



## MINUTES

### **JOINT MEETING OF THE GOVERNING BOARD AND MENTAL HEALTH COMMISSION DECEMBER 16, 2015 – 4:45 P.M.**

The Governing Board and the Mental Health Commission met in a Joint Meeting on Wednesday, December 16, 2015 at 4:51 p.m. in the Clinical Offices located at 2008 North Garey Avenue, Suite 1B, Pomona, California.

**CALL TO ORDER** Chair Lantz called the meeting to order at 4:51 p.m.

**ROLL CALL** Roll call was taken.

#### GOVERNING BOARD

**PRESENT:** Paula Lantz, City of Pomona, Chair  
Chuck Leeb, Ph.D., City of Claremont, Vice Chair  
Robin Carder, City of La Verne, Board Member  
Carolyn Cockrell, City of La Verne, Board Member  
Edina Martinez, Psy.D., City of Pomona, Board Member  
Alison Martinez, City of Claremont, Alternate Board Member

**ABSENT:** Joseph M. Lyons, Ph.D., City of Claremont, Board Member  
John Nolte, City of Pomona, Board Member

#### MENTAL HEALTH COMMISSION

**PRESENT:** Sylvia Whitlock, Ph.D., Chair  
Toni L. Watson, Vice Chair  
Arny Bloom  
Michael Olivieri  
Twila L. Stephens  
Davetta Williams

**ABSENT:** Joseph M. Lyons, Ph.D., Governing Board Liaison  
Cheryl Berezny  
Donald R. Perez

**STAFF:** Toni Navarro, Executive Director  
Darold Pieper, General Counsel  
David Block, Medical Director  
Natalie Majors-Stewart, Acting Manager of Best Practices  
Gilbert Saldate, Public Outreach & Housing Manager  
Eileen Martin, Human Resources Manager  
Mica Olmos, Executive Assistant

## **MENTAL HEALTH COMMISSION MINUTES**

### **1. APPROVAL OF MINUTES – MENTAL HEALTH COMMISSION MEETING OF OCTOBER 13, 2015**

There being no comment, Commissioner Bloom moved, and Vice-Chair Watson seconded, to approve the Mental Health Commission Meeting Minutes of October 13, 2015. The motion was carried by the following vote: AYES: Commissioners Bloom, Stephens, and Williams; Vice-Chair Watson; and Chair Whitlock. NOES: None. ABSTAIN: Commissioner Olivieri. ABSENT: Commissioners Berezny, Perez, and Lyons.

## **CONSENT CALENDAR**

There being no comment, Vice-Chair Leeb moved, and Board Member Carder seconded, to approve the Consent Calendar. The motion was carried by the following vote: AYES: Board Members Carder, Cockrell, and Martinez; Vice-Chair Leeb; and Chair Lantz. NOES: None. ABSTAIN: Alternate Board Member Alison Martinez. ABSENT: Board Members Lyons and Nolte.

### **2. APPROVAL OF MINUTES – GOVERNING BOARD MEETING OF NOVEMBER 18, 2015**

### **3. APPROVAL OF RESOLUTION NO. 411 ADOPTING JOB TITLE CHANGE FROM COMMUNITY SUPPORT WORKER I, II AND III TO WELLNESS ADVOCATE I, II AND III**

## **NEW BUSINESS**

### **4. APPROVAL OF RESOLUTION NO. 412 GRANTING TRI-CITY MENTAL HEALTH AUTHORITY'S RECORDING SECRETARY AUTHORIZATION TO SIGN CERTIFICATES OF ACCEPTANCE**

There being no comment, Board Member Carder moved, and Vice-Chair Leeb seconded, to approve and adopt Resolution No. 412 granting the Recording Secretary authorization to sign certifications related to deeds or grants for Tri-City Mental Health Authority. The motion was carried by the following vote: AYES: Alternate Board Member Alison Martinez; Board Members Carder, Cockrell, and Martinez; Vice-Chair Leeb; and Chair Lantz. NOES: None. ABSTAIN: None. ABSENT: Board Members Lyons and Nolte.

### **5. APPROVAL OF RESOLUTION NO. 413 AUTHORIZING THE PURCHASE OF A 15-FOOT WIDE STRIP OF LAND (APN 7362-002-900) LOCATED IN POMONA, CA AND AUTHORIZING THE EXECUTIVE DIRECTOR TO TAKE ALL NECESSARY ACTIONS AND EXECUTE ALL NECESSARY DOCUMENTS**

Executive Director Navarro provided an update regarding parking restrictions and noted that Tri-City staff received an email from Mark Lazzaretto, of the City of Pomona, who indicated that there are no restrictions and Tri-City will be able to build parking on the strip of land behind the property at 2018 Garey Avenue.

There being no comment, Vice-Chair Leeb moved, and Board Member Cockrell seconded, to approve and adopt Resolution No. 413 authorizing the Executive Director to execute all necessary documents and take all necessary actions to accomplish the purchase of the Property. The motion was carried by the following vote: AYES: Alternate Board Member Alison Martinez; Board Members Carder, Cockrell, and Martinez; Vice-Chair Leeb; and Chair Lantz. NOES: None. ABSTAIN: None. ABSENT: Board Members Lyons and Nolte.

## **MONTHLY STAFF REPORTS**

### **6. EXECUTIVE DIRECTOR REPORT**

Executive Director Navarro thanked the Governing Board Members and Mental Health Commissioners that were able to attend Tri-City's Annual Employee Recognition Luncheon. She then stated that she had included the priority agenda items for the California Mental Health Directors Association and as it is important for the Board to find out what business they were discussing and encouraged questions. She then announced that Dr. Chuck Leeb had been reappointed as the City of Claremont's citizen representative to Tri-City's Governing Board; that Dr. Lyons withdrew from participating as the Board Liaison to the Mental Health Commission due to his conflicting schedule; and that Dr. Leeb had agreed to be the Board Liaison to the Mental Health Commission. She also stated that Board Member Nolte and Chair Lantz had questions regarding how the Related Company had marketed to the City of Pomona the Parkside Apartments; therefore, she had included for the Board's review in today's agenda the Marketing Plan that was conducted by the Related Companies, which include information about the public hearings, announcements, meetings, and ads.

Chair Lantz expressed concern regarding the lottery selection and requested staff to provide the Marketing Plan for the East Holt's Housing before it is conducted, pointing out that the Marketing Plan for the Parkside Apartments had been done and had already transpired. She explained that she wanted to ensure that residents of the three cities were made aware of the housing available to them.

Executive Director Navarro stated that the lottery selection she was referring to was for non-MHSA units and that Tri-City staff was not involved with the selection of these units; however, Tri-City staff has been working on providing information about the MHSA units for Tri-City clients.

Chair Lantz further stated that her concern was that the low income housing was not being marketed to the residents of the three cities; therefore, she wants to know when the marketing begins so that staff can follow-up on the process. She stated that she is concerned because there are various housing developments in the City of Pomona and often times residents do not know that low and moderate housing is available to them, and instead, residents from other cities come and occupy these housing units.

Executive Director Navarro stated that this is a learning experience for her because it was her assumption that these housing companies were responsible to the City Council and required to bring information to them and keep them abreast of information that the Council needs. Therefore, she will ensure that Clifford Beers and their marketing campaign plan gets to the Governing Board, and will also encourage them to present it to the City Council.

Chair Lantz further stated that there is also marketing on-line; however, about 20%-30% of Pomona residents do not have internet access.

Executive Director Navarro then reported that she will be present during the unit lottery selection to ensure that it is a transparent process; and that she will remind the Related Companies to reach out to the City Council as they also might want to be present during the unit lottery selection.

Commissioner Stephens stated that Tri-City can always bring housing information to be disseminated at the Job Center as they assist approximately 5,000 new comers monthly.

Executive Director Navarro then stated that Tri-City's Community Outreach and Housing Manager Gilbert Saldate was in attendance to provide information regarding how staff was prioritizing during the selection of Tri-City's MHSA units.

Community Outreach and Housing Manager Saldate reported that for Tri-City's MHSA housing there are two requirements: 1) have a mental health diagnosis and have a single-fix person of responsibility, meaning someone that is enrolled with Tri-City; and 2) that they be homeless or at-risk of homelessness. He stated that staff wanted to make sure that every Tri-City consumer understood what it was; that staff did not want anyone not to be informed; and provided detailed information regarding how information was disseminated and outreach was conducted, as well as the information that was provided during workshops. He indicated that consumers were also provided with a list of the required documentation they needed to apply, and explained that those that wanted to apply for housing were required to submit a letter of interest wherein information about their eligibility status; need; and current situation regarding income, household size, and rent ratio; was utilized by Tri-City staff to determine who was homeless and those at-risk of homelessness. He then stated that 90 individuals had applied for Tri-City's 21 MHSA units, noting that staff was focusing on the most vulnerable individuals. He also indicated that Tri-City clients can also apply for the other low-to-moderate non-MHSA housing units; however, there are certain criteria that the management company and the developers have to adhere to because of funding they received through other means and Tri-City will advocate for them as much as possible; that those clients on the list that do not receive a housing unit will continue to be on the list; and that when housing units open up, staff will find other available housing through transitional housing, the Park Avenue apartments, and by continuing to work closely with the City of Pomona and the Los Angeles County with the Shelter Plus Vouchers.

Commission Chair Whitlock stated that her church has a feeding program every Monday morning for homeless individuals and that people are complaining about the Police becoming increasingly vigilant about homeless on the street that hang around the church, noting that she refers them to Tri-City, and inquired if there has been an increase in the number of people who tried to access housing.

Community Outreach and Housing Manager Saldate replied in the affirmative; noting that one of the commitments that Tri-City made to the three cities was that housing was exclusive to Tri-City's clients that had been in treatment for some time.

Executive Director Navarro stated that the Homeless Shelter in Pomona is now open all day long; that the shelter allows the participants to stay there; and that Tri-City staff and other agencies are there providing resources and services.

Therefore, it is a great thing if police officers are pushing homeless individuals to the Homeless Shelter because it is there where they can be helped.

Community Outreach and Housing Manager Saldade added that law enforcement is the front line as they see everyone and are able to determine who needs help, and it is a good thing if they get “pushy” because they want to do their due diligence and help.

Executive Director Navarro then talked about the City of Pomona’s Christmas parade noting that staff had such a great time and that this year Tri-City had a 16-person drill team that participated on the parade, as well as over 60 staff members, volunteers, and family members that also participated walking on the parade.

**7. CHIEF FINANCIAL OFFICER REPORT**

There was no comment.

**8. CHIEF OPERATIONS OFFICER REPORT**

Vice-Chair Leeb stated that it is very nice to see the decrease of the turn-over rate.

**9. DIRECTOR OF CLINICAL PROGRAM SERVICES REPORT**

Board Member Martinez commented that it is amazing about the transition ICD10 and DSM5 since all the missing diagnosis that she asked about they were almost gone.

Acting Manager of Best Practices Majors state that there were updates done to the reporting on the electronic health records that resulted on the capturing of all of the ICD10.

**10. MEDICAL DIRECTOR REPORT**

There was no comment.

**11. DIRECTOR OF MHSA AND ETHNIC SERVICES REPORT**

There was no comment.

**12. MANAGER OF BEST PRACTICES REPORT**

There was no comment.

There being no further discussion, Vice-Chair Leeb moved, and Board Member Martinez seconded, to receive and file the month of December staff reports. The motion was carried by the following vote: AYES: Alternate Board Member Alison Martinez; Board Members Carder, Cockrell, and Martinez; Vice-Chair Leeb; and Chair Lantz. NOES: None. ABSTAIN: None. ABSENT: Board Members Lyons and Nolte.

### **GOVERNING BOARD / MENTAL HEALTH COMMISSION COMMENTS**

Commission Chair Whitlock stated staff had done a nice job during Employee Recognition Party and wished everyone happy holidays.

Executive Director Navarro thanked the Board and the Commission for the leadership, wisdom, teaching, and patience, as December 8th marked her first year in her role of Executive Director, noting that it had been a wonderful experience, had learned so much, and it had been great.

Chair Lantz congratulated Executive Director Navarro and stated that is also great to see former Executive Director Jesse Duff at the Board meetings and at variety of events, indicating that it shows why he was such a great asset all along and that she appreciates it very much.

### **PUBLIC COMMENT**

There was no comment.

### **ADJOURNMENT**

At 5:25 p.m., there being no further discussion, Vice-Chair Leeb moved, and Board Member Carder seconded, to adjourn the meeting. The motion was carried by the following vote: AYES: Alternate Board Member Alison Martinez; Board Members Carder, Cockrell, and Martinez; Vice-Chair Leeb; and Chair Lantz. NOES: None. ABSTAIN: None. ABSENT: Board Members Lyons and Nolte.

At 5:25 p.m., there being no further discussion, Vice-Chair Watson moved, and Commissioner Bloom seconded, to adjourn the meeting. The motion was carried by the following vote: AYES: Commissioners Bloom, Olivieri, Stephens, and Williams; Vice-Chair Watson; and Chair Whitlock. NOES: None. ABSTAIN: None. ABSENT: Commissioners Berezny, Perez, and Lyons.

The next Regular Meeting of the Mental Health Commission will be held on **Tuesday, January 12, 2016 at 3:30 p.m.**, in the Administration Building, 1717 North Indian Hill Boulevard #B, Claremont, California.

The next Regular Meeting of the Governing Board will be held on **Wednesday, January 20, 2016 at 4:45 p.m.** in the Administration Building, 1717 North Indian Hill Boulevard #B, Claremont, California.



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Micaela P. Olmos, Executive Assistant