



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

March 8, 2022
3:30 p.m.

MEETING LOCATION

There will be no in-person public meeting location. On September 16, 2021, the Legislature amended the Brown Act provisions regarding teleconferencing 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.

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

<https://tricitymhs-org.zoom.us/j/96260312486?pwd=eXpJVmVvOVNhMksxVzc1WDdUeWZEdz09>

Passcode: Lxa6*Gdp

Or Telephone: 1-213-338-8477

Webinar ID: 962 6031 2486

Passcode: 41432355

Posting of Agenda. The Agenda is posted 72 hours prior to each meeting at the following Tri-City locations: Clinical Facility, 2008 N. Garey Avenue in Pomona; Wellness Center, 1403 N. Garey Avenue in Pomona; Royalty Offices, 1900 Royalty Drive #180/280 in Pomona; MHSA Office, 2001 N. Garey Avenue in Pomona; and 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 during the meeting by using the 'raised hand' feature, or by calling in, if they wish to address a particular agenda item or to make a general comment on a matter within the subject matter jurisdiction of the Mental Health Commission. The Chair will call on the member of the public at the appropriate time and allow the person to provide live comment. The public can also submit a comment by writing an email to molmos@tricitymhs.org.** 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. APPROVAL TO IMPLEMENT TELECONFERENCING REQUIREMENTS DURING A PROCLAIMED STATE OF EMERGENCY UNDER AB 361 (GOVERNMENT CODE SECTION 54953)

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

II. APPROVAL OF MINUTES FROM THE FEBRUARY 8, 2022 MENTAL HEALTH COMMISSION REGULAR MEETING

III. PRESENTATION

A. GREEN RIBBON WEEK ACTIVITIES

B. TRI-CITY MENTAL HEALTH AUTHORITY SERVICES ADJUSTMENT DURING STAFFING SHORTAGES

IV. EXECUTIVE DIRECTOR MONTHLY 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 next Regular Meeting of the Mental Health Commission will be held on **Tuesday, April 12, 2022 at 3:30 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: March 8, 2022

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

FROM: Jesse H. Duff, Interim 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)

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. I

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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.

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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 Interim Executive Director or his 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
FEBRUARY 8, 2022 – 3:30 P.M.**

The Mental Health Commission met in a Regular Meeting on Tuesday, February 8, 2022 at 3:40 p.m. 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 Henderson called the meeting to order at 3:40 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
Twila L. Stephens
Nichole Perry (joined the meeting at 3:42 pm)
Joan M. Reyes
Alfonso “Al” Villanueva (joined the meeting at 3:46 p.m.)

ABSENT: Clarence D. Cernal
Isabella A. Chavez
Toni L. Watson
David J. Weldon (Approved Leave of Absence from 1/2022 – 04/2022)

STAFF: Jesse H. Duff, Interim Executive Director
Elizabeth (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 TO IMPLEMENT TELECONFERENCING REQUIREMENTS DURING A PROCLAIMED STATE OF EMERGENCY UNDER AB 361 (GOVERNMENT CODE SECTION 54953)

Governing Board Liaison Cockrell moved, and Vice-Chair Ryback seconded, to ask the interim executive director, or designee, to perform all actions necessary to implement the Brown Act provisions regarding teleconferencing in compliance with Government Code § 54953.

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

AGENDA ITEM NO. II

There being no comment, the motion was carried by the following vote: AYES: Board Member Liaison Cockrell; Commissioners Perry, Reyes, and Stephens; Vice-Chair Ryback; and Chair Henderson. NOES: None. ABSTAIN: None. ABSENT: Commissioners Cernal, Chavez, Villanueva, Watson, and Weldon.

II. APPROVAL OF MINUTES FROM THE JANUARY 11, 2022 MENTAL HEALTH COMMISSION REGULAR MEETING

Vice-Chair Ryback moved, and Commissioner Reyes seconded, to approve the Minutes of the January 11, 2022 Regular Meeting of the Mental Health Commission, with a correction on Page 5 of the Interim Executive Director Title.

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

There being no further comment, the motion was carried by the following vote: AYES: Board Member Liaison Cockrell; Commissioners Perry, Reyes, and Stephens; Vice-Chair Ryback; and Chair Henderson. NOES: None. ABSTAIN: None. ABSENT: Commissioners Cernal, Chavez, Villanueva, Watson, and Weldon.

At 3:36 p.m., Commissioner Al Villanueva joined the meeting.

III. PRESENTATION – TRI-CITY MENTAL HEALTH AUTHORITY HOUSING UPDATE

Chief Clinical Officer Renteria announced that Tri-City's Housing Manager Mary Monzon was in attendance to provide an update of the California Rent Relief Program.

Mary Monzon, Housing Manager, shared her screen and announced that she would provide some updates regarding the number and the status of applications with the California Rent Relief Program. She indicated that rent relief became a topic of conversation as soon as a pandemic hit and people went into quarantine which meant they had to stop working, resulting in a lot of households having a difficult time to pay for rent. Therefore, in March of 2020 Governor Newsom put into place an eviction moratorium that protected people from being evicted for lack of rent payment during the pandemic; then the first rent relief came around August 2020, which was very limited because it had a cap of 50% Area Median Income, which would provide assistance of \$7,500; if they were under 30% Area median income, then they would receive up to \$10,000, noting that at this time there was no assistance with utilities; however, utilities had also their own moratorium which could not be shut-off for non-payment; and indicted that no utilities have been shut-off at this point. Then, in October 2020 the City of Pomona Housing Authority opened their own rent relief assistance, which was even more limited because it only provided 25% of the total amount of rent owed to those with an Area Median Income of 30%, but helped people from being evicted as long as they paid 25% of the rent. She explained the frustration people suffered due to the difficulty with the application process because of all of the required documentation to show proof of hardship, which often times they could not obtain from places of work which had closed because of the pandemic. Then in March 2021, the State of California established its own rent relief assistance program that goes up to 80% Area Median Income, noting that initially they were paying 80% of rent and were asking landlords to forgive the rest; however, soon after they began to pay 100% of the rent for those that qualified, as well as the utilities and internet. She explained that Tri-City was brought in by the City of Pomona to assist with its Rent Relief Program application process; then they became a hub to do the California Rent Relief Applications, and again the City of Pomona asked Tri-City to help with the application process, noting that Tri-City

has been participating since July and have assisted 195 households, noting that the Pomona Housing Authority, Catholic charity organizations that were also hubs for the CRR program where people could go there and get help from staff to help them complete the CRR application by entering in the computer their information and submit the application, noting that Tri-City does not have any way of tracking anything on our end. She explained that Tri-City does not have any information about any specific applicants because they select the City of Pomona as the place where they completed the application; accordingly, all the assistance provided can be by Tri-City, the housing authority, or the Catholic charities and there is no way to distinguish which one of the agencies is the one that actually assisted them with that application. However, that the City of Pomona was provided with a list of every City in California that shows how many households per city are at-risk of eviction, and how many households in those cities have applied for the CRR, and identifies if there is an application gap; that in the City of Pomona 3,358 households were identified being at-risk of eviction, and 3,582 households have applied for the California rent relief, resulting in a zero; that the City of Claremont had 529 households at-risk of eviction and so far only 392 households have applied for CRR, resulting in an application gap of 25%; that in the City of La Verne there was 433 households at-risk of addiction and only 389 households have applied for the CRR, resulting in a 10% application gap. She stated that some cities had a 50% application gap and some had even a higher gap, thus, we definitely are doing good in our three cities, but we can do better, and staff is looking forward to increasing the awareness of this program. She the talked about the additional benefits that Tri-City has seen from working with this rent relief program such as households getting linkages to our agency (those from the three cities); linkages to outside resources through Tri-City navigators (for those not living in the three cities); obtaining clarity on rental protections which were continually changing throughout the pandemic, and new landlord engagement which shared that they have learned that if they charge a fair price for their house or apartment, the tenants that live there understand this is a good deal and do not want to lose it, therefore they are easier to follow the rules, care for the rental property and are willing to do what it takes to stay there longer. She indicated that this information has been shared with Tri-City's Housing Stability Program and staff is now figuring out how to have those conversations with other landlords and helping them understand that there is a benefit in charging rent that is fair for both the landlord and the tenant.

Commissioner Villanueva stated that since Tri-City is a facilitator and does not have a tracking system for the applications that are submitted, he inquired if there was data that showed whether the rent applications resulted in denial and possibly eviction or that were not granted the rent relief. Housing Manager Monzon replied that Tri-City is not running the program and it is a State of California program which has its own database; and noted that if Tri-City could track those coming to us for assistance, staff would not be able to get substantial data since households in the three cities could be applying at home themselves and not necessarily coming into any of our agencies to fill it out; and pointed out that there is still a lot of data out there that it is unfinished, and that we would get some kind of report since the State as a whole wants to know this information.

Commissioner Villanueva then referred to the 10% gap of CRR applications in the City of Claremont and inquired for the reason a lot of the people are not applying for the rent relief. Housing Manager Monzon stated that she has heard comments from the applicants saying that they were not aware of the program, or that they believed that they do not qualify because it is for those who are really low income, or for the lack of accessibility to a computer; however, it could be a number of things.

Commissioner Villanueva inquired if the homeless population had increased during the pandemic. Housing Manager Monzon indicated that the homeless count supposed to take place last month; however, due to the high surges of Omicron, the homeless count was pushed back and now it will take place on February 22nd, and that the data results will be release maybe in August.

Commissioner Reyes stated that since some people found out about the information late, inquired if staff had thought about doing PSAs -public service announcements- about the rental assistance available.

Housing Manager Monzon replied that we have our Commissioners, the Governing Board, stakeholders here in the cities that can help with the promotion who have more reach in areas where they can help Tri-City promote the information; that staff can provide flyers and other information through the state of California, noting again that it is not a Tri-City program and, thus, is not in charge of promoting this program. However, Tri-City housing team or navigators want to find out where to go and share flyers where they have not seen this information.

Commissioner Reyes added that she watches cable in the morning and in the evening and had not heard of the rent relief program perhaps because she was not watching local channels, and suggested posting flyers at the La Verne Community Center since it recently opened; as well as schools so that students can take it home to their parents. Housing Manager Monzon replied that these were good suggestions and staff will look into it.

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

The Commission thanked Housing Manager Monzon for her presentation.

IV. EXECUTIVE DIRECTOR REPORT

Interim Executive Director Duff reported that because of the recent surge of the current endemic, Tri-City had to take a step backwards and on January 13th he issued the 'essential services staffing order', and all employees who are not required to provide essential duties will be required to remain home and telework; that it appears that the Covid surge is declining, and that the mask mandate in California was going to be lifted soon, noting that this is encouraging; that when this essential worker policy is reevaluated in February 13th, Tri-City will take guidance from CalOSHA who provides guidance to health care agencies.

Discussion ensued regarding the tentative days for the Commission AdHoc Committee to talk about desired qualifications and characteristics of the new executive director with Wendy Brown Creative Partners (WBCP), the recruitment firm.

Interim Executive Director Duff talked about the proposed outreach by WBCP, which includes interviews with the Governing Board members, community stakeholders, Tri-City's executive team, and employee survey to all Tri-City staff so they can have their input as well. He then discussed the tentative recruitment schedule which is expected to open on February 11th and close on March 11th; that the final candidates will be discussed on March 24th; and that the final selection will be made by April 8th.

Commissioner Villanueva thanked Interim Executive Director Duff for his comments and inquired how many candidates from within Tri-City are being considered for the position.

Interim Executive Director Duff replied that he is aware of one current Tri-City employee that is interested in pursuing the job, but he was not aware of any others, and agreed that it makes for a strong organization when possible to promote from within.

Commissioner Villanueva recommended Tri-City to look for an executive director from within the organization. He then inquired how the two-year pandemic has affected the Tri-City staff team, if there are many vacant positions by employees that have made decisions to look for employment somewhere else or have retired as result of unintended consequences of Covid.

Interim Executive Director Duff reported that Covid has had an impact; that there are other reasons for employees leaving the agency; however, Covid has been probably the main reason; that we are kind of struggling filling those positions as result of schools being closed, childcare issues, and we are brainstorming ways to attract people to Tri-City and at the same time implementing measures to retain employees as well, but at this point still is a little bit of a struggle.

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

COMMISSION ITEMS AND REPORTS

Commissioner Reyes stated that individuals becoming vaccinated has been an issue both in the workforce, not necessarily Tri-City, and in the community at-large, noting that the Biden Administration will pay community groups to help boost trust in vaccines; and stated that Tri-City might be interested in trying to do outreach to the community or its clients; and offered to reach out to the public health department in Pomona and see they will be the ones to give the vaccines if there would be an interest.

Director of MHSA & Ethnic Services Hundal reported that Tri-City staff did a very extensive outreach on education on 'stop the spread'; that staff went out in the Community, did webinars, passed out PPE (Personal Protective Equipment) and talked about the benefits of the vaccine; that Tri-City held vaccine clinics on-site which were made available to staff, clients, and others who were able to attend and get vaccinated; and that Tri-City will continue to do that.

Commissioner Reyes stated that President Biden will allocate \$66.5 million dollars to community groups and that this is something that Tri-City might want to tap into, if it is not an issue, and pointed out that this data was reported today by NPR.

Vice-Chair Ryback shared the results of the Pomona Valley Hospital's 2021 Community Health Needs Assessment which helps identify areas to focus on; that two priority areas were identified: 'access to care' and 'care coordination'; that under 'access to care' it was determined that the primary need is 1) access to affordable preventive care and health screenings, and 2) access to mental health services and resources; noting that the work Tri-City is doing is very much needed in the community; that it continues to be one of the high priority needs as well as improved awareness of services, resources and health education, which she thinks the Commission talks about it almost every Commission meeting; and pointed out that we are here for a good reason.

PUBLIC COMMENT

There was no public comment.

ADJOURNMENT

At 4:28 p.m., on consensus of the Mental Health Commission its Regular Meeting of February 8, 2022 was adjourned. The next Regular Meeting of the Mental Health Commission will be held on Tuesday, March 8, 2022 at 3:30 p.m. via teleconference due to the COVID-19 pandemic, pursuant to Government Code § 54953.

Micaela P. Olmos, JPA Administrator/Clerk

DRAFT



III. PRESENTATION

A. GREEN RIBBON WEEK ACTIVITIES

Presenter: Rimmi Hundal, Director of MHSA & Ethnic Services

B. TRI-CITY MENTAL HEALTH AUTHORITY SERVICES ADJUSTMENT DURING STAFFING SHORTAGES

Presenter: Liz Renteria, Chief Clinical Officer



Tri-City Mental Health Authority MONTHLY STAFF REPORT

DATE: March 8, 2022

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

FROM: Jesse H. Duff, Interim Executive Director

SUBJECT: Executive Director's Monthly Report

EXECUTIVE DIRECTOR RECRUITMENT UPDATE

The Executive Director Recruitment process is on track; the following has already taken place:

- The Governing Board AdHoc Committee has already been interviewed, along with the rest of the Governing Board, and the Mental Health Commission AdHoc Committee.
- The JPA Administrator/Clerk distributed a brief employee survey, prepared by the Executive Search Firm WBCP with the responses to remain anonymous, to hear their thoughts regarding desirable qualities/characteristics the recruitment firm should be looking for. The survey closed at 7:00 pm Wednesday, February 9th.
- WBCP interviewed the Executive Team, and three additional key staff members, to help identify key competencies for the next Executive Director.

The following recruitment schedule:

- Recruitment Opened February 24th. Attached is copy of the Executive Director Recruitment Brochure.
- Close Recruitment: March 24th
- Shortlist Meeting: April 7th
- Day 1 Interviews: April 26th
- Day 2 Interviews: May 3rd

COVID-19 OPERATIONS UPDATE

On Tuesday, March 1, 2022, the California Department of Public Health (CDPH) relaxed the masking requirement for unvaccinated individuals. On March 2, 2022, Cal-OSHA announced their intent to mirror CDPH's recommendations except in certain industries (i.e. healthcare settings). Per Cal-OSHA regulations, masking will continue to be required in healthcare settings for the time being. Therefore, Tri-City's masking order of January 7, 2022 is still in effect. Staff will continue to perform a self-assessment each morning before coming into the office.



TRI-CITY MENTAL HEALTH AUTHORITY

EXECUTIVE DIRECTOR

SALARY: \$232,282–\$360,036 DOE/DOQ

Hope. Wellness. Community. Let's Find It Together.

TRI-CITY MENTAL HEALTH AUTHORITY (TCMHA) is a joint powers agency (JPA) with the cities of La Verne, Pomona, and Claremont. It is seeking an Executive Director who will provide leadership that strengthens its reputation as a provider of high quality, culturally inclusive behavioral healthcare, prevention, and educational services to those experiencing mental health conditions. Under the governance of the JPA's local Governing Board and the State Department of Mental Health, the Executive Director will oversee the organization's nearly 200 staff and approximate budget of \$29M to successfully coordinate its comprehensive local community mental health services. The next Executive Director will expand and improve TCMHA's services and effectively navigate political environments with multiple stakeholders, agencies, and programs. TCMHA is looking for a leader who is collaborative, communicative, strategic, empathetic, decisive, and organized. This leader values relationship building, is eager to serve in a public-facing role, and will set strategic goals, performance expectations, and metrics for both personnel and the organization overall. ***Apply today to be part of an organization that is a pillar for mental health services in these communities.***



THE REGION POMONA VALLEY

THE CITIES OF LA VERNE, POMONA, AND CLAREMONT help make up the Pomona Valley—an area situated in the Greater Los Angeles Area between the San Gabriel Valley and the San Bernardino Valley. The total population between the three cities is over 220,000, with Pomona being the largest. Each city has its own higher education institutions, including the Claremont Colleges, University of La Verne, and California State Polytechnic University, Pomona. Residents enjoy the region's close proximity to the San Bernardino National Forest, Angeles National Forest, and Chino Hills State Park, allowing for recreational activities like hiking, horseback riding, and off-roading. Other notable area attractions include the Los Angeles County Fair, the American Museum of Ceramic Art, and the Mountain Meadows Golf Course.



THE ORGANIZATION

TRI-CITY MENTAL HEALTH AUTHORITY WAS ESTABLISHED, in 1960 through a Joint Powers Authority (JPA) Agreement between the cities of **Claremont, La Verne, and Pomona**, to deliver mental health services to the residents of the three cities. The Authority is overseen by a Governing Board composed of seven members. Four members are council members of their respective Cities, and three members are community representatives appointed by the three Cities, all serving without compensation. The Governing Board meets monthly and will work closely with the Executive Director.

To learn more about TCMHA's Governing Board Members visit: [TCMHA BOARD](#)

Through this collaborative effort, Tri-City has been the designated mental health authority for residents, serving children, youth, adults, and older adults. With nearly 200 staff across six departments (JPA Administrator/Clerk, Finance, Human Resources, Operations, Outpatient Medical and Psychiatric Treatment and Diagnostic Services, Clinical Program Services, Mental Health Services Act (MHSA) Program Services, Risk Management, Information Technology, and Best Practices) and a budget of approximately \$29M, the organization is a steadfast community partner, supporting and sustaining an integrated system of care for individuals experiencing mental health conditions and their families. Its mission is to be accountability driven, community guided, quality based, and person and family centered.

To learn more about Tri-City Mental Health Authority's approach and services provided visit:

[OUR APPROACH](#)

[OUR SERVICES](#)



THE JOB

THE EXECUTIVE DIRECTOR WILL SERVE as a visionary leader for the organization and is responsible for coordinating and expanding various mental health services, ensuring team members are meeting desirable outcomes and providing excellence in service to the communities. They will direct the development of organization-wide goals, policies, and procedures and keep the Governing Board aware of financial conditions, program progress, and the organization's needs. This job requires financial savvy and organizational development expertise. Implementing strategic plans is essential for this role, as it involves spearheading innovative change. Additionally, the Executive Director must be able to provide policy guidance and ensure compliance with governmental regulations. They will also serve as a representative of TCMHA in meetings with governmental agencies, community groups, and other key stakeholders.

THE IDEAL CANDIDATE

THE IDEAL CANDIDATE WILL HAVE EXTENSIVE, in-depth public management experience in the provision of social and/or mental health services and experience with homelessness and affordable housing solutions. The Executive Director will demonstrate a strong understanding of social, health, and economic community challenges to provide effective care to those who need mental health services. Additionally, this person will be a great leader and manager of people and successfully create a desirable work culture and quality service brand that will deliver excellence in service and recruit and retain top talent—TCMHA's most valuable asset.

They must be an excellent collaborator and relationship builder and value and demonstrate inclusivity. They will also facilitate partnerships with other agencies in the region and be a liaison between stakeholders, staff, the community, the three cities, and Board members. This individual will demonstrate excellent public speaking and written and verbal communication skills while they present and communicate with key stakeholders. The selected candidate must address issues with poise and diplomacy, while also using their creative thinking skills to produce solutions. Having a passion for equitable mental health services is important, as the organization is committed to meeting the needs of the diverse individuals it serves. Along with the administrative aspects of this role, the ideal candidate will need strong interpersonal and conflict resolution skills and a proven track record of building a positive work culture that is transparent, puts emphasis on communication, and is empathetic and engaged with its employees. The next Executive Director will be able to hit the ground running, demonstrating their in-depth knowledge of human health services and leadership abilities from the beginning.



The ideal candidate will also...

- ▶ Strengthen the organization's messaging, values, and mission both internally and externally.
- ▶ Identify and secure new potential funding sources to diversify the organization's portfolio.
- ▶ Foster collaborations with regional and local partners.
- ▶ Ensure all the three cities are collaborating in a united way.
- ▶ Be an active and engaged listener.
- ▶ Have a proven track record of working with homelessness and housing programs.
- ▶ Understand the nuances and cultural differences of the three communities TCMHA serves.
- ▶ Create a more collaborative work culture.
- ▶ Develop meaningful relationships with each Board member.
- ▶ Implement employee recruitment and retention strategies.



MINIMUM QUALIFICATIONS

An administrator with a PHD, PSYD, or a master's degree in health administration, behavioral health administration, or public administration, social work, psychology, marriage and family therapy from an accredited college or university and considerable experience in the behavioral health field; AND meets the California State Code of Regulations requirements.

Learn more about employment standards here:

[QUALIFICATIONS](#)



UPCOMING PROJECTS, CHALLENGES, & OPPORTUNITIES

- ▶ Ensure TCMHA continues to be a leader in the region with its System of Care, which includes homeless service response and affordable housing programs and initiatives
- ▶ Develop organization-wide long- and short-term strategies
- ▶ Partner closely with TCMHA Governing Board to develop annual goals and priorities
- ▶ Build strong relationships with government leaders at TCMHA's partner cities

SALARY & BENEFITS

Annual Salary: **\$232,282–\$360,036 DOE/DOQ** and a generous benefits package that includes:

MERIT SALARY INCREASES: Annually based on performance, budget availability, and Governing Board approval.

RETIREMENT (CALPERS PENSION): California Public Employees Retirement System (CalPERS) with retirement formula of 2% @ 55 for Classic Members or 2% @ 62 for PEPRA Members; employee contributes 7% for Classic or 6.75% for PEPRA. No Social Security.

VACATION: 200–240 hours per year.

SICK LEAVE: 88 hours per year with no cap for full-time employees.

EXECUTIVE LEAVE: 80 hours per calendar year.

HOLIDAYS: 10 paid holidays per calendar year plus an additional 16 hours of floating holidays.

HEALTH INSURANCE: Medical (Kaiser HMO), dental (MetLife PPO) and vision coverage (EyeMed) of which TCMHA pays 80% of premiums.

LIFE INSURANCE: Maximum of \$200,000.

DEFERRED COMPENSATION (457B): Available to interested employees; no employer match.

AUTO ALLOWANCE: \$500 per month.

ASSOCIATION DUES/FEES: Up to \$1,000 per calendar year.

LONGEVITY PAY: \$2,500 at 5 years of service; \$5,000 at 10–35 milestone years of service.

FLEXIBLE WORK SCHEDULE: 9/80, 4/10, and/or intermittent teleworking where applicable and approved by Governing Board.



HOW *to* APPLY

For first consideration, APPLY by **MARCH 24, 2022**, at:

[A P P L Y H E R E](#)

SECURE THE DATES. Interview will be virtual Zoom meetings and take place on **APRIL 26 & MAY 3**. Candidates must be available for both dates.

QUESTIONS? Please contact your recruiter, Sam Sackman, with any inquiries: sam@wbcpsc.com
866.929.9227 toll-free | **541.630.0657** (direct)