



MINUTES

REGULAR MEETING OF THE GOVERNING BOARD SEPTEMBER 16, 2020 – 5:00 P.M.

The Governing Board held on Wednesday, September 16, 2020 at 5:03 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 Chair Carder called the meeting to order at 5:03 p.m.

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

GOVERNING BOARD

PRESENT: Robin Carder, City of La Verne, Chair
Jed Leano, City of Claremont, Vice-Chair
Carolyn Cockrell, City of La Verne, Board Member
Nora Garcia, City of Pomona, Board Member
Elizabeth Ontiveros-Cole, City of Pomona, Board Member (joined at
Ronald T. Vera, City of Claremont, Board Member
Benita DeFrank, City of Pomona, Alternate Board Member

ABSENT: *Vacant*, City of Pomona, Board Member

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

OATH OF OFFICE

An Oath of Office was administered by Tri-City's counsel Darold Pieper to newly appointed Governing Board Member Nora Garcia, City of Pomona Council Member.

Chair Carder, on behalf of the Governing Board, welcomed Council Member Nora Garcia to Tri-City.

CONSENT CALENDAR

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

1. APPROVAL OF MINUTES FROM THE JULY 15, 2020 GOVERNING BOARD REGULAR MEETING

Recommendation: “A motion to approve the Minutes of the Governing Board Regular Meeting of July 15, 2020.”

2. APPROVAL OF RESOLUTION NO. 542 ADOPTING TRI-CITY MENTAL HEALTH AUTHORITY’S PUBLISHED RATES EFFECTIVE FY 2019-20

Recommendation: “A motion to adopt Resolution No. 542 establishing Tri-City’s Published Rates effective FY 2019-20.”

3. APPROVAL OF RESOLUTION NO. 543 ADOPTING REVISED POLICY AND PROCEDURES NOS.: IX.1 (PURCHASING), IV.4 (PETTY CASH ACCOUNTS), AND IX.4 (TRAVEL), RESPECTIVELY, EFFECTIVE SEPTEMBER 16, 2020

Recommendation: “A motion to adopt Resolution No. 535 establishing the revised Purchasing Policy and Procedures No.: IX.1, Petty Cash Accounts Policy and Procedure No. IV.4, and Travel Policy and Procedure No. IX.4, effective September 16, 2020.”

4. APPROVAL OF RESOLUTION NO. 544 ADOPTING PROCUREMENT CARD POLICY AND PROCEDURE NO. IX.8 EFFECTIVE SEPTEMBER 16, 2020

Recommendation: “A motion to adopt Resolution No. 544 establishing Procurement Card (P-Card) Policy and Procedure No. IX.8, effective September 16, 2020.”

5. APPROVAL OF RESOLUTION NO. 545 ADOPTING COST ALLOCATION POLICY AND PROCEDURE NO. IX.9 EFFECTIVE SEPTEMBER 16, 2020

Recommendation: “A motion to adopt Resolution No. 545 establishing Cost Allocation Policy and Procedure No. IX.9, effective September 16, 2020.”

6. APPROVAL OF RESOLUTION NO. 546 ADOPTING REVISED CLASSIFICATION AND SALARY SCHEDULES EFFECTIVE JULY 1, 2017, JULY 1, 2018, AND JULY 1, 2019, RESPECTIVELY, TO COMPLY WITH GOVERNMENT CODE AND CCR 570.5 REQUIREMENTS

Recommendation: “A motion to adopt Resolution No. 546 establishing revised Classification and Salary Schedules for Tri-City Mental Health Authority effective July 1, 2017, July 1, 2018, and July 1, 2019, respectively, to comply Government Code and CCR 570.5 requirements.”

Governing Board Member Ontiveros-Cole was in attendance at the meeting at 5:08 pm; however, she was having technical difficulties participating in the meeting

NEW BUSINESS

7. APPROVAL OF RESOLUTION NO. 547 AUTHORIZING THE EXECUTIVE DIRECTOR TO EXECUTE A MEMORANDUM OF UNDERSTANDING WITH THE BONITA UNIFIED SCHOOL DISTRICT TO PROVIDE DROP-IN MENTAL HEALTH SERVICES TO STUDENTS IN ITS DISTRICT

Executive Director Navarro stated that this is the annual contract with Bonita Unified School District, indicating that they appropriate for Tri-City \$20,000 to provide services to their students; and that there is also a plan and protocol in place to serve students via telehealth. Director of MHSA and Ethnic Services Hundal added that the services, which are provided annually, will remain the same except being provided via telehealth because the schools are currently performing distance learning.

Discussion ensued regarding how services are performed through telehealth via online services; and how telehealth has been very successful with the children, and it will continue until COVID-19 is over.

There being no further comment, Board Member Cockrell moved, and Alternate Board Member DeFrank seconded, to adopt Resolution No. 547 approving the MOU with BUSD and authorizing Executive Director to execute the MOU to provide drop-in mental health services to students in its district. The motion was carried by the following vote: AYES: Alternate Board Member DeFrank; Board Members Cockrell, Garcia, and Vera; Vice-Chair Leano; and Chair Carder. NOES: None. ABSTAIN: None. ABSENT: Board Member Ontiveros-Cole.

8. APPROVAL OF RESOLUTION NO. 548 AUTHORIZING THE EXECUTIVE DIRECTOR TO EXECUTE A MEMORANDUM OF UNDERSTANDING WITH PROJECT HORSESHOE FARM (PHSF) FOR FELLOWS SERVICES

Executive Director Navarro indicated Project Horseshoe Farm is a group of out of state students and fellows from Alabama looking for organizations within California to partner with, to provide volunteer services; that their role is to help local communities strengthen services, health access and health equity needs; and discussed the services they will be providing to clients experiencing more complex medical conditions.

There being no comment, Board Member Vera moved, and Vice-Chair Leano seconded, to adopt Resolution No. 548 approving the MOU with Project Horseshoe Farm (PHSF) for Fellow Services, and authorizing the Executive Director to execute the MOU. The motion was carried by the following vote: AYES: Alternate Board Member DeFrank; Board Members Cockrell, Garcia, and Vera; Vice-Chair Leano; and Chair Carder. NOES: None. ABSTAIN: None. ABSENT: Board Member Ontiveros-Cole.

9. APPROVAL OF RESOLUTION NO. 549 AUTHORIZING THE EXECUTIVE DIRECTOR TO EXECUTE LEASE AGREEMENT WITH THE CITY OF CLAREMONT FOR USE OF OFFICE SPACE AT 1717 N. INDIAN HILL BOULEVARD, SUITE B, IN CLAREMONT

Executive Director Navarro reported that staff is very happy at the Claremont offices noting that the City has been a great landlord; that the City of Claremont is not raising the rent for Tri-City and the lease is for five years; and that staff would like to continue to stay at the Claremont facility.

There being no further comment, Board Member Cockrell moved, and Board Member Vera seconded, to adopt Resolution No. 549 authorizing the Executive Director to execute a Lease Agreement with the City of Claremont for office space at 1717 N. Indian Hill Blvd., Suite B, in Claremont. The motion was carried by the following vote: AYES: Alternate Board Member DeFrank; Board Members Cockrell, Garcia, and Vera; Vice-Chair Leano; and Chair Carder. NOES: None. ABSTAIN: None. ABSENT: Board Member Ontiveros-Cole.

Governing Board Member Ontiveros-Cole joined the meeting at 5:18 pm. Alternate Board Member Benita DeFrank left the virtual dais.

10. APPROVAL OF RESOLUTION NO. 550 AUTHORIZING THE RENEWAL OF MASTER SERVICES AGREEMENT WITH RELIAS, LLC FOR eLEARNING SERVICES EFFECTIVE OCTOBER 1, 2020

Executive Director Navarro stated that Relias has been Tri-City's online learning library for almost five years; that it is the nationally recognized learning library for behavioral health in the United States; that they are also utilized by the national council on behavioral health; that staff has participated in over 2000 hours in training during COVID-19; and that it is also a great benefit because it provides continuing education units for medical personnel, substance abuse providers and psychologists and licensed clinical therapists.

There being no further comment, Vice-Chair Leano moved, and Board Member Cockrell seconded, to adopt Resolution No. 550 approving the renewal of Master Services Agreement with Relias, LLC for eLearning Services, and authorizing the Executive Director to execute the Agreement. The motion was carried by the following vote: AYES: Board Members Cockrell, Garcia, Ontiveros-Cole, and Vera; Vice-Chair Leano; and Chair Carder. NOES: None. ABSTAIN: None. ABSENT: None.

MONTHLY STAFF REPORTS

11. TONI NAVARRO, EXECUTIVE DIRECTOR REPORT

Executive Director Navarro expressed excitement for having almost a full Board again and shared that the City of Pomona is posting a recruitment for the community representative to the Governing Board; and that the Pomona City Council will appoint Tri-City's final board member possibly in October. She then reported that Interim Chief Information Officer Jessica Wong completed and filed a grant application with Department of Health Care Services, where County behavioral health and providers could receive up to \$50,000 reimbursement for their telehealth costs; that staff was notified on Monday morning that Tri-City has have been selected for funding, and that if we submitted additional paperwork, Tri-City can be eligible for an additional \$50,000; therefore, Tri-City may receive up to \$100,000 dollars, noting that these funds will almost take care of the monies Tri-City spent to transition and pivot in this time. She then explained that under the CARES (Coronavirus Aid, Relief, and Economic Security) Act, there are two types of reimbursement that public behavioral health could apply for: one was for expanded Medicare costs in COVID and the other was for Children's Medi-Cal services; paid retroactive from January to June.

However, because Tri-City received \$500 from Medicare we would not be able to apply for the Children's Medi-Cal portion; that fortunately, the federal government changed the regulations and Tri-City was able to submit its application on time; thus, staff is hoping to receive funding under this application process. She then talked about Pomona's Promise leadership team, which she is part of, and expressed enjoyment working with local leaders to bring more awareness and action towards health access and equity in our community. She then reported that after the racial injustice protests began, the City of Claremont reached out to Tri-City to ask for assistance with their mental health calls; therefore, two staff members have been assigned to work in Claremont City Hall to be dispatched with Claremont PD to assist with both the mental health related matters and also with the Measure H navigator who works with the longer term case management of those who are living without housing in the City of Claremont; and that those persons that have more significant mental health and co-occurring disorder needs, receive assistance from mental health specialists; that the team is called the Psychiatric Assessment Care Team (PACT); and that Tri-City staff is working closely with the Claremont City Manager and the Chief of Police to establish protocols in place, noting that the City of La Verne has also expressed desire to join in the program. Lastly, she reported that Restorative Neighborhood LA and Genesis LA have secured all of the funding necessary for the Baseline Housing Project in Claremont; that their teams are currently working with Tri-City legal counsel to develop a MOU to establish the roles of the agencies; that she will present it to the Governing Board at its meeting in October; and that it is anticipated that the project will break ground by summer 2021.

Discussion ensued regarding the notable increase of homeless persons in the City of Claremont, which seems to be coming and going based on the temporary basis of the population; that the network of referrals will be notified; and that Tri-City supporting the Claremont PD is timely in helping the community to get their needs met more effectively.

Vice-Chair Leano inquired if there has been any substantial legislation signed this month that the Governing Board should be aware of. Executive Director Navarro replied that the deadline to sign bills is September 30th, and that she will provide a comprehensive review of the mental health acts that were signed, or not signed, at the October meeting of the Governing Board. Vice-Chair Leano then expressed appreciation for Tri-City's Executive Director and her team for all of their efforts and support for the Genesis LA and Restore Neighborhoods LA project, noting that there is an abundant political support for this development opportunity because of the tremendous need for seniors, and that the Claremont community is also appreciative for Tri-City being such a huge partner; and pointed out that he does not know if Tri-City will ever be this popular in Claremont as it is right now, which is in part due to the PACT program, and in large part to Executive Director Navarro's leadership.

12. DIANA ACOSTA, CHIEF FINANCIAL OFFICER REPORT

Chief Financial Officer Acosta reported that as a result of the late filing of tax returns, Tri-City received \$4.5 million in MHSA funds in August, stating that traditionally Tri-City would receive approximately \$2 million or less; she then announced that after finalizing numbers, Tri-City estimates making a \$325,000 bankruptcy payment; and that after this payment, the remaining bankruptcy balance will be approximately \$330,000. She also reported that Tri-City is in the final stages of its annual independent audit of financial statements; that every year, the auditor presents Tri-City's Financial Statements during the Governing Board meeting in October; however, given the current logistical issues of having to do a lot of things virtually, it is anticipated that the auditors will finalize the audit and issue their opinion in November.

Board Member Vera stated that he appreciates the notes because it helps to see where the money has been going, noting that we have incurred a lot of personnel expenses this year, and inquired if it is also anticipated that this will continue next year. Chief Financial Officer Acosta indicated that Tri-City has been adding more staff which is included in the Fiscal Year 2020-21 budget; that the increase in staff occurred through a few amendments that took place during last fiscal year and it is expected that those positions will be filled next fiscal year. Board Member Vera further inquired if Tri-City will be reimbursed for all services regardless that are being provided through telehealth. Executive Director stated that Tri-City is being reimbursed for all the services staff is providing; and added that the increase in personnel is not only a result of COVID-19, but also due to the State's Network Adequacy regulation for Medicaid providers that requires a certain ratio of staff to clients is established and maintained; therefore, positions had to be added to meet this network adequacy, which Tri-City must be at 80% of that requirement.

13. NANCY GILL, CHIEF OPERATIONS OFFICER REPORT

Chief Operations Officer Gill reported that staff posted a RFP (Request For Proposals) for landscape maintenance services on Tri-City's website; that a job walk through the sites was held today; that it is expected that the contract for landscape services is presented to the Governing Board for approval in October. She then stated that approximately 65 staff members were trained virtually in CPR, AED and First Aid; and that the AED devices will be placed at all Tri-City sites.

14. ANGELA IGRISAN, CHIEF CLINICAL OFFICER REPORT

Chief Clinical Officer Igrisan reported that this month is reflective of network adequacy because it has been a big focus for the clinical team and discussed the hiring that had been taking place; and that another focus for the clinical department has been some major trainings and certifications, including the Early Psychosis Program and the Strength Based training from the California Institute of Behavioral Health.

15. SEEYAM TEIMOORI, MEDICAL DIRECTOR REPORT

On the absence of Dr. Teimoori, Executive Director Navarro reported that the Supplemental Crisis and the Outreach and Engagement Team has been busy; that our Street Medicine Collaborative with Pomona Valley Hospital Medical family residency program is in full swing; that they hosted two events at the Wellness Center, noting that they were well attended; that the medical residents provide basic health screenings and referral for both the mental health and physical health; that this is a very exciting program because Tri-City is not a true County and it does not have its own department of health services along with a department of mental health; and expressed excitement for bringing more of the medical piece into the health, welfare and care of Tri-City clients and of those who are not yet in our services, because taking care of the medical condition will open the door for them to not feel so stigmatized about receiving the mental health or the drug treatment piece.

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

Director of MHSA & Ethnic Services Hundal announced the events that Tri-City will be hosting: the Cultural Inclusion and Diversity Committee (CIDC) is hosting a free community webinar called a Call To Action -the Impact of Systemic Racism on Mental Health; that Tri-City is working on its Three-Year Cultural Competency Plan; therefore, staff will host focus groups in the community asking the underserved and unserved communities to give us feedback about where they see

cultural gaps in the services that we are providing and how we can we do better; that the CIDC will launch two new subcommittees the Adelante, the Latinx and Hispanic Wellness Committee, and LGBTQ+ Wellness Committee, alongside with its African-American Family Wellness Advisory Council; that it is MHSA season at Tri-City, and our next stakeholder meeting will take place virtually on Wednesday, September 30th; that through social media platforms in the month of July and August, Tri-City has reached over 6,000 people and over 300 engagements, and encouraged everyone 'to like' Tri-City on its social media accounts; that on October 5th, Tri-City will feature a Facebook live event with Vice-Chair Leano, hosting in partnership with Executive Director Navarro, to discuss inequalities in housing; that September is Suicide Prevention Awareness month and program staff have been collaborating, organizing and scheduling events for the month; that this year's theme for EachMind Matters, the California statewide stigma reduction campaign, is Hope, Resiliency and Recovery, which information is available in our website and it has also been distributed throughout the community; that on September 23rd, Tri-City is hosting a community connection where the panelists are individuals who are suicide survivors or family members of suicide survivors; and that on September 29th, Tri-City will host for the first time a virtual hiring event in partnership with On-Time Staffing.

Discussion ensued regarding the outreach and promotion of the virtual hiring event and how the interviews will be conducted virtually.

17. NATALIE MAJORS-STEWART, CHIEF COMPLIANCE OFFICER REPORT

Chief Compliance Officer Majors-Stewart reported that the results from the COVID-19 modified operations survey for the workforce was included in the agenda packet; that the client and participant surveys currently are still being analyzed and those reports will be ready this upcoming month; that the purpose of the survey was to gather feedback from staff about their experiences and needs as we navigate during the modified operations during the pandemic; that the results from this survey were distributed agency-wide; that the leadership discussed the next steps; that a special workforce quality improvement committee will be formed which will be coordinated by the Best Practices Division to further explore certain outcomes and to dive deeper on a couple of things, and drive the development of the next practical steps and strategies that we need to implement to maximize our efficiency during this time.

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

GOVERNING BOARD COMMENTS

Board Member Vera reported that Board Member Jed Leano was featured on the cover of local newspaper Claremont Courier for all of the work he is doing for the City of Claremont, particularly for the Baseline Housing Project; and then congratulated him, noting he is well deserved. The rest of the Board joined him in congratulating Vice-Chair Leano.

Vice Chair Leano thanked Tri-City executive management team and stated that a local group in Claremont called 'We Care Claremont' had been trying to be a supportive group for people that have different mental health needs, focusing on the parents who are trying to get kids through distance learning; therefore, they asked Tri-City to come to speak in a zoom webinar held two weeks ago; that Executive Director Navarro, along with her executive team, did a presentation


and they did a really good job of sharing Tri-City's programming and, that the really valuable thing was, the team was listening and was very receptive; and he expressed gratitude.

PUBLIC COMMENT

There was no public comment.

ADJOURNMENT

At 5:56 p.m., on consensus of the Governing Board its meeting of September 16, 2020 was adjourned. The next Regular Meeting of the Governing Board will be held on Wednesday, October 21, 2020 at 5:00 p.m., via teleconference due to the COVID-19 pandemic.



Micaela P. Olmos, JPA Administrator/Clerk