



## **MINUTES**

### **REGULAR MEETING OF THE GOVERNING BOARD NOVEMBER 18, 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  
Paula Lantz, City of Pomona, Board Member  
Ronald T. Vera, City of Claremont, Board Member  
Benita DeFrank, City of Pomona, Alternate Board Member (joined at 5:10 pm)

**ABSENT:** Elizabeth Ontiveros-Cole, City of Pomona, Board Member

**STAFF:** Toni Navarro, Executive Director  
Darold Pieper, General Counsel  
Diana Acosta, Chief Financial 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 to newly appointed Governing Board Member Paula Lantz – City of Pomona Community Representative by Tri-City Counsel Darold Pieper, Esq.

#### **REMEMBRANCE**

Executive Director Navarro, Director of MHSA Hundal, Board Member Lantz, Vice-Chair Vera, and Chair Carder spoke about former Governing Board Member Mona Sparks Johnson's gentle character, professionalism, a fighter for a good cause, about her valuable contributions to Tri-City, and about how much she will be missed; then a moment of silence in Mrs. Sparks Johnson's remembrance was observed who passed away on October 24, 2020.



## **CONSENT CALENDAR**

There being no comment, Board Member Vera moved, and Board Member Cockrell seconded, to approve the Consent Calendar. The motion was carried, with Board Member Lantz abstaining only on Item No. 1 -the approval of the Minutes of October 21, 2020, by the following vote: AYES: Board Members Cockrell, Garcia, Lantz and Vera; Vice-Chair Leano; and Chair Carder. NOES: None. ABSTAIN: None. ABSENT: Board Member Ontiveros-Cole.

### **1. APPROVAL OF MINUTES FROM THE OCTOBER 21, 2020 GOVERNING BOARD REGULAR MEETING**

Recommendation: “A motion to approve the Minutes of the Governing Board Regular Meeting of October 21, 2020.”

### **2. CONSIDERATION OF RESOLUTION NO. 558 ADOPTING REVISED POLICY AND PROCEDURE NO. OP.I.01 -ISSUE RESOLUTION PROCESS FOR COMPLAINTS, GRIEVANCES AND APPEALS, EFFECTIVE NOVEMBER 18, 2020**

Recommendation: “A motion to adopt Resolution No. 558 establishing the revised Issue Resolution Process for Complaints, Grievances and Appeals Policy and Procedures No. OP.I.01, effective November 18, 2020.”

### **3. CONSIDERATION OF RESOLUTION NO. 559 ADOPTING REVISED POLICY AND PROCEDURE NO. CL.IV.07 LANGUAGE INTERPRETATION AND TRANSLATION, EFFECTIVE NOVEMBER 18, 2020**

Recommendation: “A motion to adopt Resolution No. 559 establishing revised Language Interpretation and Translation Policy and Procedure No. CL.IV.07, effective November 18, 2020.”

### **4. CONSIDERATION OF RESOLUTION NO. 560 ESTABLISHING POLICY AND PROCEDURE NO. CL.V.06 - CULTURAL AND LINGUISTIC INCLUSION AND COMPETENCE, EFFECTIVE NOVEMBER 18, 2020**

Recommendation: “A motion to adopt Resolution No. 560 establishing Cultural and Linguistic Inclusion and Competence Policy and Procedure No. CL.V.06, effective November 18, 2020.”

## **NEW BUSINESS**

### **5. REVIEW OF THE ISSUANCE OF THE AUDITED FINANCIAL STATEMENTS FOR FISCAL YEAR ENDED JUNE 30, 2020**

Chad Birdsong, of Eide Bailly LLP and the audit manager, stated that AUC 260, is a required Auditor’s Communication with those charged with governance; referred to it and reported that it is their responsibility as auditors, pursuant to the profession standards, to form and express an opinion about what are the financial statements that have been prepared by management which are presented fairly in all material respects in accordance with accounting principles, accepted in the United States of America; that the auditor’s responsibility is to plan and perform their audit to obtain reasonable, rather than an absolute, assurance about whether the financial statements are



free of material misstatement; that they take into consideration internal controls, or financial reporting, as a basis for designing audit procedures that are appropriate, but not for the purpose of expressing an opinion nor any assurance on the internal controls; that they are responsible for communicating significant matters related to the audit that, in their professional opinion, are relevant to the Board's responsibilities in overseeing the financial reporting process; that the plan scope and timing of the audit was consistent with what they had communicated in their engagement letter; that they have complied with all ethical requirements regarding independence; that Tri-City management has a responsibility to select and use appropriate accounting policies which are included in the financial statements; that there were no changes in the initial selection of accounting policies or their application during 2020; that they view significant accounting estimates are an integral part of the financial statements and are based on management's current judgments which are based on knowledge and experience about past and current events and assumptions about future events; that the most sensitive accounting estimates in the financial statements are the estimates of amounts relating to third party payer settlements and the net pension liability which the estimates are based on estimated disallowance as a result from future state audits of claims; that they evaluated key factors and assumptions used to develop the amounts in those estimates and determined that they were reasonable in relation to the basic financial statements taken as a whole; that the second estimate is management's estimate of the amounts related to the net pension liability and related deferred inflows of resources and deferred outflows of resources, and these amounts are based on actuarial evaluations and a proportionate share of CalPERS Public Agency Cost-Sharing Multiple-Employer Defined Benefit Pension Plan collective net pension liability; that they determined that those were reasonable in relation to the basic financial statements taken as a whole; that the valuation of that net pension liability is disclosed in note nine to the financial statements; that a required table shows that a 1% increase or decrease in the discount rate can significantly affect the estimate of that net liability; that another financial statement disclosure that they find to be particularly sensitive is the finalized bankruptcy settlement, noting that there is information there about how the user of the financial statements can obtain the final plan and disclosure statement and the outstanding bankruptcy liabilities as of June 30, 2020; that they did not have any significant difficulties in dealing with management related the performance of the audit; that for the purposes of communication, they are required to communicate all known and likely misstatements identified during the audit, and the effect of uncorrected misstatements related to prior periods on the relevant classes of transactions, account balances, and disclosures, and the financial statements as a whole, and indicated that there were no corrected or uncorrected misstatements identified in their audit; that they did not have any disagreements with management; that representations from management were included in their representation letter dated October 19, 2020, which is the date of the auditor's opinion; that there are certain circumstances where management may decide to consult with other accountants about auditing and accounting matters, and indicated that Tri-City did not consult with other accountants regarding their audit; that in the normal course of their audit and their association with Tri-City, they have discussed a variety of matters, including application of accounting principles, auditing standards, business conditions, plans, strategies that may affect their audit plans and their determination of risk of material misstatement; that none of the matters discussed resulted in a condition to their retention as Tri-City's auditors. He then referred to the independent auditor's report on the financial statements and reported that they audited the financial statements of Tri-City as of June 30, 2020 in 2019, that management is responsible for the preparation and fair representation of financial statements; that the auditor's responsibility is to express an opinion based on their audit which was conducted in accordance with auditing standards accepted in the U.S. and the standards applicable to financial audits contained in governmental auditing standards issued by the Controller General of the United States; that they are required to plan and perform the audit to obtain reasonable assurance about what or whether



the financial statements are free from material misstatement; that they do not express an opinion on the effectiveness of internal controls, but audit evidence they have obtained is sufficient and appropriate to provide a basis for audit opinion and their opinion is unmodified; that the financial statements refer to, in all material respects, the financial position of Tri-City as of June 30, 2020, and 2019 and changes in financial position and cash flow thereof are presented in accordance with accounting principles generally accepted in the United States; that for other matters, there are the schedule of the proportionate share of the net pension liability and schedule of contributions, which are required by the Governmental Accounting Standards Board to be placed in the basic financial statements in an appropriate operational and historical context; that they applied limited procedures to this information, which is in accordance with auditing standards, generally accepted in the U.S.; that those procedures generally consist of inquiries of management about the methods of preparing this information, then the auditors compare the information for consistency with management responses, with the basic financial statements, and with other knowledge they obtain during their audit for that required supplementary information; that the independent auditor's report, they issue a separate report which is also required by government auditing standards, dated the same date as the auditor's opinion; that it goes over their considerations of Tri-City's internal control over financial reporting as our test of its compliance with certain provisions of laws, regulations, contracts, grant agreements, and other matters; that the purpose of the report is solely to describe the scope of their testing of internal or financial reporting and compliance and the results of that testing, but it is not to provide an opinion on the effectiveness of Tri-City's internal control or financial reporting or on compliance; that their report on internal control over financial reporting and noncompliance and other matters is based on the audit of financial statements performed in accordance with GASB is directed towards the audit of the June 30, 2020 financial statements and related notes; that in planning and performing the audit of the financial statements, they considered internal control as a basis for designing procedures that are appropriate in the circumstances for expressing their opinion on the financial statements, but they do not express an opinion on effectiveness of internal control, but over the course of their engagement; that they did not identify any deficiencies in internal control that they considered to be a material weakness; that they obtained reasonable assurance about what attracted these statements are free from material misstatement that they perform test of compliance with certain provisions of laws, regulations, contracts, and grant agreements, for which non noncompliance could have a direct and material effect on the financial statements, but providing an opinion with those provisions was not the objective of the audit.

Board Member Vera referred to page 31, and stated that it indicates that on June 30, 2020, and 2019, all of Tri-City's investments are held in the Local Agency Investment Fund; however, on page 30, it is noted that there are \$4 million in deposits in 2020, and 2019 with financial institutions; and sought clarification on the difference of these monies in terms of investments held in LAIF and the deposit noted on page 30. Chief Financial Officer Acosta explained that the deposits with financial institutions are the checking and savings accounts that Tri-City has, which earns a much higher return on interest. Board Member Vera further inquired if there was any concern regarding the financial institution not having a credit rating. Phil White, partner on the engagement, indicated that the disclosure was that it was not subject to a rating, and that it was not meant to imply that it had a poor rating; and that this pool of investment is not a bad thing.

Discussion ensued regarding interest on deposits, and it was noted that rates have been consistently been a little higher in recent history; and of investments trends for governmental agencies.



There being no further discussion, Board Member Vera moved, and Vice-Chair Leano seconded, to accept and file the final issued audited Financial Statements for Fiscal Year ended June 30, 2020. The motion was carried by the following vote: AYES: Alternate Board Member DeFrank; Board Members Cockrell, Garcia, Lantz, and Vera; Vice-Chair Leano; and Chair Carder. NOES: None. ABSTAIN: None. ABSENT: Board Member Ontiveros-Cole.

**6. CONSIDERATION OF RESOLUTION NO. 561 AUTHORIZING THE EXECUTIVE DIRECTOR TO EXECUTE A CONTRACTOR AGREEMENT WITH THE CITY OF POMONA FOR COVID-19 EVICTION PREVENTION RENTAL ASSISTANCE PROGRAM**

Executive Director Navarro stated that Tri-City is honored to be one of the agencies to be asked to assist the City of Pomona secure applications for their residents to receive rental assistance funds from the federal government. She explained that Tri-City will receive \$150 for each completed application that we assist with; however, that more importantly, is that Tri-City will have the opportunity to engage directly with those of our most vulnerable in Pomona right now who are on the on the verge of eviction and who are really struggling.

Board Member Garcia inquired what was the costs associated with the applications that Tri-City is expected to complete. Executive Director Navarro stated that staff assisting with the application process are those that already do outreach and engagement with the community, and indicated that one housing wellness advocate has been assigned to assist with this since part of their regular day is interacting with the residents of Pomona who are on the verge of eviction and asking for help with housing.

There being no further comment, Board Member Lantz moved, and Board Member Cockrell seconded, adopt Resolution No. 561 approving the Contractor Agreement for Rental Assistance Supportive Services with the City of Pomona; to receive up to \$50,000 in compensation; and authorizing the Executive Director to execute the Agreement. The motion was carried by the following vote: AYES: Alternate Board Member DeFrank; Board Members Cockrell, Garcia, Lantz, and Vera; Vice-Chair Leano; and Chair Carder. NOES: None. ABSTAIN: None. ABSENT: Board Member Ontiveros-Cole.

**7. CONSIDERATION OF RESOLUTION NO 562 AUTHORIZING THE EXECUTIVE DIRECTOR TO EXECUTE AN ASSOCIATION OF AMERICAN MEDICAL COLLEGES UNIFORM CLINICAL TRAINING AFFILIATION AGREEMENT WITH THE REGENTS OF THE UNIVERSITY OF CALIFORNIA ON BEHALF OF THE UNIVERSITY OF CALIFORNIA, RIVERSIDE, SCHOOL OF MEDICINE TO HOST MEDICAL STUDENTS AT TRI-CITY'S SITES**

Executive Director Navarro stated that UCR has a fabulous medical school and expressed excitement for them looking to place more students in outpatient mental health sites; that they want to spur interest in outpatient psychiatry, which is one of the fastest disappearing specialties in the United States; and spoke in support of establishing a partnership with UCR and be able to train the next generation of medical students.

Discussion ensued regarding the possible number of students participating in the program, about Tri-City having the ability to place specific linguistic requests for participants; and about providing updates to the Board regarding how the program is functioning.



There being no further comment, Board Member Cockrell moved, and Board Member Vera seconded, to adopt Resolution No. 562 approving the AAMC Uniform Clinical Training Affiliation Agreement with the Regents of the University of California on behalf of the UCR School of Medicine; and authorizing the Executive Director to execute the Agreement and any Amendments thereafter. The motion was carried by the following vote: AYES: Alternate Board Member DeFrank; Board Members Cockrell, Garcia, Lantz, and Vera; Vice-Chair Leano; and Chair Carder. NOES: None. ABSTAIN: None. ABSENT: Board Member Ontiveros-Cole.

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

Executive Director Navarro announced that Nancy Gill is retiring after seventeen and one half years with Tri-City effective December 31, 2020; that she will be honored for her services during next Board meeting, along with Bill Aguirre who is also retiring from the City of La Verne; that operations during COVID staff were doing great, unfortunately, we are seeing increases in persons infected, but nobody has been impacted and infected at the workplace, and discussed the different protocols for safety; that staff had been advised that we would be in our modified operations phase through December 31st through the first week of January, 2021 and that it might be extended to March 31, 2021; that on Tuesday, December 1st, at 6:00 pm, staff will host a Tri-City information night announcing that we are still open, how we have pivoted and adapted, about how services have been modified, how they can access services, and what they can expect from us; then provided an update regarding the Ballmer Group Foundation, the Pomona Vision 2030 grant; that Tri-City is partnering with Pomona Unified School District, where Tri-City is the lead agency evaluating and addressing needs of early childhood from K through 7th Grade in the PUSD and explained the process for identifying the strengths and the needs across the community for the next 14 months within early childhood, growth and development and life of a child, the family in Pomona and identify ways to increase the infrastructure to build a city of equity and thriving for all community residents; that on Thursday, December 10th at 6:00 PM, there will be a public meeting to discuss the Ballmer Group grant and get feedback from the community; she also discussed California legislative updates and stated that Assembly Bill 465 will not affect Tri-City, noting that this Bill mandates that any mental health person operating in conjunction with a police department is required to have supervision by a licensed mental health professional, which Tri-City and its local police departments are in full compliance; that AB 890 is about nurse practitioners and the scope of practice without standardized procedures and it is an attempt to address the psychiatric professional crisis in California, by allowing nurse practitioners who have the appropriate level of education and experience, to also then provide medications and dispense controlled substances to psychiatric patients, and discussed some of the concerns with this Bill; that staffing was stagnant in the last month, but we are seeing more applications in some positions this month, and mentioned the positions currently open.

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

Chief Financial Officer Acosta reported that the last document that the auditor was referring during his presentation was page 55 right behind the audited financial statements; that about three or four months ago she reported that we were expecting a decline in revenue toward the end of last Fiscal Year 2019-20 with the expectation of getting an inflow of cash at the beginning of this year; that this report does reflect that in the first quarter we received an influx of dollars, but then we are going to expect another downturn in Fiscal Year 2022-23; that we just have to be very prudent with our dollars, but we are moving along as expected and overall it is positive.



Board Member Vera stated that he thinks at some point in time, maybe in a year when you see Tri-City heading for a cliff because of the decrease in revenue, he encouraged her and the executive director to reach out to the Board and do some long-term planning because he sees layoffs and realignment of services. Chief Financial Officer Acosta stated that the cliff is far enough out and staff can see it and properly prepare and minimize any kind of impacts, such as layoffs which she did not anticipate taking place, but noted staff is keep an eye out for it and will do what is best to plan for the future.

Executive Director Navarro discussed upcoming reforms at the state and federal level regarding county behavioral health; about the funding grants Tri-City has received; about future opportunities for grants; and the good things in the horizon taking place.

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

Executive Director Navarro stated that in anticipation of Nancy Gill's retirement, she is looking into what is next for that that position and that in the interim the directors are going to share the workload by taking some of her duties until we get someone in place.

#### **11. ANGELA IGRISAN, CHIEF CLINICAL OFFICER REPORT**

Chief Clinical Officer Igrisan welcomed new Board Member Paula Lantz; reported that there is approximately a 7.5% increase in service requests from the Access to Care unit, from October of 2019 to October of 2020; that the school partnership team under Tri-City's children's department has done a great job this year, noting that there had been a total of 75 referrals to date for the school year which demonstrates that our partnerships with all three districts are really strong and have improved considerably; that the Therapeutic Community Garden are holding online groups about the connection between gardening and mental wellness; that the produce of the garden have been distributed to some of our clients.

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

Executive Director Navarro reported on behalf of Medical Director Teimoori, that a couple of weeks ago he, Dr. Oluwole Olusola, and Dr. Allen Lipscomb provided a wonderful webinar to our community on African-American mental health and wellness; that the webinar was well attended and it has been archived in our website for anyone who would like to view it and share it.

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

Director of MHSA & Ethnic Services Hundal stated that the webinar that Dr. Teimoori hosted was a great webinar, well received, and staff has received very good feedback from the community; that Tri-City has been hosting lots webinars because it is the best way for us to reach to the community; that Tri-City also hosted a webinar regarding the mental health issues that veterans come home with; talked about the programming offered online, such as the Spanish language support group for seniors; that a fair was hosted for seniors where they drove in, one person at a time, and we gave them their goodie bags to stay connected with Tri-City; that Tri-City will host a Bye-Bye Butts event, which is an anti-smoking campaign in partnership with the National Council on Drugs and Alcohol; that a new Innovations Coordinator has been hired and she will begin on November 30th; that Friday, November 20th is Transgender Remembrance Day, a day to remember the transgender community members who have been discriminated against or have experienced violence against them.



#### **14. NATALIE MAJORS-STEWART, CHIEF COMPLIANCE OFFICER REPORT**

Chief Compliance Officer Majors-Stewart stated that the practice team has been very busy working behind the scenes; that there are a lot of new processes that are being implemented across the system of care over the next few months; that staff continues to prepare for these implementations and for the preparation of the implementations; that internal protocols have to be developed as well as coordinate and collaborate with teams and departments to build workflows; that there will be training involved; that staff also has to identify the outcome monitoring and reporting to ensure compliance and to report our accountability on how we are doing; that with so much taking place, balance is needed, so staff is being very mindful and very strategic with how things are being prioritized and implemented; that staff want to ensure that during this time, high quality is maintained as well as achieve success with launching the new processes, noting that everything is going and working well.

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

#### **GOVERNING BOARD COMMENTS**

The Board stated welcoming remarks to Board Member Paula Lantz.

#### **PUBLIC COMMENT**

JPA Administrator Clerk Olmos read a public comment, a written communication from Sydney Lopez, who submitted it on behalf of Fatima Santoyo, who spoke on behalf of HYPE (Healthy Young People Evolving), a subcommittee of Gente Organizada, a Pomona Student Union which is youth-led social action group that focuses on improving the community for the city's youth; listed activities they have performed during the past years; and indicated wanting to talk with Tri-City about mental health.

#### **ADJOURNMENT**

At 6:17 p.m., on consensus of the Governing Board its meeting of November 18, 2020 was adjourned. The Governing Board will meet next in a Regular Joint Meeting with the Mental Health Commission to be held on Wednesday, December 16, 2020 at 5:00 p.m., via teleconference due to the COVID-19 pandemic.



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Micaela P. Olmos, JPA Administrator/Clerk