



## 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 AGENDA

November 9, 2021  
3:30 p.m.

### MEETING LOCATION

**On September 16, 2021, the Legislature amended the Brown Act provisions regarding teleconferencing during a Proclaimed State of Emergency through Assembly Bill No. 361, codified under Government Code § 54953. Accordingly, the Mental Health Commission will hold this public meeting via teleconference and the public seeking to observe and to address the Mental Health Commission may participate telephonically or otherwise electronically. There will be no in-person public meeting location.**

To join the Mental Health Commission meeting click on the following link:

[https://webinar.ringcentral.com/webinar/register/WN\\_0fbZ17-MSaeh1zE\\_VeAsw](https://webinar.ringcentral.com/webinar/register/WN_0fbZ17-MSaeh1zE_VeAsw)

**Or you may call: 1(213) 250- 5700 or 1(650) 242-4929  
Webinar ID: 148 732 5737**

*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. Section 54954.3 of the Brown Act provides an opportunity for members of the public to address the Mental Health Commission on any item of interest to the public, before or during the consideration of the item, that is within the subject matter jurisdiction of the Mental Health Commission. **The public can make a comment by writing an email to [molmos@tricitymhs.org](mailto:molmos@tricitymhs.org) OR at the meeting during general public comments on a specified agenda item, or if they wish to make a general comment on a matter within the subject matter jurisdiction of the MHC. The Chair will call on the member of the public at the appropriate time and allow the member of the public to provide live comment.** All email messages received by 1:30 p.m. will be shared with the Mental Health Commission before the meeting. 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. 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.*

*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 Mental Health Commission less than 72 hours prior to this meeting are available for public inspection at <http://www.tricitymhs.org>*

### CALL TO ORDER

Chair Henderson calls the meeting to Order.

## **ROLL CALL**

Anne Henderson – *Chair*  
Wray Ryback – *Vice-Chair*  
Carolyn Cockrell – GB Liaison  
Clarence D. Cernal

Isabella A. Chavez  
Nichole Perry  
Joan M. Reyes  
Twila L. Stephens

Alfonso Villanueva  
David J. Weldon  
Toni L. Watson

## **REGULAR BUSINESS**

**I. ADMINISTER AN OATH OR AFFIRMATION OF ALLEGIANCE TO NEW MEMBERS OF THE MENTAL HEALTH COMMISSION CLARENCE D. CERNAL, ISABELLA A. CHAVEZ, AND NICHOLE PERRY**

**II. APPROVAL TO IMPLEMENT TELECONFERENCING REQUIREMENTS DURING A PROCLAIMED STATE OF EMERGENCY UNDER AB 361 (GOVERNMENT CODE SECTION 54953)**

Recommendation: “A motion to ask the Executive Director, or designee, to perform all actions necessary to implement the Brown Act provisions regarding teleconferencing in compliance with Government Code § 54953.”

**III. APPROVAL OF MINUTES FROM THE SEPTEMBER 14, 2021 MENTAL HEALTH COMMISSION REGULAR MEETING**

**IV. APPROVAL TO RECOMMEND TO THE GOVERNING BOARD TO ADOPT THE AMENDMENT TO MHSA ANNUAL UPDATE FOR FISCAL YEAR 2021-22**

Recommendation: “A motion to recommend to the Governing Board to approve the Amendment to the MHSA Annual Update For Fiscal Year 2021-22.”

**V. PRESENTATION - TRI-CITY’S CULTURAL INCLUSION AND DIVERSITY COUNCIL (CIDC)**

**VI. 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 may speak regarding any Tri-City related issue. 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, December 15, 2021 at 5:00 p.m.** via teleconference due to the COVID-19 pandemic.

MICAELA P. OLMOS  
JPA ADMINISTRATOR/CLERK



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

**DATE:** November 9, 2021

**TO:** Mental Health Commission of Tri-City Mental Health Authority

**FROM:** Toni Navarro, LMFT, Executive Director

**BY:** Mica Olmos, JPA Administrator/Clerk

**SUBJECT:** Administer an Oath or Affirmation of Allegiance to new members of the Mental Health Commission Clarence D. Cernal, Isabella A. Chavez, and Nichole Perry, as required by California Government Code Section 3100 et seq.

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Summary:

Tri-City is a public behavioral healthcare agency; consequently, all of its employees and volunteers are declared to be disaster service workers pursuant to California Government Code Section 3100 et seq., which also requires that they take and subscribe to an oath or affirmation of allegiance.

Background

Tri-City Mental Health Authority (TCMHA) was established through a Joint Powers Authority Agreement between the Cities of Pomona, Claremont and La Verne pursuant to the provisions of the Joint Exercise of Powers Act, Article 1, Chapter 5, Division 7, Title 1 of the Government Code of the State of California, Section 6500, et seq. relating to the joint exercise of powers common to public agencies, and the provisions of the Bronzan-McCorquodale Act/Short-Doyle Act, Part 2, Section 5600, et seq., of the Welfare and Institutions Code (WIC) of the State of California, to deliver mental health services to the residents of the three Cities.

Therefore, TCMHA is a government (public) agency responsible to protect its employees and the community it serves, and all of its employees and volunteers are disaster service workers subject to the requirements under California Government Code Sections 3100 et seq. which declares that they have the duty to uphold:

*“the protection of the health and safety and preservation of the lives and property of the people of the state from the effects of natural, manmade, or war-caused emergencies which result in conditions of disaster or in extreme peril to life, property, and resources is of paramount state importance requiring the responsible efforts of public and private agencies and individual citizens.”*

Accordingly, all disaster service workers are required that they take and subscribe to an oath or affirmation of allegiance.

**AGENDA ITEM NO. I**

**Mental Health Commission of Tri-City Mental Health Authority**  
***Administer an Oath or Affirmation of Allegiance to new members of the Mental Health Commission Clarence D. Cernal, Isabella A. Chavez, and Nichole Perry, as required by California Government Code Section 3100 et seq.***  
**November 9, 2021**  
**Page 2**

Funding:

None required.

Recommendation:

Staff recommends that the JPA/Administrator Clerk of TCMHA administers an oath or affirmation of allegiance to new members of the Mental Health Commission Clarence D. Cernal, Isabella A. Chavez, and Nichole Perry.

Attachments

None.



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

**DATE:** November 9, 2021

**TO:** Mental Health Commission of Tri-City Mental Health Authority

**FROM:** Toni Navarro, LMFT, Executive Director

**BY:** Mica Olmos, JPA Administrator/Clerk

**SUBJECT:** Approval to Implement Teleconferencing Requirements during a Proclaimed State of Emergency Under AB 361 (Government Code Section 54953)

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Summary:

On September 16, 2021, the Legislature amended the Brown Act waiving certain provisions regarding teleconferencing through Assembly Bill No. 361 (AB 361.) Accordingly, public agencies are authorized to hold its public meetings via teleconference under a proclaimed state of emergency which makes it unsafe to meet in person, provided that it allows the public, seeking to observe and to address the legislative body, to participate in real time telephonically or an internet-based service option during a virtual meeting; and the legislative body makes additional findings every 30 days in order to continue such teleconferencing pursuant to AB 361.

Background

The Ralph M. Brown Act requires that all meetings of a legislative or advisory body of a local agency be open and public and that any person may attend and participate in such meetings; and allows for legislative bodies to hold meetings by teleconference, but imposes the following requirements for doing so:

1. The public agency must give notice of each teleconference location from which a member will be participating in a public meeting.
2. Each teleconference location must be specifically identified in the meeting notice and agenda, including full address and room number.
3. Each teleconference location must be accessible to the public.
4. Members of the public must be able to address the body at each teleconference location.

On March 17, 2020, Governor Newsom issued Executive Order No. N-29-20, suspending the Brown Act's teleconferencing requirements (enumerated above) in order to address the need for public meetings during the present public health emergency (COVID-19) and allow legislative and advisory bodies to meet virtually as long as certain notice and accessibility requirements were met; and on June 11, 2021, Governor Newsom issued Executive Order No. N-8-21 continuing the suspension of the Brown Act's teleconferencing requirements through September 30, 2021.

**AGENDA ITEM NO. II**

**Mental Health Commission of Tri-City Mental Health Authority**  
***Approval to Implement Teleconferencing Requirements During a Proclaimed State of***  
***Emergency Under Government Code Section 54953***  
**November 9, 2021**  
**Page 2**

On September 16, 2021, the State Legislature amended the Brown Act through Assembly Bill No. 361 (AB 361), codified under Government Code § 54953, waiving certain provisions of the Brown Act in order to allow local agencies to continue to meet using teleconferencing without complying with the regular teleconferencing requirements of the Brown Act when a legislative or advisory body holds a meeting during a proclaimed state of emergency and it unsafe to meet in person.

In addition, Government Code section 54953 adds new procedures and clarifies the requirements for conducting remote (virtual) meetings, including the following:

- Public Comment Opportunities in Real Time – a legislative or advisory body that meets remotely pursuant to AB 361, must allow members of the public to access the meeting via a call-in option or an internet-based service option, and the agenda for the remote meeting must provide an opportunity for members of the public to directly address the body in real time. A legislative body cannot require public comments to be submitted in advance of the meeting.
- No Action During Disruptions – in the event of a disruption that prevents the local agency from broadcasting the remote meeting, or in the event of a disruption within the local agency’s control that prevents members of the public from offering public comments using the call-in option or internet-based service option, AB 361 prohibits the legislative body from taking any further action on items appearing on the meeting agenda until public access is restored.
- Periodic Findings – Government Code § 54953(e)(B) requires the legislative body to hold a meeting during a proclaimed state of emergency for the purpose of determining, by majority vote, whether as a result of the emergency, meeting in person would present imminent risk to the health or safety of attendees.

The Commission must make these findings no later than 30 days after the first teleconferenced meeting is held after September 30, 2021, and must also make these findings every 30 days thereafter, in order to continue to allow teleconference accessibility for conducting public meetings (Government Code § 54953(e)(3).) AB 361 will sunset on January 1, 2024.

Tri-City Mental Health Authority (TCMHA) has already implemented the above stated requirements for conducting public meetings and is in full compliance with AB 361, thus there will be no change of the currently established procedures. Teleconference accessibility is available via call-in option or through via RingCentral Webinars platform (internet-based service option) and both the telephone number and meeting link are listed on the published agenda for each meeting as well as on TCMHA’s website.

**Mental Health Commission of Tri-City Mental Health Authority**  
***Approval to Implement Teleconferencing Requirements During a Proclaimed State of***  
***Emergency Under Government Code Section 54953***  
**November 9, 2021**  
**Page 3**

The JPA Administrator/Clerk monitors public comment submitted via email correspondence (as published on the agenda); and designated staff monitors comment via teleconference throughout each public meeting and provides access for public comment opportunities in real time both verbally and in writing in the 'chat' option.

Funding

None required.

Recommendation:

Staff recommends that the Mental Health Commission (MHC) of Tri-City Mental Health Authority finds, determines, and declares by a majority of vote, the following:

1. That a state of emergency as a result of the threat of COVID-19 still exists and continues to impact the ability of members of the Mental Health Commission, Tri-City staff, and public to meet safely in person.
2. The State of California and the TCMHA continue to follow safety measures in response to COVID-19 as ordered or recommended by the Centers for Disease Control and Prevention (CDC), California Department of Public Health (DPH), California Occupational Safety and Health Administration (Cal/OSHA), and/or County of Los Angeles, as applicable, including facial coverings when required and social distancing.
3. That the MHC will make these findings every 30 days in order to continue such teleconferencing pursuant to AB 361.
4. That, pursuant to the findings listed in this Report, the Executive Director or her designee, continue to utilize teleconferencing accessibility to conduct MHC meetings and implement teleconference requirements in compliance with AB 361 (Stats. 2021, ch. 165) and Government Code § 54953 (as amended), effective immediately.

Attachments

None.





**MINUTES  
REGULAR MEETING OF THE MENTAL HEALTH COMMISSION  
SEPTEMBER 14, 2021 – 3:30 P.M.**

The Mental Health Commission met in a Regular Meeting on Tuesday, September 14, 2021 at 3:36 p.m. 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 Henderson called the meeting to order at 3:36 p.m.

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

**PRESENT:** Anne Henderson, Chair  
Wray Ryback, Vice-Chair  
Carolyn Cockrell, GB Member Liaison  
Joan M. Reyes  
Alfonso "Al" Villanueva  
Toni L. Watson  
David J. Weldon

**ABSENT:** Twila L. Stephens  
Davetta Williams

**STAFF:** Toni Navarro, Executive Director  
Liz Renteria, Chief Clinical Officer  
Rimmi Hundal, Director of MHSA and Ethnic Services  
Ken Riomales, Chief Information Officer  
Mary Monzon, Housing Manager  
Mica Olmos, JPA Administrator/Clerk

**REGULAR BUSINESS**

**I. APPROVAL OF MINUTES FROM THE JULY 13, 2021 MENTAL HEALTH COMMISSION REGULAR MEETING**

There being no comment, Vice-Chair Ryback moved, and Commissioner Reyes seconded, to approve the Minutes of the July 13, 2021 Mental Health Commission Regular Meeting. The motion was carried by the following vote: AYES: Board Member Liaison Cockrell; Commissioners Reyes, Villanueva, Watson, and Weldon; Vice-Chair Ryback; and Chair Henderson. NOES: None. ABSTAIN: None. ABSENT: Commissioners Stephens and Williams.

## **II. PRESENTATION**

### **A. “RECOVERY MOMENTS” STORY**

None was presented.

### **B. TRI-CITY’S CIVIC ENGAGEMENT AND COMMUNITY INVOLVEMENT**

Executive Director Navarro stated that the primary mission of the Mental Health Commission is to keep Tri-City connected to the community, to be the eyes, ears, and advisory board to Tri-City’s Governing Board and staff; and noted that she appreciates all the feedback that the MHC provides. She then talked about the involvement in advocacy at the local and state level that Tri-City staff, including the Executive Director, participate. She reported that at the state level, as the executive director, she represents Tri-City on a monthly basis at the California Behavioral Health Directors Association (CBHDA) and the California Social Work and Education Center (CalSWEC), noting that is the only collaboration consortium in the nation of public institution social work programs, including all the CalStates, UCLA, USC, child welfare heads of different counties from across the state, County Behavioral Health directors, the California Department of Social Services and the California Child Welfare Association, which come together and plan curriculum, policy development, and implementation of the education training and workforce development for social workers, primarily in the child welfare realm, but increasingly in county behavioral health. She pointed out that she is the president of the advisory group for CalSWEC and represent workforce development issues and policy issues around county mental health at its meetings.

She then stated that she has recently been invited to be a member of Senator Connie Leyva’s Anti-Racism Task Force, along with various county officials from primarily San Bernardino, who meet on a monthly basis to talk about legislation and/or policies that are being presented and put forth at the state level. She then stated that staff member Dr. Nicole Lobato, and supervisor in the Access To Care team Fatima Garnica, are part of the mental health behavioral health group as an advisory body to the Pomona Re-Entry Coalition, which are providers working together to serve folks who are coming out of the justice system and help them reenter home with their families in terms of employment and housing and the resources they need to help them maintain the gains that have led to their release.

She then said that multiple staff participate in Pomona's Promise, and certain staff are specifically involved in various of their initiatives; that she is part of the Pomona's Promise leadership team, and a co-chair on the Healthy and Pomona Initiative Committee, and co-chair and co-founder of the Health Access Committee, a group of partners that include Pomona Valley Hospital, East Valley Park Tree, Federally Qualified Health Center, LA County of Department of Public Health, Pomona Wellness Complex, Blue Shield Wellness Center, Prototypes, the National Council on Alcoholism and Drug Dependence Pomona Valley, Pomona Caring and Sharing, Project Sister, House of Ruth, and The Parents Anonymous, which focus on environmental, societal, and formal health and nutrition that the City of Pomona can provide to its residents; and indicated that they meet monthly to discuss ways to coordinate care and talk about establishing agreed upon standards for referral, and warm handoff to each other, which is an expansion of Tri-City’s own Community Navigator Program, but on a community wide scale, noting that Isela Moreno, Community Navigator Program Supervisor, is part of the Community Engagement Board of Pomona's Promise, to make sure that Tri-City is staying abreast of all the various events that are happening in the City and disseminating it out into the community.

She then stated that Rimmi Hundal, Director of MHSA and Ethnic Services, is part of the Basic Needs Committee of the Pomona Mayor's COVID-19 Task Force, which helps to look at things such as rental assistance, clothing, food, and all the resources that families need in Pomona as we continue to be challenged by this pandemic.

She added that Mary Monzon, Housing Manager, attends monthly the Pomona Continuum Of Care and the San Gabriel Valley Continuum Of Care meetings, which are partners that provide housing in our local three cities area; and that Housing Manager Monzon also attends the monthly meetings of the LA County Coordinated Entry System for adults, for the Transition Age Youth, and the one for families.

She also reported that Tri-City staff are also involved in the Hope4Home partners with the City of Pomona, Volunteers of America, and other partners; that Director of MHSA & Ethnic Services Hundal is a founding member of the La Verne Cultural Awareness and Societal Inclusion Group, which meet monthly to discuss ways to improve services and the functioning of all departments across the City of La Verne, and providing anti-racism training and practices; that Director of MHSA & Ethnic Services Hundal was invited to participate in the Parents and Friends of Lesbians and Gays (PFLAG) Claremont Chapter, which works to address equity issues for the LGBTQ+ community in Claremont. She then said that staff is involved in Grace Napolitano's Mental Health Consortium made of providers from all across Grace Napolitano's jurisdiction, that meets on a monthly basis to talk about doing cross trainings and cross referrals, and about ways that policy can be improved for mental health needs in our region. Lastly, she stated that Chief Clinical Officer Liz Renteria is representing Tri-City in the youth component, HYPE, of the Gente Organizada Group, which includes the City of Pomona Mayor, PUSD, and the Justice4Youth coming together to look at, and address ways that we can improve diversion programs to help youth stay out of justice involvement.

### **III. EXECUTIVE DIRECTOR REPORT**

Director of MHSA & Ethnic Services Rimmi Hundal reported that she was going to present to the Mental Health Commission an Amendment to the MHSA Annual update of MHSA Fiscal Year 2021-22 for approval, asking to transfer funds in the amount of 1.3 million from CSS; noted that it has gone through the stakeholder process; and apologized for miscalculating the time when the 30-day public comment ended; and that it will be placed in the next month's agenda.

Executive Director Navarro provided a COVID-19 update, reporting that staff began to come into the office a minimum of one day a week beginning on August 1st, and that staff are doing well and getting adjusted to going back to the office, while maintaining all the needed precautions as mandated by CalOSHA as we continue to endure this pandemic; that COVID-19 Delta variant has been problematic, but staff still are on track to increase two days a week in the office beginning October 1st; that management continues to monitor the situation with the variants and with the regulations from Cal OSHA.

Discussion ensued regarding COVID-19 vaccine mandates and who are required to get vaccinated under the mandate; and about the reopening of all of programs within the Wellness center while meeting the CalOSHA limits which mandates to maintain a 6 feet distance regardless if folks are vaccinated.

Executive Director Navarro then reported that the Mental Health Commission, the Governing Board, and all volunteers are what we call service learners at Tri-City Mental Health, are covered under the public health order from August 5th, which means that in order to be onsite in our facilities, folks have to either be fully vaccinated by September 30th, or have to test and demonstrate a negative COVID test three days prior to entering the building; and noted that the next Commission meeting on October 14th might have to be held in person since the Governor's Executive Order allowing public meetings held virtually without the restrictions under the Brown Act is set to end on September 30th; and that if we have to meet in person, the Commissioners will be required to show their vaccination cards, or proof of negative testing within three days before being able attend the meeting.

JPA Administrator/Clerk Olmos reported that Assembly Bill 361 is on the floor to extend the moratorium of some of the requirements under the Brown Act for teleconferencing and continue to have virtual meetings.

Executive Director Navarro then reported that three new Commissioners will appointed by Tri-City's Governing Board, and that at the request from the Commission, staff focused on Transition Age Youth (TAY) representation, noting that at least one of the Commissioners is between the ages of 18 and 25, and the other two Commissioners are affiliated with TAY in different ways. She also reported that that new Section 8 vouchers are coming through as a result of funding from the federal government to our area in Pomona; that as of last week, 15% of Tri-City's wait list for housing was taken care of by 20 vouchers from LA County and in the Pomona area; and that another 10 people will be getting housing with these vouchers; that she was happy to report that some of our clients have benefited from the funds that are starting to begin to flow to landlords to take care of back rent; and expressed gladness for Tri-City being part of the program in Pomona that is helping people stay housed and making sure that landlords get their rents so that they too can to continue to thrive and provide housing to people in Pomona, Claremont, and La Verne.

Discussion ensued regarding the process for landlords to receive payment for back rent, which can also apply on behalf of their tenants; however, if tenants choose to not move forward with their portion to prove that they had a COVID hardship, then at the end of the moratorium landlords will be able to take tenants to small claims court for unpaid rents.

### **COMMISSION ITEMS AND REPORTS**

Commissioner Watson reported that she had had various therapists at Tri-City; that the last therapist was leaving the next day after their meeting and someone was going to contact her; however, she has not heard back from another therapist and asked that this be addressed. Executive Director Navarro apologized for the situation and thanked Commissioner Watson for bringing this matter to her attention, noting that we have are having hiring and staff workforce issues across the country and in particular in California; that the clinical team is looking at how to do more with less and revamping the way that we provide services and how we provide services; and that this has nothing to do with not getting a call back and will look into what happened.

Commissioner Villanueva stated he wanted to talk about accountability and security issues at the Clifford Housing Apartments; that he has 32 years of experience with mental health juvenile corrections; that after he retired, he continued to work in the mental health community in Claremont for the homeless; expressed concern about issues occurring at the Clifford Housing Apartment complex; and discussed gang activity, crime, and prostitution in that area. Executive Director Navarro discussed public information about someone being apprehended by Pomona

police at the apartment complex who did not live there; that Tri-City purchased 25 of 50 units and that the whole apartment building is owned by Clifford beers; that it is a public housing for people that live in the City of Pomona and that Tri-City has no authority over; that any issues are reported to the property management or to the Pomona Police Department; and that she will continue to advocate for those clients living in the Tri-City units.

Discussion ensued regarding how the Clifford Apartments are managed; about Tri-City's responsibility to only those housed in Tri-City's 25 units if they allowed Tri-City's assistance; about the PACT team and its purpose which is not criminal involvement; and about Unite Us outreach referral management system and how the referrals work.

### **PUBLIC COMMENT**

There was no public comment.

### **ADJOURNMENT**

At 5:04 p.m., on consensus of the Mental Health Commission its Regular Meeting of September 14, 2021 was adjourned. The next Regular Meeting of the Mental Health Commission will be held on Tuesday, October 12, 2021 at 3:30 p.m. via teleconference\* due to the COVID-19 pandemic.

\*If AB-361 (Open meetings: state and local agencies: teleconferences) is not adopted, then the Board will meet in the MHSA Administrative Office, 2001 North Garey Avenue, Pomona, California.

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Micaela P. Olmos, JPA Administrator/Clerk



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

**DATE:** November 9, 2021

**TO:** Mental Health Commission of Tri-City Mental Health Authority

**FROM:** Toni Navarro, LMFT, Executive Director

**BY:** Rimmi Hundal, Director of MHSA and Ethnic Services

**SUBJECT:** Approval to Recommend to the Governing Board to Adopt the Amendment to MHSA Annual Update Fiscal Year 2021-22

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Summary:

The Amendment to the MHSA Annual Update FY 2021-2022 will allow the transfer of funds in the amount of \$1,300,000 from Community Services and Supports (CSS) to be distributed as follows: Capital Facilities and Technological Needs (CFTN) in the amount of \$400,000, and Workforce Education and Training (WET) in the amount of \$900,000.

Background

This plan was posted for a 30-day public comment period beginning Friday, August 13, 2021, until September 14, 2021, on Tri-City's website as well as all social media sites including Facebook, Instagram, and Twitter. In addition, this amendment was distributed to community locations which are currently open, subject to COVID restrictions.

The Community Service and Supports (CSS) plan receives the largest portion of MHSA funding at 76%. The California Code of Regulations § 3420.10 allows for the transfer of excess funds from the Community Services and Supports (CSS) account to Prudent Reserve, CFTN account and WET account. This ability to reallocate funds creates the sustainability of the CFTN and WET plans since each received only a one-time allocation at the time of approval.

In March of 2015, the CFTN plan was updated to include the purchase of an office building located at 2001 N. Garey in Pomona to house the MHSA Administrative staff. Tri-City then commenced with needed renovations and improvements which were completed in FY 2015-16. In May of 2019, an additional \$700,000 was transferred from CSS to CFTN for added improvements including electrical upgrades. However, with the anticipated expansion of Agency personnel based on efforts to increase recruitment and retention, and the continuing need to ensure staff and client safety through social distancing, it has since been determined that additional office space will be needed at this location. With the rising cost of materials and labor, supplementary funds are needed to ensure the completion of preapproved projects in addition to the construction of the proposed new office space.

**AGENDA ITEM NO. IV**

**Mental Health Commission of Tri-City Mental Health Authority**  
***Approval to Recommend to the Governing Board to Adopt the Amendment to***  
***MHSA Annual Update Fiscal Year 2021-22***  
**November 9, 2021**  
**Page 2**

Therefore, the \$400,000 in CSS funding from this proposal will be used to construct four new office spaces at the MHSA Administration Office.

Workforce Education and Training (WET) which also received a one-time allocation at the time of approval, focuses on strengthening and supporting existing staff and caregivers through trainings while also concentrating on attracting new staff and volunteers to ensure future mental health personnel.

Therefore, the \$900,000 in CSS funds will be allocated to the following: 1) creating two new staff positions in WET; Social Media Specialist to enhance Tri-City's web presence while promoting the benefits of employment, and Diversity Equity and Inclusion Coordinator who will focus on ensuring an inclusive and equitable representation within Tri-City's workforce, stakeholders and cultural groups and 2) funding to develop a student loan repayment program which will earmark funds to be paid on behalf of staff towards their student loan debt, after one year of employment.

#### Funding

The funding source for this proposal is through the Community Services and Supports Plan which is 100% MHSA.

#### Recommendation:

Staff recommends that the Mental Health Commission approves recommending to the Governing Board to adopt the Amendment to the MHSA Annual Update FY 2021-2022 for approval, allowing the transfer of funds in the amount of \$1,300,000 from Community Services and Supports (CSS) to be distributed as follows: Capital Facilities and Technological Needs (CFTN) in the amount of \$400,000, and Workforce Education and Training (WET) in the amount of \$900,000.

#### Attachments

*Attachment IV-A: Amendment to MHSA Annual Update FY 2021-22*



## Amendment to MHSA Annual Update FY 2021-22

### Request CSS Fund Transfer to Capital Facilities and Technological Needs (CFTN) and Workforce Education and Training (WET).

#### Subject:

Approval for Amendment to MHSA Annual Update for Fiscal Year 2021/2022 and request for transfer of funds in the amount of \$1,300,000 from Community Services and Supports (CSS) to be allocated as follows:

Capital Facilities and Technological Needs (CFTN)	\$400,000
Workforce Education and Training (WET)	\$900,000
Total	\$1,300,000

#### Summary:

Tri-City Mental Health is seeking approval for the transfer of Community Services and Supports (CSS) funds in the amount of \$400,000 to the Capital Facilities and Technological Needs (CFTN) Plan for the purpose of construction costs related to expanding office space at the MHSA Administration Building and \$900,000 to the Workforce and Education and Training (WET) Plan for the purpose of adding two new staff positions and providing recruitment incentives for new hires.

#### Background:

Passed by California voters in November 2004, Proposition 63, also known as the Mental Health Services Act (MHSA), created a dedicated 1% increase in income taxes on personal income over \$1 million to be used for community mental health services. To access these funds, Tri-City Mental Health, initiated a comprehensive community planning process and invited stakeholders from the cities of Pomona, Claremont, and La Verne to provide critical input and feedback regarding the development of five MHSA plans; Community Services and Supports (CSS), Prevention and Early Intervention (PEI), Innovation (INN), Workforce Education and Training (WET) and Capital Facilities and Technological Needs (CFTN). In accordance with the Mental Health Services Act, each of these five plans are funded with a designated amount of MHSA funding received by Tri-City. The CSS, PEI, and INN plans receive an ongoing percentage of funds while the CFTN and WET plans were funded with a one-time allocation.

The Community Service and Supports (CSS) plan, which receives the largest portion of MHSA funding at 76%, provides intensive treatment and transition services for people who experience serious and persistent mental illness or severe emotional disturbances or who are at risk of SMI/SED. In addition, the California Code of Regulations § 3420.10 allows for the transfer of excess funds from the Community Services and Supports (CSS) account to Prudent Reserve, CFTN account and WET account.



This ability to reallocate funds is critical to the sustainability of the Capital Facilities and Technological Needs (CFTN) and Workforce Education and Training (WET) plan since each received only a one-time allocation at the time of approval.

### Current CFTN Plan Status:

Capital Facilities and Technological Needs (CFTN) focuses on improvements to facilities, infrastructure, and technology of the local mental health system. In March of 2015, the CFTN plan was updated to include the purchase of an office building located at 2001 N. Garey in Pomona to house the MHSA Administrative staff. Tri-City then commenced with needed renovations and improvements which were completed in FY 2015-16. In May of 2019, an additional \$700,000 was transferred from CSS to CFTN for added improvements including electrical upgrades.

However, with the anticipated expansion of Agency personnel based on efforts to increase recruitment and retention, and the continuing need to ensure staff and client safety through social distancing, it has since been determined that additional office space will be needed at this location. With the rising cost of materials and labor, supplementary funds are needed to ensure the completion of preapproved projects in addition to the construction of the proposed new office space.

Therefore, the \$400,000 in CSS funding from this proposal will be used to construct four new office spaces at the MHSA Administration Office. While considering the rising cost in building materials due to COVID, Tri-City staff determined this amount should be sufficient to cover this expansion and any remaining upgrades.

### Current WET Plan Status:

Workforce Education and Training (WET) which also received a one-time allocation at the time of approval focuses on strengthening and supporting existing staff and caregivers through trainings while also concentrating on attracting new staff and volunteers to ensure future mental health personnel.

As with other county mental health agencies, Tri-City is facing a hiring crisis. Since January 1, 2021, 25 employees have resigned with 7 more resignations pending. With a total of 32 resignations, or approximately 16% of our workforce leaving in the first 8 months of the year, this matter has become disconcerting. Especially since during the entire year of 2020, Tri-City only experienced a total of 22 resignations (11.18% of workforce).

Although Tri-City has engaged in a robust approach to recruitment, this Agency has failed to keep pace with the employee exodus. For 2021 year-to-date, there have only been 22 new hires. Current recruitment efforts include Tri-City being featured in an Inland Empire Magazine advertising employment opportunity; negotiations to secure advertising space on the electronic billboard; outreach to social work programs at Inland Empire colleges and local Employment Development Departments to secure space at career fairs and on job boards. Finally, "We Are Hiring" banners are prominently displayed outside all five TCMH buildings.

Yet even with the implementation of these aggressive outreach endeavors, Tri-City continues to experience a low response rate with resumes and has identified the need to develop a more effective recruitment and retention strategy. Therefore, the \$900,000 will be allocated to the following: 1) creating

two new staff positions in WET; Social Media Specialist to enhance Tri-City’s web presence while promoting the benefits of employment, and Diversity Equity and Inclusion Coordinator who will focus on ensuring an inclusive and equitable representation within Tri-City’s stakeholders and cultural groups and 2) funding to develop a student loan repayment program which will earmark funds to be paid on behalf of staff who have student loan debt upon completion of a year of employment.

### Stakeholder Involvement:

In preparation for this amendment to the MHSA Annual Update FY 2021-22, the MHSA Projects Manager convened a virtual stakeholder meeting on August 11, 2021, at 5:30 pm (after-hours), to accommodate community members who may be working or attending school. The purpose of this meeting was to invite stakeholders to review and provide input regarding the allocation of a surplus of MHSA funds currently held under the Community Services and Supports (CSS) plan. The presentation for this meeting included a brief introduction of the Mental Health Services Act (MHSA) as well as a review of each of the proposed MHSA plans under consideration to receive these funds. The plans include Capital Facilities and Technological Needs (CFTN) and Workforce Education and Training (WET).

Following the presentation, attendees asked several clarifying questions before voting on this proposal. A high majority of stakeholders voted in favor of this proposal and the results are below:

MHSA Plan	Transfer Amount	Stakeholder Approval %
Capital Facilities and Technological Needs (CFTN)	\$400,000	82%
Workforce Education and Training (WET)	\$900,000	86%
Total	\$1,300,000	Approved

This plan was posted for a 30-day public comment period beginning Friday, August 13, 2021, until September 14, 2021, on Tri-City’s website as well as all social media sites including Facebook, Instagram, and Twitter. In addition, this amendment was distributed to community locations which are currently open, subject to COVID restrictions. All written and verbal comments received during this comment period will be reviewed by Tri-City staff and included in the final document.

This plan will then be presented to the Mental Health Commission on September 14, 2021, with a request for endorsement to the Tri-City Governing Board on September 15, 2021. If approved and adopted by the Tri-City Governing Board, this plan will immediately become effective, and funds will be available for transfer as indicated.



## **V. PRESENTATION**

TRI-CITY'S CULTURAL INCLUSION AND DIVERSITY COUNCIL (CIDC)

Presenter: Rimmi Hundal, Director of MHSA & Ethnic Services