



**MINUTES
REGULAR MEETING OF THE
GOVERNING BOARD
SEPTEMBER 16, 2015, 2015 – 4:45 P.M.**

The Governing Board met in a Regular Meeting on Wednesday, September 16, 2015 at 4:50 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 4:50 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
Robin Carder, City of La Verne, Board Member
Carolyn Cockrell, City of La Verne, Board Member
Joseph M. Lyons, MA, Ph.D., City of Claremont, Board Member
John Nolte, City of Pomona, Board Member

ABSENT: Edina Martinez, Psy.D., City of Pomona, Board Member

STAFF: Toni Navarro, Executive Director
Darold Pieper, General Counsel
Diana Acosta, Chief Financial Officer
Elizabeth Owens, Director of Clinical Program Services
David Block, Medical Director
Rimmi Hundal, Director of Mental Health Services and Ethnic Services
Donald Pruy, Housing Project Manager
Mica Olmos, Executive Assistant

CONSENT CALENDAR

1. APPROVAL OF MINUTES FROM THE JULY 15, 2015 GOVERNING BOARD MEETING

Recommendation: "A motion to approve the Minutes of July 15, 2015."

2. APPROVAL OF RESOLUTION NO. 408 REVISING EXECUTIVE MANAGEMENT SALARY & BENEFITS

Recommendation: "A motion to approve and adopt Resolution No. 408 revising salary and benefits for Executive Management effective September 16, 2015."

Chair Lantz sought clarification regarding whether or not there was only one change, which was previously omitted, to the salary and benefits Resolution for Executive Management. Executive Director Navarro replied in the affirmative.

Board Member Lyons also referred to the Resolution and stated that the maximum vacation accrual of up to two years could potentially be a hefty payout, noting that in the City of Claremont this became a big issue due to the size of management staffing which resulted in changing the policy on accruals.

Chair Lantz directed staff to survey the three cities regarding management vacation accruals and bring back information to the Governing Board at its next meeting.

Board Member Carder stated that any proposed changes to vacation accruals will be for future hires from this point forward.

Board Member Leeb added that staff also surveys other agencies and not just cities.

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

CLOSED SESSION

At 4:54 p.m., the Governing Board recessed to a Closed Session pursuant to Government Code § 54956.8: Conference with Real Property Negotiators; Property: 956 West Baseline Road, Claremont, CA 91711 (APN 8669-019-029); Agency Negotiators: Toni Navarro, Darold Pieper, Jesse H. Duff, Donald Pruyn; Negotiating Parties: Thurman Keith Schisler, Successor Trustee of The Herbert and Constace Schisler Living Trust, dated December 11, 1990; Under Negotiation: Possible purchase including terms and price; and

Government Code § 54956.8: Conference with Real Property Negotiators: Property: 15-foot deep strip of property (2,273 sf) at the east boundary line of 2008 N. Garey Avenue, Pomona, CA 91767 (APN 8362-002-902); Agency Negotiators: Toni Navarro, Darold Pieper, Jesse H. Duff, Donald Pruyn; Negotiating Parties: City of Pomona Water Department; Under Negotiation: Possible purchase including terms and price; and

Government Code § 54956.8: Conference with Real Property Negotiators: Property: 15-foot deep strip of property (1,125 sf) at the east boundary line of 2018 N. Garey Avenue, Pomona, CA 91767 (APN 8362-002-903); Agency Negotiators: Toni Navarro, Darold Pieper, Jesse H. Duff, and Donald Pruyn; Negotiating Parties: City of Pomona Water Department; Under Negotiation: Possible purchase including terms and price.

RECONVENE TO OPEN SESSION

At 5:28 p.m., the Governing Board reconvened to an Open Session.

CLOSED SESSION REPORT

Counsel Pieper reported that the Governing Board had considered the items in closed session and no action was taken that is required to be disclosed at this time.

NEW BUSINESS

- 3. APPROVAL OF RESOLUTION NO. 409 APPROVING THE PURCHASE OF 956 W. BASELINE RD, CLAREMONT, CALIFORNIA, AND AUTHORIZING THE EXECUTIVE DIRECTOR TO TAKE ALL NECESSARY ACTIONS AND EXECUTE ALL NECESSARY DOCUMENTS**

- 4. APPROVAL OF RESOLUTION NO. 410 APPROVING THE PURCHASE OF 15-FOOT DEEP STRIP OF PROPERTY LOCATED EAST OF APN 8362-002-902 & APN 8362-002-903, RESPECTIVELY, IN POMONA, CALIFORNIA, AND AUTHORIZING THE EXECUTIVE DIRECTOR TO TAKE ALL NECESSARY ACTIONS AND EXECUTE ALL NECESSARY DOCUMENTS**

Chair Lantz announced that Agenda Items Nos. 3 and 4 will not be discussed as the Board is not prepared to take action on these items.

5. APPROVAL OF AMENDED PURCHASING POLICY

Chair Lantz inquired if only definitions were changed in the purchasing policy.

Chief Financial Officer Acosta replied in the negative, and indicated that also a small piece related to the flex funds definition had changed, and a slight increase to the threshold from \$250 to \$500.

Board Member Lyons inquired if there was an increase to the discretionary upper limit ability to spend without Board approval. Chief Financial Officer Acosta replied in the negative.

Chair Lantz requested that this information, any proposed changes, should be included in the report so that the Board is immediately aware what staff is proposing to change. Chief Financial Officer Acosta indicated that she will make sure to include this information in all her future reports.

There being no further discussion, Board Member Lyons moved, and Board Member Nolte seconded, to approve the amended Purchasing Policy No. IX.1 to be effective September 16, 2015. The motion was carried by the following vote: AYES: Board Members Carder, Cockrell, Lyons, and Nolte; Vice-Chair Leeb; and Chair Lantz. NOES: None. ABSTAIN: None. ABSENT: Board Member Martinez.

6. APPROVAL OF AMENDED TRAVEL POLICY

Chief Financial Officer Acosta reported that after extensive research, there were major revisions to have a more comprehensive and detailed Travel Policy.

There being no discussion, Board Member Carder moved, and Vice-Chair Leeb seconded, to approve the amended Travel Policy No. IX.4 to be effective September 16, 2015. The motion was carried by the following vote: AYES: Board Members Carder, Cockrell, Lyons, and Nolte; Vice-Chair Leeb; and Chair Lantz. NOES: None. ABSTAIN: None. ABSENT: Board Member Martinez.

MONTHLY STAFF REPORTS

7. EXECUTIVE DIRECTOR REPORT

Executive Director Navarro reported that Margaret Harris had officially retired on August 30th, and that Diana Acosta, Tri-City's Controller for the past 17 months, officially became the new Chief Financial Officer on August 31st, noting that Ms. Harris had agreed to assist as a consultant for the next year for a maximum of 163 hours; that two Mental Health Commissioners submitted their resignations creating a vacancy in the Commission, noting that the Commission By-Laws required a minimum of ten members and currently there are nine members, and explained that per AB 1224 signed on July 16th, there had been a change in regulation that indicates that consumers who apply for membership in the Commission may be employees of the County for which they apply; that she was happy to report that both the La Verne and Claremont Police Departments have scheduled training with Tri-City for Mental Health First Aide; that things are moving along with the 2001 property; and that the LAC DMH merger was approved by the Board of Supervisors on August 10th, and Marvin Southard tendered his resignation to be effective on November 4th noting that changes in leadership creates movement and, in the interim, Tri-City staff will be proactive in meeting with leadership to keep continuity.

Board Member Lyons stated that he believes that the Governing Board needs to meet with the counterparts in leadership to let them know that Tri-City is engaged and ready to respond.

Chair Lantz asked Board Member Lyons if he was referring to the County Board of Supervisors as the Governing Board counterparts. Board Member Lyons replied that he was referring, at a minimum, to the executive team.

Executive Director Navarro stated that when meetings are scheduled with Supervisor Hilda Solis to tour Tri-City's facilities, the Governing Board will be invited to attend, and suggested that the Board contact their legislative representatives to inform them about Tri-City.

Board Member Lyons stated that Tri-City is dealing with two levels of administrative authority and that LA County has one lever higher where it lays the possibility that they think that Tri-City is invisible. He then concurred with Executive Director's comment about the Board Members contacting legislators to make sure we maintain a flow of communication.

Executive Director Navarro stated that when the new leadership is established with LA County, she will notify the Board.

Board Member Lyons then referred back to Commission discussion and stated that there is an opportunity to provide direction to staff to include people with experience, at all the levels regardless if they are family members, consumers, or general public, and with an understanding

of mental health issues, noting that he was not saying that this is not currently being done. He then indicated that the purpose of the Commission was a bit more extensive than how it is being utilized now and that he would like to revisit, as a group, what the Commission's set of responsibilities might be, how much outreach public engagement that group might do, as well as assessment needs. He noted that the Board receives staff's input, but it does not necessarily receive the Commission's; therefore, he would like the Board to discuss where it sees the Commission's mission and vision as it was originally established, which was co-opted by MHSA, but it has since moved to a different phase that has perhaps allowed the Commission to return to the engagements and issues that they dealt with during troubled times. He also stated that the policy making that the Board is delegated and responsible for, would be facilitated by the Commission and that he does not think that the MHSA process and engagement collects all of the information that the Board needs.

Executive Director Navarro indicated that that has been her charge to the Commission in the last few months and that she has been asking them to be Tri-City's eyes and ears, and to bring back information to staff as they hear things that they are not sure of as staff can train them on those issues. She also suggested having the Governing Board representative in the Commission broach these issues at the next Commission meeting.

Board Member Lyons indicated that as representative he has not been in attendance to the Commission meetings due to his schedule, but that he is able to be the representative. He then stated that the Commission is reporting to staff and circumventing the Board, noting that the Commission is in a position of having an understanding of what policies might be; and that by virtue of its original formation, the Commission is the body that reports to the Board to provide that kind of information, in addition to staff. However, if the Board does not get information directly from the Commission and the information goes to the staff, the staff's response may not necessarily be the response that can do anything about the information that the Commission is bringing to staff. He then reiterated that the Board needs to know the information in order to make policy that may allow for issues.

Executive Director Navarro stated that it was her understanding that the Board representative in the Commission was to act in that role. She added that, since the last seven years that she has been part of Tri-City, staff's role has been re-educating and helping the Commission to get up to speed on the system of care and what to be looking for in their community. She reported that only recently Commissioners have been actually going out in the community and answering questions, noting that Commissioners have not shared any concerns from their constituents, friends or neighbors. She also stated that Commissioners have brought information to staff that that has been helpful. She indicated that the Commission is evolving and growing in the right direction; however, any direction that the Board would like to give staff to make it more effective, it would be appreciated.

Chair Lantz asked Board Member Lyons if he was asking for the role of the Commission to be a discussion item. Board Member Lyons replied in the affirmative, so that the Board can reassess.

Counsel Pieper recommended adding to that discussion the impact of AB1424 because it might require having four more members, beyond ten, in the Commission as it appears that a Joint Powers entity has to have an additional two members for each additional agency; and since Tri-

City has three agencies, two additional will be four members, and instead of having 10-member minimum, there will be fourteen minimum. Also, although employees are permitted, they must abstain from voting on any financial or contractual issue concerning the employer that comes before that Board which in some sense is a lot of stuff.

Executive Director Navarro indicated that the Commission only votes on recommendations to the Board regarding the Annual MSHA Updates in connection with its funding.

Counsel Pieper indicated it refers to voting on an issue not voting on a contract; therefore, the question is if while the member is recommending programs of care, if the programs are financial. He noted that it is unknown at the moment if the member can vote.

Chair Lantz stated that definitely part of that conversation will be an attorney's analysis.

Don Pruyt provided a supportive housing update and reported that the Cedars Spring project will have a grand opening in March 2016, noting that a meeting took place between the service providers and the property management to define its respective duties, specifically with the tenant certification process and leasing process, noting that Tri-City is the service provider for 8 units and three of those are family units which will not have to be exclusively for TAY. He indicated that David & Margaret will fund two resident service coordinators for the project, noting that Tri-City has not been asked to make any money contributions. The Parkside Family Apartments by the Related Project in Pomona is moving along and also has an expected grand opening in March 2016; that the Holt Family Apartments Project by Clifford Beers made it to the preliminary list of projects to be funded by Tax Credit Allocation Committee, if approved they can start construction by March 2016.

8. CHIEF FINANCIAL OFFICER REPORT

Chief Financial Officer Acosta indicated that the preliminary financial statements are for year ending June 30, 2015, noted that the report does not include the GASB 68 Pension Liability that will be reflected on the final audited version.

Board Member Lyons asked Chief Financial Officer Acosta to provide an estimate of the liability under GASB 68.

Ms. Acosta replied that the preliminary estimate is under three million dollars, noting that there will be a lot of information and disclosures that is required by the Generally Accepted Accounting Principles (GAAP) auditing standards which refers to how they calculated the valuation and assumptions. She added that, due to staff obtaining pension information from CalPERS later than expected, the issuance of final financials might not be presented until the November meeting.

Board Member Lyons stated that it is noted in the report an astronomical large number of cash on hand, approximately \$23 million dollars, and inquired where that cash is located. Chief Financial Officer Acosta replied in several accounts, the majority in LAIF and bank accounts. Board Member Lyons further inquired if these monies will be spent soon. Chief Financial Officer Acosta replied they will be spent in the next 12 months.

Executive Director Navarro added that she and Ms. Acosta had a conversation wherein they discussed the need to have a conversation regarding unspent funding due to the recent controversy raised by inaccurate information provided by a reporter in San Diego County.

Board Member Lyons, stated that this amount was not well reported since these monies are already designated, and inquired where staff maintains Tri-City's prudent reserves. Chief Financial Officer Acosta indicated that those are included in the cash on hand and are not specifically highlighted in this report, but that she can provide in the future a detailed report that highlights this information. Governing Board Lyons concurred that a more detailed report should be provided since just looking at the \$23 million sum is not easily discernable.

Discussion ensued regarding additional funds that might be available which will be presented to the Stakeholders for a one-time expenditure.

9. CHIEF OPERATIONS OFFICER REPORT

Governing Board Lyons commented that it seems that Tri-City is not budging the staffing turnover rate for the past 12 months and inquired how is the process of identifying the reasons, other than positive reasons, for people leaving the agency.

Executive Director Navarro indicated that the HR Department has been doing a great job in implementing on-going surveys interviews and exit interviews wherein staff has identified some areas for growth and change. She indicated that uncertainty continues to exist for some staff due to the extensive leadership change which trickles down to all levels.

Director of Clinical Program Services Owens added that the Retention Group has begun to meet more regularly in order to resolve more action items, noting that it is all clinical staff at this point. She also pointed out that there are suggestion boxes where staff has provided suggestions, which are presented at the All Agency Staff meetings, and address those items that staff is concerned with; and that communication has improved as managers have been receiving training on how to communicate with staff.

Governing Board Lyons referred to the report with the number of clients served and indicated that services are significantly disproportional in the three cities; noting that approximately only one-seventh of the services go to the City of Claremont when it should be one-third of the entire population. Executive Director Navarro explained that these services provided are for Medicaid population, which is the disproportion of the Medicaid population; however, Tri-City really strives to reach to all the communities through other services such as Wellness Center, TCG, P2P, etc.

10. DIRECTOR OF CLINICAL PROGRAM SERVICES REPORT

Governing Board Cockrell asked for an update regarding the concerns brought up at the Annual MSHA Update public hearing regarding how clients access Tri-City services since inquiries were conducted only on Wednesdays.

Director of Clinical Program Services Owens indicated that she mentions in her report that during the first quarter of the new fiscal year, the inquiry process changed to be conducted daily between 8:30- 5:00 pm, which also includes walk-ins, noting that assessments are scheduled

and the officer of the day, a clinician, takes basic information to determine whether or not they need special mental health services which are more severe, and noted that the mild-to-moderate cases are referred back to the managed care; thereafter, staff schedules assessment appointments for those that meet Tri-City's requirement of medical necessity.

Governing Board Cockrell further inquired if there is a waiting list and how long does it take for a client to receive services. Director of Clinical Program Services Owens reported that people generally are able to access services within 15 days, indicating that staff is meeting Tri-City's compliance meeting schedule. She added that 'no shows' are increasing as clients are not keeping the initial assessment appointments; therefore, staff is reviewing data to focus on how staff can help increase appointment compliance. Governing Board Cockrell further inquired how staff handles someone who arrives with high anxiety or psychosis. Director of Clinical Program Services Owens stated that Tri-City has slots available every day of the week for these types of clients in conjunction with Tri-City's crisis support services.

11. MEDICAL DIRECTOR REPORT

Governing Board Lyons inquired how does the Medical Director sees the engagement between Tri-City and the provision of standard medical health care working.

Medical Director Block stated that engagement issues is not unique to our community, noting that it is a county, state, and nationwide issue; however, Tri-City benefits because its catchment area is contained, even though the population number that staff serves is comparable to a medium size county for the entire state. He reported that over the last 6-12 months, staff has really increased engagement with Tri-City's community partners, by meeting with the family medicine attending staff at the Pomona Valley Hospital, and by increasing staff engagement with the Western University -College of Osteopathic Medicine, noting that two third-year medical students interned in May at Tri-City for their entire rotation of four weeks as it is mandatory in medical school to do a psychiatric rotation. He explained that the rotation is designed, not simply to expose them to the clinical services, but also work at the TCG and spend time at the Wellness Center. He also reported that had received fantastic feedback and there has been a lot of interest which is a challenge how to meet that interest and to make it meaningful to the students when Tri-City is such small agency.

Executive Direct Navarro also stated that Dr. Block had been working in figuring out how to increase the lines of communication with the local primary care partners in connection with receiving help from Tri-City when there is no need to refer them to Tri-City, just to receive general feedback; therefore, staff has been reviewing liability issues and HIPPA requirements.

Governing Board Cockrell inquired if there are situations when persons are brought by Police Officers with a mental health crisis to Tri-City and how staff handles the situation and where they are hospitalized. Medical Director Block replied that it happens every day, noting that clients go where beds are available, primarily to LA County USC, Canyon Ridge in San Bernardino, in San Fernando Valley.

Executive Director Navarro added that Tri-City has 16 staff trained to write 5150 evaluations and also a crisis team to handle walk-ins. She invited Board Member Cockrell to visit Tri-City's clinic to see at first hand crisis services.

Discussion ensued about the challenges Tri-City staff faces when clients have to be transported to hospital, such as the long wait for ambulances.

12. DIRECTOR OF MHSA AND ETHNIC SERVICES REPORT

There was no comment.

13. MANAGER OF BEST PRACTICES REPORT

There was no comment.

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

GOVERNING BOARD COMMENTS

None.

PUBLIC COMMENT

Karen Rosenthal introduced herself as the new League of Women's Voters observer to the Board.

Dick Bunce talked about compassion fatigue and suggested providing the Board with a copy of the power point presentation at the Interfaith Collaborative on Mental Health gathering at which Toni presented the slides with a stirring challenge to sustain capacity for compassion. He also stated that NAMI can help Tri-City by providing support in outreaching to those that need encouragement to access Tri-City's services.

ADJOURNMENT

At 6:22 p.m., on consensus of the Governing Board its Regular Meeting of September 16, 2015 was adjourned. The next Regular Meeting of the Governing Board will be held on **Wednesday, October 21, 2015 at 4:45 p.m.** in the Administration Building, 1717 North Indian Hill Boulevard #B, Claremont, California.



Micaela P. Olmos, Executive Assistant