



## MINUTES

### **REGULAR JOINT MEETING OF THE GOVERNING BOARD AND MENTAL HEALTH COMMISSION DECEMBER 19, 2018 – 4:45 P.M.**

The Governing Board and the Mental Health Commission met in a Joint Meeting on Wednesday, December 19, 2018 at 4:57 p.m. in the MHSA Office located at 2001 North Garey Avenue, Pomona, California.

**CALL TO ORDER** Governing Board Chair Carder and Mental Health Commission Chair Watson called the meeting to order at 4:57 p.m.

**ROLL CALL** Visual Roll was taken.

#### GOVERNING BOARD

**PRESENT:** Robin Carder, City of La Verne, Chair  
Ronald T. Vera, City of Claremont, Vice-Chair  
Carolyn Cockrell, City of La Verne, Board Member  
Rubio R. Gonzalez, City of Pomona, Board Member  
Elizabeth Ontiveros-Cole, City of Pomona, Board Member  
Mona Sparks Johnson, City of Pomona, Board Member  
Anne Turner, City of Claremont, Alternate Board Member

**ABSENT:** None.

#### MENTAL HEALTH COMMISSION

**PRESENT:** Toni L. Watson, Chair  
Donald R. Perez, Vice Chair  
Cheryl Berezny  
Anne Henderson  
Joan M. Reyes  
Wray Ryback  
Alfonso "Al" Villanueva

**ABSENT:** Arny Bloom  
Ethel Gardner  
Jeanette Heitmann  
Daniel Rodriguez  
Twila L. Stephens  
David J. Weldon  
Davetta Williams

There was a lack of a quorum of the Mental Health Commission.

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  
Natalie Majors-Stewart, Manager of Best Practices  
Trevor Bogle, Controller  
Mica Olmos, JPA Administrator/Clerk

### **MENTAL HEALTH COMMISSION MINUTES**

#### **1. APPROVAL OF MINUTES – MENTAL HEALTH COMMISSION MEETING OF NOVEMBER 14, 2017**

Due to a lack of a quorum, the Mental Health Commission did not take action on this item. This item will be presented again for approval at the next Regular Meeting of the Mental Health Commission of January 8, 2019.

### **CONSENT CALENDAR**

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

#### **2. APPROVAL OF MINUTES - GOVERNING BOARD MEETING OF OCTOBER 17, 2018**

Recommendation: “A motion to approve the Governing Board Minutes its Regular Meeting of October 17, 2018.”

#### **3. APPROVAL OF MINUTES - GOVERNING BOARD MEETING OF NOVEMBER 14, 2018**

Recommendation: “A motion to approve the Governing Board Minutes its Adjourned Regular Meeting of November 14, 2018.”

#### **4. APPROVAL FOR THE DISPOSAL OR DONATION OF SURPLUS I.T. EQUIPMENT**

Recommendation: “A motion to approve the disposal and donation of surplus I.T. equipment as listed on the attached Surplus I.T. Equipment List for Disposal and Donation – December 2018 report.”



**NEW BUSINESS**

**5. APPROVAL OF RESOLUTION NO. 468 APPROVING A MEMORANDUM OF UNDERSTANDING WITH THE BONITA UNIFIED SCHOOL DISTRICT AND AUTHORIZING THE EXECUTIVE DIRECTOR TO EXECUTE THE MOU; AND APPROVING THE AGREEMENT WITH THE CLAREMONT UNIFIED SCHOOL DISTRICT (CUSD) AND TO RATIFY THE ACTION OF THE EXECUTIVE DIRECTOR OF SIGNING ON BEHALF OF TRI-CITY THE AGREEMENT WITH THE CUSD**

Executive Director Navarro explained that it was past practice that when there was no money exchanged for services, contracts were not presented to the Board for approval; however, she recently became aware that due to the Indemnification Clause of the MOU, said contracts need approval from the Board; and that moving forward they will be presented to the Board pointing out also to inform the Board of the agencies that Tri-City partners with. She then indicated that the Board had already renewed a BUSD MOU for the Youth and Family Action Committee which has been in place for the last 15 years to provide services through the student intern program; that this new MOU with BUSD and CUSD will be for the additional school based positions that the Board approved to be hired in September to provide more services to their students. Vice-Chair Vera referred to the BUSD MOU and pointed out two typographical errors that needed to be corrected, the term date and a cross-reference to the termination clause. Staff indicated those will be corrected.

There being no further discussion, Board Member Gonzalez moved, and Board Member Cockrell seconded, to adopt Resolution No. 468 approving the MOU with the BUSD and authorizing the Executive Director to execute the MOU; approving the Agreement with the CUSD and to ratify the action of the Executive Director of signing on behalf of Tri-City the Agreement with the CUSD. The motion was carried by the following vote: AYES: Alternate Board Member Turner; Board Members Cockrell, Gonzalez, Ontiveros-Cole, and Sparks Johnson; Vice-Chair Vera; and Chair Carder. NOES: None. ABSTAIN: None. ABSENT: None.

**6. APPROVAL OF RESOLUTION NO. 469 APPROVING AN AGREEMENT WITH BEHAVIORAL HEALTH SERVICES, INC.- AMERICAN RECOVERY CENTER FOR SUBSTANCE USE DISORDER FIELD-BASED SERVICES AT TRI-CITY LOCATIONS AND AUTHORIZING THE EXECUTIVE DIRECTOR TO EXECUTE THE AGREEMENT**

Executive Director Navarro reported that this agreement is in response to the new Drug Medi-Cal organized delivery system implemented by the State of California and the Federal Government, where substance abuse providers can now come to their partners sites to provide services to their mutual clients; therefore, this contract is required so that American Recovery Center can come to Tri-City facilities to provide services to clients that are mutually served.

There being no further comment, Board Member Sparks Johnson moved, and Alternate Board Member Turner seconded, to adopt Resolution No. 469 approving the Agreement with Behavioral Health Services, Inc.-American Recovery Center for Substance Use Disorder Field-Based Services at Tri-City Locations and authorizing the Executive Director to execute the Agreement. The motion was carried by the following vote: AYES: Alternate Board Member Turner; Board Members Cockrell, Gonzalez, Ontiveros-Cole, and Sparks Johnson; Vice-Chair Vera; and Chair Carder. NOES: None. ABSTAIN: None. ABSENT: None.



There was Governing Board consensus to take Public Comment out of order.

### **PUBLIC COMMENT**

James Curtis, Executive Director of National Alliance on Mental Illness (NAMI) Pomona Valley Affiliate, presented a plaque to Tri-City in grateful appreciation for going above and beyond NAMI walks 2017, noting that the presentation was overlooked a year ago due to change in leadership.

Executive Director Navarro thanked NAMI for all their programs that support the families and clients that Tri-City serves, noting that it is a wonderful collaboration. She then indicated that Dr. James Kim, Medical Director Emergency Services, Angela Besiant, MA, MSN, RN, CEN Director of ED Services, and Jennifer Curlowicz, Coordinator of the PATH unit, were in attendance to provide an update of the Pomona Valley Hospital PATH Unit.

Angela Besiant, Director of Emergency Department Services at PVH, spoke of the reason for staff to provide more care to the hospital mental health patients, pointing out that Jennifer Curlowicz was an integral part of making the PATH unit to exist.

Jennifer Curlowicz, Coordinator of PATH Unit, stated that the Psychiatric Assessment Treatment and Healing (PATH) opened in August and it is part of the Emergency Department Unit, an extension area where they hold psychiatric patients that meet certain criteria. She then talked about the staff working at the PATH Unit; and described the area where patients are placed as being a safe and calming environment.

PVH Director of ED Services Besiant explained that the PATH Unit area is an open Millu for patients to walk around and interact with staff, and the various activities/tools the patients have access to; noting that it has been reported that this type of environment can create great outcomes. She then stated that in January, Tri-City staff met with all the nurses, not just psychiatric staff, and provided information about what Tri-City has to offer, how they are partnering with PVH, and even reaching beyond the three cities area patients, stating that this is very helpful to PVH, that it is a great collaboration, and that applauded Tri-City staff for coming to the hospital and letting the nurses know that Tri-City is ready and available to help.

Executive Director Navarro introduced Shawn Smith, a Licensed Psychiatric Technician, Tri-City's Manager over Crisis and Medication Support Services; that he reports to Tri-City's Medical Director Dr. Teimoore, and that Mr. Smith also oversees the Supplemental Crisis Program including intensive outreach and engagement, the after-hours supplemental crisis line, walking-in crisis, and all psych techs and meds support services.

Dr. James Kim, Medical Director Emergency Services at PVH, expressed excitement for being at the meeting to provide an update of the services being provided in the community emergency department; that PVH is really proud to be a participant with the community; that they appreciate all the organizations that collectively try to address the stigma and the marginalization of mental health illness; noting that they can do a better job, and to that end, for those patients that present themselves with a mental health crisis, they try to create an environment that is embracing, respectful and that provides dignity to patients which is very hard to achieve in an emergency department setting; therefore, the PVH and a lot of passion from individuals within organization, created a space to address these deficits at the hospital that can provide a calming environment, where patients are encouraged to interact and in a communal setting.



Dr. Kim clarified that PATH is not a licensed psychiatric unit, rather just providing a better service in the emergency department for those suffering from a mental illness and in crisis, in a more humane way to de-escalate and transition patients to local community partners; he noted that this is the reason he was at today's Governing Board meeting to try to build bridges and relationships, understanding that there is a wealth of resources and lots of individuals who are passionate about mental health and about promoting the wellness of the community, and that they want to be part of the solution.

Discussion ensued about the protocols and treatment regarding patients who arrive with a psychiatric crisis.

Vice-Chair Vera inquired what percentage of persons arrive at the ED having behavioral issues and what role does Tri-City play in transitioning to Tri-City or some other agency, those patients that have been stabilized and no longer need to be hospitalized any further. Dr. Kim replied that 130 out of 8,000 patients monthly; with average length of stay of 12 hours.

PVH Director of Emergency Department Services Besiant, talked about the success of the PATH Unit in decreasing the length of stay of patients suffering from a behavioral issue. PATH Unit Coordinator Curlowicz discussed the referral and transfer process.

Executive Director Navarro stated that four years ago, Tri-City's Governing Board approved additional funding to create the Intensive Outreach and Engagement Team (IOET) to add to the supplemental crisis team based on the needs of the PVH ED after Tri-City received data from the hospital wherein it indicated that roughly 750 patients were primarily psychiatrist; that almost 50% of those were from the three cities; that only 3 patients on the list had open cases with Tri-City; that this information indicated that if persons are enrolled in Tri-City services, the likelihood of ending in ED on a revolving door basis would not happen; therefore, the solution was the creation of the IOET; that since that time Tri-City has tried to develop a referral process with the PVH; that Tri-City also has an agreement with the LACDMH where they identify the person to call if they do not belong to the three cities; and that Tri-City wants to help PVH achieve their mission.

Dr. Kim stated that after the de-escalation of a patient's crisis the most important thing is the continuity of mental health services; that he has been in communications with Tri-City to how transition patients; and that he is looking forward to additional collaboration with Tri-City.

Commissioner Berezny inquired if patients are released to a mental health agency after they are released from the Hospital. Dr. Kim explained that, unfortunately, mental health does not discriminate on socio-economics; that the success of continuity is based on the patient's resources; and explained the hospital efforts to connect individuals to the appropriate resources.

Discussion ensued regarding tele psych services at the hospital, which also includes counseling and guidance to those that do not know where to begin to seek help.

Commissioner Chair Watson commented about her personal experience, and expressed appreciation for Tri-City, PVH, and for physical and mental health services becoming more integrated.



Board Member Sparks Johnson inquired how the hospital handles those persons that need a 5150 hold. Dr. Kim stated hospital psychiatrist do not write 5150 holds, and described the process how they are handled. Board Member Sparks Johnson stated that staff in San Bernardino County cannot write 5150 holds for Los Angeles County and she offered her assistance to the hospital in writing those.

The Governing Board thanked Dr. Kim, Angela Besiant, and Jennifer for their update.

## **7. GOVERNING BOARD DISCUSSION ABOUT TIME OPTIONS FOR ITS MONTHLY REGULAR MEETINGS**

Chair Carder indicated that this item was placed on the agenda to discuss if the time and place where the Governing Board meetings are held, continue to be convenient for everyone.

Board discussion ensued about preferred times and location.

There being no further discussion, Board Member Sparks Johnson moved, and Board Member Ontiveros-Cole seconded, to conduct all future Regular Meetings of the Governing Board at 5:00 p.m. and that they be held at the MSHA Office located at 2001 N. Garey Avenue, in Pomona, CA beginning in January 2019. The motion was carried by the following vote: AYES: Alternate Board Member Turner; Board Members Cockrell, Gonzalez, Ontiveros-Cole, and Sparks Johnson; Vice-Chair Vera; and Chair Carder. NOES: None. ABSTAIN: None. ABSENT: None.

## **MONTHLY STAFF REPORTS**

### **8. TONI NAVARRO, EXECUTIVE DIRECTOR REPORT**

Executive Director Navarro thanked the Board Members and Commissioners who attended the Employee Recognition Luncheon, noting that staff feels very supported and appreciated.

Board members and Commissioners in attendance talked about the activities at the employee recognition luncheon.

Executive Director Navarro also thanked Board Member Rubio Gonzalez and his family for walking with Tri-City team in the Pomona Christmas Parade, noting that it was really fun and a nice community demonstration. She then provided an update on Measure H, stating that she and City staff assigned to Measure H funding project, have a conference call with the CEO's office of the LA Homeless Initiative to talk about what Tri-City has been doing in terms of working with the homeless population in the three cities; that it might be an opportunity for Tri-City to make a strong case to get its own Measure H funding, which Tri-City advocated for last year and was turned down. She also provided a NPLH update and indicated that staff will be presenting to the Board Tri-City's Strategic Homelessness Plan and pointed out that the deadline is August 2019 to submit its application to draw down its one-time noncompetitive fund allocation of \$1,149,000; that following its receipt of those funds, Tri-City will have until February 2021 to submit a project plan for the expenditure of those funds; and explained the funding award process.



Shen then talked about the California Behavioral Health Planning Council Data Notebook which is a tool created to assist local mental health boards/commissions meet their duty to review, comment and report on outcomes and findings regarding the performance of the Mental Health Plan to its Board of Supervisors and the public, noting that the Commission prepared one last year; and that staff would be available to assist the Commission if they would like again to work on the data notebook if they choose to do it.

**9. DIANA ACOSTA, CHIEF FINANCIAL OFFICER REPORT**

Controller Bogle reported that Chief Financial Officer Acosta developed a new Investing Policy and is currently being reviewed internally before being submitted for review to the California Municipal Treasurers Association (CMTA) for certification through their Investment Policy Certification Program; that staff anticipates presenting an updated Investment Policy to the Governing Board for review and approval after completion by CMTA; and that Tri-City will be able to make a payment of \$250,000 before the end of the year as a result of the State being rectified and on track.

Vice-Chair Vera inquired if the prudent reserves are within the limit. Controller Bogle explained that the prudent reserves exceed the new maximum, and that staff is waiting notice from the State on how to expend the excess amount in reserves. Executive Director Navarro explained that Tri-City was within the limits of the DHCS which indicated that 33% of all the allotment over the previous five years; however, new legislation indicates that it should be one-third of CSS allotment over the previous five years.

**10. NANCY GILL, CHIEF OPERATIONS OFFICER REPORT**

Chief Operations Officer Gill provided a recruitment update, pointing out that staff is only working on recruiting five positions; and that a HIPAA/HITECH Security Risk Assessment was conducted with the additional emphasis on Los Angeles Department of Mental Health (LADMH) and Federal Substance Abuse and Mental Health Services (SAMHSA) requirements; noting that Tri-City rated the lowest risk.

**11. ELIZABETH OWENS, DIRECTOR OF CLINICAL PROGRAM SERVICES REPORT**

Director of Clinical Program Services Owens provided information about new cases, service requests at the clinical departments which focused on evaluating services and how to collect data; and the collaboration of the School Partnership team with the three school districts indicating that they continue to meet on a monthly basis.

Executive Director Navarro announced that January will be Elizabeth Owens last meeting with Tri-City.

**12. SEEYAM TEIMOORI, MEDICAL DIRECTOR REPORT**

Medical Director Teimoori stated that his report had data updates of the Intensive Outreach And Engagement Team (IOET) And Supplemental Crisis Team and would answer any questions about the data.

Alternate Board Member Turner commented that the IOET has done an excellent job at Claremont, and discussed their efforts in the community.



**13. RIMMI HUNDAL, DIRECTOR OF MHSA AND ETHNIC SERVICES REPORT**

Executive Director Navarro provided an update of the Innovations Plan, in which Tri-City is part of the statewide cohort, and indicated that at the Kick Off/Orientation, teams meet and shared ideas; and that at the leadership level, there will be an implemented weekly phone calls to make sure that the plans roll-out smoothly.

Alternate Board Member Turner thanked Tri-City for coming attending Claremont's Yellow Ribbon assemblies.

**14. NATALIE MAJORS-STEWART, MANAGER OF BEST PRACTICES REPORT**

Manager of Best Practices Majors talked about the upcoming 2019 Triennial Systems Review of LA County DMH by the California Department of Health Care Services (DHCS), indicating that the purpose of the Triennial Systems Review is to evaluate each Mental Health Plan's compliance with Medi-Cal SMHS regulatory requirements; and that the review includes both a review of the system of care and also a review of the records. She further indicated that since Tri-City is a Mental Health Authority (MHAs), as opposed to a plan, when our larger county MHP (which is LA County) has a Triennial Review, Tri-City is also included in that Triennial Review along with the county; and noted that staff is in the process of notification and chart selection from the State, through LA County, and DHCS will be onsite at LA County, in February 4th- 8th.

Discussion ensued about staff documentation training.

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

**GOVERNING BOARD/MENTAL HEALTH COMMISSION COMMENTS**

Board Member Cockrell expressed excitement for the Pomona Valley Hospital and Tri-City collaboration.

Chair Carder stated that Pomona Valley Hospital has a nice faculty team, has improved, and also has good Board Members.

Board Member Ontiveros-Cole reported that she, Pomona Mayor Sandoval, and the Pomona Chief of Police had met with the residents of the East Holt Family Apartments to listen to their concerns about incidents that are taking place in their neighborhood, stating that the residents on Abbey Lane vandalize the building, break the locks, and criminal activity takes place at the pocket park behind the apartment complex.

Executive Director Navarro stated that Tri-City has not received notification about any incidents from Levine Property Management, and encouraged the Board to invite staff to future meetings because this affects Tri-City residents.

Discussion ensued about the problems, regarding possible solutions, and the creation of the neighborhood watch program.



Commissioner Henderson stated that there is not much participation of Tri-City on the community effort Pomona's Promise, and requested that a Tri-City representative attends the Healthy Pomona Group or community safety meetings. Executive Director Navarro asked Commissioner Henderson to provide information about the time and place of the meetings and that she will assign a Tri-City representative to said meeting.

Commissioner Villanueva inquired if the Parkside Apartments had cameras. Executive Director Navarro replied in the affirmative, noting that staff had asked Clifford Beers to have them at the Holt Family Apartments, even offered to pay for some of the cameras; however, they did not accept Tri-City's offer.

### **CLOSED SESSION**

At 6:32 p.m., Board Member Ontiveros-Cole left the meeting; and the Governing Board recessed to a Closed Session pursuant to Government Code § 54956.8, conference with Real Property Negotiators for property located at 310 E. Foothill Boulevard, Pomona, CA 91767; Agency Negotiators: Toni Navarro, Darold Pieper, Trevor Bogle in place of Diana Acosta; Negotiating Parties: Jamboree Housing Developer, Owner; Under Negotiation: possible purchase including terms and price. Also pursuant to Government Code § 54957, Public Employee Performance Evaluation; Title of Position of Employee Being Evaluated: Executive Director.

### **RECONVENE TO OPEN SESSION**

At 7:00 p.m., the Governing Board reconvened to an Open Session.

### **CLOSED SESSION REPORT**

Chair Carder stated that there was no reportable action.

### **GOVERNING BOARD COMMENTS**

There was no Governing Board comment.

### **PUBLIC COMMENT**

There was no public comment.

### **ADJOURNMENT**

At 7:01 p.m., the Governing Board Meeting of December 19, 2018 was adjourned. The next Regular Meeting of the Governing Board will be held on Wednesday, January 16, 2018 at 5:00 p.m., in the MHS Administrative Office, 2001 North Garey Avenue, Pomona, California.



---

Micaela P. Olmos, JPA Administrator/Clerk