



**MINUTES
ADJOURNED REGULAR MEETING OF THE
GOVERNING BOARD
NOVEMBER 14, 2018 – 4:45 P.M.**

The Governing Board met in an Adjourned Regular Meeting on Monday, October 17, 2018 at 4:47 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 4:47 p.m.

ROLL CALL A visual roll call was taken.

PRESENT: Robin Carder, City of La Verne, Chair
Ronald T. Vera, City of Claremont, Vice-Chair
Carolyn Cockrell, City of La Verne, Board Member (arrived at 4:52 p.m.)
Joseph M. Lyons, MA, PhD, City of Claremont, Board Member
Rubio R. Gonzalez, City of Pomona, Board Member (arrived at 4:52 p.m.)
Elizabeth Ontiveros-Cole, City of Pomona, Board Member
Mona Sparks Johnson, City of Pomona, Board Member
Bill Aguirre, City of La Verne, Alternate Board Member
Benita DeFrank, City of Pomona, Alternate Board Member

ABSENT: None.

STAFF: Diana Acosta, Chief Financial Officer
Darold Pieper, General Counsel
Nancy Gill, Chief Operations Officer
Seeyam Teimoori, Medical Director
Rimmi Hundal, Director of MHSA and Ethnic Services
Natalie Majors-Stewart, Manager of Best Practices
Gilbert Saldate, Public Outreach and Housing Manager
Mica Olmos, JPA Administrator/Clerk

At the Request of Chair Carder, the Presentation Agenda Item was delayed to wait for all Board Members to arrive at the meeting to properly recognize Board Member Lyons.

CONSENT CALENDAR

There being no discussion, Board Member Lyons moved, and Board Member Sparks Johnson seconded, to approve the Consent Calendar, Agenda Items No. 1 and No. 2 only. The motion was carried by the following vote: **AYES:** Alternate Board Member DeFrank; Board Members Lyons and Sparks Johnson; Vice-Chair Vera; and Chair Carder. **NOES:** None. **ABSTAIN:** None. **ABSENT:** Board Members Cockrell, Gonzalez, and Ontiveros-Cole.

1. APPROVAL OF RESOLUTION NO. 463 ADOPTING NEW SALARY RANGE FOR THE CERTIFIED ABUSE COUNSELOR POSITION; AND REMOVAL OF S1 PAY GRADE FROM THE EXEMPT PAY STRUCTURE AS RESULT OF NEW RATES UNDER THE 2016 CALIFORNIA FAIR WAGE ACT

Recommendation: “A motion to adopt Resolution No. 463 establishing the S2 Pay Grade for the Certified Substance Abuse Counselor Position; and the removal of the S1 Pay Grade from the Exempt Pay Structure.

2. APPROVAL OF RESOLUTION NO. 464 ADOPTING REVISED JOB DESCRIPTION FOR THE MANAGER OF BEST PRACTICES POSITION

Recommendation: “A motion to adopt Resolution No. 464 revising the job description for the position of Manager of Best Practices.”

NEW BUSINESS

There was Governing Board consensus to pull out of Consent Calendar Agenda Items Nos. 3 and 4 for discussion.

3. APPROVAL OF RESOLUTION NO. 465 ADOPTING REVISED JOB DESCRIPTIONS, SCHEDULE OF SALARIES AND BENEFITS FOR EMPLOYEES IN THE PSYCHIATRIST JOB CLASSIFICATION

Vice-Chair Vera stated that Tri-City has been struggling to fill out the psychiatrist vacant position and asked for clarification about the pay grade scale as indicated in Exhibit A of Resolution No. 465, the Salary Schedule for the Psychiatrist Classification.

Chief Operations Officer Gill stated that Exhibit A is the salary ranges for the Psychiatrist series classification for Levels I, II, III, noting that the pay grade for Level I & II have not changed, and that only Level III pay rate was updated based on Barry Newton’s salary survey analysis.

Barry Newton, of Creative Management Solutions, Inc., stated that the Board’s concerns were validated at the Psychiatrist III level, noting that the market survey data indicated that Psychiatrist Level I & II were at market; however, the Psychiatrist Level III showed that Tri-City did not have the appropriate pay rate. He then explained the salary range grades which start at S1 and go up to S14, noting that the number of salary ranges are controlled in the context of the salary rates that exist, and aligning the pay structure to correspond with the line of market rates; and pointed out that it was evident from the analysis that Tri-City’s salary structure through those ranges was lined-up properly.

At 4:52 p.m., Board Members Rubio Gonzalez and Elizabeth Ontiveros-Cole arrived at the meeting; and Alternate Board Member Benita DeFrank stepped down the dais.

Vice-Chair Vera inquired if the comparison is with Psychiatrist Positions that are working with county mental health. Mr. Newton replied in the affirmative and stated that surveys are conducted using the labor market definition created approximately ten years ago; that he looks at counties having mental health programs; in addition, to ensure that positions are being compared correctly, he used several other published surveys sources that are recognized nationally in mental health.

Discussion ensued regarding the mathematical calculations between the ranges and how they are determined; how job descriptions are matched between classifications, and the expectations of those with higher qualifications and performance rates, will be higher in the range.

Vice-Chair Vera inquired if the proposed salary ranges are suitable for Tri-City's market giving the difficulty we had in recruiting psychiatrists. Medical Director Teimoori replied that based on the survey results, anything below 75% of the proposed salary ranges will not be competitive; therefore, 75% should be the start of any negotiations, noting that it is a highly competitive market. Chief Operations Officer added that this was the reason for also looking into the benefits package. Mr. Newton added that the Board's policy has established Tri-City's labor market to be entities that are governmental in nature; however, in order to be competitive, Tri-City should look at benefits packages to give Tri-City an advantage.

There being no further discussion, Board Member Lyons moved, and Vice-Chair Vera seconded, to adopt Resolution No. 465 revising job descriptions, salaries, and establishing new benefits for the Psychiatrist Job Classification; and ensuring that when negotiating a starting salary it is within the established range. The motion was carried by the following vote: AYES: Board Members Gonzalez, Lyons, Ontiveros-Cole, and Sparks Johnson; Vice-Chair Vera; and Chair Carder. NOES: None. ABSTAIN: None. ABSENT: Board Member Cockrell.

4. APPROVAL OF RESOLUTION NO. 466 REVISING THE SCHEDULE OF SALARIES AND BENEFITS FOR THE EXECUTIVE MANAGEMENT SERVICE CLASSIFICATION BY UPDATING THE JOB DESCRIPTIONS AND SCHEDULE OF SALARIES FOR MEDICAL DIRECTOR AND EXECUTIVE DIRECTOR POSITIONS; REVISING THE BENEFITS FOR MEDICAL DIRECTOR POSITION; ADDING THE TITLE OF CHIEF COMPLIANCE OFFICER POSITION; AND NEW SALARY RANGES FOR PAY GRADES S13 AND S14 OF THE EXEMPT PAY STRUCTURE

Vice-Chair Vera stated that the he did not recall the Board asking staff to conduct a salary survey for the Executive Director position.

Chair Carder stated that the Board determines the salary of the Executive Director; therefore, she was surprised to see the Executive Director's salary listed in the salary survey.

Chief Operations Officer Gill stated that the survey results are for a salary range and not approving that the salary be changed; noting that currently both the Medical Director and Executive Director positions share the same salary range; that when the Medical Director job description was updated and surveyed, the Executive Director position was also surveyed because they share the same pay grade; that survey results showed that these position are paid about the same, thus the pay grade was also changed for the Executive Director position to S14.

Mr. Newton stated that the Board periodically has asked that he keep an eye on the job levels that are at the top of the chart, which are these two classifications, and to make known if there is any difficulty with a compaction issue; therefore, as the compensation consultant serving the Board, his advice to the Board, in this situation where the Psychiatrist III position is now sharing the same salary range as the two top executive positions in the agency, a compaction issue, to address the problem at the same time because this issue was created after the Board changed the pay structure of the Psychiatrist III position.

Discussion ensued how the salary of the Executive Director is negotiated and established by the Governing Board.

Chair Carder inquired if this type of discussion was appropriate. Tri-City Counsel Pieper replied in the affirmative noting that the discussion is for the Executive Director's salary range and because there is no change in salary as stated; and that like all personnel civil service, the Board establishes salary ranges for all classifications.

Mr. Newton stated that in the interest of transparency, he advised the Board that the Executive Director position be on a salary range, as it is with other local entities that are part of Tri-City's labor market.

Vice-Chair Vera further stated that it appeared as if the Executive Director Job description was also being revised. Chief Operations Officer Gill stated that the job description was updated, not changed. Mr. Newton stated that were ancillary job responsibilities that were added and reconciled with the organization. Vice-Chair Vera stated that he would prefer to make those changes to the job description during the Executive Director's evaluation since the Board did not ask for this job description to be revised. Director of MHSA and Ethnic Services Hundal added that Tri-City also looks a job description to evaluate if staff still doing the same job when they were hired as the job description states. Chair Carder inquired if this also had been done for the Executive Director position. Mr. Newton replied that the other job classifications are regularly reviewed as a matter of Board policy, but not the two top positions, Medical Director and Executive Director Positions, noting that ten years ago was the last time that the Executive Director Job Description was reviewed; therefore, it would be helpful to be looking at these positions every several years.

Chair Carder stated that she concurred with Vice-Chair Vera comments and inquired if this was simply a recommendation; stating that the Board can make a decision to change the Executive Director Job Description during her evaluation. Mr. Newton stated that the Board does not have a restriction of changing the job description during the performance evaluation.

Tri-City Counsel Pieper stated, in reference with the salary change update, that having a salary structure in place it is very important when dealing with PERS (Public Employees Retirement System) because without these salary ranges, Tri-City can have significant disagreements with their auditors if Tri-City is not paying within the particular ranges set by policy; therefore, he would highly recommend that the Board go forward and create the proposed salary ranges.

Board Member Lyons clarified that the job description was comprised of industry standards merged with specific elements of Tri-City, and that it is a good policy to have to make sure that the benchmark matches, and allows Tri-City to be in compliance.

Vice-Chair Vera referred to the Executive Director Job Description, under the Qualifications, and read: *"The Executive Director shall meet such standards of training and experience as the State Department of Health Care Services, by regulation, shall require. However, if the Authority is unable to secure the services of a person who meets the standards of the State Department of Health Care Services, the Authority may select an alternate administrator."*

Tri-City Counsel Pieper stated that this language is out of statute.

Chair Carder and Vice-Chair Vera stated that they would prefer to make any changes to the Executive Director Job Description during the performance evaluation.

Tri-City Counsel Pieper stated that it might be awkward to try to revise a job description in the context of a closed session because it has to be done during open session; that he does not see an issue with the proposed changes, noting that the issue mentioned by Vice-Chair Vera was taken directly from WIC and that the other updates made are statutory references; and that the Board is free to add or revise the contract, but the Board should not try to formulate policy during the process; however, it was certainly the Board's decision.

Chair Carder called for the question; and thanked Mr. Newton for his report.

There being no further discussion, Board Member Lyons moved, and Board Member Gonzalez seconded, to accept the recommendations and adopt Resolution No. 466 updating the Executive Management Service Classification by revising the Job Descriptions and Schedule of Salaries for Medical Director and Executive Director positions; revising the Benefits for Medical Director Position; adding the Title of Chief Compliance Officer position; and Adopting new Salary Ranges for Pay Grades S13 and S14 of the Exempt Pay Structure. The motion was carried by the following vote: AYES: Board Members Gonzalez, Lyons, Ontiveros-Cole, and Sparks Johnson; Vice-Chair Vera; and Chair Carder. NOES: None. ABSTAIN: None. ABSENT: Board Member Cockrell.

Presentation Agenda Item was taken of order to wait for all Board Members to arrive at the meeting to properly recognize Board Member Lyons

PRESENTATION

Chair Carder and Vice-Chair Vera presented an Award of Recognition to outgoing Governing Board Member Dr. Joseph Lyons for his leadership and dedicated service to Tri-City since 2011. Vice-Chair Vera commented that Board Member Lyons is very involved in the community and thanked him for encouraging him to get involved; pointing out that Dr. Lyons brings an unraveled passion to whatever he engages in.

Board Member Lyons thanked the Board for the recognition; talked about his passion of advocacy to end homelessness and for the Mental Health Services Act; expressed his support for Tri-City's services and programs and that he is proud of being part such an organization that is embedded in the community; and thanked everyone for the memories and for the opportunity to serve.

Chief Financial Officer Acosta apologized on behalf of Executive Director Toni Navarro for not being in attendance at the meeting due to being out of town attending a California Behavioral Health Directors' Association (CBHDA) Meeting in Sacramento; and read the following farewell message to Board Member Lyons on behalf of Executive Director Toni Navarro:

"Joe, I am disappointed to be missing out on your last official meeting as a Governing Board Member, but am certainly looking forward to collaborating with you moving forward in your on-going advocacy and leadership roles in our Tri-City's region. I hope that the depth of my respect and appreciation for your commitment to Tri-City's mission, values, and in recent years as our Board Member, its Operations, comes through in this brief note! At last month's Board meeting Jesse said it best when he stated "You made us, Tri-City, a better organization". And, personally, Joe, you made me a better professional—

both as the Clinical Director and now as Tri-City's Executive Director. Thank you for your unwavering attention to the larger issues impacting the clients and families we serve and for always pushing me to think bigger, more critically, and more collaboratively—you have been a model for me as to how to balance the intensity of the passion we both clearly share for this work with the sensibility of compromise and seeking the win-win solution that always keeps the needs and rights of those we serve in the foreground. You have been a Board Member since you were selected to Claremont's City Council in March 2011; and your presence at the monthly Governing Board table will be missed, but no doubt we will continue our work together for the health and well-being of the three cities' communities. Thanks so much for Everything!!!"

5. APPROVAL TO RE-APPOINT DAVETTA WILLIAMS AS MEMBER TO THE TRI-CITY MENTAL HEALTH COMMISSION

There being no comment, Vice-Chair Vera moved, and Board Member Lyons seconded, to reappoint Davetta Williams as a member to the Mental Health Commission for a three-year term expiring on October 2021. The motion was carried by the following vote: AYES: Board Members Gonzalez, Lyons, Ontiveros-Cole, and Sparks Johnson; Vice-Chair Vera; and Chair Carder. NOES: None. ABSTAIN: None. ABSENT: Board Member Cockrell.

6. APPROVAL OF RESOLUTION NO. 467 AUTHORIZING THE AUTHORITY TO ENTER INTO A PARTICIPATION AGREEMENT WITH THE CALIFORNIA MENTAL HEALTH SERVICES AUTHORITY TO FUND THE TECHNOLOGY-BASED MENTAL HEALTH SOLUTIONS PROGRAM IN THE AMOUNT OF \$843,000; AND AUTHORIZING THE AUTHORITY TO PARTICIPATE AS AN INTENDED THIRD PARTY BENEFICIARY ON THE SELECTED VENDOR AGREEMENTS BY THE CALIFORNIA MENTAL HEALTH SERVICES AUTHORITY

Director of MHSA and Ethnic Services Hundal stated that on June 20, 2018 the Governing board approved the Tri-City's Tech Suite Innovations Plan; that this agreement is for Tri-City to collaborate with CalMHSA who will be the administrative body for the Tech Suite project; and that the cost of the contract includes \$799,187 of unspent Innovation funds which can be subject to reversion if not expended by June 30, 2020.

Vice-Chair Vera stated that he would like to see a presentation as the programming moves forward, noting that he would like to see a video where it shows a person interact with the services that Tri-City is contracting under this program. Director of MHSA and Ethnic Services Hundal stated that she would arrange a presentation of 7-Cups. Board Member Lyons stated that this program also allows for opportunities for peer-to-peer engagement; and concurred with Vice-Chair Vera's comment of getting update of the program.

Discussion ensued regarding Tri-City joining as the 2nd Cohort to the collaboration; the duties of CalMHSA under the agreement; and how the program will be advertised.

There being no further discussion, Board Member Lyons moved, and Board Member Sparks Johnson seconded, to adopt Resolution No. 467 Authorizing the Authority to enter into a Participation Agreement with the CalMHSA to fund the Technology-Based Mental Health Solutions Program in the amount of \$843,000; and authorizing the Authority to participate as an intended third party beneficiary on the selected vendor agreements by the CalMHSA. The motion was carried by the following vote: AYES: Board Members Gonzalez, Lyons, Ontiveros-Cole, and Sparks Johnson; Vice-Chair Vera; and Chair Carder. NOES: None. ABSTAIN: None. ABSENT: Board Member Cockrell.

MONTHLY STAFF REPORTS

7. TONI NAVARRO, EXECUTIVE DIRECTOR REPORT

In the absence of Executive Director Navarro, Chief Financial Officer Acosta announced that the Pomona Christmas Parade will take place on December 8th, and that the Tri-City annual Employee Recognition Luncheon will take place on December 13th at Taylor Hall.

8. DIANA ACOSTA, CHIEF FINANCIAL OFFICER REPORT

Chief Financial Officer Acosta reported that in connection to prudent reserves, SB192 was passed which changes the amount that can be held in prudent reserves, noting that based on the listed calculation, Tri-City is over the allowed amount; and that staff is currently waiting for the State's direction on how can Tri-City spend this money be spent.

Vice-Chair Vera referred to page 3 of the report wherein states that prudent reserves cannot exceed 33%, and inquired of what amount. Chief Financial Officer Acosta stated that it would be of the revenue received for the Community Services and Support (CSS) fund, in the preceding 5 years.

Discussion ensued about the total amount that can be held; about the possible ways in which the extra funds in reserve might be transferred pending State clarification; and that it would be a one-time funding amount.

9. NANCY GILL, CHIEF OPERATIONS OFFICER REPORT

Chief Operations Officer Gill stated that Tri-City is in the middle of open enrollment; stated that Kaiser offered flu shoots to all employees free of charge; that the Health Fair was a great turnout; and that a safety and security survey was distributed and when the results are received, they will be shared with the Board.

10. ELIZABETH OWENS, DIRECTOR OF CLINICAL PROGRAM SERVICES REPORT

There was no comment.

11. SEEYAM TEIMOORI, MEDICAL DIRECTOR STAFF REPORT

Medical Director Teimoori reported that Tri-City's Intensive Outreach and Engagement Team (IOET) has been outreaching to the three Cities Police Departments to inform them about Tri-City's whole person system of care approach, which entails not only mental health, but also, substance dependence and physical health; that the IOET also met with Pomona Valley Hospital to share Tri-City's concern about not receiving enough referrals from the P.A.T.H. unit at PVH, noting that it was agreed that communication needed to improve between psychiatrists and physicians which has a barrier due to the sharing of confidential information.

Board Member Lyons talked about the opportunity to strengthen relationship through resources that might be available, such as Measure H, and inquired if PVH is involved in programs that are Measure H related. Benita DeFrank stated that at the regional homes' advisory committee there is a liaison for all hospitals facilities; however, not from specific hospitals.

Board Member Lyons stated that communications among agencies was important and if Tri-City encounters difficulties in establishing that communication, he asked that he and the Board be notified so that in turn they can facilitate those communications with the LA county or LAHSA.

Vice-Chair Vera talked about the process at the emergency services at PVH, which includes a behavioral assessment, noting that it is his understanding that Tri-City's Executive Director is working on having Tri-City staff on site at PVH, pointing out that perhaps they are not aware of all of Tri-City's resources.

Medical Director Teimoori thanked the Board for their support which allowed staff to improve the Psychiatrist benefits package; stated that he will be able to handle services with the assistance of the two wonderful psychiatrist that Tri-City has as backbone to our services; and mentioned that his position still vacant since he was promoted to Medical Director two years ago.

12. RIMMI HUNDAL, DIRECTOR OF MHSA AND ETHNIC SERVICES REPORT

Director of MHSA and Ethnic Services Hundal thanked the Board for all their support of the MHSA programming and staff, noting that Tri-City was the first county in the State of California that had Mental Health First Aid Trainings.

Board Member Lyons noted that Mental Health First Aid has done wonders about the general attitude toward mental health in Tri-City's region as people no longer runs away from discussing mental health and are less afraid of opening up on the issue; and thanked staff for doing a great job with the program.

Director of MHSA and Ethnic Services Hundal then provided an update on the Stakeholder process, noting that the workgroups to discuss current programs and data review were finished, and that staff is putting together the results in a report; that Tri-City hosted a great job fair at the Wellness Center, pointing out that there were 20 employers on site; that Tri-City has a new partnership with Hathaway-Sycamores for the Youth Coordinated Entry System (YCES) and that one day per week a Hosing Navigator will be located at the Wellness Center to enter persons into the system; and that Jose Montenegro, TAY and Older Adult Wellbeing Supervisor, has retired and Tri-City is currently hiring for this position.

13. NATALIE MAJORS-STEWART, CHIEF COMPLIANCE OFFICER REPORT

Chief Compliance Officer Majors-Stewart stated that she would provide a quick status update on the Network Adequacy project in which the Best Practices team has worked on intensely this year, with a huge collaborate effort with the entire agency, and will continue working on through next year in order to establish the necessary practices and processes that will facilitate the Network Adequacy regulations; then proudly stated that, after several months of preparation, Phase 2, modifications to the Officer of the Day process, was implemented in October, and that it was a very smooth launch; that staff is now in the process of sustaining the implementation of Phase 2, and moving on to Phase 3, the Modification to the Medication Support Process, noting that the final phase, Phase 4, will start development next year.

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

GOVERNING BOARD COMMENTS

Board Member Ontiveros-Cole announced that she will be meeting with the property manager and residents of the Holt Family Apartments due to the issues taking place on Abbey Ln in the neighborhood which is causing alarm to the residents. Director of MHSA and Ethnic Services Hundal shared that in collaboration with the Mayor of Pomona, Tri-City staff removed the trash along that street and, if it needed to be clean again, to let staff know.

Governing Board Gonzalez wished Dr. Lyons good luck in his future endeavors and stated that it had been a pleasure working with Dr. Lyons.

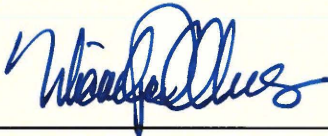
PUBLIC COMMENT

Public Outreach and Housing Manager Saldade said thanked Dr. Lyons.

James Curtis, NAMI Pomona Valley President, stated that Board Member Lyons was a former leader of NAMI, and expressed gratitude for his consistent support and leadership as Tri-City Board Member, wished him all the best, and was looking forward to continuing to work with him in other projects.

ADJOURNMENT

At 5:57 p.m., the Governing Board Meeting of November 14, 2018 was adjourned. The Governing Board will meet next in a Regular Joint Meeting with the Mental Health Commission to be held on Wednesday, December 19, 2018 at 4:45 p.m. in the MHSA Office, 2001 N. Garey Avenue in Pomona, California.



Micaela P. Olmos, JPA Administrator/Clerk