



**MINUTES
REGULAR MEETING OF THE
GOVERNING BOARD
APRIL 20, 2016 – 4:45 P.M.**

The Governing Board met in a Regular Meeting on Wednesday, April 20, 2016 at 4:46 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 4:46 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
Joseph M. Lyons, MA, Ph.D., City of Claremont, Board Member
Edina Martinez, Psy.D., City of Pomona, Board Member
Bill Aguirre, City of La Verne, Alternate Board Member

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

STAFF: Toni Navarro, Executive Director
Darold Pieper, General Counsel
Diana Acosta, Chief Financial Officer
Nancy Gill, Chief Operations Officer
David Block, Medical Director
Rimmi Hundal, Director of MHSA and Ethnic Services
Natalie Majors-Stewart, Acting Manager of Best Practices
Trevor Bogle, Controller
Donald Pruyn, Housing Project Manager
Mica Olmos, Executive Assistant

CONSENT CALENDAR

Board Member Lyons moved, and Board Member Carder seconded, to approve the Consent Calendar. There being no comments, 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 MARCH 16, 2016 GOVERNING BOARD MEETING

Recommendation: "A motion to approve the Minutes of March 16, 2016."

2. APPROVAL OF RESOLUTION NO. 419 ADOPTING REVISED PERSONNEL RULES AND REGULATIONS MANUAL

Recommendation: “A motion to adopt Resolution No. 419 approving amendments to the Personnel Rules and Regulations Manual.”

3. APPROVAL OF RESOLUTION NO. 420 ADOPTING REVISED JOB DESCRIPTIONS ADOPTING REVISED JOB DESCRIPTIONS FOR THE HUMAN RESOURCES MANAGER, SENIOR HUMAN RESOURCES ANALYST AND EXECUTIVE ASSISTANT

Recommendation: “A motion to adopt Resolution No. 420 revising the job descriptions for the Human Resources Manager, Senior Human Resources Analyst, and Executive Assistant.”

4. APPROVAL OF REVISED TCMHA CONFLICT OF INTEREST CODE

Recommendation: “A motion to adopt the revised Conflict of Interest Code.”

NEW BUSINESS

5. APPROVAL TO RE-APPOINT CITY OF POMONA RESIDENTS TONI L. WATSON AND TWILA L. STEPHENS, AS MEMBERS TO THE TRI-CITY MENTAL HEALTH COMMISSION

Vice-Chair Leeb moved, and Board Member Carder seconded, to re-appoint for a 3-year term Toni L. Watson and Twila L. Stephens, as members to the Mental Health Commission.

Vice-Chair Leeb stated that both Ms. Watson and Ms. Stephens have made many contributions as Commission Members.

Executive Director Navarro stated that both Ms. Watson and Ms. Stephens are members of the Courageous Minds Speakers Bureau and will accompany Jamie Ritchie, Community Capacity Organizer, to the State Capital during the Mental Health Matters Day event in May.

There being no further comments, 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

Executive Director Navarro reported that the Parkside Family Apartments Grand Opening was wonderful, speakers were inspirational, and clients will be moving in this week. She then provided detailed costs incurred for the renovation and upgrades of the building located at 2001 N. Garey Avenue in Pomona, and 956 W. Baseline in Claremont, respectively.

She noted that the \$45,000 in change orders for 2001 N. Garey Avenue will be requested to be transferred from CSS to CFTN plan, that a draft update of the CFTN plan indicating what these funds will be used for was posted for a 30-day public review, that it will be presented to the Governing Board for approval in May, and distributed a copy to the Governing Board for their review.

Discussion ensued regarding the process for energy efficient facilities improvements and the funding currently available through realignment for on-going building maintenance.

Executive Director Navarro announced that Natalie Majors-Stewart is now a Licensed Clinical Social Worker; therefore, she is no longer the Acting, but the Manager of Best Practices.

Discussion ensued regarding the Parkside Family Apartments Grand Opening events; about the easement issues between the City of Pomona and the PUSD for property located behind the clinic at 2008 N. Garey Avenue; and about how the Los Angeles County has a matching fund for housing for the homeless population; however, the County sees Claremont, La Verne, and Pomona as having money available through MSHA funding for housing for homeless individuals. It was noted that MSHA funding deals with mental health and only approximately 25% of the homeless population is made up by individuals with a mental illness; therefore, if county legislators have a matching fund for housing, it will have to be only for the qualifying population.

Executive Director Navarro then reported that that there is no detailed information about the “No Place Like Home” Initiative; however, it will be going straight through the budget process and it will request a 7% contribution from CSS programming from all the Counties; that the funding through this initiative will be a competitive process regardless that all the Counties will be contributing money; and that she will obtain more information during the budget hearing which she will be attending and will report back to the Board. She also stated that a task force of the CBHDA will be asking the Department of Health Care Services to change one of its regulations to allow the use of MHSA housing funding for emergency housing rental subsidies.

7. CHIEF FINANCIAL OFFICER REPORT

Board Member Lyons spoke about how funding is presented and suggested providing the actual excess funding, as well as finding a way to use the underutilized school funding by the Bonita School District which might be used towards expanding early intervention programming.

Director of MHSA and Ethic Services Hundal stated that it was a one-time funding allocated to the school districts for MHFA and it is nearly exhausted; that the only ongoing programming is the Peer Mentoring Program; and that the Stakeholders are proposing to increase the hours of a Peer Mentoring part-time position to a full-time position who will have clinical background and be able to assist with the administration of the PEI programming. She explained that unfortunately funding fluctuates and it is hard to plan for new on-going programming; that the MHSA is written to allocate 80% of total incoming funding to CSS, 20% to PEI, and 5% to Innovations; and that there was a one-time funding allocated to the WET and CFTN Plans noting that if there is an excess of money, 5% of that money can be allocated to WET or CFTN, however, it cannot be used for PEI.

Board Member Lyons stated that it would be helpful to find out the actual amount of uncommitted excess money.

8. CHIEF OPERATIONS OFFICER REPORT

Board Member Carder reported that the Board Subcommittee met regarding personnel staffing and all questions were answered by staff.

Board Member Lyons referred to the impact of understaffing of not being able to serve many clients and inquired how does staff outreach to the communities for referrals to Tri-City and to provide information regarding the services it provides. Staff indicated that there is no formal avenue; however, staff meets monthly with the Claremont and the Pomona School Districts and on a weekly basis with Bonita School District, that navigators are at each City, that the outreach and engagement team also is a new source for referrals, that staff attends all community meetings and events throughout the three cities to talk about what Tri-City does and visit agencies such as schools, police departments, chambers, and now fire departments. It was also noted that the referrals are for Medi-Cal, Medicaid and Medicare which will be higher in Pomona.

9. DIRECTOR OF CLINICAL PROGRAM SERVICES REPORT

There was no comment.

10. MEDICAL DIRECTOR REPORT

Medical Director Block stated that Tri-City continues to outreach to the clinics trying make connections throughout the community noting that next week he will do a lecture at the Western University Medical School and to their sister campus in Oregon via videoconference.

11. DIRECTOR OF MHSA AND ETHNIC SERVICES REPORT

There was no comment.

12. MANAGER OF BEST PRACTICES REPORT

Board Member Lyons inquired if there was specific training about best practices in the MSW program when training to become a LCSW. Natalie Majors stated that her initial training was the medical aspect and now her specialty was Macro Practice Social Work which focuses on administration, quality improvement, policy implementation and disciplines of that nature; noting that now she has had training on both sides.

There being no further comments, Board Member Lyons moved, and Board Member Martinez seconded, to receive and file the month of April 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 reported that Executive Director Navarro attended La Verne's City Council Meeting on Monday night and talked about all of Tri-City's programming, and indicated that the Council was impressed when they realized that Ms. Navarro was doing so much more than what is expected.

Chair Lantz reported that she will be attending in two weeks the American Public Transportation Conference which includes discussion of Americans with disabilities and those dealing with mental health illnesses, noting that the conference will be held in San Antonio; therefore, she will visit the Haven for Hope shelter and gather information, as the number of homeless individuals is huge in Pomona. She also suggested outreaching and providing Mental Health First Aide to Foothill Transit as it is the primary transportation locally, and to look at the various transportation options to outreach out to them as well.

PUBLIC COMMENT

Rimmi Hundal announced that staff had posted the MHSA Annual Update and distributed a copy to the Board, reminding them that the Public Hearing is taking place on May 18th; and also announced that there will be an Open House for the new 2001 N. Garey Avenue in Pomona on May 10th.

ADJOURNMENT

At 5:37 p.m., on consensus of the Governing Board its Regular Meeting of April 20, 2016 was adjourned. The Governing Board of Tri-City Mental Health Center will meet next in a Joint Meeting with the Mental Health Commission to be held on **Wednesday, May 18, 2016 at 4:45 p.m.** in the MHSA Office, 2001 N. Garey Avenue in Pomona, California.

The next Regular Meeting of the Governing Board will be held on **Wednesday, June 15, 2016 at 4:45 p.m.** in the Administration Building, 1717 North Indian Hill Boulevard #B, Claremont, California.



Micaela P. Olmos, Executive Assistant