



**MINUTES  
REGULAR MEETING OF THE  
MENTAL HEALTH COMMISSION  
JUNE 13, 2017 – 3:30 P.M.**

The Mental Health Commission met in a regular meeting on Tuesday, June 13, 2017 at 3:32 p.m. in the Administration Building, 1717 N. Indian Hill Blvd. # B, Claremont, California.

**CALL TO ORDER** Chair Watson called the meeting to order at 3:32 p.m.

**ROLL CALL** A visual roll call was taken.

**PRESENT:** Toni L. Watson, Chair  
Donald R. Perez, Vice-Chair  
Cheryl Berezny  
Rubio R. Gonzalez (arrived at 3:47 p.m.)  
Anne Henderson  
Alfonso "Al" Villanueva  
Davetta Williams

**ABSENT:** Arny Bloom  
Twila L. Stephens  
Elmer Vidaña

**STAFF:** Toni Navarro, Executive Director  
Nancy Gill, Chief Operations Officer  
Rimmi Hundal, Director of MHSA & Ethnic Services  
Don Whitney, IT Manager/HIPAA Security Officer  
Dana Barford, MHSA Projects Manager  
Mica Olmos, JPA Administrator/Clerk

**I. APPROVAL OF MINUTES FROM THE MAY 17, 2017 GOVERNING BOARD AND MENTAL HEALTH COMMISSION JOINT MEETING AND MHSA ANNUAL PUBLIC HEARING**

Vice-Chair Perez moved, and Commissioner Henderson seconded, to approve the Minutes of the Joint Meeting of the Mental Health Commission with the Governing Board and MHSA Annual Public Hearing of May 17, 2017. The motion was carried by the following vote: **AYES:** Commissioners Berezny, Henderson, Villanueva, and Williams; Vice-Chair Perez; and Chair Watson. **NOES:** None. **ABSTAIN:** None. **ABSENT:** Board Member Liaison Gonzalez; Commissioners Bloom, Stephens and Vidaña.

**II. PRESENTATION -TRI-CITY'S E-MAIL SECURITY AWARENESS**

IT Manager/HIPAA Security Officer Don Whitney provided an overview of Tri-City's email security and reported that Tri-City has in place a software system called 'fire walls' that protects all computer software including e-mails.

He noted, however, that the best prevention is by staff being aware of those individuals trying to infiltrate Tri-City's computer system through 'spam', 'phishing', 'spear phishing', 'social engineering', or 'spoofing' which can allow the delivery of ransomware, viruses, and even a path to our data in such a way that can lead to breaches. He also provided a snapshot of e-mail communications received by Tri-City staff on April 26th indicating that on this date a total of 5904 emails were received and 4973 of them were spam. He pointed out that most of these spam e-mails were stopped before reaching staff; however, some of them do go through and are stopped on the 'junk' e-mail folder. He then provided several examples and explained the structure of, and what to look for in, bad e-mails. He indicated that staff has been advised to only communicate with Tri-City's IT Team about staff's password, computer, the network, or any IT related issues.

At 3:47 p.m., Rubio Gonzales arrived at the meeting.

Discussion ensued regarding how Personal Health Information (PHI) is safeguarded; about the different layers of access to client's information; about how the computer lab at the Wellness Center is operated which is not connected to Tri-City's network; about IT personnel assigned to each Tri-City site and their roles; how documentation is safeguarded and shredded by an authorized shredding company; as well what is in the future as required by Medicare and Medicaid Systems for the creation of a Client Portal System to allow clients access their health information at Tri-City on a limited basis.

The Commission thanked staff for their presentation.

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

Executive Director Navarro reported that the Commission will be dark in August; provided an update of the Holt Family Apartments by Clifford Beers Housing that caught fire and reported that the insurance company concluded that the fire was started by illegal fireworks and the project is back on track to be occupied by the December 31st deadline; that the new fiscal year starts in July 1, 2017 and it marks the 10th Anniversary of Tri-City's System of Care and staff is planning a celebration; that Tri-City will be celebrating for the first time the Minority Mental Health month in July noting that staff is preparing activities to celebrate; that 20 children were enrolled at summer camp at the Wellness Center and will have an opportunity to participate in the Therapeutic Community Garden.

Nancy Gill, Chief Operations Officer, reported that the parking lot at the Wellness Center will be completed at the end of the month and will have 20 parking spaces.

### **COMMISSION ITEMS AND REPORTS**

There was no comment.

### **PUBLIC COMMENT**

There was no public comment.

**ADJOURNMENT**

At 4:23 p.m., on consensus of the Mental Health Commission its meeting of June 13, 2017 was adjourned. The next Regular Meeting of the Mental Health Commission will be held on Tuesday, July 11, 2017 at 3:30 p.m. in the Administration Building, 1717 North Indian Hill Boulevard, Suite B, Claremont, California.



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Micaela P. Olmos, JPA Administrator/Clerk