board will be held on **Wednesday, November 19, 2014 at 4:45 p.m.** in the Administration Building, 1717 North Indian Hill Boulevard #B, Claremont, California.



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Micaela P. Olmos, Executive Assistant