



**MINUTES
REGULAR MEETING OF THE
GOVERNING BOARD
APRIL 19, 2017 – 4:45 P.M.**

The Governing Board met in a Regular Meeting on Wednesday, April 19, 2017 at 4:50 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 4:50 p.m.

ROLL CALL 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
Bill Aguirre, City of La Verne, Alternate Board Member

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

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

CONSENT CALENDAR

There being no comment, Board Member Lyons moved, and Vice-Chair Martinez seconded, to approve Item Nos. 2 and 3 of the Consent Calendar, and continue Item No. 1, Approval of Minutes from the March 15, 2017 Governing Board Meeting, to its next Regular Meeting. 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 MARCH 15, 2017 GOVERNING BOARD MEETING

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

2. APPROVAL OF RESOLUTION NO. 431 ADOPTING REVISED PERSONNEL RULES AND REGULATIONS MANUAL

Recommendation: “A motion to adopt Resolution No. 431 approving amendments to the Personnel Rules and Regulations Manual.”

3. APPROVAL OF RESOLUTION NO. 432 ADOPTING CLASSIFICATION AND SALARY RANGE FOR THE HOUSING SUPERVISOR POSITION

Recommendation: “A motion to adopt Resolution No. 432 establishing the Classification and Salary Range for the Housing Supervisor Position.”

MONTHLY STAFF REPORTS

4. EXECUTIVE DIRECTOR REPORT

Executive Director Navarro provided a NPLH update, noting that the attachments included in her written report are an overview of NPLH, program goals, and timelines; that she, MHSA Director, Housing Manager, and MHSA Housing Consultant will be meeting in May to review the NOFA paperwork to apply for the technical assistance of \$100,000 for which Tri-City is eligible for; that there is a comprehensive list of how that money can be used and staff will bring back a detailed list to the Board; and that before NPLH rolls out, its review in a court validation process has to be completed. She then stated that the warm-weather shelter will be open until November 30th and that the year-round shelter will be opening on December 1st, noting that Tri-City is a lead partner with the City of Pomona; that Tri-City staff will be making sure that services are available daily, Monday through Friday; and that Tri-City clients who are homeless will be able to utilize the shelter which will improve the level of Tri-City services for those clients because the City of Pomona will have at the shelter programming in place that is very comprehensive and structured focusing on moving people towards housing stability; and indicated that Tri-City will be providing community training such as MHFA, motivation interviewing, community resiliency model, and nonviolence crisis intervention for those individuals providing services at the shelter.

Discussion ensued regarding how the year-round shelter in the City of Pomona will be operated, services and food provided; and about how much funding Tri-City is eligible under NPLH.

MHSA Housing Consultant Don Pruyn reported that the Holt Family Apartments have revised their schedule and its completion has been delayed to August; talked about the tax credit program uncertainty at both local and federal levels; and stated that the easement property will be on escrow soon and Tri-City will own the property in the next three weeks. Executive Director Navarro added that once Tri-City owns the property, staff will provide the Board a proposal from RKA of the design for a permanent structure at the Therapeutic Community Garden and parking lot expansion.

Discussion ensued regarding an Arizona non-profit agency that is in discussions with Claremont Shelter Care to purchase their facility which is licensed to provide housing for persons suffering with mental health issues.

5. CHIEF FINANCIAL OFFICER REPORT

Executive Director Navarro reported that on March 6, 2017 Tri-City issued a Request for Proposals (RFP) for auditing services; that responses to the RFP were due on April 6, 2017; that eight proposals were submitted with cost ranging from approximately \$25,000 - \$38,000; and that the Ad-Hoc Committee members will review the proposals, select firms to interview, and have a recommendation for the Board in June. She then reminded the Board about the Joint Meeting with the Mental Health Commission and MHSA Public Hearing on May 17, 2017.

6. CHIEF OPERATIONS OFFICER REPORT

Chief Operations Officer Gill reported that the recently approved Personnel Rules and Regulations updates have been distributed to all staff; that HR staff, along management and Berry Newton, are currently working on the comprehensive review of job descriptions, noting that any changes, updates, and new salary ranges, will presented to the Board in June to be effective on July 1, 2017.

Discussion ensued regarding how salary and compensation studies are conducted; as well as vacation accruals.

7. DIRECTOR OF CLINICAL PROGRAM SERVICES REPORT

Director of Clinical Program Services Owens reported that Tri-City's executive team met with the new LACDMH District Chief and the Deputy Director of Children's System of Care for a site visit and to discuss Tri-City's system of care, noting that they also toured the Wellness Center and the MHSA Building. She added that she and the Executive Director met with the DMH Program Manager of Mental Health, Adult System of Care, regarding the FSP programs and had indicated that their challenge is staff retention. She then discussed the staff retention challenges that Tri-City also is facing and mentioned some of the solutions that she will be proposing to address this issue.

Discussion ensued regarding Tri-City's retention challenges of some clinical positions as a result of staff having to have a whole new set of skills in order to effectively provide services.

8. MEDICAL DIRECTOR STAFF REPORT

Medical Director Teimoori reported that the Los Angeles County Department of Public Health had provided two in-service presentations to the adult clinical staff regarding different contagious and communicable conditions, noting that it was well received by staff.

Discussion ensued regarding Los Angeles County Mental Health services in the Tri-City area.

9. DIRECTOR OF MHSA AND ETHNIC SERVICES REPORT

Director of MHSA and Ethnic Services Hundal announced that the MHSA Annual Update had been posted for a 30-day public review; talked about the activities held during Green Ribbon Week on March 13th-17th; reported upcoming activities being held at the Wellness Center such as the LGBT panel, and the Employment Stability Project, which will include a discussion about taking advantage of opportunities to work while receiving Social Security benefits and how Tri-City's Intensive Outreach and Engagement Team can be used as a resource for businesses.

10. MANAGER OF BEST PRACTICES REPORT

Manager of Best Practices Majors-Stewart reported that the Quality Improvement Committee began its first project, which focuses on improving processes on Tri-City's system of care, pointing out that it started with the clinical staff and it will be implemented agency wide.

There being no further discussion, Board Member Lyons moved, and Board Member Ontiveros-Cole seconded, to receive and file the month of April 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.

GOVERNING BOARD COMMENTS

Board Member Lyons indicated that, as the City of Claremont representative to the SGVCOG, he was appointed as Homeless Chair to the 50-member planning group for Measure H, meant to establish priorities and funding allocations within measure H that were approved. Unfortunately, the group has not arrived yet to a consensus about how funding will be distributed.

PUBLIC COMMENT

There was no comment.

ADJOURNMENT

At 5:46 p.m., on consensus of the Governing Board its Regular Meeting of April 19, 2017 was adjourned to a Fiscal Workshop to be held on Wednesday, May 3, 2017 at 5:00 p.m. in the Administration Building, 1717 North Indian Hill Boulevard #B, Claremont, California.

The Governing Board of Tri-City Mental Health Center's next regular meeting will be a Joint Meeting with the Mental Health Commission to be held on Wednesday, May 17, 2017 at 4:45 p.m. in the MHSA Office, 2001 N. Garey Avenue in Pomona, California.



Micaela P. Olmos, JPA Administrator/Clerk