



**MINUTES
REGULAR MEETING OF THE
GOVERNING BOARD
JUNE 21, 2017 – 4:45 P.M.**

The Governing Board met in a Regular Meeting on Wednesday, June 21, 2017 at 4:46 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 4:46 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
Carolyn Cockrell, City of La Verne, Board Member (arrived at 4:53 p.m.)
Rubio R. Gonzalez, City of Pomona, Board Member (arrived at 4:58 p.m.)
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: None

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
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

Board Member Vera moved, and Board Member Lyons seconded, to: 1) find that subsequent to the posting of the agenda, it came to the attention of the Agency that after the posting of the agenda negotiations with the Los Angeles County Department of Mental Health (LAC DMH) for a new services contract progressed to the point that it is or will shortly be ready to sign, and that the current contract expires June 30, 2017; 2) find that there is a need for the agency to take immediate action because the new contract will need to be signed before the regular July meeting of the Governing Board in order to ensure continuity of services from the LAC DMH; and to 3) add the matter of Approval of Resolution No. 439 Authorizing the Executive Director to execute the Short/Doyle Contract with the LAC DMH to the Agenda, under New Business, as authorized by Section 54954.2(b)(2) of the Brown Act. The motion was carried by the following vote: AYES: Board Members Lyons, Ontiveros-Cole, and Vera; Vice-Chair Martinez; and Chair Carder. NOES: None. ABSTAIN: None. ABSENT: Board Members Cockrell and Gonzalez.

CONSENT CALENDAR

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

1. APPROVAL OF MINUTES FROM THE MAY 17, 2017 GOVERNING BOARD AND MENTAL HEALTH COMMISSION JOINT MEETING AND MHSA ANNUAL PUBLIC HEARING

Recommendation: "A motion to approve the Minutes of the Joint Meeting with the Mental Health Commission and Annual MHSA Public Hearing of May 17, 2017."

2. APPROVAL OF RESOLUTION NO. 434 ADOPTING CLASSIFICATION AND SALARY RANGE FOR THE COMMUNICATIONS COORDINATOR POSITION

Recommendation: "A motion to approve and adopt Resolution No. 434 establishing the Classification and Salary Range for the Communications Coordinator Position."

3. APPROVAL OF RESOLUTION NO. 435 ADOPTING REVISED JOB DESCRIPTIONS FOR PROGRAM ANALYST, PROGRAMS AND OUTCOMES ANALYST SUPERVISOR, QUALITY IMPROVEMENT SPECIALIST I & II, QUALITY IMPROVEMENT SUPERVISOR, AND SENIOR HUMAN RESOURCES ANALYST POSITIONS

Recommendation: "A motion to approve and adopt Resolution No. 435 Revising the Job Descriptions for Program Analyst, Programs and Outcomes Analyst Supervisor, Quality Improvement Specialist I & II, Quality Improvement Supervisor, and Senior Human Resources Position; and revising the Salary Range for the Senior Human Resources Position only."

NEW BUSINESS

4. APPROVAL OF RESOLUTION NO. 436 ADOPTING FISCAL YEAR 2017-2018 CLASSIFICATION AND COMPENSATION STUDY

Executive Director Navarro distributed a Revised Resolution No. 436 reflecting an updated number for Full Time Equivalent (FTE) positions to match the Operating Budget, noting that everything else remained the same.

Board Member Lyons requested that in the future any updates or changes be highlighted in the report.

At 4:53 p.m., Board Member Carolyn Cockrell arrived at the meeting.

Discussion ensued regarding the structure of the resolution which now reflects the number of approved positions, including vacant positions.

There being no further discussion, Board Member Lyons moved, and Board Member Vera seconded, to approve and adopt Resolution No. 436 establishing the Classification and Salary Schedule for Fiscal Year 2017-2018 effective July 1, 2017. The motion was carried by the following vote: AYES: Board Members Cockrell, Lyons, Ontiveros-Cole, and Vera; Vice-Chair Martinez; and Chair Carder. NOES: None. ABSTAIN: None. ABSENT: Board Member Gonzalez.

5. APPROVAL OF RESOLUTION NO. 437 AUTHORIZING THE EXECUTIVE DIRECTOR TO ENTER INTO A THREE-YEAR AUDIT SERVICES AGREEMENT WITH VAVRINEK, TRINE, DAY & CO. (VTD) FOR FISCAL YEARS ENDING JUNE 30, 2017, 2018 AND 2019, IN THE AMOUNT OF \$92,700, WITH AN OPTION TO EXTEND AN ADDITIONAL TWO YEARS

Chair Carder stated that she was part of the Ad-Hoc Subcommittee, along with the Chief of Financial Officer, Controller, and JPA Administrator/Clerk, formed to select the audit firm; she discussed the selection process and noted that the three top firms selected spoke very highly of Tri-City and expressed satisfaction to hear that Tri-City is well respected in the community.

At 4:58 p.m., Board Member Rubio Gonzalez arrived at the meeting.

Discussion ensued regarding legislature which indicates that the lead audit partner coordinating the audit cannot perform audit services for the same local agency for six consecutive fiscal years and that VTD is in compliance with this requirement.

There being no further discussion, Board Member Vera moved, and Vice-Chair Martinez seconded, to approve and adopt Resolution No. 437 authorizing the Executive Director to enter into a Three-Year Audit Service Agreement with VTD for Fiscal Years ending June 30, 2107, 2018 and 2019, in the sum of \$92,700, with an option to extend two additional years, for a total value of \$159,180. The motion was carried by the following vote: AYES: Board Members Cockrell, Gonzalez, Lyons, Ontiveros-Cole, and Vera; Vice-Chair Martinez; and Chair Carder. NOES: None. ABSTAIN: None. ABSENT: None.

6. APPROVAL OF THE COMMUNITY WELLBEING GRANTS FOR FY 2017-18 UNDER THE COMMUNITY CAPACITY BUILDING PROJECT OF THE PREVENTION AND EARLY INTERVENTION (PEI) PLAN

Discussion ensued regarding the diversity of the groups being represented; the wellness that is emerging as a result of these grants; the programs being innovating in creating community capacity; the number of organizations that applied; the selection process, eligibility and duration of grants; and how grants are awarded under the requirements of the PEI; and possible funding available through Measure H for the communities.

The Board requested a list of all the grantees since the inception of the program to compare the diversity of the applicants.

There being no further discussion, Board Member Martinez moved, and Board Member Gonzalez seconded, to award the selected Community Wellbeing Grants totaling \$128,500.00 to be funded under the PEI Plan. The motion was carried by the following vote: AYES: Board Members Cockrell, Gonzalez, Lyons, Ontiveros-Cole, and Vera; Vice-Chair Martinez; and Chair Carder. NOES: None. ABSTAIN: None. ABSENT: None.

7. APPROVAL OF RESOLUTION NO. 438 AUTHORIZING APPLICATION FOR, AND RECEIPT OF, NO PLACE LIKE HOME PROGRAM TECHNICAL ASSISTANCE GRANT FUNDS

Executive Director Navarro stated that the NPLH grant program still under the court validation process; however, the technical assistance grants are available, discussed the application process under NPLH, and explained that it can be used to hire a consultant to create a Homeless Plan for the three cities, which is required to access funding under NPLH.

Discussion ensued about Measure H funding available for permanent supportive housing.

There being no further discussion, Board Member Lyons moved, and Board Member Cockrell seconded, to approve and adopt Resolution No. 438 authorizing Application for, and receipt of, Technical Assistance Grant Funds under NPLH. The motion was carried by the following vote: AYES: Board Members Cockrell, Gonzalez, Lyons, Ontiveros-Cole, and Vera; Vice-Chair Martinez; and Chair Carder. NOES: None. ABSTAIN: None. ABSENT: None.

[The following Item was added to the Agenda under New Business by unanimously vote of the Governing Board at the beginning of the meeting.]

APPROVAL OF RESOLUTION NO. 439 AUTHORIZING THE EXECUTIVE DIRECTOR TO EXECUTE THE SHORT/DOYLE CONTRACT WITH THE LOS ANGELES COUNTY DEPARTMENT OF MENTAL HEALTH (LAC DMH)

Discussion ensued regarding the review and process for the approval and renewal of the Short/Doyle contract with LAC DMH; the changes that staff requested to reflect Tri-City's uniqueness; the reasons by federal regulation that Tri-City cannot bill directly because we are an Authority and not Mental Health Plan; and that any subcontracting under this contract must be approved by the LAC DMH.

There being no further comment, Board Member Lyons moved, and Board Member Martinez seconded, to approve and adopt Resolution No. 439 authorizing the Executive Director to execute the Short/Doyle contract with the Los Angeles County Department of Mental Health (LAC DMH). The motion was carried by the following vote: AYES: Board Members Cockrell, Gonzalez, Lyons, Ontiveros-Cole, and Vera; Vice-Chair Martinez; and Chair Carder. NOES: None. ABSTAIN: None. ABSENT: None.

MONTHLY STAFF REPORTS

8. EXECUTIVE DIRECTOR REPORT

Executive Director Navarro reported that the State Governor reorganized the in-home supportive services to be covered by the counties and be funded through Realignment, thus, preventing any funding growth. However, due to CBHDA efforts, Tri-City and Berkeley will be exempt because they do not pay for IMD hospital beds, or interim supportive services, and should not be penalized; therefore, they will see economic growth. She then announced that July is minority month, that Tri-City will be celebrating it, and discussed planned activities which include having an African-American woman author as a guest, who will be doing readings of her book that promotes inclusion, acceptance, and mental health wellbeing.

Director of MHSA and Ethnic Services Hundal discussed all the communities participating during minority month.

Don Pruyn, Housing Consultant provided a permanent housing report and stated that the Clifford Beers Project is back on track and that after the fire, the insurance company was working closely with them to complete the project on time; discussed what needed to be repaired and possible cause of fire. He also stated that there were no updates regarding the Baseline project; and that the City of Pomona is currently reviewing purchase documents for the easement property.

9. CHIEF FINANCIAL OFFICER REPORT

Chief Financial Officer Acosta reported that Tri-City is not exceeding its budget and that it is expected to be under budget at the end of the year, noting that staff had collected almost 100% of the estimated revenues anticipated at the beginning of the year.

Discussion ensued regarding bankruptcy payments and the funding that Tri-City is allowed to use for this expense; as well as current balances under MHSA & Realignment.

10. CHIEF OPERATIONS OFFICER REPORT

Chief Operations Officer Gill reported that the construction of the Wellness Center Parking Lot started two weeks ago and it will have 18 parking spaces.

11. DIRECTOR OF CLINICAL PROGRAM SERVICES REPORT

Director of Clinical Program Services Owens reported that she attended the California Mental Health Advocates for Children and Youth conference, noting she attended workshops that focused on data gathering and outcomes measures, as well as on the topic of Commercial Sexual Exploitation of Children and Youth. She indicated that training on this issue will be provided to Tri-City clinicians by the County so that Tri-City can receive referrals of clients from our catchment area who have suffered this. She also visited the grand opening of a new Mental Health Center facility in Covina where Tri-City can refer those individuals who live outside Tri-City area. She also discussed new hires, the updated referral process, and staff training.

Discussion ensued regarding the Clinical Wellness Advocate program and the referral process.

12. MEDICAL DIRECTOR STAFF REPORT

Medical Director Teimoori reported that Tri-City has started a nice collaboration with the Los Angeles County Department of Public Health in order to address the needs identified in the local Pomona court.

Discussion ensued regarding this collaboration which also assists the local police department to handle the homeless population suffering with a mental illness that need treatment.

13. DIRECTOR OF MHSA AND ETHNIC SERVICES REPORT

Director of MHSA and Ethnic Services Hundal discussed the attendance results of the MHSA public hearing and also provided some success stories.

14. MANAGER OF BEST PRACTICES REPORT

Manager of Best Practices Majors-Stewart discussed the performance measure process which includes five goals: 1) accountable towards ourselves performance; 2) demonstrate outcomes towards stakeholders; 3) program integrity; 4) data to drive decision making; and 5) monitoring improvement; as well as how these goals were developed.

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

GOVERNING BOARD COMMENTS

Governing Board Vera stated he was very impressed with the way the MHSA Public Hearing was presented and organized.

PUBLIC COMMENT

There was no comment.

ADJOURNMENT

At 5:50 p.m., on consensus of the Governing Board its Regular Meeting of June 21, 2017 was adjourned. The next Regular Meeting of the Governing Board will be held on Wednesday, July 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