



## MINUTES

### **REGULAR MEETING OF THE GOVERNING BOARD JULY 15, 2020 – 5:00 P.M.**

The Governing Board held on Wednesday, July 15, 2020 at 5:00 p.m. its Regular Meeting Via Teleconference pursuant to California Governor Newsom Executive Order N-25-20 wherein he suspended certain provisions of the Brown Act to allow the continuation to hold meetings without gathering in a room in an effort to minimize the spread and mitigate the effects of COVID-19 (Corona Virus Disease of 2019).

**CALL TO ORDER** Chair Carder called the meeting to order at 5:00 p.m.

**ROLL CALL** Roll call was taken by JPA Administrator/Clerk Olmos.

#### GOVERNING BOARD

**PRESENT:** Robin Carder, City of La Verne, Chair  
Jed Leano, City of Claremont, Vice-Chair  
Carolyn Cockrell, City of La Verne, Board Member  
Elizabeth Ontiveros-Cole, City of Pomona, Board Member  
Ronald T. Vera, City of Claremont, Board Member  
Benita DeFrank, City of Pomona, Alternate Board Member

**ABSENT:** *Vacant*, City of Pomona, Board Member

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

#### **CONSENT CALENDAR**

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

#### **1. APPROVAL OF MINUTES FROM THE JUNE 17, 2020 GOVERNING BOARD REGULAR MEETING**

**Recommendation:** "A motion to approve the Minutes of the Governing Board Regular Meeting of June 17, 2020."



2. **APPROVAL OF RESOLUTION NO. 535 ADOPTING REVISED JOB DESCRIPTIONS OF THE IT SPECIALIST I & II, AND IT SYSTEM ADMINISTRATOR & SECURITY OFFICER; ESTABLISHING CLASS SPECIFICATION AND SALARY RANGE FOR THE POSITIONS OF IT SERVICE DESK & PROJECT SUPERVISOR AND CHIEF INFORMATION OFFICER; AND REVISING ITS CLASSIFICATION AND SALARY SCHEDULE TO REFLECT THESE CHANGES EFFECTIVE AUGUST 1, 2020**

Recommendation: “A motion to adopt Resolution No. 535 authorizing the Information Technology job classifications changes be added to Tri-City’s Classification and Salary Schedule effective August 1, 2020.”

### **NEW BUSINESS**

3. **APPROVAL OF RESOLUTION NO. 536 ADOPTING REVISED TCMHA CONFLICT OF INTEREST AND DISCLOSURE CODE EFFECTIVE AUGUST 1, 2020**

Executive Director Navarro indicated that Conflict of Interest and Disclosure Code had been amended to include the Chief Compliance Officer position, the revised title of Chief Clinical Officer position, the Chief information Officer, and the Consultant/Contractor position.

There being no further comment, Board Member Vera moved, and Vice-Chair Leano seconded, to adopt Resolution No. 536 approving the Revised TCMHA Conflict of Interest and Disclosure Code effective August 1, 2020. The motion was carried by the following vote: AYES: Alternate Board Member DeFrank; Board Members Cockrell, Ontiveros-Cole, and Vera; Vice-Chair Leano; and Chair Carder. NOES: None. ABSTAIN: None. ABSENT: None.

4. **APPROVAL OF RESOLUTION NO. 537 AUTHORIZING THE EXECUTIVE DIRECTOR TO EXECUTE THE FIRST AMENDMENT TO THE MOU FOR WORKFORCE EDUCATION AND TRAINING SOUTHERN COUNTIES REGIONAL PARTNERSHIP FOR OFFICE OF STATEWIDE HEALTH PLANNING AND DEVELOPMENT GRANT**

Director of MHSA & Ethnic Services Hundal said that as part of the Workforce and Education Training component of the Mental Health Services Act, Tri-City has been part of the regional partnership with other 9 counties called Southern Counties Regional Partnership (SCRP) which focuses in expanding outreach to multicultural communities, increase the diversity of the workforce, reduce the stigma associated with mental illness, and promote the use of web based technologies and distance learning; that the MOU renewal is for 6 years; that the SCRCP had applied for a \$15 million grant with the Office of Statewide Health Planning and Development (OSHDP) to fund programs that oversee training and support a Public Mental Health System; that Tri-City’s contribution will be \$62,076 and in return Tri-City will receive through SCRCP \$501,000.

There being no further comment, Vice Chair Leano moved, and Board Member Cockrell seconded, to adopt Resolution No. 537 approving the First Amendment to MOU with the SCRCP; and authorizing the Executive Director to execute said Amendment. The motion was carried by the following vote: AYES: Alternate Board Member DeFrank; Board Members Cockrell, Ontiveros-Cole, and Vera; Vice-Chair Leano; and Chair Carder. NOES: None. ABSTAIN: None. ABSENT: None.



**5. APPROVAL OF RESOLUTION NO. 538 AUTHORIZING THE EXECUTIVE DIRECTOR TO EXECUTE A COLLABORATION AGREEMENT WITH THE POMONA COMMUNITY FOUNDATION, BRIGHT PROSPECT, AND FAIRPLEX FOR A \$400,000 GRANT FROM THE BALLMER GROUP**

Executive Director Navarro stated that the Ballmer Group grant monies to the Pomona community through the Pomona Community Foundation for the three partners in this MOU: Tri-City, Bright Prospect, and Fairplex; discussed how the partnership developed through the Fairplex CEO, Miguel Santana, to implement a vision for the future of Pomona regarding economic development, educational success, and overall wellbeing, called Pomona Vision 2030; that Tri-City has taken the lead on the childhood phase and partnership with PUSD to create a plan for how to identify the needs and gaps in family wellness and childhood stability that negatively impact educational success, which in turn, impacts a whole lifetime of opportunities; that the contribution of \$78,000 to Tri-City for the next 18 months will help assess the families with children ages K – 8th Grade in Pomona; she then expressed hope for when the plan is in place that the City of Pomona may be eligible for a significantly larger 10-year grant from the Ballmer group, expressing excitement to work for such an important initiative.

Board Member Vera stated that this was a great grant and that he was glad to see Executive Director Navarro taking more leadership in some other matters in the City of Pomona, noting that it speaks well of Tri-City and its Executive Director; and thanked and congratulated the Executive Director for the grant. He then announced that he would abstain from voting on this item because he had served as legal counsel in the past for the Pomona Community Foundation and Bright Prospect; and that he is also a member of the LA County Fairplex Association.

There being no further comment, Alternate Board Member DeFrank moved, and Board Member Ontiveros-Cole seconded, to adopt Resolution No. 538 approving a collaboration agreement with the Pomona Community Foundation, Bright Prospect, and Fairplex. The motion was carried by the following vote: AYES: Alternate Board Member DeFrank; Board Members Cockrell, and Ontiveros-Cole; Vice-Chair Leano; and Chair Carder. NOES: None. ABSTAIN: Board Member Vera. ABSENT: None.

**6. APPROVAL OF RESOLUTION NO. 539 APPROVING AN AFFILIATION AGREEMENT FOR STUDENT FIELD PLACEMENT WITH AZUSA PACIFIC UNIVERSITY THROUGH ITS DEPARTMENT OF SOCIAL WORK, AND AUTHORIZING THE EXECUTIVE DIRECTOR TO EXECUTE THE AGREEMENT AND ANY AMENDMENTS THEREAFTER**

Executive Director Navarro stated that Tri-City has interns who are first year social work students from APU and participate in a variety of activities with the Wellness Center and the larger clinical team to build their skills as future social workers; and that this is a renewal agreement with APU.

There being no further comment, Vice Chair Leano moved, and Board Member Cockrell seconded, to adopt Resolution No. 539 approving an Affiliation Agreement with Azusa Pacific University, and authorizing the Executive Director to execute the agreement and any amendments thereafter. The motion was carried by the following vote: AYES: Alternate Board Member DeFrank; Board Members Cockrell, Ontiveros-Cole, and Vera; Vice-Chair Leano; and Chair Carder. NOES: None. ABSTAIN: None. ABSENT: None.



**7. APPROVAL OF RESOLUTION NO. 540 AUTHORIZING THE EXECUTIVE DIRECTOR TO EXECUTE THE SHORT/DOYLE CONTRACT WITH THE LOS ANGELES COUNTY DEPARTMENT OF MENTAL HEALTH (LACDMH)**

Executive Director Navarro indicated that the last time the contract was implemented was in Fiscal Year 2017-18; and expressed gladness that this year LACDMH took a lot of edits from Tri-City and that this is the first time that Tri-City has a contract that reflects its partnership and negotiation with very little confusion that Tri-City is not a contractor, rather a partner.

There being no further comment, Board Member Cockrell moved, and Board Member Ontiveros-Cole seconded, to adopt Resolution No. 540 approving the Short/Doyle Contract with LACDMH and authorize the Executive Director to execute the Contract. The motion was carried by the following vote: AYES: Alternate Board Member DeFrank; Board Members Cockrell, Ontiveros-Cole, and Vera; Vice-Chair Leano; and Chair Carder. NOES: None. ABSTAIN: None. ABSENT: None.

**8. APPROVAL OF RESOLUTION NO. 541 ADOPTING THE PROPOSED OPERATING BUDGET AND CASH FLOW BUDGET FOR FY 2020-21**

Chief Financial Officer Acosta announced that she was going to focus on page 15 of the budget document which summarizes all the detail of the 81-page document; that finance strives to be transparent and provide plenty of detail in the narratives to answer a lot of questions ahead of time; that the budget is based on the most recent information obtained from the California Behavioral Health Association and information that is received from the State; that it is her opinion that this budget continues to be conservative and that the most significant increases stem from the need to continue to hire for vacant positions; she then explained the components contained on Page 15, the Consolidating Cash Flow Budget, which is a grand total and a summary for Fiscal Year 2019-20 and 2020-21; discussed the most significant transactions from operating activities and the projected fiscal year 2020-21 which is basically projected actuals, the best estimate for the end of this fiscal year on June 30, 2020; explained revenue projected to be collected for the services that we provide in this fiscal year and on older receivables and cash payments; explained the cash flows from non-capital financing activities which are MHSA and realignment, noting that this is also revenue which is not included in the operating activities, but is meant to cover the expenses.

Executive Director Navarro expressed excitement about finding out late last week that there will be an additional \$439,000 coming from the governor in realignment backfill.

Discussion ensued about Realignment funding in Fiscal Year 2020-21 which will remain limited to the guaranteed minimum distribution from the State's Mental Health Sub-account which is approximately 15% of no growth as a result of reduction of sales tax collected due to COVID-19.

Chief Financial Officer Acosta then explained the Cash Flow from Capital and related Financing Activities, pointing out that the most significant outflow this year were planned projects as well as the CSS dollars designated for housing which are projected to be expended this year.

Executive Director Navarro explained that that several County partners have to go into their prudent reserves as allowed by the State; however, Tri-City will not be touching any of its prudent reserves, and that Tri-City also has a strong safety net for the years to come until the economy recovers.



Chief Financial Officer Acosta then explained the Investing Activities, noting that this section describes the projected interest that Tri-City will collect which is a little more conservative than what has been received in the past because of uncertainty with everything that is happening in the world; she then expresses excitement about continuing to collect money on prior accounts receivable and that Tri-City will be able to make another bankruptcy payment in the next couple of weeks, as well as the final payment before the end of this calendar year. She then referred to the Net Change in Cash indicating that the year will end with what we basically started with, except for the funds that are going to be expended on those planned projects.

Discussion ensued regarding Tri-City's realignment funds, which because of the bankruptcy, Tri-City is required to make payments above the \$2 million maximum reserve; and that on the MHSA side, there is a specific calculation for the amount of \$2.2 million of prudent reserves that Tri-City maintains.

Chief Financial Officer Acosta concluded her report by stating that all of the expenses detailed are by line item, by specific type of expense, and by program; that the grant totals of all of those pages flow into the grand total at the top of Page 15, the Consolidating Cash Flow Budget.

The Governing Board expressed appreciation for the hard work and great job in creating the budget.

There being no further discussion, Vice Chair Leano moved, and Alternate Board Member DeFrank seconded, to adopt Resolution No. 541 establishing Tri-City's FY 2020-21 Operating Budget and Cash Flow Budget. The motion was carried by the following vote: AYES: Alternate Board Member DeFrank; Board Members Cockrell, Ontiveros-Cole, and Vera; Vice-Chair Leano; and Chair Carder. NOES: None. ABSTAIN: None. ABSENT: None.

## **MONTHLY STAFF REPORTS**

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

Executive Director Navarro reported that staff is considering conducting a community survey to find out more about what the community sees in Tri-City and help us move towards the goal of making Tri-City a household name and also to understand where we need to go for our next decade; that we will be having some celebrations over the year; she then conveyed that if the federal government approve the HEROES (Health and Economic Recovery Omnibus Emergency Solutions) Act, there will be an additional \$250 million coming to the State for behavioral health and Tri-City could receive approximately an additional \$150,000 of realignment in the next year; she then expressed excitement about five new hires in June and July; she responded to a question that a Board Member asked this week if Tri-City was aware of State funding for telehealth and said yes, that staff was completing the application to get reimbursed for monies spent and for some relief towards expanding the telehealth capability, including clients so that they can connect with Tri-City easier; and that staff is waiting results from a FCC grant that Tri-City applied at the federal level. She then reported that in Fiscal Year 2018-19 data, Tri-City had a 95% success rate when staff was housing people into permanent supportive housing that had been placed in transitional housing; that during COVID a lot of people needing help with housing have been reaching out to Tri-City and the clinical team and the housing team are doing an amazing job of collaborating and communicating; that the three cities have been generous with their federal funds to help with housing and rent payments for our citizens; and that the hope is that between Tri-City services and the three cities' support, the impact will not be as bad here in the three cities.



Discussion ensued regarding Tri-City's recruitment and hiring process.

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

Chief Financial Officer Acosta reported that Tri-City had just received a \$2.7 million payment through LACDMH for FFP or MediCal for the services that we provide; that a portion of these funds go to Realignment thus, Tri-City will be able to make a bankruptcy payment; that it is expected that Tri-City will be paying off the bankruptcy before December 2020; and that a proclamation will be drafted to memorialize it. Executive Director Navarro added that she has a commitment from Johnathan Sherin, Director of LACDMH, to provide a Proclamation to Tri-City. Chief Financial Officer Acosta continued to say that Tri-City is in the middle of its annual independent financial statement audit; and that it is expected that the auditors will present Tri-City's final Audited Financial Statements for year ending June 30, 2020 to the Governing Board at its meeting in October.

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

Chief Operations Officer Gill reported that the repair for the sewer line connection at the baseline property had been completed; that staff is continuing to modify some of the office spaces to make sure it meets privacy and physical distancing for staff; that most of Tri-City's staff is working remotely; that we were able to purchase N95 masks and have been distributing those as needed, mostly to field staff who are working directly with clients; and that program support and front desk staff are assisting other departments to help meet the needs of the agency.

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

Chief Clinical Officer Igrisan talked about the Children Intake Program and reported that staff started with the PIER training which is the Portland Identification and Early Referral program for early psychosis, noting that the video format allowed Tri-City to open its virtual doors to include people from other counties, pointing out that San Bernardino and Ventura Counties also participated in the training; that the training program is comprehensive and will take a couple of years; and that staff is busy as evidenced by the billing and the dollars that are coming in as reflected in the budget.

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

Dr. Teimoori stated that he had shared in his report the services that the outreach team and the supplemental crisis are providing, noting that similar to the clinical team, services have increased compared to the months of March or April or even May.

Board Member Vera inquired how staff is doing since he knows they are under a lot of pressure. Dr. Teimoori reported that staff are adapting, that things were more stressful during the first two months; however, a balance has been created between telehealth and face-to-face services to reduce exposure; that there are nursing staff who have to provide face-to-face services; therefore, Tri-City has been proving a lot of education, establishing protocols and guidelines in terms of safety and providing them personal protection, as well as giving them time off when it is needed or staff requests it.



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

Director of MHSA & Ethnic Services Hundal reported that July is Minority Mental Health Month; that in May of 2008, the US House of Representative announced July as Bebe Moore Campbell National Minority Mental Health Awareness Month; that Bebe Moore Campbell was an author, advocate, co-founder of NAMI Urban Los Angeles and national spokesperson; that Minority Mental Health Awareness Month was created to bring awareness to the unique struggles that underrepresented groups face in regard to mental health issues with the goals to improve access to and quality of mental health services and treatment available for persons and communities of color; that racism, social injustice, and limited access to care contribute to poor mental health outcomes, including suicide among racial, ethnic and minority populations; that in the last decade, serious mental illness among Asian/Pacific Islander American and Latinx adults, and Black Americans of all ages, has increased; that as compared to 10 years ago, Black American teenagers are now 50% more likely than White teenagers to attempt suicide; that the focus of Tri-City's Community Capacity Building programming this month is to continue its work to reduce the stigma of mental health issues and treatment and to encourage the most underrepresented within its three cities to readily seek services when needed; that Tri-City is hosting webinars that discuss these topics and are archived in Tri-City's website; and announced that a Community Connection webinar focusing on what mental health means in different cultures, and Tri-City's African-American Family Wellness Advisory Council webinar addressing racism and mental health, are scheduled on July 23rd, in the morning and afternoon, respectively.

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

Chief Compliance Officer Majors-Stewart reported that staff is currently gathering data directly from staff and clients about their experiences and needs as we navigate through this difficult time of modified operations and service provision during this pandemic; that gathering this data is so critical because it will help Tri-City stay ahead of the curve and assist staff with current and future planning; that staff wants to make sure that we are effective and attending the most critical needs as efficiently as possible; that during the month of June a client satisfaction survey was conducted which is a standard survey that is conducted twice a year; however, this time the results are going to be compared with results from previous years to find out how we are navigating during this time; that staff also started to look specifically at satisfaction among staff and clients during the current modified operations and preliminary feedback was received; that staff is going to conduct a more in depth analysis of the satisfaction and needs among clients and staff and those results are anticipated to be available in August, and thereafter, the staff leadership team will discuss the next steps in planning.

Discussion ensued about how the employee and client satisfaction surveys are conducted in-house; about how employee surveys can be used as a recruitment tool; and that full results will be provided to the Board when they are available.

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



**GOVERNING BOARD COMMENTS**

Board Member Ontiveros-Cole thanked staff for all the work done, noting that she was very impressed with the budget presentation; she then expressed the importance of social distancing, washing hands, and wearing a mask; shared statistics about the spread of COVID in the City of Pomona; and reiterated the need to be very careful and to take care of ourselves to prevent COVID from spreading.

Chair Carder concurred with Board Member Ontiveros-Cole comment and stated that we have to be examples for cities and organizations by wearing a mask.

Board Member Vera reported that Pomona Valley Hospital provided daily updates on COVID and that as of two days ago, the hospital was pretty much at capacity; that it has been predicted that it will get worse due to the summer holidays; discussed the many referrals the hospital is receiving pointing out that the hospital is ready for it; however, it is putting a tremendous strain on both the staff and resources.

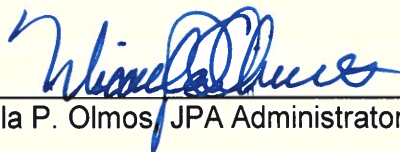
Chair Carder announced that Alternate Board Member Bill Aguirre, La Verne Community Services Director, will be retiring in December and asked if Tri-City can recognize him for his services to Tri-City; and commented that he will be a huge loss for the City of La Verne and for Tri-City.

**PUBLIC COMMENT**

There was no public comment.

**ADJOURNMENT**

At 6:15 p.m., on consensus of the Governing Board its meeting of July 15, 2020 was adjourned. The next Regular Meeting of the Governing Board will be held on Wednesday, September 16, 2020 at 5:00 p.m., via teleconference due to the COVID-19 pandemic.



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Micaela P. Olmos, JPA Administrator/Clerk