

www.tricitymhs.org

Tri-City Mental Health Authority
Administration Office
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Founded by Pomona, Claremont, and La Verne
in 1960



Robin Carder (La Verne), Chair
Ronald T. Vera (Claremont), Vice-Chair
Carolyn Cockrell (La Verne), Board Member
Rubio R. Gonzalez (Pomona), Board Member
Jed Leano (Claremont), Board Member
Elizabeth Ontiveros-Cole (Pomona), Board Member
Mona Sparks Johnson (Pomona), Board Member

GOVERNING BOARD AGENDA

WEDNESDAY, NOVEMBER 20, 2019

**MHSA ADMINISTRATION BUILDING
2001 NORTH GAREY AVENUE, POMONA, CA
5:00 P.M.**

Public Participation. Section 54954.3 of the Brown Act provides an opportunity for members of the public to address the Governing Board 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 Governing Board. Therefore, members of the public are invited to speak on any matter on or off the agenda. If the matter is an agenda item, you will be given the opportunity to address the legislative body when the matter is considered. If you wish to speak on a matter which is not on the agenda, you will be given the opportunity to do so at the Public Comment section.

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

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

CALL TO ORDER

ROLL CALL

Board Member Cockrell, Board Member Gonzalez, Board Member Leano, Board Member Ontiveros-Cole, Board Member Sparks Johnson; Vice-Chair Vera, and Chair Carder.

POSTING OF AGENDA

The Agenda is posted 72 hours prior to each meeting at the following Tri-City locations: Administrative Office, 1717 N. Indian Hill Blvd. #B in Claremont; 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>

CONSENT CALENDAR**1. APPROVAL OF MINUTES FROM THE OCTOBER 16, 2019 GOVERNING BOARD MEETING**

Recommendation: “A motion to approve the Minutes of the Governing Board Regular Meeting of September 18, 2019.”

2. APPROVAL OF RESOLUTION NO. 506 ADOPTING REVISED TRI-CITY’S HIPAA SECURITY RULE POLICIES AND PROCEDURES MANUAL

Recommendation: “A motion to adopt Resolution No. 506 revising the TCMHA HIPAA Security Rule Policies and Procedures Manual effective November 20, 2019.”

3. APPROVAL OF RESOLUTION NO. 507 ADOPTING REVISED POLICIES AND PROCEDURES NO.: II-18 AND NO.: OP.I.11 EFFECTIVE NOVEMBER 20, 2019

Recommendation: “A motion to adopt Resolution No. 507 revising Policy No. II-18 - Employees Ability to Provide Goods and Services Under Federally Funded Health Care Programs; and Policy No. OP.1.11 -Contractors Eligibility to Provide Goods and Services to Federally Funded Health Care Programs, effective November 20, 2019.”

4. APPROVAL OF RESOLUTION NO. 508 ADOPTING REVISED JOB DESCRIPTION AND JOB TITLE FOR THE FACILITIES COORDINATOR POSITION (FORMERLY CAPITAL IMPROVEMENTS PROJECT MANAGER)

Recommendation: “A motion to approve and adopt Resolution No. 508 Changing the Capital Improvements Project Manager Job Description and Job Title to Facilities Coordinator.”

5. APPROVAL OF RESOLUTION NO. 509 ADOPTING REVISED JOB DESCRIPTION AND PAY GRADE FOR THE OCCUPATIONAL THERAPIST POSITION

Recommendation: “A motion to approve and adopt Resolution No. 509 revising the Occupational Therapist Job Description and Pay Grade.”

6. APPROVAL OF RESOLUTION NO. 510 ADOPTING CLASS SPECIFICATION AND SALARY RANGE FOR THE POSITION OF HOUSING WELLNESS ADVOCATE I, II & III

Recommendation: “A motion to adopt Resolution No. 510 establishing and adding the position of Housing Wellness Advocate I, II & III to the listing of classifications of General Service Employees.”

NEW BUSINESS

7. **APPROVAL OF RESOLUTION NO. 511 AUTHORIZING THE DESIGNATION OF 2.8 MILLION FROM TRI-CITY CSS HOUSING FUND TO SECURE 10 UNITS FOR 20 YEARS FROM THE WEST MISSION APARTMENTS – A NEW LOW-INCOME HOUSING PROJECT BY JAMBOREE HOUSING CORPORATION**

Recommendation: “A motion to adopt Resolution No. 511 designating \$2.8 million from CSS Housing Fund to secure 10 units for 20 years from the West Mission Apartments, a 57-unit low-income housing development project; and authorizes the Executive Director to begin preparations for the agreement that will allow further actions necessary and appropriate to collaborate with Jamboree Housing in the development of the Project.”

8. **APPROVAL OF RESOLUTION NO. 512 AUTHORIZING THE EXECUTIVE DIRECTOR TO EXECUTE A NON-EXCLUSIVE LICENSING AGREEMENT WITH THE LOS ANGELES COUNTY FOR TRI-CITY TO PROVIDE MENTAL HEALTH SERVICES AT THE HEALING AND TRAUMA PREVENTION CENTER IN POMONA AND FOR ITS USE OF A PORTION OF THE PROPERTY**

Recommendation: “A motion to adopt Resolution No. 512 authorizing the Executive Director to execute a Non-Exclusive Licensing Agreement with the Los Angeles County for Tri-City to provide mental health services at the Healing and Trauma Prevention Center in Pomona and for its use of a portion of the property.”

9. **APPROVAL OF RESOLUTION NO. 513 ADOPTING THE AUTHORITY’S REVISED LOGO**

Recommendation: “A motion to adopt Resolution No. 513 authorizing the approval of the Authority’s revised Logo effectively immediately and replacing all previous versions.”

MONTHLY STAFF REPORTS

10. **TONI NAVARRO, EXECUTIVE DIRECTOR REPORT**
11. **DIANA ACOSTA, CHIEF FINANCIAL OFFICER REPORT**
12. **NANCY GILL, CHIEF OPERATIONS OFFICER REPORT**
13. **ANGELA IGRISAN, CHIEF CLINICAL OFFICER REPORT**
14. **SEYAM TEIMOORI, MEDICAL DIRECTOR REPORT**

15. RIMMI HUNDAL, DIRECTOR OF MHSA AND ETHNIC SERVICES REPORT**16. NATALIE MAJORS, CHIEF COMPLIANCE OFFICER REPORT**

Recommendation: “A motion to receive and file the month of November staff reports.”

GOVERNING BOARD COMMENTS

Members of the Governing Board may make brief comments or request information about mental health needs, services, facilities, or special problems that may need to be placed on a future Governing Board Agenda.

PUBLIC COMMENT

The Public may at this time speak regarding any Tri-City related issue, provided that 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 Governing Board will meet next in a Regular Joint Meeting with the Mental Health Commission to be held on **Wednesday, December 18, 2019 at 5:00 p.m.** in the MHSA Office, 2001 N. Garey Avenue in Pomona, California.

MICAELA P. OLMOS
JPA ADMINISTRATOR/CLERK