



## MINUTES

### **REGULAR JOINT MEETING OF THE GOVERNING BOARD AND MENTAL HEALTH COMMISSION MAY 15, 2019 – 5:00 P.M.**

The Governing Board and the Mental Health Commission met in a Joint Meeting on Wednesday, May 15, 2019 at 5:04 p.m. in the MHSA Office located at 2001 North Garey Avenue, Pomona, California.

**CALL TO ORDER** Governing Board Vice-Chair Vera and Mental Health Commission Chair Watson called the meeting to order at 5:04 p.m.

**ROLL CALL** Visual Roll was taken.

#### GOVERNING BOARD

**PRESENT:** 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  
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  
Elizabeth Ontiveros-Cole, City of Pomona, Board Member

#### MENTAL HEALTH COMMISSION

**PRESENT:** Toni L. Watson, Chair  
Anne Henderson, Vice Chair (arrived at 5:45 p.m.)  
Arny Bloom  
Ethel Gardner  
Joan M. Reyes  
Wray Ryback  
Twila L. Stephens  
David J. Weldon

**ABSENT:** Cheryl Berezny  
Jeanette Heitmann  
Daniel Rodriguez  
Alfonso "Al" Villanueva  
Davetta Williams

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

## **PRESENTATION**

**1. CERTIFICATES OF RECOGNITION TO BE PRESENTED TO CLAREMONT HIGH SCHOOL, THE POMONA SCHOOL OF ARTS AND ENTERPRISE, MOUNTAIN VIEW ELEMENTARY, AND MARSHALL MIDDLE SCHOOL, FOR THE AWARD-WINNING PUBLIC SERVICE ANNOUNCEMENTS SUBMITTED BY THEIR STUDENTS IN THE 2019 DIRECTING CHANGE PROGRAM & FILM CONTEST, A PROGRAM SUPPORTED BY CALMHSA**

Executive Director Navarro welcomed students and faculty for the schools being recognized and shared with excitement that for the first time Tri-City was recognized under the category line as a separate county from the Los Angeles County; she explained that there is an annual contest funded the California Mental Health Services Authority (CalMHSA) with some of Tri-City's MHSA funds called Directing Change which is a video and PSA short films contest and noted that 135 students in the three cities participated, that 31 films were submitted, that there were 12 films that received awards; and stated that certificates of recognition will be presented for participating in the 2019 Directing Change Program & Film Contest for creating an inspirational short film produced to change the conversation about suicide prevention and mental health at their schools and in their communities; and announced the participants: "Reach Out" from Tri-City Mental Health Authority; 'Hidden Hurt', 'Change the Perception', and 'Mi Vida' from the School of Arts and Enterprise from the City of Pomona; 'Don't Listen', 'Words Can Hurt', and 'Words Hurt' from Marshall Middle School from the City of Pomona; 'Friend in Need', 'Speak Up', 'Everything is Going to Be Okay', 'Petals', 'Capturing the Moments', 'Listen', 'Mondays', 'Skin Deep', 'Smaller Things', 'Under Pressure', 'What I've Learned', and 'No Estas Solos' from Claremont High School; 'Always There', 'Help is Here', 'Mental Health Matters', 'A Friend 4 Me', 'Commercial Break', 'Fade', 'First Day', 'Friends in need', 'Holding Space', 'Masked', 'The Diary', and 'You are not Alone' from Mountain View Elementary School. She then announced the 12 award winning films, noting that these students will be recognized during the Directing Change film screening and ceremony in Los Angeles; and the 12 films were played during the meeting. Executive Director Navarro thanked the students and praised their cinematography and content.

Vice-Chair Vera also thanked the students and encouraged them to spread the word about Mental Health Awareness Month and to encourage other students to submit more films like this because they are very moving.

Board Member Gonzalez thanked the students for their talent and wished to recognize them and asked the students to take pictures with their elected representatives.



**2. THERESA COMSTOCK, EXECUTIVE DIRECTOR OF THE CALIFORNIA ASSOCIATION OF LOCAL BEHAVIORAL HEALTH BOARDS & COMMISSIONS, WILL PROVIDE INFORMATION ON THE TRAINING AND TECHNICAL ASSISTANCE AVAILABLE TO COUNTY MENTAL HEALTH COMMISSIONS**

Executive Director explained that across the state Mental Health Commissions for some counties are called local Mental Health Boards in addition of their board of supervisors, for Tri-City is the Commission, noting that there are 59 of them.

Theresa Comstock, Executive Director for CALBHB/C, stated that it represents all 59 local mental and behavioral health across California and was here to provide support; discussed the various trainings available through CALBHB/C; and announced the upcoming meeting on June 21st – 22nd wherein there will be an opportunity for stakeholder input, noting that is open for both staff and commission members.

Vice-Chair inquired if there was a fee for attending the CALBHB/C. Executive Director Navarro replied in the negative and noted that when they say Board, they are focusing on the Commission; however Governing Board members can attend and indicated that staff can make the arrangements.

**3. 2018 CALIFORNIA BEHAVIORAL HEALTH PLANNING COUNCIL (CBHPC) DATA NOTEBOOK REPORT ON LOCAL COMMUNITY NEEDS ASSESSMENT AND REVIEW OF THE CURRENT SYSTEM SERVICES OF TRI-CITY BY MENTAL HEALTH COMMISSION**

Executive Director Navarro explained that the California Mental Health Planning Council (CMHPC) Data Notebook precedes the Mental Health Services Act Annual Update and it was created as a way for Commission or local boards to evaluate and comment on the review of the performance of the systems of care prior of MHSA; however, with the advent of MHSA and Annual Update, the Data Notebook fell the wayside because they were very complicated and they have revamped their system and developed a more targeted and straight forward way to complete the Data Notebook. She stated that Tri-City and Berkeley are welcome to do it but not required; that last year Commissioners Army Bloom and Anne Henderson did Tri-City's first Data Notebook Report on Older Adult Services; that this year Toni Watson, Ethel Gardner, Joan Reyes, and Wray Ryback prepared the 2019 Data Notebook and will present it.

Dana Barford, MHSA Projects Manager, provided an overview of the CMHPC Data Notebook report and stated that it was based on seven survey questions focusing on services on our area.

Vice-Chair Watson discussed the *What did we learn?* and *How Are We Addressing These Needs?* survey questions.

Commission Joan Reyes discussed *What are the major barriers to Behavioral Health services access for persons who are in need of these services?* and *How Are We Addressing These Barriers?*



Commissioner Wray Ryback stated that it was an honor with staff and appreciated all the help received. She then discussed areas for which Tri-City has implemented new programs within the last three years; and also the survey question to indicate whether any services were funding with temporary (one-time, time-limited) funding for which we are seeking a sustainable fund source to continue services? She stated there was nothing to report. She then talked about question No. 5, *if you could have one program or facility or resource within the next three years, what would be your highest priority need?* She stated that recruiting and retaining qualified psychiatrists continues to be a high priority and valued resource for Tri-City and discussions included future program considerations such as telemedicine/mobile psychiatry.

MHSA Projects Manager Barford then discussed Tri-City's system of care and stated that CSS, PEI and INN components are funded through ongoing revenue into the MHSA Fund; however, WET, Capital Facilities and Technological Needs components are funded up front and not currently funded through MHSA revenues; and that counties can transfer some CSS funds for these purposes each year. She then said that another survey question asked if there still a need for any of these three components in Tri-City, which the answer is yes and were ranked 1, 2, and 3, respectively; and discussed the successful program funded by CSS, INN, or PEI funds that we would like to share in the Data Notebook.

Chair Watson expressed appreciation for staff and that it was a great experience. Commissioner Reyes thanked Dana Barford for her assistance. Commissioner Gardner also expressed being thankful and noted that they came together as one unit and all her questions were answered.

#### **MENTAL HEALTH COMMISSION**

#### **4. APPROVAL OF MINUTES – MENTAL HEALTH COMMISSION REGULAR MEETING AND MHSA PUBLIC HEARING OF APRIL 9, 2019**

There being no comment, Commissioner Reyes moved, and Commissioner Gardner seconded, to approve the Mental Health Commission Minutes of its Regular Meeting and MHSA Annual Public Hearing of April 9, 2019. The motion was carried by the following vote: AYES: Commissioners Gardner, Gonzalez, Reyes, Stephens, and Weldon; Vice-Chair Henderson; and Chair Watson. NOES: None. ABSTAIN: Commissioners Bloom and Ryback. ABSENT: Commissioners Berezny, Rodriguez, Villanueva, and Williams.

#### **5. APPROVAL OF RECOMMENDATION TO THE GOVERNING BOARD TO APPROVE AN AMENDMENT TO THE MHSA ANNUAL UPDATE FY 2018-19 AUTHORIZING THE TRANSFER OF FUNDS FROM COMMUNITY SERVICES AND SUPPORTS (CSS) PLAN TO CAPITAL FACILITIES AND TECHNOLOGY NEEDS (CFTN) AND WORKFORCE EDUCATION AND TRAINING (WET) PLANS; AND DESIGNATING FUNDS TO PERMANENT SUPPORTIVE HOUSING (PSH) PROGRAM**

Director of MHSA & Ethnic Services Hundal reported that in March 2019, Tri-City finance staff recorded nearly 75% of the year's MHSA revenues and identified that by June 30, 2019, the unspent CSS fund balance is projected to be \$12.9 million; that the projected CSS expenditure for FY 2019-20 IS \$8.9 million and there will be a balance of \$3.9 million in unassigned funds for FY 2018-19; that on April 4th, there was a stakeholder meeting during which the top priorities



identified by Tri-City System of Care during the last year were presented and stakeholders recommended allocating \$700,00 to Capital Facilities and Technology Needs, \$600,000 for Workforce Education and Training, and \$1.6 million to Permanent Supportive Housing; that this document was posted on Tri-City's website on April 12th for a 30-day public comment period and distributed to community locations; and that staff recommends that the governing Board approve the Amendment to the MHSA Annual Update for FY 2018-19 authorizing the transfer of funds as stated.

There being no comment, Vice-Chair Henderson moved, and Commissioner Stephens seconded, to recommend to the Governing Board to approve an Amendment to the MHSA Annual Update FY 2018-19 authorizing the transfer of funds in the amount of \$1,300,000 from the CSS Plan to CFTN and WET Plans; and also designate \$1,600,000 to PSH within CSS Plan. The motion was carried by the following vote: AYES: Commissioners Bloom, Gardner, Gonzalez, Reyes, Ryback, Stephens, and Weldon; Vice-Chair Henderson; and Chair Watson. NOES: None. ABSTAIN: None. ABSENT: Commissioners Berezny, Rodriguez, Villanueva, and Williams.

#### **CONSENT CALENDAR - GOVERNING BOARD**

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

#### **6. APPROVAL OF MINUTES - GOVERNING BOARD MEETING OF APRIL 17, 2019**

Recommendation: "A motion to approve the Governing Board Minutes its Regular Meeting of April 17, 2019."

#### **7. APPROVAL OF RESOLUTION NO. 480 ADOPTING REVISED JOB DESCRIPTION AND TITLE CHANGE FOR DIRECTOR OF CLINICAL PROGRAM SERVICES TO CHIEF CLINICAL OFFICER**

Recommendation: "A motion to adopt Resolution No. 480 revising the Job Description and creating new title for the Chief Clinical Officer."

#### **8. APPROVAL OF RESOLUTION NO. 481 ADOPTING CLASS SPECIFICATION AND SALARY RANGE FOR THE POSITION OF OCCUPATIONAL THERAPIST**

Recommendation: "A motion to adopt Resolution No. 481 establishing and adding the position of Occupational Therapist to the listing of classifications of General Service Employees."

**NEW BUSINESS**

**9. APPROVAL OF MENTAL HEALTH COMMISSION'S RECOMMENDATION TO APPROVE AN AMENDMENT TO THE MHSA ANNUAL UPDATE FY 2018-19 AUTHORIZING THE TRANSFER OF FUNDS FROM COMMUNITY SERVICES AND SUPPORTS (CSS) PLAN TO CAPITAL FACILITIES AND TECHNOLOGY NEEDS (CFTN) AND WORKFORCE EDUCATION AND TRAINING (WET) PLANS; AND DESIGNATING FUNDS TO PERMANENT SUPPORTIVE HOUSING (PSH) PROGRAM**

Board Member Leano inquired when will the allocation of \$1.6 to PHS will be diverted to a specific project. Executive Director stated that any proposed project will be presented to the Board for approval and at that time the Board provides staff direction whether or not to proceed. Chief Financial Officer Acosta added that at this time this money is only set aside for PSH and will provide a timeline to expend this funding at the next board meeting.

Vice-Chair Vera inquired if during the stakeholder meeting it was discussed what type of PSH or where it should be located or how quickly they wanted implemented. Director of MHSA & Ethnic Services Hundal replied in the negative noting that the discussion only focused on allocating money for PSH.

There being no further discussion, Board Member Gonzalez moved, and Board Member Leano seconded, to approve and adopt the Amendment to the MHSA Annual Update FY 2018-19 authorizing the transfer of funds in the amount of \$1,300,000 from the CSS Plan to CFTN and WET Plans; and also designating \$1,600,000 to PSH within CSS Plan, as recommended by the Mental Health Commission. The motion was carried by the following vote: AYES: Alternate Board Members Aguirre and DeFrank; Board Members Cockrell, Gonzalez, Leano, and Sparks Johnson; and Vice-Chair Vera. NOES: None. ABSTAIN: None. ABSENT: Board Member Ontiveros-Cole, and Chair Carder.

**10. APPROVAL OF MENTAL HEALTH COMMISSION'S RECOMMENDATION TO ADOPT THE MENTAL HEALTH SERVICES ACT (MHSA) ANNUAL UPDATE FISCAL YEAR 2019-20**

Director of MHSA & Ethnic Services Hundal reported that the MHSA Annual Update for Fiscal year 2019-20 was posted on March 4th for a 30-day public comment period; that the draft of the Plan was posted on the Tri-City website and hard copies were made available in public locations; that several methods of collecting feedback were available such as phone, fax email, mail and comment cards; that the public hearing was held on April 9, 2019 and approximately 60 persons were in attendance; that staff recommended that the Governing Board approve and adopt the MHSA Annual Update for FY 2019-20 as recommended by the Mental Health Commission.

Discussion ensued about the stakeholder process and the new format for Board approval of the MHSA Annual Update after the public hearing to allow more time for the Board to review following the approval of the Mental Health Commission.



There being no further discussion, Vice-Chair Vera moved, and Board Member Sparks Johnson seconded, to approve and adopt the MHSA Annual Update for Fiscal Year 2019-20, as recommended by the Mental Health Commission. The motion was carried by the following vote: AYES: Alternate Board Members Aguirre and DeFrank; Board Members Cockrell, Gonzalez, Leano, and Sparks Johnson; and Vice-Chair Vera. NOES: None. ABSTAIN: None. ABSENT: Board Member Ontiveros-Cole, and Chair Carder.

**11. APPROVAL TO SPEND \$25,000 FROM MHSA FUNDS FOR RENOVATION OF PERMANENT SUPPORTIVE HOUSING (PSH) PROPERTY LOCATED AT 786 N. PARK AVENUE IN POMONA TO COMPLY WITH THE CITY OF POMONA HOUSING QUALITY STANDARDS**

Chief Operations Officer Gill reported that Tri-City PSH property located at 786 N. Park Avenue, there are 2 units detached from the six units in the main property, and unit #1 is subject to two inspections from the City of Pomona, one from the HOME loan and the other is from Pomona Housing Authority which were completed on March 12, 2019 and March 14, 2019, respectively; and unfortunately, we failed both inspections due to mold and water intrusion. She then explained all the mitigation repairs and measures that staff followed; discussed the remaining repairs and purchases for this emergency renovation project; that staff is requesting Governing Board approval to proceed with completion of the project and use \$25,000 of MHSA funding to pass the final inspection of this property by the Pomona Housing Authority scheduled for May 30, 2019.

Executive Director Navarro added that the unit is a Section 8 Voucher and that is the reason the Pomona Housing Authority conducts inspections on the unit; that Pomona Housing Authority had graciously extended the inspection to May 30th to allow the tenant to continue to keep the voucher.

There being no further discussion, Board Member Cockrell moved, and Board Member Sparks Johnson seconded, to authorize the Executive Director to spend \$25,000 from MHSA funds for renovation of PSH property located at 786 N. Park Avenue in Pomona to complete emergency repairs and purchases of appliances to comply with the City of Pomona Housing Quality Standards. The motion was carried by the following vote: AYES: Alternate Board Members Aguirre and DeFrank; Board Members Cockrell, Gonzalez, Leano, and Sparks Johnson; and Vice-Chair Vera. NOES: None. ABSTAIN: None. ABSENT: Board Member Ontiveros-Cole, and Chair Carder.

**MONTHLY STAFF REPORTS**

**12. TONI NAVARRO, EXECUTIVE DIRECTOR REPORT**

Executive Director Navarro reported that she met with Pomona Police Chief Mike Olivieri on April 24th, to check in regarding the collaboration between the two agencies; that Chief Olivieri had expressed satisfaction with the increased contact between Tri-City services and his various community outreach and the LA DMH; that on May 2nd she was part of the team which included the Human Services Director, the Chief of Police and a couple of community partners,



that presented to the Claremont Police Commission on the cities approach to homelessness in Claremont; and that the Commission made a recommendation to the team to present to the Claremont City Council; that the Pomona Hope for Home year round shelter staff received its first 6-hour training by Tri-City staff on Crisis Intervention and Mental Health First Aid; and then she asked the Board to select a day and time within the next month to convene a Housing Workshop, wherein Tri-City staff will provide information about PSH, the funding, timelines, requirements, restrictions, and historical context, to be ready to make decisions about housing.

**13. DIANA ACOSTA, CHIEF FINANCIAL OFFICER REPORT**

Chief Financial Officer Acosta talked stated that the Investing Policy had been revised and it had been submitted for review to the California Municipal Treasurers Association for certification through their Investment Policy Certification Program and reported that it has been returned with their comments and certification; and will be presented to the for Board approval at its next meeting; she also distributed a draft of the budget for FY 2019-20 to allow ample opportunity for Board review.

Alternate Board Member Aguirre inquired if all the Finance Directors from the three cities receive a copy of the budget. JPA Administrator/Clerk replied in the affirmative, after adoption.

Vice-Chair Vera stated that it would be helpful if the budget is distributed to the Mental Health Commission so they know what percentage is allocated under MHSA. Chief Financial Officer Acosta stated that those numbers are in the MHSA Annual Update FY 2019-20 Plan which was just approved.

Executive Director Navarro stated that she received notice that Tri-City's application to draw its NPLH funding had been approved.

**14. NANCY GILL, CHIEF OPERATIONS OFFICER REPORT**

Chief Operations Officer Gill provided a recruitment update; stated that she, HR and IT attended a training on Technology and Employee Privacy in the work force; that the Leadership Team will receive a training on generational gap which will focus on how different generations of employees communicate and have different expectations of their co-workers and employer; and also will be revising the new hiring orientation process.

**15. ANGELA IGRISAN, DIRECTOR OF CLINICAL PROGRAM SERVICES REPORT**

Executive Director Navarro reported that there was an increase of almost 30% of adult service requests from last year; and children's service requests had decreased from April of last year.

**16. SEEYAM TEIMOORI, MEDICAL DIRECTOR REPORT**

Executive Director Navarro reported that just about half of the people that come in contact with IOET were homeless; and discussed the barriers in providing continued care for those individuals that are homeless.



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

Director of MHSA & Ethnic Services stated that May is Mental Health Awareness Month and discussed what Tri-City is doing to celebrate and promote awareness.

**18. NATALIE MAJORS-STEWART, CHIEF COMPLIANCE OFFICER REPORT**

Chief Compliance Officer Majors reported that the Best Practice and Clinical teams have been in collaboration to develop and present a comprehensive training on 'Access to Care & Best Practices', noting that Access to Care is one of the components of the network adequacy; that the training is a critical part of implementation of the internal access to care process and sets the foundation for the expectations and workflow for ensuring Network Adequacy; that due to the volume of service requests and the particulars of the requirements, we had to develop a process that is efficient, flexible, and straightforward; and that the fact that we are ready for this training, signals that our process has been tested and is solid enough to make the process official and discussed timeliness.

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

**GOVERNING BOARD/MENTAL HEALTH COMMISSION COMMENTS**

Vice-Chair Vera stated that he sits on the Board of the Pomona Valley Hospital and heard that survey in community health needs the number priority identified is mental health; and that he learned that hospital staff still is not fully aware of what Tri-City does under Mental Health Services Act and encouraged Richard Yokum to meet Tri-City staff as we move forward.

Executive Director Navarro thanked Board Member Vera for his leadership on this issue.

**PUBLIC COMMENT**

There was no public comment.

**ADJOURNMENT OF THE MENTAL HEALTH COMMISSION**

At 6:37 p.m., the Mental Health Commission meeting of May 15, 2019 was adjourned. The next Regular Meeting of the Mental Health Commission will be held on Tuesday, June 11, 2019 at 3:30 p.m. in the MHSA Administrative Office, 2001 North Garey Avenue, Pomona, California.

**CLOSED SESSION**

At 6:37 p.m., Board Member Cockrell left the meeting; and the Governing Board recessed to a Closed Session pursuant to Government Code § 54956.8, conference with Real Property Negotiators for property located at 1321, 1335, 1363 E. Holt Avenue and 500 N. East End

Avenue, Pomona, CA 91767; Agency Negotiators: Toni Navarro, Darold Pieper, Diana Acosta, and Jesse Duff; Negotiating Parties: Cesar Chavez Foundation, Owner; Under Negotiation: possible purchase including terms and price. Also conference with Real Property Negotiators for portion of property located 520 West Mission Blvd., Pomona, CA 91767; Agency Negotiators: Toni Navarro, Darold Pieper, Diana Acosta, Jesse H. Duff; Negotiating Parties: Jamboree Housing Developer, Owner; Under Negotiation: possible purchase including terms and price.

### **RECONVENE TO OPEN SESSION**

At 7:12 p.m., the Governing Board reconvened to an Open Session.

### **CLOSED SESSION REPORT**

Vice-Chair Vera announced there was no reportable action.

### **ADJOURNMENT**

At 7:12 p.m., the Governing Board Meeting of May 15, 2019 was adjourned. The next Regular Meeting of the Governing Board will be held on Wednesday, June 19, 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