



**MINUTES  
REGULAR MEETING OF THE  
GOVERNING BOARD  
March 18, 2015 – 4:45 P.M.**

The Governing Board met in a Regular Meeting on Wednesday, March 18, 2015 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:** Chuck Leeb, Ph.D., City of Claremont, Vice-Chair  
Robin Carder, 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  
John Nolte, City of Pomona, Board Member

**ABSENT:** Paula Lantz, City of Pomona, Chair  
Carolyn Cockrell, City of La Verne, Board Member

**STAFF:** Toni Navarro, Executive Director  
Darold Pieper, General Counsel  
Elizabeth Owens, Director of Clinical Program Services  
Natalie Majors-Stewart, Acting 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 Carder moved, and Board Member Martinez seconded, to approve the Consent Calendar. The motion was carried by the following vote: AYES: Board Members Carder, Lyons, Martinez, and Nolte; and Vice-Chair Leeb. NOES: None. ABSTAIN: None. ABSENT: Board Member Cockrell and Chair Lantz.

**1. APPROVAL OF MINUTES FOR THE FEBRUARY 18, 2015 GOVERNING BOARD MEETING**

**NEW BUSINESS**

**2. APPROVAL OF THE CAPITAL FACILITIES AND TECHNOLOGY NEEDS PLAN UPDATE**

Executive Director Navarro stated that the CAPTECH plan was posted a month ago to approve funds authorizing staff to search and purchase a building to expand administrative offices for MSHA.

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

**3. APPROVAL OF RESOLUTION NO. 398 GRANTING EXECUTIVE DIRECTOR AUTHORITY TO MAKE AN OFFER TO PURCHASE PROPERTY LOCATED IN CLAREMONT**

Executive Director Navarro indicated that in discussions with Board Chair Paula Lantz, there is concern that as Claremont property is at such a premium, waiting for Board approval there is a loss of opportunity for purchasing available property.

Board Member Lyons sought clarification, as properties become available in the City of Claremont, if staff will engage the Board Chair before making a decision. Executive Director Navarro replied in the affirmative.

There being no further comments, Board Member Martinez moved, and Board Member Lyons seconded, to adopt Resolution No. 398 authorizing the Executive Director to purchase property in Claremont. The motion was carried by the following vote: AYES: Board Members Carder, Lyons, Martinez, and Nolte; and Vice-Chair Leeb. NOES: None. ABSTAIN: None. ABSENT: Board Member Cockrell and Chair Lantz.

**MONTHLY STAFF REPORTS**

**4. EXECUTIVE DIRECTOR REPORT**

Executive Director Navarro announced that this is the Second Annual Green Ribbon Week.

Housing Project Manager Pruyn reported that the Cedars Springs Project is under construction; that the West Holt Project by the Related Co. is under construction as well; that the Clifford Beers Project on East Holt Avenue received its MHSA Loan from the CalHFA, had applied for Tax Credit Funding, and will find out if it is approved in about six weeks; that the Church property acquisition has some issues to be resolved, such as finding out if building plans are in compliance with building codes; that Tri-City is currently working with the City of Pomona and the PUSD in connection with the easement issue, and the three parties have agreed to pay for 1/3 of the property appraisal cost, and pending the results of the appraisal, Tri-City would purchase the property adjacent to Tri-City's vacant property but not for the strip of land adjacent to the clinic since Tri-City has been using it for 15 year and was allowed to be developed without the recording of the easement; and that the search for permanent supportive housing in Claremont continues, noting that two realtors are also working in finding property in Claremont.

Discussion ensued about property purchasing options with the available funding.

Executive Director Navarro added, in connection with the easement issue, that when she advised Chair Lantz that she would be authorizing staff to pay for 1/3 of the property appraisal cost which was going to be used to determine the value in which the City would charge Tri-City for the property, Chair Lantz had expressed concern because she was told by Raymond Fong that the appraisal report was simply required by the State of the School District and nothing else. She also stated that staff is actively working on creating a tenant referral waiting list and having it ready by December when housing becomes available after construction is completed. She also indicated that after visiting the Veterans' Village in El Monte, and learning about the veteran gap population, staff has been evaluating ways to improve staff outreach and engagement of the veteran population in the community, noting that outreach has started with Tri-City's staff members.

Board Member Lyons stated that the Veterans' Village facility in El Monte was possible due to the partnerships they had; therefore, finding partnerships will be a preliminary finding to determine what other resources might be available.

Executive Director Navarro stated that, after staff learned about the underserved veteran population, we have identified Tri-City staff who are active duty military members living in Pomona who have agreed to attend a focus group with Tri-City staff to talk more about how we can access this population within the three cities.

Board Member Lyons added that the La Verne Veterans group is a very active group that might be able to bring some attention to the issue in the event that there is a possibility for building a facility for veterans' only for the three cities.

Executive Director Navarro then stated that staff wanted to have at least twice a year contact with the LAC DMH to continue the flow of communication with all the changes taking place and that a meeting had been scheduled for April 8th.

## **5. CHIEF FINANCIAL OFFICER REPORT**

There was no comment.

## **6. CHIEF OPERATIONS OFFICER REPORT**

Board Member Martinez stated that this year the staff turnover continues to get higher and expressed concern about this number continuing to increase.

Executive Director Navarro replied that Elizabeth Owens is working with the Clinical Staff Retention Workgroup to identify needed changes, noting that she has already implemented two changes: one in the hiring process and also how we are doing ongoing training in documentation to provide staff more support. She also reported that a new Senior HR Analyst was hired this week who will give some relief to Miguel Serna and Eileen Martin, allowing them to focus more on the recruiting as well as in the retention areas, indicating that there is enough staff now available that can focus on these two issues equally and not one to the exclusion of the other.

Vice-Chair Leeb suggested that when reporting the staff turn-over rate, to also include categories such as positive or negative separations.

Board Member Lyons concurred with Vice-Chair Leeb request, as it would help knowing if there are any unpleasant separations.

Executive Director Navarro indicated she would give this request to Nancy Gill.

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

Director of Clinical Program Services Owens reported that she has been meeting with program managers and supervisors for the last month focusing on improving retention, noting that she has received good information which will bring to the workflow team to resolve issues and implement changes. She added that she lost a couple of clinicians due to one becoming a stay home mom and the other wanted to focus on serving only the children population. She also reported that a program manager, along with a HR staff, will be attending a job fair at UCLA tomorrow and in April, staff will be attending another job fair at USC. She also reported that she attended in February the *7th International Together Against Stigma Conference* wherein she heard about a document titled *15-Yr Millennium Development Goals To Sustainable Development Goals* that the UN has developed which be published this year, noting that the document does not contain anything about Mental Health. Lastly, she stated that staff hosted a Carnival at the Garey Building as part of Green Ribbon Week, and shared a poem from an individual who was incarcerated for 15 years that attended the Carnival to display his poetry.

#### **8. MEDICAL DIRECTOR REPORT**

There was no comment.

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

There was no comment.

#### **10. MHSA MANAGER REPORT**

MHSA Manager Hundal reminded everyone about the upcoming MHSA Public Hearing on May 20th at Taylor Hall; invited the Board to attend the *Green on the Scene* event at the Western University taking place tomorrow at 12:00 p.m. on the corner of 2nd and Gibbs Streets; and that several local restaurants will be offering 20% discount to those individuals who are wearing mental health green.

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

#### **GOVERNING BOARD COMMENTS**

There was no comment.

**PUBLIC COMMENT**

There was no comment.

**ADJOURNMENT**

At 5:17 p.m., on consensus of the Governing Board its Regular Meeting of March 18, 2015 was adjourned. The next Regular Meeting of the Governing Board will be held on **Wednesday, April 15, 2015 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