



MINUTES

REGULAR MEETING OF THE GOVERNING BOARD SEPTEMBER 15, 2021 – 5:00 P.M.

The Governing Board held on Wednesday, September 15, 2021 at 5:02 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 5:02 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
Paula Lantz, City of Pomona, Board Member (joined the meeting at 5:09 pm)
John Nolte, City of Pomona, Board Member
Elizabeth Ontiveros-Cole, City of Pomona, Board Member
Ronald T. Vera, City of Claremont, Board Member

ABSENT: Carolyn Cockrell, City of La Verne, Board Member

STAFF: Toni Navarro, Executive Director
Darold Pieper, General Counsel
Diana Acosta, Chief Financial Officer
Elizabeth Renteria, Chief Clinical Officer
Rimmi Hundal, Director of MHSA & Ethnic Services
Natalie Majors-Stewart, Chief Compliance Officer
Ken Riomales, Chief Information Officer
Kitha Torregano, HR Manager
Mica Olmos, JPA Administrator/Clerk

CONSENT CALENDAR

There being no comment, Vice-Chair Leano moved, and Board Member Ontiveros-Cole seconded, to approve the Consent Calendar. The motion was carried by the following vote, with Chair Carder abstaining from the approval of Item No. 1 (approval of Minutes from the July 21, 2021 Governing Board Regular Meeting): **AYES:** Board Members Nolte, Ontiveros-Cole, and Vera; Vice-Chair Leano; and Chair Carder. **NOES:** None. **ABSTAIN:** None. **ABSENT:** Commissioners Lantz and Cockrell.

1. APPROVAL OF MINUTES FROM THE JULY 21, 2021 GOVERNING BOARD REGULAR MEETING

Recommendation: “A motion to approve the Minutes of the Governing Board Regular Meeting of July 21, 2021.”

2. CONSIDERATION OF RESOLUTION NO. 604 ESTABLISHING CLASS SPECIFICATION AND SALARY RANGE FOR THE POSITION OF DIVERSITY EQUITY AND INCLUSION COORDINATOR POSITION; AND REVISING THE AUTHORITY’S CLASSIFICATION AND SALARY SCHEDULE TO REFLECT THIS CHANGE EFFECTIVE SEPTEMBER 15, 2021

Recommendation: “A motion to adopt Resolution No. 604 establishing and adding the position of Diversity Equity and Inclusion Coordinator to Tri-City’s Classification and Salary Schedule effective September 15, 2021.”

3. CONSIDERATION OF RESOLUTION NO. 605 RATIFYING THE ADOPTION OF THE TRI-CITY MENTAL HEALTH AUTHORITY MANDATORY COVID-19 VACCINE POLICY AND PROCEDURE NO. I.21 EFFECTIVE AUGUST 27, 2021

Recommendation: “A motion to adopt Resolution No. 605 ratifying Mandatory COVID-19 Vaccination Policy and Procedure No. I.21, effective August 27, 2021.”

NEW BUSINESS

4. CONSIDERATION TO APPROVE THE MEMBERSHIP OF CLARENCE D. CERNAL, ISABELLA ADAN CHAVEZ, AND NICHOLE PERRY TO THE TRI-CITY MENTAL HEALTH COMMISSION FOR THREE YEARS BEGINNING SEPTEMBER 15, 2021

Executive Director Navarro reported that a recruitment for Mental Health Commissioners was conducted and expressed proudness for being able to select persons whom are representatives, or are themselves of Transition Age Youth (TAY.)

Chair Carder reported that she, and JPA Administrator/Clerk Olmos in place of Board Member Cockrell, conducted the interviews of the candidates for membership to the Mental Health Commission, noting that these three individuals had an extensive breath of knowledge through what they have experienced in their young lives, which it is impressive; and encouraged the Board to approve their membership since they will be a great addition to the Mental Health Commission.

At 5:09 pm, Board Member Paula Lantz joined the meeting.

Board Member Vera inquired which cities they were representing. Staff indicated that they each represent one of the three cities.

There being no further discussion, Board Member Vera moved, and Vice-Chair Leano seconded, to approve the Membership of Clarence Cernal, Isabella Chavez, and Nichole Perry to the MHC for three years beginning September 15, 2021. The motion was carried by the following vote: AYES: Board Members Lantz, Nolte, Ontiveros-Cole, and Vera; Vice-Chair Leano; and Chair Carder. NOES: None. ABSTAIN: None. ABSENT: Commissioner Cockrell.

Newly selected Mental Health Commissioner Nichole Perry discussed her background in healthcare and her focus and drive for mental health; and expressed thankfulness for the Governing Board approving her membership to the MHC.

5. CONSIDERATION OF RESOLUTION NO. 606 AUTHORIZING THE EXECUTIVE DIRECTOR TO EXECUTE A MEMORANDUM OF UNDERSTANDING WITH THE BONITA UNIFIED SCHOOL DISTRICT (BUSD) TO PROVIDE DROP-IN MENTAL HEALTH SERVICES TO STUDENTS IN ITS DISTRICT

Executive Director Navarro stated that this is an ongoing collaboration for approximately 17 years with the Bonita Unified School District; that this is a contract renewal and there are no changes to neither Tri-City's compensation nor participation.

There being no further comment, Board Member Nolte moved, and Vice-Chair Leano seconded, to adopt Resolution No. 606 approving the MOU with the BUSD and authorizing Executive Director to execute the MOU. The motion was carried by the following vote: AYES: Board Members Lantz, Nolte, Ontiveros-Cole, and Vera; Vice-Chair Leano; and Chair Carder. NOES: None. ABSTAIN: None. ABSENT: Commissioner Cockrell.

6. CONSIDERATION OF RESOLUTION NO. 607 AUTHORIZING THE EXECUTIVE DIRECTOR TO EXECUTE A THREE-YEAR AGREEMENT WITH THE POMONA UNIFIED SCHOOL DISTRICT (PUSD) TO PROVIDE MENTAL HEALTH SERVICES TO CERTAIN DISTRICT'S STUDENTS AND THEIR FAMILIES IDENTIFIED AND REFERRED BY THE DISTRICT

Executive Director Navarro reported that this is another long-term and formal relationship Tri-City has with Pomona Unified School District, which spans for about 10 years; that this is the third renewal of its agreement; that this year in addition to seeing students at other sites, Tri-City will be providing services onsite, one to two days per week depending on the need and staffing, at both Ganessa High School and Palomares Middle School.

There being no further comment, Board Member Nolte moved, and Board Member Ontiveros-Cole seconded, to adopt Resolution No. 607 approving an Agreement with the PUSD for services to be provided from September 15, 2021 through June 30, 2024 and authorizing Executive Director to execute it. The motion was carried by the following vote: AYES: Board Members Lantz, Nolte, Ontiveros-Cole, and Vera; Vice-Chair Leano; and Chair Carder. NOES: None. ABSTAIN: None. ABSENT: Commissioner Cockrell.

7. CONSIDERATION OF RESOLUTION NO. 608 APPROVING AN AMENDMENT TO MHSA ANNUAL UPDATE FY 2021-22 AUTHORIZING THE TRANSFER OF FUNDS IN THE AMOUNT OF \$1,300,000 FROM COMMUNITY SERVICES AND SUPPORTS (CSS) PLAN TO THE CAPITAL FACILITIES AND TECHNOLOGY NEEDS (CFTN) AND WORKFORCE EDUCATION & TRAINING (WET) PLANS

Executive Director Navarro announced that this agenda item was being pulled from the agenda.

Director of MHSA and Ethnic Services Hundal explained that she miscalculated the number of days for public comment; that this MHSA Update is required to be presented first to the Mental Health Commission for its consideration to recommend to the Governing Board for approval; and apologized for the oversight.

Board Member Vera referred to the proposed transfer of funds from CSS and inquired if there were going to be any reduction in services being provided under the CSS plan, and if it will be ongoing for the next four or five years.

Director of MHSA and Ethics Services Hundal replied in the negative, explaining that nothing will be taken away from services provided under the CSS plan; that this is extra money which is allowed under the MHSA to be transferred to CFTN, to WET plan, or to prudent reserves; that based on current staffing needs, it makes more sense to transfer funds to the WET Plan; that this will be a one-time transfer; and that this was endorsed during a stakeholder process.

Chief Financial Officer Acosta added that staff analyzes annually MHSA funds to ensure that we are spending them in the appropriate amount of time and that there is no dollars at-risk for reversion, noting that CSS dollars are expected to be spent within a three-year period. However, if we do not plan this ahead of time, there could be funds that could be subject to reversion if they are not spent on-time; that the budget for all the programs have been accounted for and services will not be reduced as a result of this transfer.

8. CONSIDERATION OF RESOLUTION NO. 609 ADOPTING THE TRI-CITY MENTAL HEALTH AUTHORITY SIGN-ON BONUS POLICY AND PROCEDURE NO. II.22 EFFECTIVE SEPTEMBER 15, 2021

Executive Director Navarro reported that that one of the issues discussed for the last several months is the workforce shortage in county behavioral health across the State of California, and that Tri-City has been not exempt from that, especially on the clinical side; that while turnover is not unusual in the clinical side, she indicated that a new phenomenon is not having the rate of people applying at the same pace as we typically do; that this year has been harder because the private sector pays more, promises 100% telework, and offers generous sign-on bonuses and other perks and benefits that a public agency cannot; therefore, staff is proposing a sign-on bonus for new recruits.

HR Manager Torregano concurred with Executive Director Navarro's comments, and pointed out that sign-on bonuses are not new to public agencies; that this is a bonus that generally all public agencies offer when there exist difficult to recruit positions; that she and the HR team researched other county mental health agencies and public agencies around Tri-City to see what they offer which resulted in the amount for the sign-on bonus being recommended.

Discussion ensued regarding the sign-on policy requirements and provisions.

Chair Carder commented that that she is aware of the increase in turnover over the years, noting that this year has been pretty rough; that sign-on bonuses are being used in a lot of different agencies; and that the City of La Verne is considering doing a sign-on bonus for the fire and safety departments.

Board Member Vera spoke in support of the sign-on policy to fill the gaps; however, that he also wanted to address later what is causing the staff turnover, whether is stress or the commute, because the staff turnover will probably affect our ability to provide services in the community. Executive Director Navarro replied in the affirmative.

Board Member Nolte inquired if staff will monitor and measure if the sign-on bonus works, noting that he wants to be sure that it does work and if the amount is right. Executive Director Navarro replied in the affirmative.

Discussion ensued regarding what data will be gathered, and to which data it will be compared, to measure if the sign-on bonus policy works.

There being no further comment, Vice-Chair Leano moved, and Board Member Vera seconded, to adopt Resolution No. 609 approving the Authority's Sign-on Bonus Policy and Procedure No. II.22, effective September 15, 2021. The motion was carried by the following vote: AYES: Board Members Lantz, Nolte, Ontiveros-Cole, and Vera; Vice-Chair Leano; and Chair Carder. NOES: None. ABSTAIN: None. ABSENT: Commissioner Cockrell.

9. CONSIDERATION OF RESOLUTION NO. 610 ADOPTING THE TRI-CITY MENTAL HEALTH AUTHORITY LONGEVITY PAY POLICY AND PROCEDURE NO. II.23 EFFECTIVE SEPTEMBER 15, 2021

Executive Director Navarro stated that the longevity pay after five years derived from CalPERS in which an employee becomes vested after five years of contributions towards retirement.

HR Manager Torregano stated that this is the flip side of the sign-on bonus policy, which is to retain employees that have been here for a number of years; that the longevity bonus is not new to public agencies; that she and her HR team researched the surrounding agencies to determine what was appropriate; that the intervals change the longer an employee stays here; and that the only difference is not having a repayment provision in the longevity pay policy.

Discussion ensued regarding the amounts to be paid if the policy is adopted; about the longevity pay being subject to CalPERS contributions; and the fiscal impact for subsequent years.

Board Member Nolte inquired of Agency Counsel if the longevity pay can be given next year for everybody who has been in the agency over five years, and this year letting them know it will be given to them if they stay; similarly to how the sign-on bonus will be disbursed to a new hire.

Counsel Pieper stated that definitely it can be done next year; that it is at the Board's discretion.

Executive Director Navarro stated the intent is to stop people from leaving, noting that our seasoned staff have lots of options and alternatives in the private sector; and that giving a sign-on bonus for new employees and not do something simultaneously for the current employees who have been stewards of this agency, it will not send a good message and it will actually have a counter impact of what we are trying to do.

Board Member Nolte expressed support in the Executive Director Navarro's recommendation and moved to approve the Resolution.

Board Member Lantz expressed support in having the two policies go hand-in-hand, and discussed a similar situation with a shipping agency which resulted having employee dissatisfaction for the lack of equity when only new employees were getting bonuses and the existing employees were being ignored.

Chair Carder stated that cities have CalPERS and retirement contributions are high which is affecting the State of California; however, she expressed support for keeping the sing-on bonus for new hires in line with the longevity pay to show appreciation for current employees.

There being no further discussion, Board Member Nolte moved, and Board Member Lantz seconded, to adopt Resolution No. 610 approving the Authority's Longevity Pay Policy and Procedure No. II.23, effective September 15, 2021. The motion was carried by the following vote: AYES: Board Members Lantz, Nolte, Ontiveros-Cole, and Vera; Vice-Chair Leano; and Chair Carder. NOES: None. ABSTAIN: None. ABSENT: Commissioner Cockrell.

10. CONSIDERATION OF RESOLUTION NO. 611 AUTHORIZING THE EXECUTIVE DIRECTOR TO PAY THE APPROXIMATE MORTGAGE BALANCE OF \$807,000 FOR THE AUTHORITY'S CLINIC BUILDING LOCATED AT 2008 NORTH GAREY AVENUE IN POMONA, CALIFORNIA

Chief Financial Officer Acosta reported that at the request of the Governing Board, Controller Trevor Bogle conducted research about what will be the best options regarding whether or not to pay off the mortgage when it comes due and payable in June of 2022, or refinance it; accordingly, staff recommends to pay off the mortgage when it comes due.

Discussion ensued regarding the four options for paying the mortgage balance of \$807,000 (\$772 thousand plus interest of approximately \$35,000), and the existing loan having no prepayment penalties.

Board Member Lantz recommended paying off the mortgage loan now if Tri-City has the funds, this way the agency can save the \$35,000 in interest that will accrue through June 2022, since there is no prepayment penalty.

Board Member Vera expressed support for Board Member Lantz recommendation if there are sufficient prudent reserves. Controller Bogle stated prudent reserves are at the maximum allowable at the moment; and that Tri-City has the cash on hand with the lender as part of the terms of the original agreement.

Board Member Ontiveros-Cole expressed support in paying the mortgage balance as soon as possible.

Chair Carder concurred with Board Member Lantz recommendation to pay the mortgage balance now if we have the funding.

There being no further discussion, Vice-Chair Leano moved, and Board Member Lantz seconded, to adopt Resolution No. 611 authorizing the Executive Director to pay the mortgage balance as quickly as possible in accordance with the current terms of the note for property located at 2008 N. Garey Avenue in Pomona, California. The motion was carried by the following vote: AYES: Board Members Lantz, Nolte, Ontiveros-Cole, and Vera; Vice-Chair Leano; and Chair Carder. NOES: None. ABSTAIN: None. ABSENT: Commissioner Cockrell.

MONTHLY STAFF REPORTS

11. TONI NAVARRO, EXECUTIVE DIRECTOR REPORT

Executive Director Navarro provided a COVID-19 update and stated that beginning on August 1st all staff would be required to be in the office one day per week, and in October 1st two days per week, noting that many never stopped coming to the office; discussed the agency COVID-19 protocols and the COVID-19 vaccination policy compliance; announced that next month she will present to the Board an Innovations update indicating that since the start of the tech suite, there has been some significant difficulties in launching the program since it appears that systems and companies were not prepared to handle what it takes to be a tech support application for people with mental illness; that a stakeholder meeting will take place on September 30th to find out if they want to continue to fund the Innovation project, and understand that any dollars that are lost in innovations reversion, they get reallocated back out to state which is not lost permanently, it just will return at a later time in the innovations plan. She then provided a Housing Division update, and reported that that new Section 8 Vouchers are coming through as a result of funding from the federal government to our area in Pomona; that as of last week, 15% of Tri-City's wait list for housing was taken care of by 20 vouchers; and that another 10 people will be getting housing with these vouchers.

Board Member Vera commented that he was at the stakeholder meeting when the Innovation project was presented and he recalled that there was still some concerns about going forward; he then inquired if staff can share at the next meeting the difficulties that we are encountering in getting this project launched, how much money we could lose by going back to the state, and if there is another project that we can consider. Executive Director replied in the affirmative.

Housing Manager Monzon discussed Tri-City's evaluation grade of 96% from the Continuum of Care (CoC) Notice of Funding Opportunity (NOFO) for Renewals, noting that we lost points from the inability to match some of the funds because some clients were not able to use the match worth of services to show that they are in need of a voucher that has a disability component to it, noting that we hit the minimum match, but we did not exceed it like we normally do, due to COVID-19; that nevertheless, we had a good evaluation grade.

Board Member Lantz commented that that she sits on the LA Continuum of Care and 96% is really, really good, noting that it is great to see the reasons for the shortfalls; however, in the in the big picture it is a great evaluation.

Vice-Chair Leano inquired if there is another round of No Place Like Home Noncompetitive funding coming down the pipeline, asking when and how frequently does that cycle takes place. Executive Director Navarro stated that there is only four rounds and there is a NOFA that should be going out in October, but we have not yet been notified of that.

Discussion ensued regarding No Place Like Home Competitive and Noncompetitive funding availability; and about COVID-19 agency protocols and vaccination policy.

12. DIANA ACOSTA, CHIEF FINANCIAL OFFICER REPORT

Chief Financial Officer Acosta reported that we are currently going through our annual independent audit of Tri-City's financial statements and it is anticipated that they will be presented to the Governing Board in October.

She then reminded the Board that last year when the pandemic first broke, the April 15th deadline for tax return filings was delayed; thus this delayed the receipt of MHSA dollars which resulted in less dollars coming in the door last fiscal year, then seeing a significant increase in this fiscal year that just ended.

13. LIZ RENTERIA, CHIEF CLINICAL OFFICER REPORT

Chief Clinical Officer Renteria reported that clinical staff continue to think about ways to creatively meet the demand with our limited staffing resources, noting she will have more information next time about the implementation of increased group work. She then announced that our school partnership team would be hosting a summit on October 4th and will invite school staff and other community partners to share about the services that we offer at Tri-City, and to think about ways to collaborate as many serving organizations are having staffing issues and how can we as a community address the need together.

14. SEEYAM TEIMOORI, MEDICAL DIRECTOR REPORT

Executive Director Navarro announced that next month Dr. Teimoori will be giving a more detailed update regarding the Psychiatric Assessment Care Team with the Claremont Police Department after six months of collaboration.

Vice-Chair Leano added that Dr. Teimoori is scheduled to speak at the City Council meeting in two weeks as well.

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

Director of MHSA & Ethnic Services Hundal reported that staff will be hosting two stakeholder meetings, one on September 23rd which will focus on Transitional Age Youth, and the second stakeholder meeting will take place on September 30th which will be the orientation of the MHSA process and programming; that the MHSA department is trying to help with recruitment and the Workforce Education and Training supervisor has been outreaching to local colleges and universities to coordinate presentations to students about benefits of working at Tri-City as well as community mental health in general; and encouraged everyone to follow Tri-City on all social media platforms.

16. NATALIE MAJORS-STEWART, CHIEF COMPLIANCE OFFICER REPORT

Chief Compliance Officer Majors-Stewart stated that there is a new structure being developed for the policies and procedures which will govern how policies and procedures at Tri-City will be documented and implemented agency-wide. She explained that some of the components that will be included in the structure will be modifications to the naming, numbering, categorization, internal review process distribution and training, and archiving; noting that the goal is to have all of our policies uniform, up-to-date, effectively communicated and easily accessible to those that need to access them, ensuring that our process is very streamlined so that we can operate at maximum efficiency. Accordingly, a policy for the creation of policies will be drafted for the Governing Board review and approval.

17. KEN RIOMALES, CHIEF INFORMATION OFFICER REPORT

Chief Information Officer Riomales reported that IT recently had a staff member separated in the past few weeks and is currently working with HR to fill that particular role; that the agency will be going through a security assessment by a contractor and facilitated through the IT department; that they are working in the process to kick off that particular effort which will last for approximately eight weeks and thereafter an executive summary will be presented of the findings; he noted that this security assessment occurs every two years and is one of the requirements that Tri-City has under the contract with LACDMH, pointing out that the last one took place in 2019. He then stated that the EHR implementation is well underway at this particular time and it is anticipated go live in June of 2022; that the Unite Us three-year pilot project, a referral management system geared towards community services and social determinants of health, is anticipated to go live in October. He then talked about the network RFP to address Tri-City's internet service, pointing out that it has been many years since there was internet vendor review; that IT is in the process of reviewing vendor proposals to determine what would be the best solution for Tri-City.

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

GOVERNING BOARD COMMENTS

Board Member Vera stated that it has been a stressful time for everybody and expressed appreciation for all the work that staff does.

Board Member Lantz asked Executive Director to address in her monthly staff report the issues raised in the written comment from All Villanueva received earlier today via email.

Chair Carder stated that she voted in the affirmative for the vaccination policy because it is a state mandate; however, she is pro-choice and each individual should decide for themselves.

PUBLIC COMMENT

JPA Administrator/Olmos read a written comment from Tri-City Mental Health Commission Member Al Villanueva, stating that he wanted to talk about accountability and security issues at the Clifford Housing Apartments; that he has 32 years of experience with mental health juvenile corrections; that after he retired, he continued to work in the mental health community in Claremont for the homeless; expressed concern about issues occurring at the Clifford Housing Apartment complex; and discussed gang activity, crime, and prostitution in that area.

Executive Director Navarro reminded everyone that the Holt Family Apartments located on Holt Avenue near the corner of Indian Hills Avenue in Pomona is owned Clifford Beers and is a 50-unit permanent supportive housing project, 25 of which have MHSA clients of Tri-City Mental Health Authority; that the other 25 units are general affordable, and the property is managed by the Levine company who is contracted by Clifford Beers. She added that Tri-City has a Resident Services Coordinator who provides regular contact communication and ongoing services to the 25 residents identified as Tri-City clients.

She also stated that this apartment complex was always located in a difficult place, but this was one of the hopes of permanent supportive housing, but almost immediately, we began to see there were some difficulties regarding people breaking the locks, jumping over the fence and passing through, some break-ins in the garages; therefore, Clifford Beers hired a guard there Monday through Friday and Tri-City determined that more security was needed on the site and for the past nearly three years, Tri-City has been paying for a security guard who covers the weekend shift at the apartments to provide extra security for all the residents of the Holt Family Apartments. She then talked about the community fair that Tri-City hosted, with about 14 of our partners, for the neighbors in the back pocket park of the whole family apartments which supposed to occur twice a year; however, COVID interrupted the planning efforts. Lastly, she discussed public information about someone being apprehended by Pomona police at the apartment complex who did not live there.

Discussion ensued regarding the requirements for meeting in person which it was determined it would not be feasible under CalOSHA distance requirements.

ADJOURNMENT

At 6:41 p.m., on consensus of the Governing Board its meeting of September 15, 2021 was adjourned. The next Regular Meeting of the Governing Board will be held on Wednesday, October 20, 2021 at 5:00 p.m., via teleconference* due to the COVID-19 pandemic.

*If AB-361 (Open meetings: state and local agencies: teleconferences) is not adopted, then the Board will meet in the MHSA Administrative Office, 2001 North Garey Avenue, Pomona, California.



Micaela P. Olmos, JPA Administrator/Clerk