



MISSION

By understanding the needs of consumers and families, Tri-City provides high quality, culturally competent behavioral health care treatment, prevention and education in the diverse cities of Pomona, Claremont, and La Verne.

TRI-CITY MENTAL HEALTH AUTHORITY MENTAL HEALTH COMMISSION

**APRIL 14, 2020
3:30 p.m.**

MEETING LOCATION

Pursuant to California Governor's Executive Order N-29-20 (Paragraph 3), adopted as a response to mitigating the spread of Coronavirus (COVID-19), the Mental Health Commission (MHC) is authorized to hold its public meetings via teleconference and the public seeking to observe and to address the MHC may participate telephonically or otherwise electronically.

Therefore, this meeting will be held via teleconference. The locations from where the Commissioners are participating are not listed on the agenda and are not accessible to the public.

**To join the MHC Meeting from PC, Mac, Linux, iOS or Android:
<https://meetings.ringcentral.com/j/3015034559>**

To join via telephone, dial: (623) 404-9000

Meeting ID: 301 503 4559

*Posting of Agenda. The Agenda is posted 72 hours prior to each meeting on the Tri-City's website:
<http://www.tricitymhs.org>*

Public Participation. Members of the public are invited to speak on any matter on or off the agenda. If the matter is an agenda item, you will be given the opportunity to address the legislative body when the matter is considered. If you wish to speak on a matter which is not on the agenda, you will be given the opportunity to do so at the Public Comment section.

Any disclosable public records related to an open session item on a regular meeting agenda and distributed by Tri-City Mental Health Authority to all or a majority of the Tri-City Mental Health Commission less than 72 hours prior to this meeting are available for public inspection at 1717 N. Indian Hill Blvd. Suite B, in Claremont during normal business hours.

In compliance with the American Disabilities Act, any person with a disability who requires an accommodation in order to participate in a meeting should contact JPA Administrator/Clerk Mica Olmos at (909) 451-6421 at least 48 hours prior to the meeting.

All agenda items are subject to action by the Mental Health Commission.

CALL TO ORDER

ROLL CALL

Toni L. Watson – *Chair*
Anne Henderson – *Vice Chair*
Ethel Gardner
Rubio R. Gonzalez

Jeanette Heitmann
Joan M. Reyes
Daniel Rodriguez
Wray Ryback

Twila L. Stephens
Alfonso Villanueva
David J. Weldon
Davetta Williams

REGULAR BUSINESS

- I. **APPROVAL OF MINUTES FROM THE MARCH 10, 2020 MENTAL HEALTH COMMISSION REGULAR MEETING**
- II. **PRESENTATION - COVID-19 RESPONSE AND IMPACT UPDATE**
- III. **EXECUTIVE DIRECTOR REPORT**

COMMISSION ITEMS AND REPORTS

Commissioners are encouraged to provide comments or ask questions about the community's mental health needs, services, facilities and special problems. In addition, this is an opportunity to provide reports on their activities.

PUBLIC COMMENT

The public can make a comment during general public comments or on a specified agenda item by leaving a voice mail message at (909) 451-6421 or by writing an email to molmos@tricitymhs.org. All voice mail messages and emails received by 3:00 p.m. will be read into the record at the appropriate time. No action shall be taken on any item not appearing on the Agenda. The Chair reserves the right to place limits on duration of comments.

ADJOURNMENT

The Mental Health Commission will meet next in a Regular Joint Meeting with the Governing Board to be held on **Wednesday, May 20, 2020 at 5:00 p.m.** in the MHSA Office, 2001 N. Garey Avenue in Pomona, California.

MICAELA P. OLMOS
JPA ADMINISTRATOR/CLERK



**MINUTES
REGULAR MEETING OF THE
MENTAL HEALTH COMMISSION
MARCH 10, 2020 – 3:30 P.M.**

The Mental Health Commission met in a Regular Meeting on Tuesday, March 10, 2020 at 3:39 p.m. in MHSA Administrative Office, 2001 North Garey Avenue, Pomona, California.

CALL TO ORDER Vice-Chair Henderson called the meeting to order at 3:39 p.m.

ROLL CALL A visual roll call was taken.

PRESENT: Toni L. Watson, Chair (arrived at 3:49 p.m.)
Anne Henderson, Vice-Chair
Ethel Gardner
Rubio R. Gonzalez (arrived at 3:55 p.m.)
Joan M. Reyes
Wray Ryback
Twila L. Stephens
David J. Weldon

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

STAFF: Toni Navarro, Executive Director
Rimmi Hundal, Director of MHSA and Ethnic Services
Nancy Gill, Chief Operations Officer Mary Mozon, Housing Manager
Mary Monzon, Housing Manager
Gamaliel Polanco, Wellness Center Manager
Dana Barford, MHSA Projects Manager
Isela Moreno, Community Navigator Program Supervisor
Khaneal Mason, Mental Health Specialist
Mica Olmos, JPA Administrator/Clerk

Due to a lack of a quorum, there was consensus to take Agenda Item No. I, Approval of Minutes, and Agenda Item No. II, Recommendation of Approval of CFTN Project Proposal, out of order and proceed with Agenda Item No. III, Presentation.

REGULAR BUSINESS

III. PRESENTATION

A. COMMENDATION CERTIFICATE FROM HILDA L. SOLIS, LOS ANGELES COUNTY SUPERVISOR, 1ST DISTRICT

AGENDA ITEM NO. I

Director of MHSA & Ethnic Services Hundal stated that for Black History Month Tri-City's Mental Health Commission, in partnership with the Claremont Library, had hosted the event "Myth Busters & Minority Mental Health Mindfulness" which was well received by the community; and that as a result, Supervisor Hilda Solis awarded a Certificate of Commendation to the Mental Health Commission in recognition for their services to the affairs of the community.

Commissioner Ryback asked that the Governing Board be notified as this award. Staff indicated they will inform the Governing Board.

B. "RECOVERY MOMENTS" STORY

Khaneal Mason, Mental Health Specialist, introduced one of his clients and stated that he is honored to see the rewards of her client's hard work.

Marilyn Menendez talked about how she arrived to Tri-City, literally without shoes; discussed her mental illness; shared about her relationship with her father who is incarcerated; and talked about how compassion and the fact that staff did not judge her allowed her to recover and get back on her feet; stated that she is very grateful for the Wellness Center Manager and Tri-City staff; and indicated that she will be moving out of state and will take everything that she has learned with her.

Isela Moreno, Community Navigator Program Supervisor, introduced Sonya Reina, who started as working for Tri-City as a part-time Wellness Advocate and now she is a full time employee as a Community Navigator, stating that she will talk about her story of recovery.

Sonya Reina, shared her family history and discussed her mental illness; talked about coming to Tri-City and how her therapist gave her the confidence to work; that Tri-City, through the Wellness Center gave her the opportunity to work after being unemployed for 10 years and on be on the road to recovery, pointing out that recovery is possible but you have to work for it.

At 3:49 p.m., Chair Toni L. Watson arrived at the meeting.

Executive Director Navarro stated that the Sonya Reina embodies what Tri-City is all about which is help people in their recovery and feeling that they have purpose and meaning, and help people find themselves again and get back to a thriving life; and thanked staff for their hard work.

Chair Watson called to proceed with Agenda Item No. I, Approval of the Minutes.

I. APPROVAL OF MINUTES FROM THE FEBRUARY 11, 2020 MENTAL HEALTH COMMISSION REGULAR MEETING

There being no comment, Commissioner Reyes moved, and Commissioner Gardner seconded, to approve the Mental Health Commission Minutes of its February 11, 2020 Regular Meeting. The motion was carried by the following vote: AYES: Commissioners Gardner, Reyes, Ryback, Weldon; Vice-Chair Henderson; and Chair Watson. NOES: None. ABSTAIN: Commissioner Stephens. ABSENT: Commissioners Heitmann, Rodriguez, Villanueva, and Williams; and Governing Board Member Liaison Gonzalez.

At 4:55 p.m., Governing Board Member Liaison Rubio Gonzalez arrived at the meeting.

II. APPROVAL TO RECOMMEND TO TRI-CITY'S GOVERNING BOARD TO APPROVE THE CAPITAL FACILITIES AND TECHNOLOGICAL NEEDS (CFTN) PROJECT PROPOSAL

Director of MHSA & Ethnic Services Hundal reported that the CFTN Plan was posted on January 31, 2020 for public comment; that this Plan is part of MHSA and this pot of money focuses on technology and facilities needs to be able to provide quality services and building improvements to house staff; that the MHSA building has not had many renovations and it is time to add some office space and to upgrade its electrical system; that \$509,208.00 will be designated to these repairs; that under PEI, TCG need \$461,760.00 to construct an outdoor structure to provide adequate accommodations for weather and to improve ADA requirements including building raised planting beds; pointed out that there is enough funding allocated under the CFTN Plan for the projects; and that Staff was recommending that the Mental Health Commission recommend to Tri-City's Governing Board to approve the expenditure of the Capital Facilities and Technological Needs funds in the amount of \$970,968.00.

Chief Operations Office Gill stated that with the electrical upgrade, it will allow for the purchase of an emergency generator to serve the site; and that for the TCG project, also a sink will be installed.

Commissioner Ryback asked how many new offices will be added. Staff indicated that three offices and a small storage room.

There being no further discussion, Vice Chair Henderson moved, and Commissioner Reyes seconded, to recommend to Tri-City's Governing Board to approve the expenditure of Capital Facilities and Technological Needs funds in the amount of \$970,968.00 as indicated in the CFTN Project Proposal. The motion was carried by the following vote: AYES: Commissioners Gardner, Gonzalez, Reyes, Ryback, Stephens, Weldon; Vice-Chair Henderson; and Chair Watson. NOES: None. ABSTAIN: None. ABSENT: Commissioners Heitmann, Rodriguez, Villanueva, and Williams.

CONTINUED ITEM NO III. PRESENTATION

C. MENTAL HEALTH SERVICES ACT (MHSA) HOUSING UPDATE

Housing Manager Monzon reported that she had received the housing updates from various agencies for year 2020, including the county of Los Angeles, noting that the numbers made her gasp and she wanted to share what Tri-City is working against and discuss what staff is doing to combat it. She then provided the results from the 2019 Homeless Count (from year 2018 to 2019) for the three cities and pointed out that in Claremont the number of homeless persons decreased by one person from 27 to 26, and discussed how its homeless population were helped; that in the City of La Verne the homeless count increased from 7 to 21, and also discussed how they were assisted; that in the City of Pomona there was a significant decrease in the homeless count from 785 to 698 (22% - 16%) and also discussed how they were assisted. She then provided a snapshot from the average amount that SSI awarded to senior citizens or those living with a disability, and stated that in year 2018 it awarded \$910 monthly, and in two years this amount increased 3.6% to \$943 monthly; she also stated that the current minimum wage is \$13 hourly and expected to increase \$1 annually up to \$15 in the next couple of years; however, even with this increase of 15% -18% from years 2017 to 2020, this is not sufficient to get caught up with the annual increases of housing rent prices.

She stated that HUD (Housing and Urban Development Department) does an annual assessment of what is considered the fair market rent for apartments; noted that the cost of an apartment with efficiencies only went from \$1,067 to \$1,279 from year 2018 to 2020, an 19.87% increase; discussed the increases from one-bedroom up to a four-bedroom apartments which ranged from 15%-18%, and pointed out that someone living in a fixed income from SSI (Supplementary Security Income) cannot afford any apartment. She also stated that she researched in different websites for the average apartment rents in the three cities and discussed the results which demonstrated that there is a limited number of available apartments for rent which also are not affordable for those living on SSI or minimum wage. She stated that through CES (Coordinated Entry System) staff makes sure that anyone that is identified as homeless is entered into the system so that they are on the list to receive services; then provided an update on clients waiting to receive assistance; discussed the partnerships being established with landlords; and also reported that housing staff will be attending a training through LAHSA (Los Angeles Homeless Services Authority) for problem solving to figure out alternative solutions to better serve our homeless population.

Discussion ensued how staff can assist a large family find housing.

Governing Board Member Liaison shared that the City of Pomona is working on a rental stabilization ordinance which will follow the state affordable housing guidelines; and that the Chavez Foundation has expressed interested in building affordable housing in two empty lots that they own.

Executive Director Navarro stated that staff had been in talks with the California Institute for Behavioral Health Solutions, the technical training assistance for county behavioral health, and they have individual placement services employment curriculum that helps train staff to become employment specialists and key in on the treatment team on helping people identify ways to increase skills sets and/or find meaningful academic/educational opportunities or volunteer opportunities and social engagement that helps them maintain stability.

Commissioner Ryback inquired how accurate are the homeless count numbers. Housing Manager Monzon replied that they have a system of counting and are pretty confident with the data results.

Discussion ensued regarding what the homeless count numbers looked several years ago; about how the Continuum of Care and Section 8 Vouchers work, noting that there are only 33 vouchers available for the 141 homeless clients; about HUD's definition of homelessness; and about university students living in cars in parking lots and how services are being provided to them.

The Mental Health Commission thanked Housing Manager Monzon for her presentation.

IV. EXECUTIVE DIRECTOR REPORT

Executive Director Navarro announced that Jamie Ritchey, Community Capacity Organizer, was in attendance to talk about Green Ribbon Week.

Community Capacity Organizer Ritchey stated that the next rotation of art is approaching and during Green Ribbon Week staff will host two workshops which will kick off a call for art; that the Gallery in the building is from community artists from the three cities.

She then talked about a collaborative art piece from approximately 12 artists and explained that the goal is when people can come together with one objective, and create a piece collectively, then you have a representation of expression through art that everyone contributed to and there is no predetermined outcome; that the next rotation of art it will be made up of collective pieces titled “My Beautiful Mess” and then she invited the Commission to complete a collaborative art piece; provided brief description of the project and indicated that the art supplies will be provided by Tri-City and that she will have them ready for the Commission at its next meeting. She also distributed green ribbons to wear and flyers that listed all participating vendors during Green Ribbon Week.

The Commission thanked Community Capacity Organizer Ritchey for her presentation.

Executive Director Navarro stated that the first annual CBHDA lobby day at the State Capitol might be cancelled due to the State of Emergency caused by the COVID-19 outbreak.

Commissioner Ryback inquired if the CDC (Centers for Disease Control and Prevention) had issued guidelines for the outbreak. Executive Director Navarro stated that staff has been kept abreast of LA County Public Health guidelines and notifications; that all notices are distributed to staff; that staff is aware of the list of symptoms; and staff has been advised if they have any symptoms, to stay away until feeling better or doctor authorizes them to return to work.

Chief Operations Office Gill discussed about the preventive measures established to help staff and clients be safe and to mitigate the spread of COVID-19.

Discussion ensued about various measures that can prevent the spread of COVID-19.

COMMISSION ITEMS AND REPORTS

Commissioner Reyes reported that she, Commissioners Gardner and Ryback met to discuss the Commission May outreach and they are looking to have it on May 12th or 19th; that Commissioner Gardner will contact the dA Center to find out if the event can be hosted there; and talked about the tone deaf community pointing out that it is one of the communities more underserved.

Staff shared that Tri-City has a language line; that just hired an MHSA employee that signs; and during public hearing, there is a hired translator that does sign language.

PUBLIC COMMENT

Dana Barford, MHSA Projects Manager, reminded everyone about the public hearing in April; that she is looking forward to the Commission approve the 3-year Plan and recommend to be presented to the Governing Board for its approval.

ADJOURNMENT

At 4:58 p.m., on consensus of the Mental Health Commission its Regular Meeting of March 10, 2020 was adjourned. The next Regular Meeting of the Mental Health Commission will be held on Tuesday, April 14, 2020, in the MHSA Administrative Office, 2001 North Garey Avenue, Pomona, California.



II. PRESENTATION - COVID-19 RESPONSE AND IMPACT UPDATE

Information will be presented about what Tri-City has implemented in response to COVID-19.

Presenter: Toni Navarro, Executive Director



**Tri-City Mental Health Authority
MONTHLY STAFF REPORT**

DATE: April 14, 2020
TO: Mental Health Commission
FROM: Toni Navarro, LMFT, Executive Director
SUBJECT: Executive Director's Monthly Report

COVID-19 RESPONSE UPDATE

Since the last Tri-City Mental Health Commission Meeting, much has transpired in our communities as a result of the Coronavirus pandemic. The following is a comprehensive report of the major adjustments and adaptations that Tri-City has implemented in response:

Tri-City began screening clients when they presented for services and adjusting its operations the week of March 9th. By Friday, March 20th nearly all Tri-City employees were supplied with the proper equipment (laptops and phones and web-based conferencing platform access) to be able to telecommute and/or provide telehealth to its clients and community participants (1600 open treatment cases and approximately additional 200-400 participants served per month in non-treatment programs) via phone or videoconferencing. Remaining staff needs were handled the following week.

As of the week of 3/9, and ongoing, all persons presenting for services are screened. Persons are asked a scripted list of questions and for anyone who reports symptoms or a concern, there is a protocol led by medical support staff to get them quickly isolated and handed off to a medical provider.

However, as a result of our wonderful IT team getting us functional so efficiently, since 3/23, approximately 80-85% of the Tri-City workforce is now working from home and providing telehealth care. The Adult and Child/Family Services clinics remain open Monday-Friday for in-person and field-based services as needed. Staff are rotating time in the office so as to minimize risk across the agency and so as not burden the same staff for the length of the crisis with the increased risk of infection.

Our staff are identifying all clients who do not have phones and our IT dept has been remarkably successful in locating resources to purchase phones quickly in order to be able to provide telehealth to all who are appropriate and want that level of care. To date we have purchased and are buying monthly minutes plans for about 100 phones.

Approximately 30-40 staff are presenting to work each day across our 5 sites and, of course, taking every precaution to keep themselves and our clients/participants safe and healthy.

These staff are providing in person care for those whose situations are more urgent, require medication changes/updates, or want to maintain their walk-in services. Additionally, these staff are assisting the Pomona Valley Hospital to clear/provide 5150 assessments for those with psychiatric emergencies showing up to the emergency room; are going to the Pomona Homelessness Services Center to continue to provide services there and continue work to get those persons into more stable housing; are addressing housing issues for those in our permanent supportive housing units; and are doing wellness checks for those of our clients for whom we have trouble contacting or are concerned about.

The Wellness Center remains open with modified hours, Monday-Friday 8:30am-5pm. Staff report about 5 visitors per day; persons are allowed one at a time into the computer lab for the many jobs that are now/still hiring and to use the internet to stay connected to their friends and family. The staff report most persons presenting there these past two week are persons who are homeless and have the most limited resources. The majority of the Wellness Center staff are part-time staff, but are able to telecommute and are calling Wellness Center participants who have allowed us their phone number to check in, boosting their skills sets by completing various trainings via Tri-City's contracted online learning library, Relias, and organizing and facilitating webinar support groups that began the week of April 6th. Some Wellness Advocate staff are also assisting in the 'warmline'/supportive chat program Tri-City started during this time(described below).

Tri-City is collaborating with the LA County Dept of Public Health to provide care at the LA County Quarantine Center at the Sheraton Fairplex. Tri-City is providing telehealth services to its quarantined guests who are experiencing mental health and/or co-occurring disorder issues, including case management and discharge planning for those who are homeless. Tri-City has also been asked and will be providing training on mental health awareness and basic mental health and crisis support intervention (for others as well as self-management)to the LA County Fire staff who are managing the site.

Finally, Tri-City Navigators have blanketed the region with information (links below) about 'warmline' and crisis line services the agency is providing for persons who are feeling anxious or worried and want to talk to a mental health professional. Tri-City's Supervisor of the Peer Mentor program is utilizing Wellness Advocates and members of Tri-City's volunteer force to provide local area residents up for what we are calling "supportive peer chat"—persons who call in and/or are referred are linked with a staff/volunteer who will then call them as often or as little as a person would like so as to provide someone to talk to regularly with the intent of decreasing people's feelings of isolation and increasing likelihood that urgent/emergent situations that may arise during 'shelter at home' will be identified and attended to promptly. While these services are being accessed only minimally these past two weeks, it is important to be proactive and have the staff and protocols in place so that Tri-City can respond effectively as the crisis drags on and needs of our cities likely increase.

How Tri-City is caring for its staff during this time:

- Since January 29th our staff receive weekly emails with COVID-19 updates and reminders to put their health and that of their loved ones first and to take their time off as needed.
- Staff are allowed to use all their accruals for whatever they need
- Probationary staff are allowed to use all of their accruals immediately and do not have to wait out the probationary period
- In my authority as Executive Director and in consultation with our Chief Finance Officer, Tri-City has allowed for our full-time staff to now have 160 hours and our part-time staff 80 hours of paid administrative leave to use if they would otherwise be furloughed part of each day/week, have to care for children who are no longer in school, are caring for adults in their household who may be ill or disabled, or are sick themselves. This emergency benefit will be available through the remainder of the calendar year. With this benefit, we hope to be able to allow our staff to not have to run through all of their personal time off and/or need to work unpaid during the duration of this crisis.
- Tri-City is providing as much hand sanitizer, disinfectant wipes, gloves and masks as we possibly can and find.
- Tri-City instituted a monthly allowance for staff to get reimbursed up to \$30/month during this crisis if they purchase sanitizing items on their own for their work space, both office and as 3/23, for their home when working from home.
- On March 19th the Tri-City Governing Board approved a temporary hazard pay policy that provides an additional \$3 per hour for staff who work shifts on site or in the field during the COVID-19 response operations, which for now extends through April 19th. With this temporary benefit Tri-City seeks to acknowledge and appreciate those staff who are showing up to care for others, and in the process increasing their own risk.
- On April 15th, the Governing Board is being asked to approve the adoption of the Federal Coronavirus Response Act (FFCRA) provisions of Emergency Paid Sick Leave (EPSL) and Emergency Family Medical Leave (EFMLA) which was passed into law on April 1st.

Here are the links to Tri-City's COVID-19 Resiliency info/resource flyer on our website (English and Spanish versions):

http://tricitymhs.org/images/Resiliency_Resources%203%2027.pdf

http://tricitymhs.org/images/Resiliency_Resources-SPANISH%203%2027.pdf

MENTAL HEALTH SERVICES ACT 3-YEAR PLAN UPDATE AS A RESULT OF COVID-19

California's county behavioral health system, which includes Tri-City, is funded by various tax revenues including local jurisdiction sales tax, vehicle license registration fees and "the Millionaires tax" (i.e., MHPA). The statewide "Safer at Home" order that began on Friday March 20th has, of course, significantly impacted California's economy. On a national scale, the impact on the stock market will no doubt further add to fiscal challenges in our State for some time.

Tri-City's 3-Year MHPA Plan was formulated in January and February well before COVID-19 and in the absence of any concern about financial downturns. Currently, Tri-City's Executive Director, MHPA Director, and Chief Financial Officer are in consultation with CBHDA and other statewide partners and are attempting to evaluate the fiscal impact to county behavioral health over the next month to next few years. Consequently, Tri-City's administration has made the decision to pause the approval of the 3-Year Plan as originally conceived. Over the next week, Tri-City (and all of county behavioral health in the State) hopes to get clarity that can then more accurately guide the MHPA planning process moving forward. Tri-City is planning to announce an MHPA Stakeholder's meeting in late April during which time these fiscal updates will be presented and any needed adjustments to the 3-Year plan will be proposed.

FIRST ANNUAL CALIFORNIA BEHAVIORAL HEALTH DIRECTORS' ASSOCIATION (CBHDA) LOBBY DAY CANCELED—COVID-19 RESPONSE UPDATES TO REPLACE

It was reported last month that with the unprecedented amount of attention being paid to the work provided by public behavioral health agencies, CBHDA staff had arranged for each of the California behavioral health directors to meet with their counties'/cities' State elected officials at the State Capitol on Wednesday, April 15th. The intention was for Directors and their relevant legislators the opportunity to meet face-to-face and share information, ask questions, and to discuss the specific needs of each county/city agency prior to legislator's taking their final actions on proposed new bills and proposed budget actions.

In light of the COVID-19 pandemic, Lobby Day has been canceled, however, many senators and assemblymembers are making themselves available on the same day, April 15, for phone conferencing with Directors to hear about/get updates as to the behavioral health needs and public agencies' response to the Coronavirus crisis. CBHDA staff has thus far scheduled calls for Tri-City's Executive Director with Senator Anthony Portantino (La Verne and Claremont) and Assemblymember Freddie Rodriguez (Pomona). In light of not getting calls scheduled with Senator Connie Leyva (Pomona) and Assemblymember Chris Holden (La Verne), the Executive Director emailed their local staff representatives information as to how Tri-City has adjusted and expanded operations during this time.