



**MINUTES
REGULAR MEETING OF THE
GOVERNING BOARD
JANUARY 21, 2015 – 4:45 P.M.**

The Governing Board met in a Regular Meeting on Wednesday, January 21, 2015 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
Joseph M. Lyons, MA, Ph.D., City of Claremont, Board Member
Edina Martinez, Psy.D., City of Pomona, Board Member
John Nolte, City of Pomona, Board Member (*arrived at 5:00 pm*)
Bill Aguirre, City of La Verne, Alternate Board Member

ABSENT: Robin Carder, City of La Verne, Board Member
Carolyn Cockrell, City of La Verne, Board Member

STAFF: Toni Navarro, Executive Director
Darold Pieper, General Counsel
Margaret Harris, Chief Financial Officer
Nancy Gill, Chief Operations Officer
Diana Acosta, Controller
Rimmi Hundal, MHSA Manager
Natalie Majors-Stewart, Acting Manager of Best Practices
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 Lyons and Martinez; Vice-Chair Leeb; and Chair Lantz. NOES: None. ABSTAIN: Board Member Lyons on Agenda Item No. 1 only. ABSENT: Board Members Carder, Cockrell, and Nolte.

- 1. APPROVAL OF MINUTES FROM THE DECEMBER 17, 2014 GOVERNING BOARD / MENTAL HEALTH COMMISSION JOINT MEETING**
- 2. APPROVAL OF RESOLUTION NO. 397 OF THE GOVERNING BOARD OF TRI-CITY MENTAL HEALTH CENTER ADOPTING ITS 2015 MEETING SCHEDULE**

3. **APPROVAL FOR THE DESTRUCTION OF SURPLUS I.T. EQUIPMENT**
4. **APPROVAL OF REVISED ACCOUNTING DEPARTMENT POLICY AND PROCEDURE FOR PETTY CASH ACCOUNTS**

NEW BUSINESS

5. **APPROVAL OF MEMORANDUM OF UNDERSTANDING FOR THE CEDAR SPRINGS PERMANENT SUPPORTIVE HOUSING PROJECT**
 - A. Approve the Memorandum of Understanding by and between Tri-City Mental Health Authority, the Ownership Limited Partnership, and the John Stewart Company;
 - B. Authorize the Executive Director to execute the MOU on behalf of Tri-City; and
 - C. Authorize the Executive Director to make non-substantive changes to the MOU, if needed."

Housing Project Manager Pruyn stated that the MOU for the Cedars Springs Project establishes the rights, roles and responsibilities of each of the parties, as well as the relationships between the parties. He then proceeded to provide a history of how the Cedars Springs Project came to fruition, noting that Tri-City's participation helped the project get started. He then explained that Tri-City will have the exclusive use of 8 units and be required to refer only tenants with income of SSR 70 levels. He added that the LA County Department of Community Development is providing operating subsidies for this project and 18 project-based Section 8 vouchers which is a huge guarantee for the project.

Discussion ensued regarding the project-based Section 8 vouchers and HUD's participation which will pay for the difference between what an individual can afford to pay for rent and the fair rental value, based on the 30% of income.

At 5:00 p.m., Board Member John Nolte arrived at the meeting.

Housing Manager Pruyn then stated that there is also the requirement that Tri-City maintain an average occupancy of 7 units, if it fails to meet this requirement, then David & Margaret will have the right to occupy the vacant unit(s).

Board Member Lyons inquired, aside from TAY requirements, if there will be established residency requirements for those that qualify. Executive Director Navarro, replied that there will not be a residency requirement, rather the 'single fix point of responsibility', meaning being formally enrolled in treatment services with Tri-City. Dr. Lyons further inquired about access and transportation to/from the Wellness Center. Executive Director Navarro stated that transportation would be included as part of Tri-City's supportive services.

Housing Manager Pruyn then reminded everyone that the groundbreaking ceremony for this project will be the following Thursday.

Chair Lantz inquired if counsel had reviewed the proposed MOU with David and Margaret. Tri-City Counsel Pieper replied in the affirmative.

There being no further discussion, Board Member Lyons moved, and Vice-Chair Leeb seconded, to approve the Memorandum of Understanding by and between Tri-City Mental Health Authority, the Ownership Limited Partnership, and the John Stewart Company; to authorize the Executive Director to execute the MOU on behalf of Tri-City; and to authorize the Executive Director to make non-substantive changes to the MOU, if needed. The motion was carried by the following vote: AYES: Alternate Board Member Aguirre; Board Members Lyons, Martinez, and Nolte; Vice-Chair Leeb; and Chair Lantz. NOES: None. ABSTAIN: None. ABSENT: Board Member Carder and Cockrell.

6. APPROVAL OF MEMORANDUMS OF UNDERSTANDING FOR THE HOLT AVENUE FAMILY APARTMENTS PROJECT

- A. Approve the three Memorandums of Understanding:
 - (i) MOU by and between TCMHA & CBH for the Development of the Holt Avenue Family Apartments Project
 - (ii) MOU by and between TCMHA & the Partnership for the Operations of the Holt Avenue Family Apartments Project
 - (iii) MOU by and between TCMHA & the Partnership for the Creation and Funding of the Residential Services Coordinator Position for the Holt Avenue Family Apartments
- B. Authorize the Executive Director to execute the MOUs on behalf of Tri-City; and
- C. Authorize the Executive Director to make non-substantive changes to the MOU, if needed.

Housing Manager Pruyn stated that there are three separate MOUs in connection with the Holt Avenue Family Apartments Project: one is for the development of the apartments; another for the ongoing operation of the apartments; and the other for the hiring and funding of a Residential Services Coordinator. He noted that these are the same agreements that had been approved last April for both the Holt and Garey sites, and now have been revised to include only the Holt site project.

There being no further comments, Vice-Chair Leeb moved, and Board Member Martinez seconded, to approve the MOU by and between TCMHA & CBH for the Development of the Holt Avenue Family Apartments Project, the MOU by and between TCMHA & the Partnership for the Operations of the Holt Avenue Family Apartments Project, and the MOU by and between TCMHA & the Partnership for the Creation and Funding of the Residential Services Coordinator Position for the Holt Avenue Family Apartments; to authorize the Executive Director to execute the MOUs on behalf of Tri-City; and to authorize the Executive Director to make non-substantive changes to the MOU, if needed. AYES: Alternate Board Member Aguirre; Board Members Lyons, Martinez, and Nolte; Vice-Chair Leeb; and Chair Lantz. NOES: None. ABSTAIN: None. ABSENT: Board Member Carder and Cockrell.

MONTHLY STAFF REPORTS

7. EXECUTIVE DIRECTOR REPORT

Executive Director Navarro asked Housing Manager Pruyn if there was anything that he would like to highlight from the housing report.

Housing Project Manager Pruyn reported that the Related Project is on-going as they are continuing to relocate the residents and have not yet began the relocation of the historical house located on the project site. Chair Lantz inquired how many residents were still on the property. Housing Project Manager Pruyn replied he did not know; however, he estimated approximately half of the residents, stating that they should be done quickly since they were proposing breaking ground next month.

Board Member Lyons praised Housing Project Manager Don Pruyn for all his hard work and persistence to keep the housing projects moving forward against odds. He also stated that he is looking forward to see the same results in the City of Claremont. Housing Project Manager Pruyn reported that Tri-City staff has been looking for property in Claremont and also will meet with the City Manager of Claremont to discuss Tri-City intentions.

Executive Director Navarro announced that Dr. David Block has been selected the new Medical Director who will provide a monthly staff report to the Board and also will attend the Governing Board meetings; provided an update regarding the LAC DMH HIPPA breach, indicating that they had written the Notice of the breach on its letterhead and is already posted on Tri-City's website; and provided an update on the Director of Clinical Program Services Recruitment and announced that Elizabeth Owens had been selected the new Director of Clinical Program Services.

8. CHIEF FINANCIAL OFFICER REPORT

There was no comment.

9. DIRECTOR OF CLINICAL PROGRAM SERVICES REPORT

Executive Director Navarro stated that she had had the opportunity to hear the Governor's State of the State Address which resonated with Tri-City's history and efforts; therefore, the best course of action for Tri-City staff is to stop and ground themselves to nurture what has been created.

10. CHIEF OPERATIONS OFFICER REPORT

There was no comment.

11. MEDICAL DIRECTOR REPORT

Board Member Lyons inquired about Dr. Block's transition to Medical Director. Dr. Block replied that everything is going well.

12. MANAGER OF BEST PRACTICES REPORT

There was no comment.

13. MHSA MANAGER REPORT

Board Member Lyons inquired if staff was anticipating any changes as a result of the Department of Mental Health overseeing both the physical and mental health, and the need to deal with this under the Affordable Care Act. MHSA Manager Hundal replied that there are no anticipated changes; however, under the Integrated Care Project staff is working very closely with physical health and substance abuse, noting that staff is holding monthly meetings.

Board Member Lyons then praised MHSA Manager Hundal on her oversight of the PEI Program which was established to address issues earlier and reduce costs in the long run.

MHSA Manager Hundal then invited Board Members to attend the stakeholders meeting wherein recommendations from the workgroups will be given, noting that they have been focusing on grounding Tri-City.

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

GOVERNING BOARD COMMENTS

Executive Director Navarro announced that at next Governing Board Meeting, there will be a selection of the Board Chair and Vice-Chair, as well as appointing a Board Member as Liaison to the Mental Health Commission.

PUBLIC COMMENT

Dick Bunce, General Coordinator at NAMI Pomona Chapter, stated that it is very encouraging to hear the progress regarding housing in the cities of Pomona and La Verne, indicating that he will be very supportive of a housing project in Claremont.

CLOSED SESSION

At 5:23 p.m., the Governing Board recessed to a Closed Session pursuant to:

CONFERENCE WITH REAL PROPERTY NEGOTIATORS (Government Code § 54956.9)

Property: 140 Orange Grove Avenue, Pomona, CA 91767
(Church building and its parking lot -Parcel APN 009)

Tri-City Negotiators: Toni Navarro, Jesse H. Duff, Donald Pruyn, Darold Pieper
Under Negotiation: Possible purchase including terms and price

CONFERENCE WITH REAL PROPERTY NEGOTIATORS (Government Code § 54956.9)

Property: 164-194 Orange Grove Avenue, Pomona, CA 91767
(Four multi-family housing units, plus two mobile office modular -Parcel APN 23)

Tri-City Negotiators: Toni Navarro, Jesse H. Duff, Donald Pruyn, Darold Pieper
Under Negotiation: Possible purchase including terms and price

CONFERENCE WITH REAL PROPERTY NEGOTIATORS (Government Code § 54956.9)

Property: Parking lot behind 1403 Garey Avenue, Pomona, 91767

(Parking lot with entrance off Gordon Street)

Tri-City Negotiators: Toni Navarro, Jesse H. Duff, Donald Pruy, Darold Pieper

Under Negotiation: Possible purchase including terms and price

RECONVENE IN OPEN SESSION

At 6:50 p.m., the Governing Board reconvened in Open Session.

CLOSED SESSION REPORT

There was no reportable action taken.

GOVERNING BOARD COMMENTS

Board Member Chair reported that she had seen a property for sale in the City of Claremont, within walking distance to the Village and also to public transportation, stating that said property had been in the market for a long time.

Board Member Lyons announced that there is a new building project, in conjunction with the Pilgrim Place initiative, that is looking at the lot adjacent to Larkin Park and the senior center. He noted that there might be an interest in pursuing a joint construction project with Tri-City.

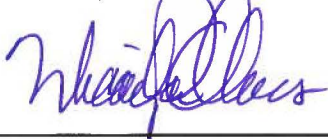
Discussion ensued about tenant relocation obligations when purchasing real estate property.

PUBLIC COMMENT

There was no comment.

ADJOURNMENT

At 6:56 p.m., on consensus of the Governing Board its Regular Meeting of January 21, 2015 was adjourned. The next Regular Meeting of the Governing Board will be held on **Wednesday, February 18, 2015 at 4:45 p.m.** in the Administration Building, 1717 North Indian Hill Boulevard #B, Claremont, California.



Micaela P. Olmos, Executive Assistant