



## MINUTES

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

The Governing Board met on Wednesday, November 20, 2019 at 5:05 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 5:05 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  
Mona Sparks Johnson, City of Pomona, Board Member

**ABSENT:** None

**STAFF:** Toni Navarro, Executive Director  
Darold Pieper, General Counsel  
Diana Acosta, Chief Financial Officer  
Angela Igrisan, Chief Clinical Officer  
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 Leano moved, and Governing Member Cockrell seconded, to approve the Consent Calendar. 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.

#### **1. APPROVAL OF MINUTES FROM THE OCTOBER 16, 2019 GOVERNING BOARD MEETING**

**Recommendation:** “A motion to approve the Minutes of the Governing Board Regular Meeting of October 16, 2019.”

**2. APPROVAL OF RESOLUTION NO. 506 ADOPTING REVISED TRI-CITY'S HIPAA SECURITY RULE POLICIES AND PROCEDURES MANUAL**

Recommendation: "A motion to adopt Resolution No. 506 revising the TCMHA HIPAA Security Rule Policies and Procedures Manual effective November 20, 2019."

**3. APPROVAL OF RESOLUTION NO. 507 ADOPTING REVISED POLICIES AND PROCEDURES NO.: II-18 AND NO.: OP.I.11 EFFECTIVE NOVEMBER 20, 2019**

Recommendation: "A motion to adopt Resolution No. 507 revising Policy No. II-18 - Workforce Members Ability to Provide Goods and Services Under Federally Funded Health Care Programs; and Policy No. OP.1.11 - Contractors Eligibility to Secure Contracts and to Provide Goods and Services to Federally Funded Health Care Programs, effective November 20, 2019."

**4. APPROVAL OF RESOLUTION NO. 508 ADOPTING REVISED JOB DESCRIPTION AND JOB TITLE FOR THE FACILITIES COORDINATOR POSITION (FORMERLY CAPITAL IMPROVEMENTS PROJECT MANAGER)**

Recommendation: "A motion to approve and adopt Resolution No. 508 Changing the Capital Improvements Project Manager Job Description and Job Title to Facilities Coordinator."

**5. APPROVAL OF RESOLUTION NO. 509 ADOPTING REVISED JOB DESCRIPTION AND PAY GRADE FOR THE OCCUPATIONAL THERAPIST POSITION**

Recommendation: "A motion to approve and adopt Resolution No. 509 revising the Occupational Therapist Job Description and Pay Grade."

**6. APPROVAL OF RESOLUTION NO. 510 ADOPTING CLASS SPECIFICATION AND SALARY RANGE FOR THE POSITION OF HOUSING WELLNESS ADVOCATE I, II & III**

Recommendation: "A motion to adopt Resolution No. 510 establishing and adding the position of Housing Wellness Advocate I, II & III to the listing of classifications of General Service Employees."

**NEW BUSINESS**

**7. APPROVAL OF RESOLUTION NO. 511 AUTHORIZING THE DESIGNATION OF 2.8 MILLION FROM TRI-CITY CSS HOUSING FUND TO SECURE 10 UNITS FOR 20 YEARS FROM THE WEST MISSION APARTMENTS – A NEW LOW-INCOME HOUSING PROJECT BY JAMBOREE HOUSING CORPORATION**

Executive Director Navarro provided an overview of the proposed West Mission Apartments project by Jamboree, noting that Tri-City's contribution would be \$2.8 million for 10 units designated for Tri-City clients for the duration of 20 years, and announced that representatives from Jamboree were in attendance to provide more detailed information about the project.

Tung Tran, Sr. Director of Development at Jamboree, talked about Jamboree noting that it is a nonprofit corporation founded in 1990 and stated its mission, vision and that it is the second largest nonprofit developer of affordable housing in the State of California; discussed Jamboree's profile and shared that it has developed 93 properties, owns 9,000 units, serve a population of 18,000+ that includes, families, seniors, special needs, and veterans; that the annual average household income of its residents is \$2,675 and rents range from \$500 -\$1,700 per month; shared its strategic planning for permanent supportive housing and provided several examples of properties that they have developed in southern California.

Christopher Bloom, Development Associate of Jamboree, discussed the proposed West Mission Apartments project which site is approximately 1.43 acres and is located at southwest corner of south Park Avenue and west Mission Boulevard in the City of Pomona; provided an overview of the project noting that it will consist of 57 apartments located in two separate 3-story buildings, as well as 5,700 square foot leasing and community building; then described the architectural design, site plan, and provided rendering drawings; pointed out that Jamboree always make sure that all of its properties are well secured and well maintained which include having gates and security cameras as well as on site management; described the unit mix consisting of 22 1 bed/1 bath units, 20 2 bed/1 bath units, and 14 3 bed/2 bath units, and described the unit mix

Vice-Chair Vera inquired if there was any money generated from rents. Mr. Tran indicated they will discuss the tax credits and also explain the project funding.

Board Member Leano inquired if the proposed square footage is their typical apartment square footage. Mr. Bloom replied in the affirmative, noting that TCAC allows for less; however, Jamboree chooses to make them larger.

Mr. Bloom continued with his presentation and discussed the apartments floor plans, noting that they fully furnished the permanent supportive units; indicated that the indoor amenities include TV room and lounge area, laundry rooms, multipurpose rooms & community kitchen, counseling offices, and after-school program; and that the outdoor amenities included a public arts plaza, outdoor fitness area, community garden, children's tot-lot; and provided a breakdown of the project financing noting that the income that they generate from the project, Jamboree will be able to generate the permanent loan to support the project; and noted that the project is currently going through the entitlements and expect approval in February 2020 with the 9% TCAC allocation; and upon award in June, they will start gathering all financial sources by December 2020 and begin construction in January 2021.

Board Member Leano inquired if this timeline for financing. Mr. Bloom replied in the affirmative noting that it is a competitive process and also to apply for TCAC credits.

Discussion ensued regarding project time line, tax credits, financing, project amenities, and time frame for Tri-City clients to occupy the units.

Board Member Leano inquired how it was determined the value per unit which the Board will be considering today for allocation to this project. Executive Director Navarro stated that Jamboree valued Tri-City units at \$208,000 which is based on \$158,000 per unit using the NPLH maximum rate plus operating cost, noting that LACDMH is paying approximately \$500,000 per unit, so it is Jamboree's rate is significantly below than the rest of the county.

Mr. Bloom thanked the City of Pomona for their support with this project, noting that partnerships are important; otherwise they would not be able to do it by themselves.

Discussion ensued regarding the criteria of the different loans and tax credits requirements.

Governing Board Member Ontiveros-Cole inquired who approved the architectural design of the project. Mr. Tran indicated that the architect develops the design based on the project and the city's standards and as well as requirements of the planning department, noting that the City of Pomona had already approved the project design and plans.

Discussion ensued regarding city government approval process requirements and protocols for property development projects.

There being no further discussion, Vice-Chair Vera moved, and Board Member Sparks Johnson seconded, to adopt Resolution No. 511 designating \$2.8 million from CSS Housing Fund to secure 10 units for 20 years from the West Mission Apartments, a 57-unit low-income housing development project; and authorizes the Executive Director to begin preparations for the agreement that will allow further actions necessary and appropriate to collaborate with Jamboree Housing in the development of the Project. 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.

**8. APPROVAL OF RESOLUTION NO. 512 AUTHORIZING THE EXECUTIVE DIRECTOR TO EXECUTE A NON-EXCLUSIVE LICENSING AGREEMENT WITH THE LOS ANGELES COUNTY FOR TRI-CITY TO PROVIDE MENTAL HEALTH SERVICES AT THE HEALING AND TRAUMA PREVENTION CENTER IN POMONA AND FOR ITS USE OF A PORTION OF THE PROPERTY**

Executive Director Navarro reported that the Los Angeles Department of Public Health has a wellness center in Pomona across from the armory and asked Tri-City to supply a mental health therapist to provide services on site. Chief Clinical Officer Igrisan added that the only piece missing in their services was mental health and a clinician has already been identified to work in their premises.

Board Member Vera inquired how this will work if the LA County will be also providing mental health services. Executive Director Navarro indicated that they provide substance abuse services; that they had reached out to their mental health department, but they were referred to us because Tri-City is the mental health authority for the three cities.

There being no further comment, Board Member Gonzalez moved, and Board Member Leano seconded, to adopt Resolution No. 512 authorizing the Executive Director to execute a Non-Exclusive Licensing Agreement with the Los Angeles County for Tri-City to provide mental health services at the Healing and Trauma Prevention Center in Pomona and for its use of a portion of the property. 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.

**9. APPROVAL OF RESOLUTION NO. 513 ADOPTING THE AUTHORITY'S REVISED LOGO**

Executive Director stated that the Board adopted approximately 6 years ago Tri-City's logo to say 'Tri-City Mental Health Services'; however, Tri-City's formal name is Tri-City Mental Health Authority, and recently it has caused some problems during the Medi-Cal certification process which prompted staff to review and determined that it was best to drop the word "services" from the logo to prevent future confusion.

Discussion ensued about the confusion caused during certification process with the use of the existing logo and the advantage to change the logo.

There being no further discussion, Board Member Cockrell moved, and Board Member Sparks Johnson seconded, to adopt Resolution No. 513 authorizing the approval of the Authority's revised Logo effectively immediately and replacing all previous versions. The motion was carried by the following vote: AYES: Board Members Cockrell, Gonzalez, Leano, and Sparks Johnson; and Chair Carder. NOES: None. ABSTAIN: Board Member Ontiveros-Cole and Vice-Chair Vera. ABSENT: None.

**MONTHLY STAFF REPORTS**

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

Executive Director Navarro stated that she was very excited to report that Dr. Tom Insel, Governor Newsome's advisor on mental health in California, and Maggie Merritt, the Executive Director of The Steinberg Institute visited Tri-City; pointing out that they met with clinical staff, some clients, and learned about Tri-City's System of Care programming; that staff was really showcase the effective use of Tri-City's MSHA funding, and noted that they were very impressed with Tri-City's housing program, in particular the master lease that we have in place for some of the PSH units.

Vice-Chair Vera stated that he would have liked to meet with them. Executive Director Navarro stated that she found out that they wanted to meet with front line staff and clients, not with management nor elected officials; therefore a decision was made to make sure that she got the point across about MHSA funding spending effectively. She then reported that DHCS released to the public its California Advancing and Innovating Medi-Cal (CalAIM) initiative which is its blue print for how Medi-Cal is funded to the State, noting that she provided a link to the document, and indicated that she will keep the Board updated; she then reminded the Board about the Pomona Christmas Parade that will take place on Saturday, December 14th; and that on Thursday, December 12th, Tri-City will host its annual employee recognition luncheon.

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

Chief Financial Officer Acosta reported that Tri-City hired a consultant to review existing purchasing policies, and to make recommendations in order to update policies and procedures.

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

Executive Director Navarro stated that Nancy Gill is attending a CalPERS training, and reported that Tri-City held a very successful health fair.

Discussion ensued regarding current staff separations.

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

Chief Clinical Officer Igrisan provided a clinical report and reported that the adult services unit, along with the Clinical Wellness Advocates, all participated in the California Institute of Behavioral Health's Strength's model of case management; noted that school referrals increased this year; that school satellite certification is moving along; that staff participated on the Claremont USD suicide awareness night and pointed out that 243 students requested help during the week of the event.

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

Executive Director Navarro reported that the IOET has started a collaboration with American Recovery Center to provide regular outreach services to individuals in ARC's Residential Program who need mental health services; and stated that Tri-City continues to collaborate with Western University of Health Sciences to provide hands-on clinical experience and training.

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

Director of MHSA & Ethnic Services Hundal talked about the Creative Minds Gallery reception noting that it was well attended; that Tri-City hosted an employment fair; that staff is working on a forum for Tri-City's antismoking campaign "Bye Bye Butts" noting that the forum will be streamlined live; invited everyone to the Wellness Center tree lighting; and that staff is hosting workgroups in the community for the new innovation plan and indicated she will present it to the Board when ready.

Discussion ensued regarding innovation plan funding and monies already committed to the existing plan; about the importance to plan for future funding; about the timeline for planning and approval; and about how funding is allocated for the innovation plan.

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

Chief Compliance Officer Majors-Stewart provided an update about the LA DMH Medi-Cal Certifications indicating that the certification for our primary sites, Adult Clinic and Children/Family Clinic, was re-certified in August and the next review will mostly likely be in 2022; that today, there was a certification review for two new suites at the children and family clinic and Tri-City was tentatively approved for the suite additions; and that the next in queue for certifications are three local schools certified as satellite sites, noting that we are in the primary approval process now, and the site reviews should take place over the next few months.

Governing Board Cockrell inquired how the schools are decided to be certified. Chief Compliance Officer Majors-Stewart stated was based on needs and by those schools that can collaborate with Tri-City as it is required to have a designated space for Tri-City onsite.

There being no further discussion, Vice-Chair Vera moved, and Board Member Leano seconded, to receive and file the month of November 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.

**PUBLIC COMMENT**

There was no public comment.

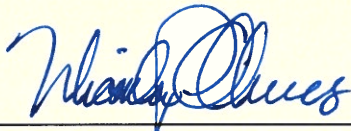
**GOVERNING BOARD COMMENTS**

Governing Board Cockrell inquired about Mental Health Aid trainings. Workforce Education and Training Supervisor Chris Anzalone stated that he continues to provide trainings in the interim, until his replacement is hired.

Benita DeFrank announced that the Homeless Shelter H4H will have its grand opening on December 6th at 10 a.m.

**ADJOURNMENT**

At 6:24 p.m., on consensus of the Governing Board its meeting of November 20, 2019 was adjourned. The Governing Board will meet next in a Regular Joint Meeting with the Mental Health Commission to be held on Wednesday, December 18, 2019 at 5:00 p.m. in the MHSA Office, 2001 N. Garey Avenue in Pomona, California.



---

Micaela P. Olmos, JPA Administrator/Clerk