



**MINUTES
REGULAR MEETING OF THE
GOVERNING BOARD
MARCH 15, 2017 – 4:45 P.M.**

The Governing Board met in a Regular Meeting on Wednesday, March 15, 2017 at 4:45 p.m. in the Administrative Office, 1717 N. Indian Hill, Suite B, Claremont, California.

CALL TO ORDER Chair Carder called the meeting to order at 4:45 p.m.

ROLL CALL A visual roll call was taken.

PRESENT: Robin Carder, City of La Verne, Chair
Edina Martinez, Psy.D., City of Pomona, Vice-Chair
Rubio R. Gonzalez, City of Pomona, Board Member
Joseph M. Lyons, MA, Ph.D., City of Claremont, Board Member
Elizabeth Ontiveros-Cole, City of Pomona, Board Member
Ronald T. Vera, City of Claremont, Board Member

ABSENT: Carolyn Cockrell, City of La Verne, Board Member

STAFF: Toni Navarro, Executive Director
Darold Pieper, General Counsel
Diana Acosta, Chief Financial Officer
Nancy Gill, Chief Operations Officer
Elizabeth Owens, Director of Clinical Program Services
Rimmi Hundal, Director of MHSA and Ethnic Services
Natalie Majors-Stewart, Manager of Best Practices
Trevor Bogle, Controller
Mica Olmos, JPA Administrator/Clerk

CONSENT CALENDAR

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

1. APPROVAL OF MINUTES FROM THE FEBRUARY 15, 2017 GOVERNING BOARD MEETING

Recommendation: "A motion to approve the Minutes of the Meeting of February 15, 2017."

2. APPROVAL OF RESOLUTION NO. 428 ADOPTING CLASSIFICATION AND SALARY RANGE FOR THE POSITIONS OF CLINICAL WELLNESS ADVOCATE I, II, & III

Recommendation: “A motion to adopt Resolution No. 428 establishing the Classification and Salary Range for the Clinical Wellness Advocate I, II, & III.”

3. APPROVAL OF RESOLUTION NO. 429 ADOPTING CLASSIFICATION AND SALARY RANGE FOR THE POSITION MEDICATION SUPPORT SERVICES SUPERVISOR

Recommendation: “A motion to adopt Resolution No. 429 establishing the Classification and Salary Range for the Medication Support Services Supervisor.”

4. APPROVAL OF RESOLUTION NO. 430 ADOPTING CLASSIFICATION AND SALARY RANGE FOR THE POSITION CHIEF COMPLIANCE OFFICER

Recommendation: “A motion to adopt Resolution No. 430 establishing the Classification and Salary Range for the Chief Compliance Officer.”

NEW BUSINESS

5. APPROVAL TO RE-APPOINT CHERYL BEREZNY AND DONALD R. PEREZ AS MEMBERS TO THE TRI-CITY MENTAL HEALTH COMMISSION

There being no comment, Board Member Lyons moved, and Vice-Chair Martinez seconded, to re-appoint for a 3-year term Cheryl Berezny and Donald R. Perez as members to the Mental Health Commission. The motion was carried by the following vote: AYES: Board Members Gonzalez, Lyons, Ontiveros-Cole, and Vera; Vice-Chair Martinez; and Chair Carder. NOES: None. ABSTAIN: None. ABSENT: Board Member Cockrell.

MONTHLY STAFF REPORTS

6. EXECUTIVE DIRECTOR REPORT

Executive Director Navarro talked about Green Ribbon Week, mentioned some of the activities taking place, and highlighted that in this year there has been the largest participation of eateries that provide discount to those wearing a green ribbon, noting that CalMHSA will be featuring Tri-City's Green Ribbon event on its webpage. She also reminded everyone about the upcoming SCRP conference at the Fairplex Convention Center, pointing out that Rimmi Hundal had advocated having it in Pomona; therefore, Tri-City is the host 'county' for the Southern California Regional Workforce, Education and Training (WET) Partnership during which staff will learn about how to better serve difficult and resistant clients. She then provided a 'No Place Like Home' update indicating that there was no new information about the roll out of the program; that the applications for the technical assistance funds were further delayed until at least end of March; and that the application for the grant and competitive funds would be ready after January 2018. She then reported that she had joined the Housing Task Force of the California Behavioral Health Directors' Association (CBHDA) and will be responsible to closely follow NPLH and all legislation that may impact the housing needs of clients receiving specialty mental health and discussed proposed legislation to allow MHSA funds to be used to help other clients, not just those in Full Service Partnerships, with rental assistance.

She then inquired if Wednesday, May 3rd or Monday, May 8th from 5pm-8pm will work best for a Fiscal Workshop for the Governing Board. The Governing Board indicated that Wednesday, May 3rd would work best. She then stated that on Wednesday, March 15th, the City of Claremont's Human Services Department will be hosting a discussion regarding how Measure H, passed on March 7th, might impact the work of Claremont's Coordinated Community Response to Homelessness project; that the roundtable will be facilitated by Claremont City Council and Tri-City Governing Board Member Joe Lyons, who is also the Chair of the San Gabriel Valley Council of Governments (SGV-COG); and that Tri-City's Community Outreach and Housing Manager Gilbert Saldate will attend to represent the Agency.

Board Member Lyons expressed hope for bringing consensus on having communities sustainable for the next 10 years and being able to embrace compassion to create support amongst community partners and organizations.

Executive Director Navarro then provided a permanent supportive housing update and indicated that the sale of the easement property is almost complete; that she met, along with other Tri-City staff, with the City Manager for the City of Claremont regarding options for a proposed housing project at Tri-City's Baseline property; and that the Clifford Beers housing project will open in August.

7. CHIEF FINANCIAL OFFICER REPORT

Chief Financial Officer Acosta explained how MHSA revenues and allocations are reconciled; reported that Bankruptcy payments totaling approximately \$488 thousand have been made to date to the California DHCS and LA County DMH; talked about Tri-City's required proportionate share of the net pension liability recognition under GASB 68; she then announced that Tri-City staff had issued and posted on March 6, 2017, the Request for Proposal (RFP) for auditing services, noting that an Ad Hoc Committee would interview the potential firms which will include a Board Member and opened it up to the Governing Board to select the Board representative to participate, indicating that it is anticipated that the Ad Hoc Committee's recommendation to the Board for approval will be presented at the June Board meeting.

Chair Carder volunteered to participate in the Ad Hoc Committee to interview potential audit firms. There was Governing Board consensus.

8. CHIEF OPERATIONS OFFICER REPORT

Chief Operations Officer Gill reported that she and Manager of Best Practices had attended the Basic Compliance Academy which provided instructional course on Federal and State Health Care Compliance Laws and Regulations; explained that Tri-City's Operations Department manages compliance related matters for Human Resources, Information Technology, Facilities, Medical Records, Risk Management and HIPAA (Health Insurance Portability and Accountability Act) Privacy and Security; thanked the Board for approving the new Chief Compliance Officer position because it is critical to enhance Tri-City's compliance efforts, and said she was pleased to note that Tri-City is up-to-date regarding policies and regulations; she then announced two upcoming projects: the Comprehensive Benchmark Salary Survey and the annual update of the Personnel Rules and Regulations Manual and discussed staff's review process of these two projects; she then introduced Barry Newton, of Creative Management Solutions, who conducts Tri-City's salary surveys.

Berry Newton, of Creative Management Solutions, explained that under Tri-City Governing Board policy a labor market definition was established which includes twelve cities in the surrounding area and four counties; that for the job classifications that we cannot match, he uses supplemental surveys that are well recognized in the mental health community as well as using factor comparison method internally to compare jobs between one another which is recognized under the Equal Pay Act; therefore, he has the ability to compare and determine the value of a job classification.

Board Member Vera inquired how he keeps current with salary surveys being challenged by the antitrust when they are locked into extreme salaries.

Barry Newton explained that Tri-City has a fairly diverse labor market definition, noting that Tri-City has more labor market agencies than the norm in Southern California which is 10-12 organizations, stating that Tri-City has 16 organizations; that in addition, Tri-City uses other survey resources that broaden the labor market definition, pointing out that one survey source contains about 500 organizations; and that this methodology is recognized under federal and state laws.

9. DIRECTOR OF CLINICAL PROGRAM SERVICES REPORT

Director of Clinical Program Services Owens highlighted from her report two clinical staff meetings that were held in February: Collaborative Documentation and Peer Advocates within the treatment teams, noting that this training was important because Tri-City is moving towards a 24-hour progress note writing phase which will increase productivity; she noted that a survey was provided at the conclusion of the meeting, that 35 staff members completed the survey, and discussed the results of the data collected.

Discussion ensued regarding what collaborative documentation is and its benefits.

10. MEDICAL DIRECTOR STAFF REPORT

Executive Director discussed the Medical Director report in his absence, and talked about VIVITROL® medication, pointing out that it is now more accessible.

Vice-Chair Martinez added that this medication is non-addictive, how it works, and that it helps clients with substance use disorders, be more compliant, and that it is a nice replacement for other medications.

11. DIRECTOR OF MHSA AND ETHNIC SERVICES REPORT

Director of MHSA and Ethnic Services Hundal presented an MHSA programming report that included explaining the Community Planning Process, stakeholders meeting, the Annual MHSA Plan process and how it is ultimately approved, and the upcoming MSHA Public Hearing on May 17th. She then reported the different activities taking place under the different MHSA programming: under Prevention and Early Intervention (PEI), the Community Wellbeing grants, the Community Mental Health Trainings, the Peer Mentors meetings, the 4th Annual Green Ribbon Week, and the Creative Minds Gallery & Showcase.

Under Community Supports and Services (CSS), she talked about housing noting that Tri-City Housing passed its annual audit with the LA County Housing Authority, and the activities taking place at the Wellness Center; under Innovations, the Cognitive Remediation (CRT) program activities, and the Employee Stability Program trainings such as the Effective Employee Curriculum.

Governing Board Member Lyons expressed satisfaction for what Tri-City has accomplished in reducing stigma and all around regarding mental health; he also congratulated staff for their efforts and for being so enthusiastic when performing their job.

Discussion ensued regarding the Community Wellbeing Grant process, applicant selection, how grants are awarded, and how much funding is available for the eligible applicants.

12. MANAGER OF BEST PRACTICES REPORT

Manager of Best Practices Majors-Stewart talked about her attendance to the Health Care Compliance Association's Basic Compliance Academy; showed the Board a compliance chart that Tri-City complies with, noting that she and her staff are constantly looking at processes of compliance to meet best practices, specifically, have looked at audit process to increase provider accountability and training regarding audits; she reported that two Clinical Record Review (CR2) pilot were conducted with the clinical department to separate the disconnect between the quality care and quality documentation because when good quality services are provided, the documentation will be an extension of it, and indicated she will report back the findings of the pilot program.

There being no further discussion, Board Member Lyons moved, and Vice-Chair Martinez seconded, to receive and file the month of March staff reports. The motion was carried by the following vote: AYES: Board Members Gonzalez, Lyons, Ontiveros-Cole, and Vera; Vice-Chair Martinez; and Chair Carder. NOES: None. ABSTAIN: None. ABSENT: Board Member Cockrell.

PUBLIC COMMENT

Jesse Duff, former Tri-City Executive Director, stated that he was really inspired with the information presented and that he missed Tri-City, noting that he leaves feeling better than when he arrived.

CLOSED SESSION

At 6:00 p.m., the Governing Board recessed to a Closed Session pursuant to Gov't Code § 54957.6 for Conference with Labor Negotiator. Agency Representatives Attending Closed Session: Chair Carder and Unrepresented Employee Position Title: Executive Director.

RECONVENE TO OPEN SESSION

At 6:13 p.m., the Governing Board reconvened to an Open Session.

CLOSED SESSION REPORT

Counsel Pieper announced that the Governing Board met in closed session to discuss the items on tonight's closed session Agenda and no action was taken that is required to be reported.

NEW BUSINESS -CONTINUED

13. AMENDMENT TO EXECUTIVE DIRECTOR'S EMPLOYMENT CONTRACT

There being no discussion Board Member Vera moved, and Board Member Lyons seconded, to amend the Employment Contract of Executive Director Antonette (Toni) Navarro for an exemplary performance to reflect an increase of 5.7% to her base salary from \$214,537 to \$226,787.00; that the Board considered the salary survey presented to them; that the General Counsel is authorized to prepare a Second Amendment to the Employment Contract with the only change being that of the salary; and that the Board Chair is authorized to execute it on behalf of the Board. The motion was carried by the following vote: AYES: Board Members Gonzalez, Lyons, Ontiveros-Cole, and Vera; Vice-Chair Martinez; and Chair Carder. NOES: None. ABSTAIN: None. ABSENT: Board Member Cockrell.

Executive Director Navarro expressed appreciation for allowing her to lead the agency and that she was thankful for the Board's feedback noting that she has already identified goals for the agency.

GOVERNING BOARD COMMENTS

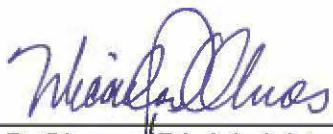
There was no comment.

PUBLIC COMMENT

There was no comment.

ADJOURNMENT

At 6:17 p.m., on consensus of the Governing Board its Regular Meeting of March 15, 2017 was adjourned. The next Regular Meeting of the Governing Board will be held on Wednesday, April 19, 2017 at 4:45 p.m. in the Administration Building, 1717 North Indian Hill Boulevard #B, Claremont, California.



Micaela P. Olmos, JPA Administrator/Clerk