



**MINUTES
ADJOURNED MEETING OF THE
MENTAL HEALTH COMMISSION
AUGUST 13, 2019 – 3:30 P.M.**

The Mental Health Commission met in an Adjourned Meeting on Tuesday, August 13, 2019 at 3:36 p.m. in MHSA Administrative Office, 2001 North Garey Avenue, Pomona, California.

CALL TO ORDER Chair Watson called the meeting to order at 3:36 p.m.

ROLL CALL A visual roll call was taken.

PRESENT: Toni L. Watson, Chair
Cheryl Berezny
Ethel Gardner
Rubio R. Gonzalez
Joan M. Reyes
Daniel Rodriguez
Wray Ryback
Twila L. Stephens
Alfonso "Al" Villanueva
David J. Weldon

ABSENT: Anne Henderson, Vice-Chair
Jeanette Heitmann
Davetta Williams

STAFF: Toni Navarro, Executive Director
Rimmi Hundal, Director of MHSA and Ethnic Services
Dana Barford, MHSA Projects Manager
Mica Olmos, JPA Administrator/Clerk

COMMISSION ITEMS AND REPORTS

There was no comment.

PUBLIC COMMENT

There was no public comment.

**WORKSHOP TO DISCUSS THE TRI-CITY MENTAL HEALTH COMMISSION BYLAWS,
ROLES AND RESPONSIBILITIES, & ESTABLISH ITS PRIORITY GOALS FOR FY 2019-20**

Executive Director Navarro provided an overview of the workshop and topics to be covered: review the Tri-City Mental Health Commission bylaws; review of the roles and responsibilities for local mental health commissions in California; and to establish priority topics and/or goals by the MHC for Fiscal Year 2019-2020; and the preparation of annual report to the Governing Board.

She explained that Tri-City Mental Health Authority (Tri-City) was established in 1960 through a Joint Powers Authority Agreement between the Cities of Pomona, Claremont and La Verne under the Joint Powers Act and the provisions of the Bronzan- McCorquodale Act/Short-Doyle Act (Community Mental Health Services Act) and the Welfare and Institutions Code (WIC) of the State of California; accordingly, the Governing Board created the Mental Health Commission (MHC) as an advisory board; and explained Tri-City's organizational chart; indicated that the MHC Bylaws were established under WIC §5604.5; that the MHC has no policy or budget authority; and that the WIC §5604.2 list the specific duties for MHC. She then discussed the Articles I-X of the MHC bylaws, focusing on Article II: Duties, pointing out that the MHC must (1) review and evaluate the community's mental health needs, services, facilities (inpatient which Tri-City has none) and special problems; (2) review state mandated planning documents entered into pursuant to WIC §5650.

Commissioner Villanueva inquired if there was a standard checklist by which the facilities are evaluated. Executive Director Navarro replied in the negative; however, with the creation of the Data Notebook, the Commission will have objective questions and a strategic focus of evaluating.

Executive Director Navarro continued with the MHC duties and stated that the MHC must (3) advise the Governing Board and the Executive Director as to any aspect of the local mental health programs, which the Commission has provided great feedback after presentations, and it has been very helpful to staff, but it will also include bringing feedback back to staff from communities that Commissioners represent; (4) review & approve the procedures used to ensure citizen and professional involvement at all stages of the stakeholders' planning process, noting that this is a big duty for the Commission and encouraged Commissioners to be involved not only on the public hearing, but also at every stage including participating in the workgroups, which there will be more updates along the way as to where we are, and receive immediate feedback from the Commission rather than waiting until the end of the process; (5) submit an annual report to the Governing Board on the needs and performance of Tri-City's mental health system, pointing out that the Data Notebook can be used as the annual report, as well as the annual MHSA update, in which an action plan of any three goals for the Commission can be included, and it can be assigned to an Ad Hoc Committee for completion.

Governing Board Liaison Gonzalez inquired if the budget was going to be an indirect annual report since it was a reflection of the performance review. Executive Director Navarro replied in the affirmative, indicating that the budget is an indirect part of it, and stated that the Chief Financial Officer and the controller provide extensive budget information during the community planning process; that even though the Commission does not have any authority over the budget, the Commission can benefit from a fiscal budget workshop.

Executive Director continued with the bylaws and stated that the MHC also must (6) review and comment on Tri-City's performance outcome data and communicate its findings to the California Mental Health Planning Council (CMHPC), which can include the data notebook and provide a summary of Mental Health Commission's major activities in the past year; a summary of the membership and its attendance; address the MHC's goals for the next year; give comments on the planning process and citizen involvement; provide an evaluation of the local mental health program, such as unmet needs, gaps in the service system, quality of services, and consumer satisfaction with the system; and make recommendations to the Governing Board for improving the mental health system.

Commissioner Villanueva stated that one of the components for goal setting is that it has to be measurable and inquired what standards management uses to evaluate and measure tangibles. Executive Director Navarro replied that Tri-City uses the Results Based Accountability which answers the questions how much did we do? how well did we do it? and if anyone is better off?

Executive Director Navarro then talked about the MHC having to (7) make recommendations to the Governing Board regarding methods for meeting identified local Mental Health needs, pointing out that the Commission has a monthly opportunity with the Governing Board Liaison who attends every Commission meeting; (8) make recommendations to the Governing Board regarding the appointment of a local Director of Mental Health services; (9) make recommendations to the Governing Board regarding the appointment of Mental Health Commission Members; (10) perform such other duties and functions as may be prescribed by future amendment of the WIC (or as assigned by Governing Board); and to (11) take any actions not in conflict with the MHC Bylaws or with the WIC that the Commission, by majority vote, may determine to be important to the furtherance of Mental Health in the Tri-City area.

Dana Barford, MHSA Projects Manager, talked about the assessment standard form and how it is distributed to obtain surveys to identify needs, gaps in services, and cost; however, this year the survey will be expanded to obtain the data needed so that stakeholders can take action, also there will be more conversations and getting to know everyone in an effort to use a more collaborative approach.

Executive Director Navarro added that it is important for the Mental Health Commission to be part of the community planning process because its role as a leader is to make recommendations to the Governing Board in which direction Tri-City should move on.

MHSA Projects Manager Barford also stated that, in an effort to ensure that stakeholders are able to participate in the community planning process, the workgroups will be taken to the community so that they can be part of it; and asked the Mental Health Commission for suggestions of communities that would like to be part of the process.

Chair Watson inquired if the stakeholder meetings can be streamed live. Director of MHSA and Ethnic Services Hundal said that it was a great idea, which staff can certainly have it done this year, and that a system will be incorporated so that questions can be submitted and answered.

Board Member Liaison Gonzalez indicated that Pomona Mayor Sandoval is completely transparent and has authorized to have City Council meetings streamed live, noting that his constituents text him asking questions during the meeting. Director of MHSA and Ethnic Services Hundal added that also new this year will be to advertise in the newspaper all the stakeholders meeting and not just the public hearing.

Discussion ensued regarding additional ways to conduct outreach for the planning community planning process.

Executive Director Navarro then discussed Article IV of the Bylaws: Membership, which addresses its composition, residence or employment requirement, restrictions on membership, appointment, terms of office, change in status, responsibility of membership, and vacancies.

She explained in detail about the importance of being aware of the responsibilities of the Members of the MHC because they are expected to: attend all regular and special meetings of the Mental Health Commission, report unavoidable absences prior to the date of the meeting, participate in the deliberations and activities of the Board; that three consecutive absences, or thirty percent (30%) of possible meetings, whether excused or unexcused, will terminate membership; and noted that 'a leave of absence' can be requested in the event it is anticipated that they will miss three consecutive meetings for an unavoidable issue. She then talked about Article V: Organization, Article VI: Duties of MHC Officers, Article VII: Committees, Article VIII: Meetings, Article IX: Order of Business, Article X: Bylaws, Standing Rules, and the WIC. She then stated that the Mental Health Commission is subject to the provisions of the Ralph M. Brown Act (the Brown Act) which requires that all meetings of local legislative bodies, including advisory boards, be noticed and held in public.

Discussion ensued what constitutes a meeting under the Brown Act which takes place whenever a majority of the legislative body is present at the same time and location and official business is discussed or considered.

Executive Director Navarro then indicated that Members of the Mental Health Commission are required to take an Ethics Training as established by Tri-City's Governing Board, mirroring State Mandated Ethics Training; explained that MCH communicates with the Governing Board through its public meetings, minutes, reports, the Governing Board Liaison which facilitates bilateral communications between the MHC & GB, and its joint meeting with the Governing board which are held twice each year; and talked about the Mental Health Commission and Staff relationship indicating that the MHC has no authority to supervise or direct the work of Tri-City staff, and that the department directors, by virtue of their technical training and experience, will assist and act in a technical advisory capacity to the MHC as assigned by the Executive Director.

At the 4:48 p.m. the Mental Health Commission took a recess, and reconvened at 4:53 p.m.

Executive Director Navarro stated that the Mental Health Commission will discuss establishing priority topics and/or goals for Fiscal Year 2019-2020.

After discussion, the Mental Health Commission selected three goals for its Members for Fiscal Year 2019-20 as follows: (1) to increase the attendance of Members of the Mental Health Commission to the MHSA community planning process meetings, by having at least one Commissioner attend a general meeting and a workshop meeting; (2) to have 100% quorum at all of the regularly scheduled meetings of the Mental Health Commission; and (3) to impact disparities in mental health access for culturally diverse groups, as evidenced by hosting two community events throughout the year.

Executive Director Navarro talked about restorative practices and explained that it is a social science that focuses on conflict resolution and amends in community; where victims and perpetrators come together in healing; that the focus is on the victim's feelings and needs and helping perpetrators understand the impact of their behavior, and at the same time, allowing them a path back to community; otherwise, through their isolation and shame, they will go on to perpetuate crimes; that that Tri-City will host a 2-day conference of restorative practices and there will be open to the community; that stakeholders have approached staff and asked how Tri-City be a center and funding source for a restorative practices Innovation project that centers around mental wellbeing and thriving for the community.

The Mental Health Commission decided to create an Ad Hoc Committee to oversee goal #3; accordingly, this item will be placed at the next regularly Mental Health Commission meeting for the selection of Ad Hoc Committee members.

ADJOURNMENT

At 5:27 p.m., on consensus of the Mental Health Commission its Adjourned Meeting of August 13, 2019 was adjourned. The next Regular Meeting of the Mental Health Commission will be held on Tuesday, September 10, 2019, in the MHSA Administrative Office, 2001 North Garey Avenue, Pomona, California.



Micaela P. Olmos, JPA Administrator/Clerk