



MINUTES

REGULAR MEETING OF THE GOVERNING BOARD APRIL 15, 2020 – 5:00 P.M.

The Governing Board held on Wednesday, April 15, 2020 at 5:11 p.m. its Regular Meeting Via Teleconference pursuant to California Governor Newsom Executive Order N-25-20 wherein he suspended certain provisions of the Brown Act to allow the continuation to hold meetings without gathering in a room in an effort to minimize the spread and mitigate the effects of COVID-19 (Corona Virus Disease of 2019).

CALL TO ORDER Governing Board Chair Carder called the meeting to order at 5:00 p.m.

ROLL CALL Roll call was taken by JPA Administrator/Clerk Olmos.

GOVERNING BOARD

PRESENT: Robin Carder, City of La Verne, Chair
Carolyn Cockrell, City of La Verne, Board Member
Rubio R. Gonzalez, City of Pomona, Board Member
Jed Leano, City of Claremont, Board Member
Elizabeth Ontiveros-Cole, City of Pomona, Board Member (arrived at 5:04 pm)
Ronald T. Vera, City of Claremont, Board Member (arrived at 5:07 pm)
Anne Turner, City of Claremont, Alternate Board Member
Benita DeFrank, City of Pomona, Alternate Board Member

ABSENT: None.

STAFF: Toni Navarro, Executive Director
Darold Pieper, General Counsel
Diana Acosta, Chief Financial Officer
Nancy Gill, Chief Operations Officer
Angela Igrisan, Chief Clinical Officer
Seeyam Teimoori, Medical Director
Rimmi Hundal, Director of MHSA & Ethnic Services
Natalie Majors-Stewart, Chief Compliance Officer
Mary Monzon, Housing Manager
Mica Olmos, JPA Administrator/Clerk

CONSENT CALENDAR

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

1. APPROVAL OF THE MINUTES FROM THE MARCH 18, 2020 GOVERNING BOARD REGULAR MEETING

Recommendation: “A motion to approve the Minutes of the Governing Board Regular Meeting of March 18, 2020.”

2. APPROVAL OF THE MINUTES FROM THE MARCH 19, 2020 GOVERNING BOARD ADJOURNED MEETING

Recommendation: “A motion to approve the Minutes of the Governing Board Adjourned Meeting of March 19, 2020.”

NEW BUSINESS

3. APPROVAL OF RESOLUTION NO. 528 ESTABLISHING POLICY AND PROCEDURE NO. I.15 – TEMPORARY EMERGENCY PAID SICK LEAVE (EPSL) AND EMERGENCY FAMILY MEDICAL LEAVE ACT (EFMLA) UNDER THE FAMILIES FIRST CORONAVIRUS RESPONSE ACT (FFCRA) – EFFECTIVE APRIL 1, 2020

Executive Director Navarro stated that the policy reflects an implementation of the Families First Coronavirus Response Act, and explained that one of the provisions allows staff to take emergency paid sick leave and/or emergency family medical leave, in the event that they become sick, a loved one or, need to care for a minor who is not in school; pointing out that it is required of Tri-City since we are an agency of less than 500 employees.

At 5:04 p.m., Board Member Elizabeth Ontiveros-Cole joined the teleconference meeting.

At 5:07 p.m., Board Member Ronald Vera joined the teleconference meeting.

Chair Carder provided a summary of what had taken place for the benefit of Board Members Vera and Ontiveros-Cole, indicating that the Board had accepted the consent calendar; that they are under New Business, Agenda Item No. 3, which is the approval of Resolution 528, Temporary Emergency Paid Sick Leave and Emergency Family Medical Leave.

There being no further comment, Board Member Leano moved, and Board Member Ontiveros-Cole seconded, to adopt Resolution No. 528 establishing Policy and Procedure No. I.15 – Temporary Emergency Paid Sick Leave and Emergency Family Medical Leave, under the Families First Coronavirus Response Act, Effective April 1, 2020. The motion was carried by the following vote: AYES: Board Members Cockrell, Gonzalez, Leano, Ontiveros-cole, and Vera; and Chair Carder. NOES: None. ABSTAIN: None. ABSENT: None.

4. ELECTION OF VICE CHAIRPERSON AFTER A VACANCY EXISTS

There being no discussion, Board Member Vera moved, and Board Member Gonzalez seconded, to elect City of Claremont Council Member Jed Leano as Vice-Chairperson to Tri-City’s Governing Board. The motion was carried by the following vote: AYES: Board Members Cockrell, Gonzalez, Leano, Ontiveros-cole, and Vera; and Chair Carder. NOES: None. ABSTAIN: None. ABSENT: None.

MONTHLY STAFF REPORTS

5. TONI NAVARRO, EXECUTIVE DIRECTOR REPORT

Executive Director Navarro reported that being on week four under COVID-19, staff went from crisis mode to having a really good flow going, doing an excellent job expressing satisfaction for how well Tri-City has pivoted and how well staff is taking care of the community; and now we are in a new transition phase which is the long-term of this new normal until a vaccine is ready and there are still a lot of things to adjust and plan for moving forward. She then stated that our encounters with clients has not gone down; that our billables have only gone down about 24% to 26%, noting that this is accounted for field based work as staff is able to bill their travel time, but now there is no travel time as we are doing tele-health; that the fact that the encounters number is not going down indicates that people are being seen and taken care of; that staff pivoted to having some online groups now at the Wellness Center; that all of the wellness staff are busy each day preparing new curriculum, new groups, and learning how to use the equipment so we can hold public groups online. She then reported that on Monday she, the Chief Financial Officer, and a couple of the other executive team members, sat on a CBHDA fiscal update; that it is definitely clear, since Tri-City is funded by sales tax, that revenues will be shorter than expected this year, as well as for the next couple of years; therefore, staff is preparing to do the same and/or more with less money, and expressed with confidence that we are going to be successful because we are going to be fiscally sound and fiscally responsible with the help of Tri-City's Chief Financial Officer. She then expressed excitement for the things that we are learning about telehealth and how efficient staff can be for the community; that there are a lot of silver linings that staff has been focusing on for the last couple of weeks; that there were some requests to legislators from the County behavioral health for one-hundred million dollars of the 1 billion that has been authorized to come straight to County behavioral health to help with the extra costs related to pivoting to tele-health. She then stated that staff had a great three-year plan put together with the help of our stakeholders in January and February; that the 30-day posting period had just ended and staff realized that we have to stop that and rethink it due to COVID-19. Therefore, staff is going back to the stakeholders on April 29th to give them an update regarding staff's request for an adjustment to plan more prudently for the next three years with MHSA; that thereafter, the proposed plan will be posted again for 30 days; that in the joint meeting of the Governing Board and Mental Health Commission, staff will provide an update of the plan; that there will be a public hearing during the Mental Health Commission meeting in June; and the Plan will be presented to the Governing Board for final approval in July. She then talked about her communications with some of our local elected regarding COVID-19 response updates, stating that she had a phone call with Senator Portantino and his staff, that he expressed appreciation for everything that Tri-City has been able to keep doing for our residents in La Verne and Claremont, his catchment area; that he is supporting our requests for additional funds and some MHSA funding flexibilities to keep us strong in the aftermath of COVID-19; that she also talked with Assembly Member Freddy Rodriguez and his staff, that he had also expressed appreciation for everything that Tri-City has been doing; that he is also supporting us in our requests; that he sees the value and understands that as first responders, behavioral health needs to be prioritized for personal protective equipment moving forward and also prioritized for some of those emergency funds for healthcare; and that he had said hello to everyone; that Pomona Mayor Tim Sandoval asked her and another staff member to be a part of his COVID-19 Action Committee, and had asked her to be the chair of the health and wellness committee, which she had accepted with honor; and that Rimmi Hundal, Tri-City's MHSA Director will be part of the basic needs group, which will address the food and shelter needs; and discussed the purpose of the Committee.

Board Member Vera inquired if Tri-City is eligible for any federal funds pointing out that the Pomona Valley Hospital has applied for some money. Executive Director Navarro replied that staff is in the process of putting together an application for some funds to cover the costs associated with the expansion of the telehealth that we have done.

Board Member Vera further inquired if Tri-City is eligible for the payroll protection act funds. Chief Financial Officer Acosta indicated that she will research this information. Board Member Vera pointed out that it was his understanding that the money was going fast.

Vice-Chair Leano stated that the willingness of people to come to the Wellness Center is obviously impacted since the people would want to use chat service or telehealth; and inquired if Tri-City has shifted, or is it necessary to shift, human resources to accommodate this change in request for service, and what does that look like in the last month. Executive Director Navarro replied that Tri-City had shifted all of its employees by Monday, March 23rd, noting that staff is equipped with phones and laptops to do telehealth; that what was not in place was us reaching out to the community members who were participants at the wellness center to let them know that we were going to start doing groups online; and that those groups online began last week; that Tri-City has now 100% of its staff telehealth capable; that this is the reason for applying for funds both at the federal and state level to help County behavioral health because all of us have pivoted pretty quickly to purchase hardware and software. She added that now staff is also helping participants and residents in the community to learn how to download RingCentral, and how to call in and join the groups.

6. DIANA ACOSTA, CHIEF FINANCIAL OFFICER REPORT

Chief Financial Officer Acosta reported that when staff thought were pretty close to finishing and wrapping up the proposed budget for FY 2020-21, major changes occurred; therefore, staff is currently revamping the budget and anticipate to present a proposed budget at the June meeting; and that she added to her report this month the estimated or projected COVID-19 related expenses, which is the piece that staff is currently seeking reimbursement for through a grant that we are applying for this week.

Chair Carter inquired if this was going to delay Tri-City's bankruptcy payments. Chief Financial Officer Acosta replied in the affirmative, noting that staff will continue to review and monitor, and if things start to improve, staff will definitely consider making payments; and that staff had not made any additional payments since the beginning of the fiscal year.

Board Member Vera stated that he read that the cash position was reduced by \$9 million in 30 days, and inquired for the reason. Chief Financial Officer Acosta referred to page three of her report and indicated that the table gives the cash position on the MHSA dollars; that it starts with what we actually have on hand, which is the \$25 million; and the adjustments are basically to the estimated available cash to spend, and what we set aside for housing, which is 2.8 million; and that he bulk of these are designations of the current dollars that we have. Board Member Vera further stated that if nothing changed nor made any further allocations, if the available cash going into next year would be \$16 million. Chief Financial Officer Acosta replied in the affirmative. Board Member Vera stated he was trying to get a sense of what our cash position is going into next year as we prepare the budget; and expressed concern about what lies ahead for us in terms of being able to capture revenue and the significant loss of sales tax revenue; and added that he wanted to make sure that we have an eye on where we are going for the next couple of years.

Chief Financial Officer Acosta stated that the plan is to propose a budget that will allow us to continue to hold a reserve as appropriate and making sure that we have sufficient dollars in the bank to take us through at minimum eight months to one-year of operations.

Executive Director Navarro added that CBHDA consultant made it pretty clear that we are going to lose probably about 30% revenue from what we expected for this year; that the revenues will continue to be slow until August because of the delay in taxpayer payments; that the sales tax has a 12-month hold on it therefore the realignment dollars are going to be low; and that the Chief Financial Officer Acosta has done such a good job of forecasting and keeping us conservative that we are in a good position at least for the next couple of fiscal years; and that in Fiscal Year 2022-23, we will see the hit to the MHSA dollars of this year's stock market spiral.

7. NANCY GILL, CHIEF OPERATIONS OFFICER REPORT

Chief Operations Officer Gill reported that she is just trying to keep the operations going between our support staff and facilities; that Tri-City has all five locations open; that staff is still seeing clients; that staff continue to comply with CDC and LA Department of Public Health regarding physical distancing requirements; that we are trying to make sure that we are taking care of staff as well as our clients; that we have an agreement with a yellow bell cap for alternative transportation service for clients to give our staff a safe environment where there is no unnecessary exposure.

8. ANGELA IGRISAN, CHIEF CLINICAL OFFICER REPORT

Chief Clinical Officer Igrisan reported that staff had to find out what the rules are; that the state and the federal government had adjusted and updated their rules so that all of our services basically can be built by telehealth or by telephone; that clinical staff worked with our IT department and got everybody equipment; that equipment was also provided to clients since a lot of our clients did not have phones; that staff trained our clients on how to use RingCentral; that most of our clients like being able to talk to people while they are isolating or while sheltering in place; that a few families that were uncomfortable with RingCentral, staff made accommodations for and were allowed into the clinic and staff provided social distancing for them; that clients, particularly children love it, noting that they are super excited about being able to show their queerness, their toys, their rooms, and their families; that it is being used as a therapeutic tool that way, and we put accountability measures in place for our staff. She then stated that the Los Angeles County Department of Public Health requested Tri-City's clinical department assistance at an isolation center at the Sheraton, which is for people who needed to isolate because they came in contact with someone who is COVID-19 positive and needed to find a place to stay where they would be away from people during the 14 days of the incubation period, or for those that are at the back end of an illness and they just need to move out from a higher level of care into the isolation centers; that this has been done in conjunction with Rimmi Hundal's team; and explained that it is like a triage where the Sheraton contact Rimmi's team first, and if they need therapy they come over to the clinical unit; that they also are providing substance abuse counseling for the folks in that center.

Executive Director Navarro reported that Tri-City does not have at this point any staff that are ill nor experiencing any COVID-19 like symptoms at all; that we are really very healthy staff; and expressed satisfaction for this and for staff doing a good job of taking care of themselves and each other.

Chair Carder stated that it was her understanding that the Sheraton was only for persons that needed to be isolated due to COVID-19, but reading her staff report, staff is also dealing with persons with a substance abuse and addictive behavior. Chief Clinical Officer Igrisan indicated that even though it's for anyone, who needs to isolate for whatever reason, the people who do not have a place to isolate are more likely to keep people without homes.

9. SEEYAM TEIMOORI, MEDICAL DIRECTOR REPORT

There was no comment.

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

Director of MHSA & Ethnic Services Hundal reported that she has staff that have started telecommuting, mainly staying connected with community members and providing services to people that need to be connected with peer mentors; that staff is doing one-on-one phone calls and support groups online; that the Wellness Center is open Monday - Friday from 8:30 am until 5:00 pm; that people that come to use the computer lab, they stand in-line outside and are being let in one person at a time; that employment services are the busiest at this time at the Wellness Center; that the deadline for the Community Wellbeing Grant applications was extended and have received 32 applications; that the Stakeholder meeting taking place on the 29th at 10:00 am is going to be a virtual meeting; that the navigators have been very busy with calls from the homeless community about resources, and had received a few calls from the Sheraton for transportation services upon people being discharged; that staff is working on creating a training webinar on Mental Health First Aid for the staff at the Sheraton because they are not health care workers; that staff is also working on the content and curriculum for an online support group that focus on self-care for the Sheraton staff and community wide; that Tri-City has a new website and staff will keep things posted and continues to keep our social media updated on everything.

Board Member Ontiveros-Cole asked if persons coming into the Wellness Center are doing the social distancing of six feet and wearing a mask. Director of MHSA & Ethnic Services Hundal replied in the affirmative, noting that everyone is doing this including staff, and that staff is also providing masks to people that come in to use the Wellness Center.

11. NATALIE MAJORS-STEWART, CHIEF COMPLIANCE OFFICER REPORT

Chief Compliance Officer Majors-Stewart reported that the best practices team has been putting the majority of efforts in ensuring that quality compliance and best practices are maintained as staff makes the necessary transitions and adjustments during the COVID-19 crisis; that her team has been providing staff training, guidance and support to adapt to the legal and regulatory modifications and making the adjustments to the telehealth and remote work changes; and noted that staff have done an amazing job in adapting to the changes so quickly; and that her staff will continue to monitor and support in the transition and provide updates as needed.

Board Vera Vera referred to the school closures, and inquired if Tri-City had to reimburse the schools for anything since we are not on site. Chief Clinical Officer Igrisan stated that Tri-City still providing services through telehealth to students who have been referred through the school partnership program and continue to receive referrals.

Executive Director Navarro stated that the Memorandums of Understanding with the school are to allow Tri-City to be in their campuses and receive referrals; however, there is no monetary exchange.

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

GOVERNING BOARD COMMENTS

Board Member Vera stated that he watched on Monday a documentary called Bedlam, which talks about mental health, particularly in California; expressed that it was really eye opening for him to see how mental health is being provided and delivered in California; and encouraged the Board and staff to see it.

Board Member Elizabeth Ontiveros-Cole thanked everybody for doing such a fantastic job during this COVID-19 Crisis, pointing out that she knows it is difficult to be able to maintain a lower level of anxiety in our clients; that having a peer group is really fantastic because being sheltered in place it is not easy; and talked about the many events families are missing, such as high school graduations.

Discussion ensued regarding doing something special for those students who will not be able to go through the traditional ritual of a graduation ceremony.

Board Member Elizabeth Ontiveros-Cole also thanked police officers because they are out there in such dangerous times right now; stated that crime went down 35%; talked about not seeing many homeless on the streets; and indicated that the Pomona Valley medical center is just working so hard noting that it is not easy being a nurse and a doctor now and it is just amazing what they are doing for us.

Executive Director Navarro spoke about the reduction of the homeless population pointing out that it is amazing what a crisis can do because the cities, the County, and the state of California have done an amazing job of finding places for the homeless to be safe, where they are not exposed to COVID-19, and can isolate and stay healthy; that there is a lot of great political will out there that is taking care of the homeless population. She added that staff have seen an uptake in the number of homeless families who have come through the measure H navigators that Tri-City is a part of with the three cities; and that staff is spending a lot of time in making sure that people are housed.

Alternate Board Member Benita DeFrank stated staff has been able to stabilize the Hope-4-Home shelter; that they have not had any active cases of COVID-19; that H4H had a moratorium on referrals for at least 14 days and was able to establish a medical baseline where everyone was healthy, and beginning on April 22nd, they will start accepting medical referrals; that as site partnership, H4H was able to support the heart team by getting them the masks to pass out; that they will also be working with our medical partnership to create hygiene kits that include mask gloves, possibly sanitizer, and food; that there has been a little bit of a decrease because the County has opened up several shelter sites; and that there is a lot happening right now to address homelessness and create a safe environment for them that is not available to the general public.

Board Member Ontiveros-Cole discussed all the places that have food and encourage to talk to Council Member Preciado.

Board Member Vera thanked Tri-City staff for everything that they are doing right now, noting that it is just really tremendous.

Chair Carder concurred with Board Member Vera's comments, stating that everyone had the same sentiment; and that it is nice that we are able to come together like this to conduct business; and thanked everyone who joined the meeting.

PUBLIC COMMENT

There was no public comment.

ADJOURNMENT

At 6:03 p.m., on consensus of the Governing Board its meeting of April 15, 2020 was adjourned. The Governing Board will meet next in a Regular Joint Meeting with the Mental Health Commission to be held on Wednesday, May 20, 2020 at 5:00 p.m. via teleconference due to COVID-19.



Micaela P. Olmos, JPA Administrator/Clerk