



**MINUTES
ADJOURNED REGULAR MEETING OF THE
GOVERNING BOARD
OCTOBER 17, 2018 – 4:45 P.M.**

The Governing Board met in an Adjourned Regular Meeting on Monday, October 17, 2018 at 4:49 p.m. in the Administrative Office, 1717 N. Indian Hill, Suite B, Claremont, California.

CALL TO ORDER Vice-Chair Vera called the meeting to order at 4:49 p.m.

ROLL CALL A visual roll call was taken.

PRESENT: Ronald T. Vera, City of Claremont, Vice-Chair
Carolyn Cockrell, City of La Verne, Board Member (arrived at 4:53 p.m.)
Joseph M. Lyons, MA, PhD, City of Claremont, Board Member
Rubio R. Gonzalez, City of Pomona, Board Member (arrived at 4:51 p.m.)
Elizabeth Ontiveros-Cole, City of Pomona, Board Member
Mona Sparks Johnson, City of Pomona, Board Member
Bill Aguirre, City of La Verne, Alternate Board Member
Benita DeFrank, City of Pomona, Alternate Board Member

ABSENT: Robin Carder, City of La Verne, Chair

STAFF: Toni Navarro, Executive Director
Darold Pieper, General Counsel
Diana Acosta, Chief Financial Officer
Nancy Gill, Chief Operations Officer
Rimmi Hundal, Director of MHSA and Ethnic Services
Natalie Majors-Stewart, Manager of Best Practices
Trevor Bogle, Controller
Gilbert Saldate, Public Outreach and Housing Manager
Jesse Duff, Special Projects Consultant
Mica Olmos, JPA Administrator/Clerk

CONSENT CALENDAR

There being no discussion, Alternate Board Member Aguirre moved, and Vice-Chair Vera seconded, to approve the Consent Calendar, with Board Member Lyons abstaining from voting on Agenda Item No. 1: Approval of the September 24, 2018 Minutes. The motion was carried by the following vote: AYES: Alternate Board Members Aguirre and DeFrank; Board Members Ontiveros-Cole and Sparks Johnson; and Vice-Chair Vera. NOES: None. ABSTAIN: Board Members Lyons. ABSENT: Board Members Cockrell and Gonzalez; and Chair Carder.

1. APPROVAL OF MINUTES FROM THE SEPTEMBER 24, 2018 GOVERNING BOARD ADJOURNED REGULAR MEETING

Recommendation: "A motion to approve the Minutes of the Adjourned Regular Meeting of September 24, 2018."

2. APPROVAL OF RESOLUTION NO. 460 ADOPTING REVISED JOB DESCRIPTION FOR THE FACILITIES MANAGER POSITION

Recommendation: “Staff recommends that the Governing Board adopt Resolution No. 460 revising the job description for the position of Facilities Manager.”

NEW BUSINESS

3. APPROVAL OF RESOLUTION NO. 461 AUTHORIZING THE EXECUTIVE DIRECTOR TO EXECUTE AN AGREEMENT WITH TROY WITTENBROCK FOR CAPITAL IMPROVEMENT PROJECTS MANAGEMENT SERVICES

Chief Operations Officer Gill stated that Ed Cox had been providing capital improvement services since 2008 and mentioned some of the projects he worked on for Tri-City; she then said that Mr. Wittenbrock will be taking over Ed Cox duties after he retires in December, noting that he will be working with her team on special capital improvement projects as a general contractor; and that Mr. Wittenbrock worked for the City of Duarte for 25 years, along with Ed Cox and Former Executive Director Jesse Duff.

At 4:51 p.m. Board Member Rubio Gonzalez arrived at the meeting; and Alternate Board Member Benita DeFrank stepped down the dais.

There being no further comment, Alternate Board Member Aguirre moved, and Board Member Lyons seconded, to adopt Resolution No. 461 authorizing the Executive Director to enter into an Agreement with Troy Wittenbrock for Capital Improvement Project Management Services. The motion was carried by the following vote: AYES: Alternate Board Member Aguirre; Board Members Gonzalez, Lyons, Ontiveros-Cole, and Sparks Johnson; and Vice-Chair Vera. NOES: None. ABSTAIN: None. ABSENT: Board Member Cockrell; and Chair Carder.

4. APPROVAL OF RESOLUTION NO. 462 AUTHORIZING THE AUTHORITY TO PARTNER AND COLLABORATE WITH THE CITIES OF POMONA, CLAREMONT, AND LA VERNE TO PARTICIPATE IN THE 2018 CITIES HOMELESSNESS PLAN IMPLEMENTATION COLLABORATIVE PROPOSAL PROCESS FOR ONE-TIME FUNDING OPPORTUNITY AVAILABLE UNDER MEASURE H

Executive Director Navarro reported that she attended a meeting with the Cities of Pomona, Claremont and La Verne officials to discuss the possibility of partnering to collaborate with the three cities in submitting a joint application for one-time funding opportunity available under Measure H; noting that the three cities submitted Homelessness Plans in the first phase of Measure H spending, and therefore qualify for the funding under Measure H created to support the successful implementation of the Cities' Homelessness Plans.

At 4:53 p.m. Board Member Carolyn Cockrell arrived at the meeting.

Executive Director Navarro explained that the implementation process identifies resources and services provided under two priority areas that are going to be funded; pointed out that Priority Area 2 will be the establishment of services to prevent homelessness for those at-risk of homelessness.

She further stated that the three Cities agreed that Tri-City can be one of the providers under Priority 2 which will result in Tri-City expanding its Navigators program and explained their specific role under the partnership; noted that the partnership maximizes the amount of resources that will come to our region because funding will be capped for those cities who apply singularly and not capped for those cities who apply as a multi-jurisdiction partnership; and then asked for the Board's authorization for the Cities to include Tri-City in their Application which is due on November 4th.

Board Member Lyons expressed support for this partnership noting that this will be a tremendous opportunity for Tri-City to provide services outside the confined focus that by law has to carry out; complemented the Prevention and Early Intervention Program where clearly emotional and psychiatric issues are identified; talked about Proposition 63, its benefits and expressed excitement for the opportunities that brings to the region and to Tri-City; and thanked Benita DeFrank for her involvement and inviting Tri-City to participate in this project.

Executive Director Navarro clarified that the proposed expansion of Tri-City's program to support the Cities partnership under Measure H, is within the scope of Tri-City's purpose and its Prevention and Early Intervention Program.

Discussion ensued regarding the role of the Navigators under this partnership; timeline of the application process; and about what the county is looking for in the application.

There being no further discussion, Board Member Lyons moved, and Board Member Sparks Johnson seconded, to adopt Resolution No. 462 authorizing the Authority to partner and collaborate with the Cities of Pomona, Claremont, and La Verne to participate in the 2018 Cities Homelessness Plan Implementation Collaborative Proposal Process for one-time Funding Opportunity available under Measure H. The motion was carried by the following vote: AYES: Alternate Board Member Aguirre; Board Members Cockrell, Gonzalez, Lyons, Ontiveros-Cole, and Sparks Johnson; and Vice-Chair Vera. NOES: None. ABSTAIN: None. ABSENT: Chair Carder.

5. REVIEW OF THE ISSUANCE OF THE AUDITED FINANCIAL STATEMENTS FOR FISCAL YEAR ENDED JUNE 30, 2018

David Showalter, of Vavrinek, Trine, Day & Co., LLP (VTD), stated that he would go over the Audit Opinion, then the required audit letter. He indicated that the Audit Opinion was page 1 of the Financial Statements Report and noted that the audit report reflects what VTD did which was to audit the Financial Statements for Fiscal Year ended June 30, 2018 and 2017; that it includes Tri-City's management responsibilities with respect to the audit which is to prepare the Financial Statements in conformity with general accepted accounting principles; also includes VTD's responsibilities as an independent external auditor; and lastly, there is an Opinion which states the results of the audit which indicate that the Financial Statements are fairly stated, in all material respects, with generally accepted accounting principles, and that it is a clean opinion or unmodified opinion, which is the best opinion which Tri-City can have for its Financial Statements. He then indicated that the rest of the Report on page 2, makes reference to other information that is included in the Financial Statements, such as the management analysis which lists the significant events and transactions that occurred during the year, noting that it is a thorough analysis of the Financial Statements.

Mr. Showalter indicated that VTD reads the management analysis and ties it to the audit; however, they do not provide an opinion on this management analysis. He also reported that the audit is done in accordance with generally accepted Government Auditing Standards and VTD issues a separate Report which is on page 54 of the bound document that indicates that VTD conducts an additional layer of audit standards that VTD has to comply with, and that it requires gaining an understanding of internal controls of the aspects of the business of Tri-City as it relates to financial reporting, the revenue cycle, the billing cycle, disbursement cycle, and payroll which all have some impact on the Financial Statements, as well as evaluating all the internal controls to make sure that they can detect and correct internal misstatement of the Financial Statements whether due to fraud or error. Mr. Showalter reported that there are not any internal control deficiencies; that there were no instances of noncompliance with the laws and regulations. He added that VTD also provides a required communication letter to the Board that outlines various aspects of the audit, including whether there has been any significant changes in accounting practices or policies; noting that this year was consistent with prior years regarding the accounting policies and practices; that there were no new accounting pronouncements to be implemented this year; that with respect to the estimates, he indicated that the accounting estimates included in the Financial Statements were fairly stated and factors are reasonable; and pointed out that the more significant estimates are the Third Party Payor Settlements which are based on Costs Report and are subjective and completed by the State, also the California Public Employees' Retirement System (CalPERS) pension liability is a very significant estimate in the Financial Statements as a result of actuarial valuations from CalPERS and not by Tri-City management. He then explained that VTD focused on these estimates because they are very subjective and as well as the sensitive disclosure of the bankruptcy settlement because it is an ongoing matter. He continued to say that VTD did not encounter any difficulties when performing the audit; that did not have any disagreements with management; that management signed a Representation Letter on October 12, 2018; that management did not consult with other accounting agencies relating to accounting matters; that there were not any other audit findings to bring to the Board's attention; and stated that he was pleased how the audit went, that he was very thankful for management for their time, specifically Diana Acosta, Trevor Bogle, and Toni Navarro for helping VTD finish the audit on a timely manner.

Vice-Chair Vera pointed out Note #10, Mortgage Note Payable in 2022, and indicated that a balloon payment will be due for a substantial amount and recommended staff to find out if Tri-City can start next year setting aside some reserves to cover this payment. Chief Financial Officer Acosta reported that management had a conversation yesterday about this and were going to figure out a way to pay the mortgage without having to refinance the loan.

Board Member Lyons inquired if this audited Financial Statements by VTD will conform for any State audit. Both Chief Operations Officer Acosta and Auditor Showalter replied in the affirmative.

There being no further discussion, Board Member Lyons moved, and Board Member Cockrell seconded, to accept and file the final issued audited Financial Statements for Fiscal Year ended June 30, 2018. The motion was carried by the following vote: AYES: Alternate Board Member Aguirre; Board Members Cockrell, Gonzalez, Lyons, Ontiveros-Cole, and Sparks Johnson; and Vice-Chair Vera. NOES: None. ABSTAIN: None. ABSENT: Chair Carder.

MONTHLY STAFF REPORTS

6. TONI NAVARRO, EXECUTIVE DIRECTOR REPORT

Executive Director Navarro reported that November will be the last month of having Dr. Joe Lyons as a Board Member; that Dr. Lyons will be recognized at said meeting; and that the Governing Board Meeting of November 21st will be moved up to November 14th due to the Thanksgiving Holiday. She then stated that Tri-City's Innovation Plan, to join the state wide collaborative on the Technology Suite using information technology to improve outcomes, care and access for our clients, was approved on September 27th by the Mental Health Services Oversight and Accountability Commission (MHSOAC) and announced that a partnership agreement to work with CalMHSA will be presented to the Board for its approval at its November meeting; and that an advisory committee is being created which will be made up of consumers and stakeholders to help guide staff on how to best utilize the vendors that have been identified by CalMHSA. She then indicated that Tri-City received notice that its application to access \$100,000 in Homeless Mentally Ill Outreach and Treatment (HMIOT) funds was approved; that the funds will be released to Tri-City in December 2018; and that key staff is developing a plan to manage the outcome and how to spend this funding which must be utilized by June 30, 2020.

Board Member Lyons inquired if the HMIOT funding will be used in conjunction with the three Cities project under Measure H. Executive Director Navarro replied that the HMIOT funds will be specifically used for homeless outreach and a two-person team will interface with each of the Cities' Police Department's street teams, who have expressed an increased need for Tri-City to conduct evaluations to get persons into Tri-City's system of care.

7. DIANA ACOSTA, CHIEF FINANCIAL OFFICER REPORT

Chief Financial Officer Acosta reported that Tri-City made a bankruptcy payment in the amount of \$860,000.00; indicated (in response to the Board's early inquiry about staff finding out if it was possible to set aside some reserves next year to cover the mortgage balloon payment due in 2022) that because of the substantial payment to bankruptcy, and because payments from the LACDMH are coming in a little more regularly, Tri-City will be able to have cash flow to continue to make bankruptcy payments, include additional payments for the mortgage this year, and set aside reserves next year to pay off mortgage before balloon payment is due.

Vice-Chair Vera inquired if in this bankruptcy payment included making a payment to Class IV liabilities. Chief Financial Officer Acosta replied that payments were made to both Class III and Class IV liabilities, noting that the current balance due on bankruptcy payments is \$2.8 million. She then stated that, with respect to the funds subject to reversion, the plan was approved and Tri-City will be utilizing these funds for the Innovation Tech Suite Project.

8. NANCY GILL, CHIEF OPERATIONS OFFICER REPORT

Chief Operations Officer Gill stated that staff had been working on drafting a psychiatrist benefits package, which will serve to attract new applicants and help retain the existing psychiatrists; that it will be presented to the Board at its November meeting; that the job descriptions of the Psychiatrists and Medical Director had also been updated.

She also indicated that a salary survey on these positions will be conducted to ensure salaries are competitive when the psychiatrist resolution is presented to the Board.

Discussion ensued regarding the reasons for not being able to fill the vacant psychiatrist positions.

9. ELIZABETH OWENS, DIRECTOR OF CLINICAL PROGRAM SERVICES REPORT

Executive Director Navarro reported that clinical staff attended a substance abuse training and discussed other various staff training that will benefit those Tri-City clients with dual diagnosis.

Discussion ensued regarding mental health and substance abuse dual diagnosis; about how billing occurs under drug Medical and Medicaid; about how the County provides services for dual diagnosis; and about Tri-City being certified by the Los Angeles Department of Public Health as a provider site for Prototypes and American Recovery to provide substance abuse services for Tri-City clients.

At 5:33 p.m., Board Member Rubio Gonzalez stepped down the dais.

Executive Director Navarro stated that Elizabeth Owens last Board meeting will be in January; and talked about the Director of Clinical Program Services recruitment status.

10. SEEYAM TEIMOORI, MEDICAL DIRECTOR STAFF REPORT

There was no comment.

11. RIMMI HUNDAL, DIRECTOR OF MHSA AND ETHNIC SERVICES REPORT

Director of MHSA and Ethnic Services Hundal stated that Tri-City was nominated again to be the host county for the next conference that will take place in the 3rd week in March 'on difficult to engage populations', noting that Tri-City has hosted three years in a row; and that next week, in partnership the Riverside County Behavioral Health Services, Tri-City is the co-host to the cultural competency conference taking place in Riverside Convention Center. She then provided a Stakeholder Process update; talked about the Peer Mentor Program; and about the stigma reduction program which hosted a screening of a documentary film called 'Passing Through'.

At 5:38 p.m. Board Member Rubio Gonzalez returned to the dais.

Director of MHSA and Ethnic Services Hundal then announced that Tri-City's 7th Annual Job Fair would take place on October 26th; and that a housing stability project luncheon will take place tomorrow.

12. NATALIE MAJORS-STEWART, CHIEF COMPLIANCE OFFICER REPORT

Chief Compliance Officer Majors-Stewart stated that Tri-City conducts an Annual Employee Satisfaction Survey in June with the purpose to gather staff's perceptions and their experiences of working at Tri City Mental Health; that 136 employees (approximately 80%) completed the survey; presented a summary of the results; and pointed out that any concerns reported by staff are given to management who then works on mitigating those concerns.

Executive Director Navarro discussed the process that the management team goes through to mitigate staff concerns; and provided various examples on how management had addressed concerns brought up during previous employee surveys.

There being no further discussion, Board Member Lyons moved, and Board Member Cockrell 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, Gonzalez, Lyons, Ontiveros-Cole, and Sparks Johnson; and Vice-Chair Vera. NOES: None. ABSTAIN: None. ABSENT: Chair Carder.

PUBLIC COMMENT

Dick Bunce stated he was pleased for Tri-City's collaboration with the three Cities to address homelessness; also for Tri-City addressing dual diagnosis; and inquired to what degree the modalities required integrate for dual diagnosis treatment. Executive Director Navarro explained the two years ago Tri-City began to host 'dual recovery anonymous' during the weekends at the Wellness Center, noting that at that time the closest ones were in L.A. and in San Bernardino; then stated that Tri-City has hired professionals in substance abuse recovery that will provide services to Tri-City's clients with dual diagnosis at Tri-City's sites, and explained how the providers will interface with Tri-City.

Board Member Sparks Johnson stated that from her experience, when clinicians communicate better, the patient feels more comfortable.

Director of MHS and Ethnic Services Hundal added that staff agency-wide received a 2-day training on substance abuse by UCLA trainers at Western University.

Board Member Lyons stated that counties can bundle funds together to totally serve a client and the difficulty had always been having the same clinician also providing mental health services; however, it is coming together.

Jesse Duff, former Tri-City Executive Director, acknowledged Dr. Joe Lyons and stated that Tri-City was not the successful agency that it is today and that Dr. Lyons helped Tri-City to become what it is today; talked about Dr. Lyons role in the region as the Chair of the San Gabriel Valley Council of Governments (SGVCOG), and discussed his contributions, leadership and his passion to address homelessness, noting that his regional impact reflects on the 20 agencies of the SGVCOG having prepared Homelessness Plans under Measure H.

James Curtis, NAMI Pomona Valley President, stated that the NAMI Walks was very successful; thanked Tri-City staff for being the crossing guards during the event and for their tremendous on-going efforts; and expressed excitement for being invited to participate in the planning process for Tri-City's Homelessness Strategic Plan, noting that he was very impressed with the level of deliberateness, of the attempt to be inclusive, and the efforts to try to understand everyone's perspective.

GOVERNING BOARD COMMENTS

Board Member Lyons thanked Jesse Duff for the recognition; stated that serving on the Board had been a tremendous experience for him; acknowledged the past and present leadership of NAMI; talked about his persistent approach that often times allowed him to be successful; encouraged everyone to be front and center to fight homelessness; and that it had been a wonderful experience during his second career as a social activist.

Board Member Ontiveros-Cole announced that the Year-Round Homeless Shelter will be open on November 14th, that everyone's was very excited to help their people and for getting them situated; and pointed out that Tri-City will be there helping as well.

ADJOURNMENT

At 6:07 p.m., the Governing Board Meeting of October 17, 2018 was adjourned to Wednesday, November 14, 2018 at 4:45 p.m., in the Administration Building, 1717 North Indian Hill Boulevard #B, Claremont, California.



Micaela P. Omos, JPA Administrator/Clerk