



## **MINUTES**

### **REGULAR MEETING OF THE GOVERNING BOARD JULY 17, 2019 – 5:00 P.M.**

The Governing Board met on Wednesday, July 17, 2019 at 5:07 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 5:07 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 (arrived at 5:16 pm)  
Rubio R. Gonzalez, City of Pomona, Board Member  
Jed Leano, City of Claremont, Board Member  
Elizabeth Ontiveros-Cole, City of Pomona, Board Member  
Mona Sparks Johnson, City of Pomona, Board Member

**ABSENT:** None.

**STAFF:** Toni Navarro, Executive Director  
Darold Pieper, General Counsel  
Diana Acosta, Chief Financial Officer  
Seeyam Teimoori, Medical Director  
Natalie Majors-Stewart, Chief Compliance Officer  
Trevor Bogle, Controller  
Kitha Torregano, Human Resources Manager  
Mica Olmos, JPA Administrator/Clerk

#### **CONSENT CALENDAR**

Board Member Vera requested Agenda Item No. 3 to be pulled from the Consent Calendar for discussion. There being no further comment, Board Member Leano moved, and Board Member Gonzalez seconded, to approve the Consent Calendar. The motion was carried by the following vote: AYES: Board Members Gonzalez, Leano, Ontiveros-Cole, and Sparks Johnson; Vice-Chair Vera; and Chair Carder. NOES: None. ABSTAIN: None. ABSENT: Board Member Cockrell.

#### **1. APPROVAL OF MINUTES FROM THE JUNE 19, 2019 GOVERNING BOARD meeting**

**Recommendation:** "A motion to approve the Minutes of the Governing Board of June 19, 2019."

**2. APPROVAL FOR THE DISPOSAL OR DONATION OF OBSOLETE AND DAMAGED I.T. EQUIPMENT**

Recommendation: “A motion to approve the disposal or donation of the obsolete and damaged I.T. equipment as listed on the I.T. Equipment List for Disposal or Donation - July 2019.”

**4. APPROVAL OF RESOLUTION NO. 487 ADOPTING REVISED PERSONNEL RULES AND REGULATIONS MANUAL**

Recommendation: “A motion to adopt Resolution No. 487 approving amendments to the Personnel Rules and Regulations Manual.”

**5. APPROVAL OF RESOLUTION NO. 488 ADOPTING CLASS SPECIFICATION AND SALARY RANGE FOR THE POSITION OF MENTAL HEALTH SPECIALIST COORDINATOR**

Recommendation: “A motion to adopt Resolution No. 488 establishing and adding the position of Mental Health Specialist Coordinator to the classifications of General Service Employees.”

**6. APPROVAL OF RESOLUTION NO. 489 ADOPTING CLASS SPECIFICATION AND SALARY RANGE FOR THE POSITION OF WELLNESS ADVOCATE MANAGER**

Recommendation: “A motion to adopt Resolution No. 489 establishing and adding the position of the Wellness Advocate Manager to the classifications of General Service Employees.”

**7. APPROVAL OF RESOLUTION NO. 490 ADOPTING REVISED JOB DESCRIPTION AND JOB TITLE OF THE HOUSING MANAGER (FORMERLY PUBLIC OUTREACH AND HOUSING MANAGER)**

Recommendation: “A motion to adopt Resolution No. 490 revising the job description for the Public Outreach and Housing Manager and changing its job title to Housing Manager.”

**8. APPROVAL OF RESOLUTION NO. 491 ADOPTING REVISED BENEFITS FOR EMPLOYEES IN THE PSYCHIATRIST JOB CLASSIFICATION TO DISTINGUISH FROM AND ALIGN WITH THE TRI-CITY PERSONNEL RULES AND REGULATIONS MANUAL**

Recommendation: “A motion to adopt Resolution No. 491 updating the benefits for the Psychiatrist Job Classification.”

**9. APPROVAL OF RESOLUTION NO. 492 ADOPTING REVISED BENEFITS FOR EMPLOYEES IN THE EXECUTIVE MANAGEMENT SERVICE TO DISTINGUISH FROM AND ALIGN WITH TRI-CITY PERSONNEL RULES AND REGULATIONS MANUAL**

Recommendation: “A motion to adopt Resolution No. 492 updating the benefits for the Executive Management Service Classification.”

**CONSENT CALENDAR ITEM PULLED FOR DISCUSSION**

**3. APPROVAL OF RESOLUTION NO. 486 ADOPTING REVISED CLINICAL POLICIES AND PROCEDURES: CL.V.01, CL.V.02, AND CL.IV.11, EFFECTIVE AUGUST 1, 2019**

Vice-Chair Vera inquired about what led up to the revisions of this Resolution and referred to Policy No. CL.V.01, wherein it indicates that the Tri-City not only has to follow federal and state guidelines when administering medication to our patients, but it also states that it 'must be consistent with generally accepted professional and community standards'; he noted that 'community standards' is vague and subject staff to uncertainty about what is the best practice when saying 'community standards'. Chief Compliance Officer Majors-Stewart stated that the community standards are written into the LADMH policy and they are one of the authorities for Tri-City's policy; therefore, she will contact them and inquire about the definition of 'community standards'.

Vice-Chair Vera further inquired, in terms of the authority, if Tri-City has to follow verbatim LADMH's guidelines. Chief Compliance Officer Majors-Stewart replied in the negative; however, Tri-City follows the state and federal regulations, laws and mandates, noting that they are followed as much as it will align with Tri-City's contract and its obligations, and that there are times when we refrain from them. Executive Director Navarro added that, one of the critical issues about policy when prescribing medication is that LADMH is the mental health plan and is responsible to certify Tri-City for Medi-Cal; thus, the more Tri-City policies, protocols and language can align with LADMH guidelines, the better.

Discussion ensued regarding how staff obtains consents to someone who may have the delusional capacities, and about staff reporting about misuse of samplings.

There being no further discussion, Vice-Chair Vera moved, and Board Member Leano seconded, to adopt Resolution No. 486 revising Policies and Procedures Nos. CLV.01 (with a clear definition of "community standards"), CL.V.02, and CL.IV.11 effective August 1, 2019. The motion was carried by the following vote: AYES: Board Members Gonzalez, Leano, Ontiveros-Cole, and Sparks Johnson; Vice-Chair Vera; and Chair Carder. NOES: None. ABSTAIN: None. ABSENT: Board Member Cockrell.

At 5:16 p.m., Board Member Carolyn Cockrell arrived at the meeting.

**NEW BUSINESS**

**10. APPROVAL OF RESOLUTION NO. 493 AUTHORIZING THE EXECUTIVE DIRECTOR TO EXECUTE AN AGREEMENT WITH THE CALIFORNIA INSTITUTE FOR BEHAVIORAL HEALTH SOLUTIONS (CIBHS) FOR THE IMPLEMENTATION OF STRENGTHS MODEL CASE MANAGEMENT AND ILLNESS MANAGEMENT AND RECOVERY (IMR) MODEL IN THE AMOUNT OF \$111,850**

Executive Director Navarro reported that the Strengths Model and Illness Management and Recovery Model are an evidence based practice that is helping to have county behavioral health to reorient itself to the Strengths Based Model in terms of the whole person care.

She then stated that the challenges with Tri-City's staff turnover has to do with the lack of skill sets; that the Strengths Model focus on the team model helping everyone to understand that everyone's role is important and how to distribute the workload so that people feel they have more help for a client versus just themselves; that it also includes the peer piece, the Illness Medical Recovery Model which helps sustain clients through their journey of recovery, prevent relapse, and a recurrence to back to serious need of care; explained that Dr. Rick Goscha of the California Institute for Behavioral Health Solutions, will be the trainer and will oversee the implementation of Strengths Model case management and Illness Management and Recovery at Tri-City; that Dr. Goscha is a co-developer of the Strengths Model and Illness Medical Recovery Model out of Kansas; that Dr. Goscha moved to California a few years ago; and that he is not only the initial training but also coaching, and having conference calls for over two years; and that training will help staff to engage and retain clients and move them faster to a road of recovery.

There being no further comment, Board Member Cockrell moved, and Board Member Sparks Johnson seconded, to adopt Resolution No. 493 authorizing the Executive Director to enter into an Agreement with California Institute for Behavioral Health Solutions in the amount of \$111,850 for the implementation of Strengths Model case management and of Illness Management and Recovery (IMR) Model. 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**

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

Executive Director Navarro thanked Governing Board Member Jed Leano for facilitating a wonderful Housing Summit in the City of Claremont; reported that she made a lot of connections and spent time with the housing deputies for both Los Angeles County Board of Supervisors Solis and Barger and she was in communication with them so that they tour Tri-City's system of care and permanent supportive housing projects. She noted that one of the things Tri-City has already implemented, and that the Los Angeles County has not yet being able to do, is that with Tri-City's MHSA housing, a minor within our services is a qualifying member for a household; and that that they are looking to create projects to be able to do what Tri-City does. She then recommended that the Board approve scheduling a housing workshop on August 21st.

There was Governing Board consensus to adjourn this meeting to August 21, 2019 to hold a housing workshop.

Executive Director Navarro stated that she, Chair Watson, and JPA Administrator/Clerk Olmos attended the regional meeting California Association of Local Behavioral Health Boards & Commissions (CALBHB-C) in Santa Ana; that they learned a lot of great information; that the Mental Health Commission has also agreed to meet in August to discuss and establish its priority goals for Fiscal Year 2019-20 and is looking forward to its own annual report to present to the Governing Board about what they will be doing locally as a Commission during the year in addition to the Data Notebook, the State data report.

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

Chief Financial Officer Acosta stated that staff is getting ready for Tri-City's annual independent financial statements audit; that it is scheduled to begin at the end of August and, after its completion, it will be presented to the Governing Board at its October meeting; that a significant payment to CalPERS was made, noting that this is normal for all governmental agencies and it goes towards paying down Tri-City's principal balance.

Governing Board Member Leano inquired what Tri-City's unfunded liability with CalPERS is. Chief Financial Officer Acosta replied that of June 30, 2018 approximately \$4.7 million.

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

Executive Director Navarro stated that in absence of the Chief Operations Officer, the HR Manager was in attendance to answer any questions about this month's report.

**14. ANGELA IGRISAN, CHIEF CLINICAL OFFICER REPORT**

Executive Director Navarro stated that there was a newspaper article this week about the Governor and the California Department of Health Care Services sanctions of ten counties in California for not being able to demonstrate that they have an adequate network, that is the amount of employed healthcare workers, to provide adequate coverage for potential number of clients that could come into their system based on their population; that the tone of the report speaks of the workforce shortage that many counties are facing, noting that they not even have one staffed psychiatrist; that we are thankful for having Dr. Teimoori who has maintained the crew and has added some fabulous psychiatrists; and that Tri-City is doing great with network adequacy.

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

Medical Director Dr. Teimoori talked about the services provided by the Tri-City Intensive Outreach and Engagement Team (IOET) and Supplemental Crisis Teams in June, noting that staff is aggressively addressing the medical problems that clients have in outpatient services and get them connected with their Primary Care Provider (PCP).

Discussion ensued regarding Care Harbor Health event, where in medical services were provided free of charge and wherein Tri-City participated.

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

Executive Director Navarro stated that the Wellness Center Manager was in attendance to answer any questions about this month's report in absence of the Director of MHSA & Ethnic Services.

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

Chief Compliance Officer Majors-Stewart highlighted the spring 2019 Consumer Perception Surveys, and reported that staff gathered feedback over a two month period from 86 clients about their experiences with the services that they are receiving; that surveys were collected in clinic lobbies, and in the field; that oftentimes, when these surveys are administered, clients are

delighted to provide feedback about Tri City and the experience is very enjoyable; that survey questions cover many aspects of care from how clients are greeted when they walk in, to their experiences with staff, the facility, and, of course their experience/perceptions of their treatment; that the overall the results were very positive, as highlighted in her monthly staff report, and read one comment that she found to be particularly touching “*Thank you Tri-City*” and “[*clinician*] and [*psychiatrist*] are awesome. I honestly don’t think I’d be alive without their help and have been able to make a complete turnaround with their help.”; and that the spring 2019 survey results will be shared with both leadership and staff to celebrate the accomplishments and also to look at ways to enhance services.

There being no further discussion, Board Member Sparks Johnson moved, and Board Member Ontiveros-Cole seconded, to receive and file the month of July 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 Vera stated that the consumer survey results were very good and demonstrates a lot of work involved by the staff.

### **PUBLIC COMMENT**

There was no public comment.

### **CLOSED SESSION**

The Governing Board recessed to a Closed Session pursuant to Government Code § 54956.8, conference with real property negotiators, for property: 1321, 1335, 1363 E. Holt Avenue and 500 N. East End Avenue, Pomona, CA 91767; agency negotiators: Toni Navarro, Darold Pieper, Diana Acosta, Jesse H. Duff; negotiating parties: Cesar Chavez Foundation, Owner; under negotiation: possible purchase including terms and price.

The Cesar Chavez Foundation (CCF) was in attendance at the meeting to provide information about the proposed construction project and its presentation was held in Open Session:

Welton R. Smith, Director of Real Estate Development, and Jacqueline Figueroa, Project Manager, of the Cesar Chavez Foundation presented a proposal for a development at Property located at 1321, 1335, 1363 E. Holt Avenue and 500 N. East End Avenue, Pomona, CA 91767. The presentation included information about the Cesar Chavez Foundation, a developer of affordable housing, noting that they will be responsible for managing the development process, including but not limited to design development, entitlement, financing, construction/construction administration, community outreach, property management, and asset management; and talked about the current projects.

At 6:04 p.m., Chair Robin Carder left the meeting.

The CCF then talked about the target population of the project indicating that it will be large families, homeless and chronically homeless individuals as referred by the Coordinated Entry System; discussed the project design massing, and its preliminary financial structure; stated that the development team will be the Onyx Architects, a Small Business Enterprise, who will lead the architectural design, urban planning, entitlement, construction documents, and construction administration, and discussed their extensive experience in urban planning; and Hyder Property Management Professionals who will perform the property management and oversee compliance, noting that they have experience working with special needs population and have a long track record of successfully meeting funding agency requirements.

Discussion ensued regarding the community outreach and engagement efforts that will be required of the project to ensure that the residents in the Tri-City area will be giving the right of first refusal, and the ways that the City can give preference as they are allowed by law.

The CCF also discussed the project's proposed partnership with Tri-City who will focus primarily on providing support services for homeless tenants through counseling, vocational training, re-employment training, and other support services; and with the East Valley Community Health Center, who will be an occupant of ground floor space and will provide access to health care. The CCF also discussed were the social services that will be provided under the Full Services Partnership and example services were discussed. Lastly, the next steps were discussed such as a timelines, community engagement, and current land issues.

At 6:18 p.m., the CCF left the meeting and the Governing Board recessed to a Closed Session pursuant to Government Code § 54956.8, conference with real property negotiators.

#### **RECONVENE TO OPEN SESSION**

At 6:40 p.m., the Governing Board reconvened to an Open Session.

#### **CLOSED SESSION REPORT**

There was no reportable action.

#### **ADJOURNMENT**

At 6:41 p.m., on consensus of the Governing Board its meeting of July 17, 2019 was adjourned to August 21, 2019 at 5:00 p.m. in the MHSA Office, 2001 North Garey Avenue in Pomona, California. The next Regular Meeting of the Governing Board will be held on Wednesday, September 18, 2019.



Micaela P. Olmos, JPA Administrator/Clerk

