



## MINUTES

### **REGULAR MEETING OF THE GOVERNING BOARD JANUARY 19, 2022 – 5:00 P.M.**

The Governing Board held on Wednesday, January 19, 2022 at 5:00 p.m. its Regular Meeting Via Teleconference pursuant to Government Code § 54953, which allows 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  
Paula Lantz, City of Pomona, Board Member (joined at 5:12 p.m.)  
John Nolte, City of Pomona, Board Member  
Elizabeth Ontiveros-Cole, City of Pomona, Board Member  
Ronald T. Vera, City of Claremont, Board Member

**ABSENT:** None.

**STAFF:** Jesse H. Duff, Interim Executive Director  
Darold Pieper, General Counsel  
Diana Acosta, Chief Financial Officer  
Elizabeth Renteria, Chief Clinical Officer  
Seeyam Teimoori, Medical Director  
Rimmi Hundal, Director of MHSA & Ethnic Services  
Natalie Majors-Stewart, Chief Compliance Officer  
Ken Riomales, Chief Information Officer  
Mica Olmos, JPA Administrator/Clerk

#### **CONSENT CALENDAR**

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

**1. CONSIDERATION OF RESOLUTION NO. 631 AUTHORIZING THE IMPLEMENTATION OF TELECONFERENCING REQUIREMENTS DURING A PROCLAIMED STATE OF EMERGENCY UNDER GOVERNMENT CODE SECTION 54953 (AB 361)**

Recommendation: “A motion to adopt Resolution No. 631 finding and declaring that it is unsafe to meet in person during the proclaimed state of emergency as a result of the continued threat of COVID-19, and authorizes the Interim Executive Director, or his designee, to continue utilizing teleconferencing accessibility to conduct the Authority’s public meetings pursuant to Government Code § 54953.”

**2. APPROVAL OF MINUTES OF THE GOVERNING BOARD AND MENTAL HEALTH COMMISSION JOINT MEETING OF DECEMBER 15, 2022**

Recommendation: “A motion to approve the Minutes of the Governing Board and Mental Health Commission Regular Joint Meeting of December 15, 2022.”

**3. APPROVAL OF MINUTES FROM THE JANUARY 12, 2022 GOVERNING BOARD SPECIAL MEETING**

Recommendation: “A motion to approve the Minutes of the Governing Board Special Meeting of January 12, 2022.”

**4. APPROVAL FOR THE DISPOSAL OF OBSOLETE OR DAMAGED I.T. EQUIPMENT**

Recommendation: “A motion to approve the disposal of the obsolete and damaged I.T. equipment as listed on the I.T. Equipment List for Disposal-January 2022.”

**NEW BUSINESS**

**5. ELECTION OF OFFICERS FOR THE 2022 CALENDAR YEAR AS REQUIRED BY THE JOINT POWERS AGREEMENT BETWEEN THE CITIES OF POMONA, CLAREMONT, AND LA VERNE**

Chair Carder thanked everybody for supporting her over the last four years that she has been the chairperson. She then moved, and Board Member Vera seconded, to nominate Vice-Chair Leano to be the next Governing Board Chairperson.

There being no other nominations, the motion was carried by the following vote: AYES: Board Members Cockrell, Nolte, Ontiveros-Cole, and Vera; Vice-Chair Leano; and Chair Carder. NOES: None. ABSTAIN: None. ABSENT: Board Member Lantz.

Chair Leano moved, and Board Member Ontiveros-Cole seconded, to nominate Board Member Carder as Governing Board Vice-Chairperson.

There being no other nominations, the motion was carried by the following vote: AYES: Board Members Carder, Cockrell, Nolte, Ontiveros-Cole, and Vera; and Chair Leano. NOES: None. ABSTAIN: None. ABSENT: Board Member Lantz.

Chair Leano stated, on behalf of Claremont and this entire Governing Board, it has been a privilege to serve with Vice-Chair Carder, noting that she certainly has been a tremendous leader to this organization and an example for the rest in the Governing Board in this capacity; and thanked her for her leadership. He then began to chair the meeting.

## **6. EXECUTIVE DIRECTOR RECRUITMENT UPDATE**

Interim Executive Director Duff reported that after the Governing Board selected Wendy Brown Creative Partners (WBCP) as the search firm, and authorized the Interim Executive Director to negotiate and to enter into an agreement with WBCP, there were some issues that took time to resolve; however, that we are now prepared to sign the agreement and get underway. He then provided the next steps of the recruitment process which include: WBCP meeting with the Governing Board AdHoc Committee to discuss the desired qualifications and the characteristics for the new executive director; then, having individual calls with the remaining Governing Board Members to also get their input on the desired qualifications and characteristics as well. He then explained that by statute by the Welfare and Institutions Code, Tri-City's Mental Health Commission has a role to play in the recruitment of a new executive director; accordingly the Commission chose to also appoint an AdHoc Committee and WBCP will also be talking to them to get their input; that staff were going to provide WBCP with a list of community stakeholders, to provide input as well; and also provide an opportunity for Tri-City's executive team to provide their input. He pointed out that it is expected that this will take place in the next two weeks, and thereafter WBCP will develop the recruitment brochure for circulation which will be distributed to potential candidates, and also placing it in the various professional journals and websites. He then indicated that although initially there was a delay in the process, at this point we are on schedule to meet the original timeline that was discussed with the Board.

Board Member Vera inquired if there was anything material regarding the amendments to the contract with WBCP that needs to be brought to the attention of the Board by its general counsel. Agency Counsel Pieper replied in the negative on anything that the Board needs to react.

At 5:12 p.m., Board Member Lantz joined the meeting.

Vice-Chair Carder stated that she was very pleased with the conversation that she had last week with Interim Executive Director Duff, noting that she felt very comfortable in the direction the Board is going; and pointed out that during the last executive director recruitment process Mr. Duff was very actively involved and he really helped the Board through the process; therefore, she was thrilled that he is back helping the Board and guiding them through the process again; and that she looks forward to working together and that she is sure the timelines will work out just fine.

Chair Leano opened the meeting for public comment; and there was no public comment.

Chair Leano thanked Interim Executive Director Duff for the report and stated that he is looking forward to getting the process started.

## **7. CONSIDERATION OF RESOLUTION NO. 632 APPROVING A PRACTICUM SITE (AFFILIATION) AGREEMENT FOR STUDENT INTERNSHIPS WITH THE CALIFORNIA BAPTIST UNIVERSITY (CBU) THROUGH ITS DEPARTMENT OF SOCIAL WORK, AND AUTHORIZING THE INTERIM EXECUTIVE DIRECTOR TO EXECUTE THE AGREEMENT AND ANY AMENDMENTS THEREAFTER**

Interim Executive Director Duff reported that for a number of years Tri-City has entered into agreements with various universities to provide interns to assist Tri-City and providing enhanced services; that one such program is the work with the Bonita Unified School District schools which has been in existence approximately nine years; that the internship program gives the students excellent experience, and it also allows Tri-City to provide quality service to those schools at a minimum cost; that this agreement brings California Baptist University into the internship program for three years, and discussed the some of the services they will be performing; and stated that staff is recommending that the agreement be approved.

Chair Leano opened the meeting for public comment; and there was no public comment.

There being no discussion, Board Member Nolte moved, and Board Member Ontiveros-Cole seconded, to adopt Resolution No. 632 approving a Practicum Site (Affiliation) Agreement with the California Baptist University, and authorizing the Interim Executive Director to execute the agreement and any amendments thereafter. The motion was carried by the following vote: AYES: Board Members Cockrell, Lantz, Nolte, Ontiveros-Cole, and Vera; Vice-Chair Carder; and Chair Leano. NOES: None. ABSTAIN: None. ABSENT: None.

**8. CONSIDERATION OF RESOLUTION NO. 633 AUTHORIZING THE INTERIM EXECUTIVE DIRECTOR TO NEGOTIATE AND EXECUTE A LEASE AGREEMENT WITH 1900 ROYALTY DRIVE, LLC FOR OFFICE SPACE LOCATED AT 1900 ROYALTY DRIVE, SUITE 200, IN POMONA, CALIFORNIA**

Chief Financial Officer Acosta pointed out that recently she has been overseeing the facilities department, and staff actively looked for space in the same building as Tri-City's children's clinic at the royalty building; that a 1000 square feet suite became available which can house Tri-City's IT Department; that the lease rates will be the same rates that we currently pay for all of the other suites in the same building; and that this lease will expire at the same time that the other leases are set to expire in the same building.

Chair Leano opened the meeting for public comment; and there was no public comment.

There being no further comment, Vice-Chair Carder moved, and Board Member Vera seconded, to adopt Resolution No. 633 approving the Lease Agreement for Suite 200 located at 1900 Royalty Drive in Pomona, CA; and authorizing the Interim Executive Director to negotiate and execute the Lease Agreement and any Amendments thereafter. The motion was carried by the following vote: AYES: Board Members Cockrell, Lantz, Nolte, Ontiveros-Cole, and Vera; Vice-Chair Carder; and Chair Leano. NOES: None. ABSTAIN: None. ABSENT: None.

**9. CONSIDERATION OF RESOLUTION NO. 634 AUTHORIZING THE AUTHORITY TO ENTER INTO A PARTICIPATION AGREEMENT WITH THE CALIFORNIA MENTAL HEALTH SERVICES AUTHORITY (CaIMHSA) TO PARTICIPATE IN THE PEER SUPPORT SPECIALIST CERTIFICATION PROGRAM AND AUTHORIZING THE INTERIM EXECUTIVE DIRECTOR TO EXECUTE THE AGREEMENT AND ANY AMENDMENTS THEREAFTER**

Director of MHSA and Ethnic Services Hundal reported that with the passage of Senate Bill 803, a Certified Peer Support Specialist is recognized as a new medical provider and service type under medical specialty mental health services delivery system. She explained that before the

bill was introduced, Tri-City always has had peer support staff; however their services were not billable and instead, their services were sort of complimentary on top of the services that Tri-City provides. Therefore, the Department of Health Care Services identifies a Certified Peer Support Specialist as a new provider type, and peer support services as a new service type. Accordingly, the California Mental Health Authority (CalMHSA) is going to take the lead in training and certification for the Peer Support Specialist in the State of California and it will be done on behalf the various counties. She pointed out that at this time there is no financial obligation for this training and certification, which will be paid through the Department of Health Care services; therefore, staff recommends that Governing Board authorize all documents required or necessary to enter into the participation agreement with CalMHSA.

Chair Leano opened the meeting for public comment; and there was no public comment.

There being no further comment, Board Member Cockrell moved, and Vice-Chair Carder seconded, to adopt Resolution No. 634 authorizing the Authority to enter into a Participation Agreement with CalMHSA to participate in the Peer Support Specialist Certification Program; and authorizing the Interim Executive Director to execute the Agreement and any Amendments thereafter. The motion was carried by the following vote: AYES: Board Members Cockrell, Lantz, Nolte, Ontiveros-Cole, and Vera; Vice-Chair Carder; and Chair Leano. NOES: None. ABSTAIN: None. ABSENT: None.

## **MONTHLY STAFF REPORTS**

### **10. JESSE H. DUFF, INTERIM EXECUTIVE DIRECTOR REPORT**

Interim Executive Director Duff reported that unfortunately because of the recent COVID surge, the Executive Team and the Interim Executive Director reinstated the essential services staffing order, which applies agency wide effective Thursday, January 13, 2022 and will remain in place until February 13th, in order to protect Tri-City staff and the public that we serve. He pointed out that his written report including information of routine matters in connection with human resources.

Chair Leano asked staff to provide an estimate of how this Order will this impact Tri-City service delivery systems, noting that he understands that we have a number of people that require Tri-City's clinical services.

Interim Executive Director Duff stated that the executive team agree that this is not ideal; however, this has been something that Tri-City has already implemented for several months, and staff can still be effective and under these circumstances, staff is going to do the very best that they can.

Chief Clinical Officer Renteria added that clients that continue to have the need to be seen in person, are being seen in person; thus, there is no disruption to that service; and that staff is just trying to limit the amount of time they are in the office when they do not have to see people in person and can render their services through Telehealth. However, the day that they do need to see clients in person, staff will be present in the offices, pointing out that there is a rotation of leadership and supervisors and managers are going to be available at each facility every day of the week; therefore, any disruption is minimal.

Dr. Seeyam Teimoori added that there is no disruption in medication services because the nurses and the doctors are essential workers; therefore, they are available in person.

Director of MHSA and Ethnic Services Hundal added that the navigators continue to come into the office and are out in the field serving the community, and that the Wellness Center is open, and persons can go there through appointments, noting that they have in place very strict COVID guidelines and discussed those guidelines; and that everything else that was already online, will continue to be online.

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

Chief Financial Officer Acosta reported that the Finance Department is now turning its attention to developing the next year's operating budget, as well as the MHSA plan that Tri-City does on an annual basis. She then announced that the construction of the pharmacy is almost finalized and it is anticipated to be open before the end of this month.

Board Member Vera referred to the financial report and inquired for the reason that there is a shortage in patient revenue. Chief Financial Officer Acosta explained that is a delay through the County because our payment from the State pass through them; that typically the holdup is sifting through all of the data that they receive, because they collect revenue on behalf of a huge amount of providers, resulting sometimes 90 to 120 days without receiving a payment.

Vice-Chair Carder inquired where the pharmacy will be located. Chief Financial Officer indicated that it will be the Adult Clinic at 2008 Garey Avenue, on the first floor.

Discussion ensued regarding perhaps having grand opening for the pharmacy and when it can be anticipated to take place; as well as how pharmaceuticals will be issued, which will be according to the preference of the client.

Board Member Vera inquired if there was going to be compliance training and also determine who is authorized to issue the pharmaceuticals, noting that being in the hospital board, their biggest concern is issuing them, and determining who can issue them.

Agency Counsel Pieper stated that the pharmacy operates effectively as an independent business, so Tri-City staff are not dispensing any medications, noting that is done by the pharmacy itself under its licenses and with its employees, so the kinds of issues being described should not exist in this case. He also noted that the State sends the County all the payments in one check and does not give them any way to break it down.

#### **12. LIZ RENTERIA, CHIEF CLINICAL OFFICER REPORT**

Chief Clinical Officer Renteria reported that recently Tri-City was able to hire three supervisors-in-training to meet the needs of the unfilled supervisor positions, noting that these are current Tri-City staff, which will provide additional support to our clinicians. She explained that this is important because these positions have been vacant for well over a year; and that they will be helping us to roll out our new group service model across the clinic, which will be helpful for the recovery of our clients. She then said that the census remains consistent and robust and we continue to get the same level of referrals into Tri-City, and unfortunately, our staffing level is not meeting that and describe the creative ways which staff is working on meeting these services; and discussed the recent training staff received on collaborative assessment and management and suicidality.

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

Medical Director Dr. Teimoori stated that, in addition to sharing the data from services, he shared in his report data from our monthly vaccination clinic, which staff have been trying to be creative to attract more clients; he noted that they had a primary care doctor from Pomona Valley Family medicine residency to provide free medical services, and provided free cell phones, and we have been having between 20 to 45 clients getting vaccinations during each clinic.

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

Director of MHSA & Ethnic Services Hundal reported that it is that time of the year again for Tri-City's Community grant process, and announced when the next grant information night and the Bidders conferences will take place; that more information can be found on Tri-City's website under Events. She then said that staff have also started planning for Green Ribbon Week which takes place on the third week of March every year and, since we are still in COVID, staff are being creative in their programming and there is more to come about this in next month's report.

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

Chief Compliance Officer Majors-Stewart stated that she had provided a brief outline of the current projects that best practices team is working on; that of the ones that she summarized, both of the EHR implementation and also activities planning and implementation surrounding the CalAIM Initiative, are two very significant projects in terms of both agency-wide impact and time that staff will need to spend on coordinating and ensuring successful implementations. She noted that all of the projects are on target, and we are entering into the final phases on some of these EHR implementations; that the CalAIM will be ongoing throughout the next several years, but there are several checkpoints along the way of things we need to implement, so staff is going to focus more in devoting more time, emphasis, and priority on these projects in order to make sure that we meet these targets throughout the continuation of the project phase.

**16. KEN RIOMALES, CHIEF INFORMATION OFFICER REPORT**

Chief Information Officer Riomales stated that Chief Compliance Officer Majors did touch on the EHR program, which is currently on track and under budget. He then reported on Tri-City's security assessment that was recently completed a few weeks back, pointing out that the IT Department has received a preliminary report and they began immediate remediation on any items that have been identified as a potential risk or potential exposure to the agency; that the overall remediation will take some time as it does include some information or some items that will require collaboration with some of the other executives; thus, the duration that they are estimating for remediation of security issues is three to six months; and that he will be providing a full update to the Governing Board of those once they have been completed.

Chair Leano opened the meeting for public comment; and there was no public comment.

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

**GOVERNING BOARD COMMENTS**

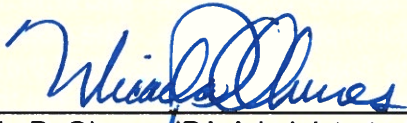
Chair Leano announced that he, and Board Member Vera, will hold a town hall meeting next Thursday, to get the pulse of Claremont and the let people know that the Board is doing regarding the Tri-City Executive Director search. He added that, in conjunction with the town hall, they are going to be using Claremont's social media accounts and are going live to talk about the job and let people know that it is open, and to hear what people have to say, what they are looking for in their next executive director, noting that it will be specific to Claremont. Lastly, he thanked Rimmi Hundal, Isela Moreno, and Mary Monzon, for doing an outstanding job in presenting Claremont's homeless services update during last City of Claremont Council meeting, to help educate the Community on what we are doing.

**PUBLIC COMMENT**

There was no public comment.

**ADJOURNMENT**

At 5:53 p.m., on consensus of the Governing Board its meeting of January 19, 2022 was adjourned. The next Regular Meeting of the Governing Board will be held on Wednesday, February 16, 2022 at 5:00 p.m., via teleconference pursuant to Government Code § 54953, due to the COVID-19 pandemic.



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Micaela P. Olmos, JPA Administrator/Clerk