



## **MINUTES**

### **REGULAR MEETING OF THE GOVERNING BOARD MARCH 20, 2019 – 5:00 P.M.**

The Governing Board met on Wednesday, March 20, 2019 at 5:04 p.m. in the MHSA Office located at 2001 North Garey Avenue, Pomona, California.

**CALL TO ORDER**     Governing Board Chair Carder called the meeting to order at 5:04 p.m.

**ROLL CALL**             Visual Roll was taken.

#### **GOVERNING BOARD**

**PRESENT:**     Robin Carder, City of La Verne, Chair  
                    Ronald T. Vera, City of Claremont, Vice-Chair  
                    Carolyn Cockrell, City of La Verne, Board Member  
                    Rubio R. Gonzalez, City of Pomona, Board Member  
                    Jed Leano, City of Claremont, Board Member  
                    Elizabeth Ontiveros-Cole, City of Pomona, Board Member (arrived at 5:13 p.m.)  
                    Mona Sparks Johnson, City of Pomona, Board Member

**ABSENT:**        None.

**STAFF:**         Toni Navarro, Executive Director  
                    Darold Pieper, General Counsel  
                    Diana Acosta, Chief Financial Officer  
                    Nancy Gill, Chief Operations Officer  
                    Angela Igrisan, Director of Clinical Program Services  
                    Rimmi Hundal, Director of MHSA & Ethnic Services  
                    Natalie Majors-Stewart, Chief Compliance Officer  
                    Mica Olmos, JPA Administrator/Clerk

#### **CONSENT CALENDAR**

There being no comment, Board Member Cockrell moved, and Vice-Chair Vera seconded, to approve the Consent Calendar. The motion was carried by the following vote: AYES: Board Members Cockrell, Gonzalez, Leano, and Sparks Johnson; Vice-Chair Vera; and Chair Carder. NOES: None. ABSTAIN: None. ABSENT: Board Member Ontiveros-Cole.

#### **1.     APPROVAL OF THE MINUTES OF THE GOVERNING BOARD MEETING OF FEBRUARY 20, 2019**

**Recommendation:** “A motion to approve the Minutes of the Governing Board Meeting of February 20, 2019.”

**2. APPROVAL OF REVISED USE OF PERSONAL AND AGENCY VEHICLES FOR AGENCY BUSINESS POLICY**

Recommendation: “A motion to approve the revised Use of Personal and Agency Vehicles for Agency Business Policy.”

**3. APPROVAL OF RESOLUTION NO. 473 ADOPTING CLASS SPECIFICATION AND SALARY RANGE FOR THE POSITION OF MASTER OF SOCIAL WORK (MSW) INTERN**

Recommendation: “A motion to adopt Resolution No. 473 establishing and adding the position of Master of Social Work Intern to the classifications of General Service Employees.”

**NEW BUSINESS**

**4. AWARD OF BID FOR PARKING LOT EXPANSION DEVELOPMENT PROJECT AT 2008 AND 2018 N. GAREY AVENUE IN POMONA, CALIFORNIA**

Executive Director Navarro provided background information for the project, stating that the Board had approved the Parking Lot Expansion Project in the amount of \$150,010; however, only one bid was received with a much higher amount; thus, the Board rejected the bid, asked staff to rebid the project, and authorized the allocation of an additional \$76,790 totaling \$226,800 cost for this project. She then stated that this time, eleven bids were received and the bid recommended for award is lower than the estimated amount; that Cody Howing, from RKA, and Ed Cox, construction project Consultant, were in attendance in today’s meeting to answer any questions about the project.

Vice-Chair Vera inquired what will happen to the trees currently on the property. Ed Cox indicated that under the contract, the trees will be removed by the contractor; however, five trees will be removed by Tri-City which will be cut into approximately 2-inch thick slabs to be used by TCG in garden projects. Cody Howing added that 29 trees, varying from 1-inch to 12-inch diameter in the trunk, and 4 trees that range from 13-inch to 24-inch diameter in the trunk, will be removed from the property.

Vice-Chair Vera further inquired if any of the trees will be saved or transplanted. Executive Director Navarro indicated that the cost to remove them is prohibitive, as well as to plant them again in another area. Mr. Cox added that there is also no guarantee that the trees will survive after transplant.

Board Member Gonzalez stated that the City of Pomona had conducted research about the cost of transplanting a tree and it was determined that it would cost approximately \$100,000 per tree. Vice-Chair Vera noted that it is sad; however, he understands the cost and other considerations.

Executive Director Navarro stated that staff, visitors, and the City of Pomona will be excited about the project because Tri-City will no longer be under parked nor will be impacting the surrounding areas.

Discussion then ensued regarding the logistics of the construction.

Chair Robin then called for the question, and Board Member Gonzalez moved, and Board Member Cockrell seconded, to Award the Parking Lot Expansion Development Project for 2008 & 2018 N. Garey Avenue in Pomona, California, to TSR Construction in the amount of \$155,085.00 for general construction, and to TSR Construction in the amount of \$39,700.00 for landscaping. The motion was carried by the following vote: AYES: Board Members Cockrell, Gonzalez, Leano, and Sparks Johnson; Vice-Chair Vera; and Chair Carder. NOES: None. ABSTAIN: None. ABSENT: Board Member Ontiveros-Cole.

**5. APPROVAL OF RESOLUTION NO. 474 APPROVING AN AGREEMENT WITH PROTOTYPES FOR SUBSTANCE USE DISORDER FIELD-BASED SERVICES AT TRI-CITY LOCATIONS AND AUTHORIZING THE EXECUTIVE DIRECTOR TO EXECUTE THE AGREEMENT**

Executive Director Navarro stated that this agreement is similar to the one recently approved with the American Recovery Center under Behavioral Health Services Incorporated, and pointed out that under the new funding from LA County drug Medi-Cal, the federal government allows these providers to come to the sites where their clients are receiving mental health services, or other care to provide their services, because this is the most efficient and effective way to ensure that clients get the comprehensive services that they need, noting that Tri-City has been Medi-Cal certified, and is now Drug Medi-Cal certified, and there is some room for them to provide group, as well individual therapy and assessment as need, for our shared clients.

Vice-Chair Vera stated that he thought Tri-City already had a contract with Prototypes. Executive Director Navarro replied in the affirmative; however, the contract is not for them to be on site, and that this contract will allow them to provide services to mutual clients at Tri-City sites.

There being no further discussion, Board Member Sparks Johnson moved, and Vice-Chair Vera seconded, to adopt Resolution No. 474 approving the Agreement with Prototypes for Substance Use Disorder Field-Based Services at Tri-City Locations and authorizing the Executive Director to execute the Agreement. The motion was carried by the following vote: AYES: Board Members Cockrell, Gonzalez, Leano, and Sparks Johnson; Vice-Chair Vera; and Chair Carder. NOES: None. ABSTAIN: None. ABSENT: Board Member Ontiveros-Cole.

**6. APPROVAL OF RESOLUTION NO. 475 APPROVING A STUDENT FIELD PLACEMENT AGREEMENT WITH THE TRUSTEES OF THE CALIFORNIA STATE UNIVERSITY (CSU) ON BEHALF OF CALIFORNIA STATE UNIVERSITY LONG BEACH, AND AUTHORIZING THE EXECUTIVE DIRECTOR TO EXECUTE THE AGREEMENT AND ANY AMENDMENTS THEREAFTER**

Executive Director Navarro stated that there has been a long standing relationship with the Bonita Unified School District (BUSD) for Tri-City to provide some behavioral management services, three hours per week in ten of their schools located in the City of La Verne.

At 5:13 p.m., Board Member Elizabeth Ontiveros-Cole arrived at the meeting.

Executive Director Navarro explained that at the beginning, paid clinical staff was being sent to perform the services and noted that noting that this service was not efficient cost related; also that Tri-City received request from Universities to place their students in field placement with Tri-City.

Therefore, Tri-City has been using university field placement students for the last 8½ years to provide services to the BUSD; that Tri-City also has relationships with a variety of CalState, USC, and UCLA schools; indicated that historically these agreements were not brought to the Board for consideration; that moving forward these agreement will be presented to the Board so that they can be aware of all the different organizations that Tri-City partners with; that this contract is for three years; and that Tri-City has 1-2 students from CSLB annually.

Chair Carder stated that during the State of the District Address, the schools superintendent announced that every school in the District will have a paid psychologist as a staff member; and inquired what Tri-City is doing different.

Executive Director Navarro stated that the State give the schools funding to provide counseling services; that a couple of years ago, a legislative analyst report indicated that, since county behavioral health gave this money back to the schools to do it themselves because county behavioral health was not being paid to do the services, the reports demonstrated that with the same amount of money counties were getting, schools were seeing half the kids and were not using the money to purchase counselors and effectively take care of the kids; therefore, a lot of schools districts are now doing better at how they are spending their money and are also hiring counselors. She then explained that the work that Tri-City does is separate from what the schools do because Tri-City provides only behavioral management for kids who are mild, which is prevention and early intervention kids; that if there is a child identified for intensive services and qualify for services under Medi-Cal, they are referred to the Child and Family Service Department.

Director of Clinical Program Services Igrisan discussed her recent meeting with the school district, and indicated that there was a mutual agreement that the referral process must be clear to everyone. Executive Director Navarro then stated that Tri-City added additional staff just to take the referrals, do easy access intakes, and open cases for La Verne, one for Claremont and one for Pomona.

There being no further discussion, Board Member Sparks Johnson moved, and Board Member Cockrell seconded, to adopt Resolution No. 475 approving the Agreement with the Trustees of the CSU on behalf of CSULB and authorizing the Executive Director to execute the Agreement, and any amendments thereafter. The motion was carried by the following vote: AYES: Board Members Cockrell, Gonzalez, Leano, Ontiveros-Cole, and Sparks Johnson; Vice-Chair Vera; and Chair Carder. NOES: None. ABSTAIN: None. ABSENT: None.

**7. APPROVAL OF RESOLUTION NO. 476 AUTHORIZING THE EXECUTIVE DIRECTOR TO NEGOTIATE AND EXECUTE LEASE AGREEMENTS WITH 1900 ROYALTY DRIVE, LLC FOR OFFICE SPACE LOCATED AT 1900 ROYALTY DRIVE IN POMONA, CALIFORNIA**

Chief Operations Officer Gill stated that Tri-City is need for additional office space due to having hiring new staff for additional programming in the Child and Family Services Department. She indicated that she met with staff to determine the needed additional office space; that staff had developed floor plans which will meet the need; explained the proposed added office space, pointing out that the property owner works very close with Tri-City, that he pays for the tenant improvements, and that Tri-City pays for anything close over and above; that the lease agreements were extended through June 30, 2025; and that the annual lease increase was lowered from 4% to 2.5%.

Vice-Chair Vera inquired if the Royalty property owner can obtain a property tax exception on the space that Tri-City is leasing because Tri-City is a government agency, thus avoiding to pay the property tax. Staff indicated that they will look into this.

There being no further discussion, Board Member Gonzalez moved, and Board Member Sparks Johnson seconded, to adopt Resolution No. 476 approving the Lease Agreements for leasing 2 additional suites (160 and 205) located at 1900 Royalty Drive in Pomona, CA; extending all Lease Agreements for suites 170,180/280 and 290 through June 30, 2025; and authorizing the Executive Director to negotiate and execute these Lease Agreements with 1900 Royalty Drive, LLC. The motion was carried by the following vote: AYES: Board Members Cockrell, Gonzalez, Leano, Ontiveros-Cole, and Sparks Johnson; Vice-Chair Vera; and Chair Carder. NOES: None. ABSTAIN: None. ABSENT: None.

## **MONTHLY STAFF REPORTS**

### **8. TONI NAVARRO, EXECUTIVE DIRECTOR REPORT**

Executive Director Navarro reported that the MHSA Annual Update was posted on March 4th for a 30-day public review; that the MHSA public hearing will take place at the Commission meeting of April 9th; that the MHSA Annual Update will be presented to the Governing Board for approval at its May meeting; that in preparation for this year's MHSA Public Hearing, Community Services and Supports (CSS) monies were identified available for allocation to the Workforce Education and Training (WET), Capital Facilities and Technology Needs (CFTN), and Tri-City's internal Housing fund; pointing out that this new funding can place Tri-City in a good position for new opportunities from NPLH, and per previous discussion with the Board, for property negotiations, noting that it will be presented to the Stakeholders on April 4th. She then reported that Tri-City Staff met for 3½ hours with Los Angeles County Supervisor Kathryn Barger's Health Deputy, Erick Matos, briefing him on the Tri-City System of Care and giving him a tour of the Wellness Center, MHSA Admin, and the Therapeutic Garden, noting that he was very complimentary and excited about Tri-City's permanent supportive housing. She said that Mr. Matos indicated that he would work with the new health deputy for Hilda Solis' office and perhaps both Board of Supervisors can highlight, promote, and recognize Tri-City at a Board of Supervisors meeting. She then stated that Director of MHSA & Ethnic Services Hundal has the existing Tri-City navigators ready to provide assistance to the three cities, as they request, while waiting for the Measure H funding to hire the new navigators. Lastly, she reported that the Mental Health Commission will prepare the Data Notebook and is currently working with staff to do a community needs analysis of all of Tri-City programs, not only MHSA programming.

Board Member Leano thanked Rimmi Hundal for having the navigators ready, pointing out that that he would not like to say that services are not available because we are waiting on the County for Measure H funding.

### **9. DIANA ACOSTA, CHIEF FINANCIAL OFFICER REPORT**

Chief Financial Officer Acosta reported staff will be able to make another bankruptcy payment at the end of the month.

Vice-Chair Vera referred to page 2 of her report, and indicated that it states that total cash balance was approximately \$29.7 million, but on the following page it indicates \$22 million under MHSA. Chief Financial Officer replied that the \$29.7 million is the total cash for the entire agency, and that the \$22 million for MHSA only; and added that on page 3 of the report she provides a monthly update on where Tri-City is on cash position on the month she is reporting on.

#### **10. NANCY GILL, CHIEF OPERATIONS OFFICER REPORT**

Chief Operations Officer Gill thanked the Governing Board for approving the additional office space lease and the Vehicle Policy.

Discussion ensued about how many vehicles Tri-City owns; about current positions available, and the required adequacy to meet the needs of Tri-City's community, and to be in compliance with a federal requirement of cultural competence.

#### **11. ANGELA IGRISAN, DIRECTOR OF CLINICAL PROGRAM SERVICES REPORT**

Director of Clinical Program Services Igrisan reported that the Therapeutic Community Garden (TCG) experienced a challenge this month with gophers and that staff is currently working on resolving the issue; that the clinical wellness advocates presented at the Western Recovery Conference in Los Angeles, noting that they felt competent because their peers were asking questions and considered them experts on their field; that staff analyzed the best program available for Early Psychosis Intervention, indicating that the best is PIER program, adopted by Los Angeles, Ventura and San Diego Counties, and that this is an extensive program that has a targeted screening process for ages from 13–25 when they are showing the first signs of psychosis, which will have a greater chance of succeeding and staying out of a long term mental health system; also spoke about the trainers for this program, and stated that there will be a community component, and that staff will be working with the school districts as part of the screening process which will be a community endeavor because they need to know when to make a referral.

Executive Director Navarro stated that in 2017, a bill passed at the state level establishing a pot of money from the private industry that will match dollars in their program in order to enhance the amount of staffing, services and capacity, for counties that have an established early psychosis program; and pointed out that she looks forward to apply for this funding.

Vice-Chair Vera inquired if anyone from the Claremont Colleges had reached out to Tri-City regarding stressors and psychosis issues. Director of Clinical Program Services Igrisan stated that she has not heard anyone reaching out from Claremont Colleges; however, this would be part of the comprehensive plan to make sure that the Colleges are also included. Director of MHSA & Ethnic Services Hundal added that Tri-City does stay in touch with the counseling center; however, they prefer that students see the Chaplin office first, and then they make their referral; that Tri-City also works in another capacity with them, where they send their students who want service learning hours when applying for graduate schools; and that staff will make more of an effort to be more aware of the different campuses.

Board Member Leano stated that after the two CMC students committed suicide, he reached out to the President of the CMC for a meeting; he then asked if Tri-City would like to join him in the meeting. Staff replied in the affirmative.

Board Member Sparks Johnson inquired if NAMI Parents Teachers As Allies were going to be included as part of the community process. Director of Clinical Program Services Igrisan replied in the affirmative.

## **12. SEEYAM TEIMOORI, MEDICAL DIRECTOR REPORT**

Executive Director Navarro reported that one doctor in locum tenens has agreed to stay with Tri-City an additional four months; that there were two psychiatrists coming out state and one decided to work in the private industry and another one is still undecided.

Vice-Chair Vera stated that he mentioned Tri-City's situation to Leigh Cornell Vice President, Administration at Pomona Valley Hospital, who handles the physicians recruitment, and she indicated that she was aware of the lack of psychiatrist for this service area; that Ms. Cornell was willing to meet with whoever because PVH will guarantee the salary for doctors who are in shortage for three years and will also pay for the housing relocation cost; noting that this is a community benefit that PVH provides. He then explained how PVH work with the doctors to bring them and keep them in this area.

There was Governing Board consensus to take Item No 14 out of order.

## **14. NATALIE MAJORS-STEWART, CHIEF COMPLIANCE OFFICER REPORT**

Chief Compliance Officer Majors-Stewart provided an update about the Best Practices team and reported that they had been working with the MHSA department to streamline the PEI and implement a universal MHSA referral process; that it is a very collaborative project because there are liaisons from every direct services program working on this process update; that the purpose for this enhancement is to ensure that regulatory compliance is maintained and to ensure streamlined process for anyone who comes in for services through the PEI point of entry so that clients can be referred and their needs can be met no matter where they enter in; that implementation started in February; and that implementation will continue until completion.

Discussion ensued regarding how the referral process will look like from any point of entry.

## **13. RIMMI HUNDAL, DIRECTOR OF MHSA AND ETHNIC SERVICES REPORT**

Director of MHSA & Ethnic Services Hundal reported that Tri-City is required to host at least two trainings for all staff on Cultural Competence and Inclusion; therefore, Tri-City invited Dr. Bryant Marks to train staff on Implicit Bias, and explained its definition, noting that she just received feedback from staff and they loved it. She then announced that Tri-City is celebrating Green Ribbon Week during the 3rd week in March in preparation for May Mental Health Month and distributed the list of participating businesses what will give a discount when wearing a green ribbon. She also stated that there was a Courageous Minds presentation; that the peer employment pipeline is getting so much attention that Tri-City has been invited to speak at conferences to describe how we are creating this program for our peers. She then talked about the Tech-Suite Innovations project noting that Tri-City is part of the 2nd Cohort; that Tri-City is being very careful about the program before implementation; that 7 Cups is not ready to be presented to Board; and that all 15 counties are moving together on implementation.

Vice-Chair Vera stated that he would like to see a 7 Cups presentation. Executive Director Navarro stated that once the 7 Cups has addressed all of the 15 counties' concerns, questions, and needs, and they are ready to roll, then it will be presented to the Board and Commission.

Board Member Sparks Johnson stated that she appreciates that staff is taking time to do this correctly.

Board Member Leano asked staff to describe what topics are slowing down the project. Director of MHSA & Ethnic Services Hundal stated that one of the main concerns are that it is a local process and happening in our three cities, technology security concerns, responsivity, and the scope of what can be handled; that the Cohort has hired a project management company to help the counties bridge the communication gap with the technology people. She then announced that on March 28th, Tri-City will host a Neighbor to Neighbor Community Resource Fair at the pocket park at Holt Family Apartments, noting that a lot of community resources will be there and that the community requested to have it from 2-6 p.m.

There being no further discussion, Board Member Sparks Johnson moved, and Board Member Cockrell seconded, to receive and file the month of March staff reports. The motion was carried by the following vote: AYES: Board Members Cockrell, Gonzalez, Leano, Ontiveros-Cole, and Sparks Johnson; Vice-Chair Vera; and Chair Carder. NOES: None. ABSTAIN: None. ABSENT: None.

### **GOVERNING BOARD COMMENTS**

Governing Board Gonzalez asked for an update regarding the two property negotiations. Counsel Pieper stated that the properties are under negotiations and an update will be provided under closed session.

Governing Board Gonzalez shared that there was an incident between the City of Pomona and the City of Upland involving a homeless person being brought to Pomona from the City of Upland with permission from the Pomona Police Department; however, the Mayor of Pomona accused Upland of patient dumping; that he did not want this to happen to with the Cities of Claremont and La Verne; and that he will advocate for Tri-City so that the cities are not blamed for patient dumping by Pomona. Executive Director Navarro stated that Tri-City has 28 Full Service Partnerships beds at the shelter and anyone from the three cities can occupy them.

Discussion ensued regarding the importance of having the three cities learn about Tri-City.

Benita DeFrank reported that the City will be adding 6 more beds specifically for Tri-City's cohort that will work with the host program so that when he gives us a referral, there is an automatic understanding and they are not doing outreach without a resource.

Executive Director Navarro thanked Benita DeFrank and Anne Turner for their advocacy on this issue.

Board Member Vera stated that Tri-City sponsored him to attend a 6-hour seminar on homelessness; that he has the materials to make them available for copying; shared some statistics about homelessness and stated that there are a lot of families in need of housing, noting that this is where the gap is right now.



He added that that Dr. Sherin was on the panel talking about what his department is doing; that the City of LA is trying to grab as many pots of money as possible; and that the seminar was very interested and informative. He then said that he volunteers once a month with the Pomona Rotary to feed the homeless at the shelter; however, there is no kitchen right now and it makes it awkward, and asked if we can look if there is any money available to Tri-City to build a temporary cooking facilities. He also stated that the Volunteers of America (VOA) shared with him, that now that Tri-City has beds at the shelter, there has been a couple of times when people had psychosis issues and had to scramble to get help. Executive Director Navarro stated that Tri-City has a 24-7 crisis response for its clients; that she would follow-up immediately on this issue because the VOA should have been told by Tri-City staff how to reach Tri-City; that Tri-City is in the process in creating training for the shelter staff in issues of identification and small crisis intervention. Director of Clinical Program Services Igrisan Benita stated that she also would like to find out more about this incident because staff from clinical, crisis intervention, and from FSP, are the shelter two days a week.

Vice-Chair Vera further reported that the VOA were told they needed a food service certificate; that he advised VOA that they did not need one because they operate in a non-profit facility; that the VOA sought legal counsel who confirmed that in fact they did not need a food service certificate.

Executive Director Navarro stated that for seventeen years, Tri-City has had the same answering service that is highly skilled and trained in who to call when they receive calls after service hours, noting that it is the same Tri-City telephone number. She also stated that when the shelter opened in December, the Governing Board approved Tri-City to pay a-full year compensation, instead of six months, for the 28 beds in order to help with the startup cost of the shelter, including for some of the remaining things that were needed to get the shelter setup.

Vice-Chair Vera indicated that he remembers what the Board approved; however, he wanted to know if there were any supplemental monies available to help with the kitchen. Executive Director Navarro stated that Tri-City has not received any request from the City of Pomona and it is her understanding that their plan is to work on development phases.

Discussion ensued about the operating hours of the shelter.

### **PUBLIC COMMENT**

There was no comment.

### **CLOSED SESSION**

At 6:19 p.m., the Governing Board recessed to a Closed Session pursuant to Conference With Legal Counsel - Anticipated Litigation (Gov't Code §54956.9(d)(2) & (e)(1)), facts and circumstances might result in litigation not yet known to plaintiffs, no. of cases: 1; and pursuant to Government Code §54957, Public Employee Performance Evaluation; Title of Position of Employee Being Evaluated: Executive Director.

### **RECONVENE TO OPEN SESSION**

At 7:11 p.m., the Governing Board reconvened to an Open Session.

### **CLOSED SESSION REPORT**

Counsel Pieper announced that the Board met in closed session and that with respect to Item No. 2, Personnel Evaluation, the Board voted to increase the Executive Director's compensation to the 25th percentile of the range for that position, in recognition of her growth in that position and the fact that when she came to us, she was brought in at a salary lower than what it would have been customary, and this will now provide an equivalence to where she should be and to reflect the work that she has done to this point.

Executive Director Navarro thanked the Board for the recognition.

Vice-Chair Vera stated that the Board would like to see the salary consultant data methodology. Chair Carder added that it was the salary report that comes out in May.

Executive Director Navarro reported that the next salary survey will take place in 2020; however, she will make available to the Board the last salary survey report conducted.

### **ADJOURNMENT**

At 6:14 p.m., the Governing Board Meeting of March 20, 2019 was adjourned. The next Regular Meeting of the Governing Board will be held on Wednesday, April 17, 2019 at 5:00 p.m., in the MHSA Administrative Office, 2001 North Garey Avenue, Pomona, California.



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Micaela P. Olmos, JPA Administrator/Clerk