



## MINUTES

### **SPECIAL MEETING OF THE GOVERNING BOARD July 17, 2024 – 5:00 P.M.**

The Governing Board Special Meeting was held on Wednesday, July 17, 2024, at 5:00 p.m. in the Wellness Center located at 1403 North Garey Avenue, Pomona, California.

**CALL TO ORDER** Vice-Chair Nolte called the meeting to order at 5:00 p.m.

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

#### GOVERNING BOARD

**PRESENT:** John Nolte, City of Pomona, Vice-Chair  
Carolyn Cockrell, City of La Verne, Board Member  
Elizabeth Ontiveros-Cole, City of Pomona, Board Member  
Paula Lantz, City of Pomona, Board Member  
Wendy Lau, City of La Verne, Board Member  
Ronald T. Vera, City of Claremont, Board Member  
Katie Wand, City of Claremont, Alternate Board Member

**ABSENT:** Jed Leano, City of Claremont, Chair

#### STAFF

**PRESENT:** Rimmi Hundal, Executive Director  
Steven L. Flower, General Counsel  
Diana Acosta, Chief Financial Officer  
Natalie Majors-Stewart, Chief Compliance Officer  
Elizabeth Renteria, Chief Clinical Officer  
Seeyam Teimoori, Medical Director  
Dana Barford, Director of MHSA & Ethnic Services  
Mica Olmos, JPA Administrator/Clerk

JPA Administrator/Clerk Olmos acknowledged the presence of Alternate Board Member Katie Wand in place of Chair Jed Leano.

#### PRESENTATION

- 1. AN AWARD OF RECOGNITION WILL BE PRESENTED TO RIMMI HUNDAL FOR HER 16 YEARS OF LEADERSHIP AND DEDICATED SERVICE TO TRICITY MENTAL HEALTH AUTHORITY SINCE 2008**

Vice-Chair Nolte presented an award of recognition to Executive Director Hundal for her 16 years of leadership and service to TCMHA. The Governing Board expressed their gratitude for Executive Director Hundal’s service and wished her well.

Executive Director Hundal expressed gratitude for the continued support and guidance she received from the Governing Board; that she was honored for serving the three cities, noting that it had been a privilege.

## **CONSENT CALENDAR**

Vice-Chair Nolte opened the meeting for public comment; and there was no public comment.

Board Member Lantz requested that Agenda Item No. 6, *Consideration of Resolution No. 749 approving a two-year agreement with Project Return Peer Support Network (PRPSN) in an amount of \$80,000 for consulting services for the Community Planning Process, and authorizing the Executive Director to execute the agreement and any amendment thereafter*, be pulled for discussion.

There being no further comment, Board Member Cockrell moved, and Board Member Lau seconded to approve the Consent Calendar Items No. 2-5. The motion was carried by the following vote: Alternate Board Member Wand; Board Members Cockrell, Lantz, Lau, Ontiveros-Cole, and Vera; and Vice-Chair Nolte. NOES: None. ABSTAIN: None. ABSENT: Chair Leano.

### **2. APPROVAL OF MINUTES FROM THE MAY 15, 2024, GOVERNING BOARD AND MENTAL HEALTH COMMISSION SPECIAL JOINT MEETING**

Recommendation: “A motion to approve the Minutes of the Governing Board and Mental Health Commission Special Joint Meeting of May 15, 2024.”

### **3. APPROVAL OF MINUTES FROM THE JUNE 12, 2024, GOVERNING BOARD SPECIAL JOINT MEETING**

Recommendation: “A motion to approve the Minutes of the Governing Board Special Meeting of June 12, 2024.”

### **4. CONSIDERATION OF RESOLUTION NO. 747 ESTABLISHING THE WORK VIOLENCE PREVENTION PLAN POLICY AND PROCEDURE NO. II.25, EFFECTIVE JULY 1, 2024**

Recommendation: “A motion to adopt Resolution No. 747 establishing the Work Violence Prevention Plan Policy and Procedure No. II.25, effective July 1, 2024.”

### **5. CONSIDERATION OF RESOLUTION NO. 748 APPROVING A MEMORANDUM OF UNDERSTANDING WITH THE CITY OF POMONA HOUSING AUTHORITY FOR THE HUD CONTINUUM OF CARE PERMANENT SUPPORTIVE HOUSING (COC-PSH) PROGRAM; AND AUTHORIZING THE EXECUTIVE DIRECTOR TO EXECUTE THE MOU**

Recommendation: “A motion to adopt Resolution No. 748 Authorizing the Executive Director to execute a MOU, and any amendments thereafter, with the City of Pomona Housing Authority for the HUD Continuum of Care Permanent Supportive Housing (COCPH) Program (formerly Shelter Care Plus Program).”

## **NEW BUSINESS**

**Agenda Item No. 6 was pulled from Consent Calendar for Discussion.**

**6. CONSIDERATION OF RESOLUTION NO. 749 APPROVING A TWO-YEAR AGREEMENT WITH PROJECT RETURN PEER SUPPORT NETWORK (PRPSN) IN AN AMOUNT NOT TO EXCEED \$80,000 FOR CONSULTING SERVICES FOR THE COMMUNITY PLANNING PROCESS, AND AUTHORIZING THE EXECUTIVE DIRECTOR TO EXECUTE THE AGREEMENT AND ANY AMENDMENT THEREAFTER**

Board Member Lantz inquired what services will PRPSN be performing.

Board Member Vera inquired how this group will fit into Innovations, and if it is for the community planning process.

Director of MHSA & Ethnic Services Barford explained that the community planning project, which is part of Innovations, has different goals and one of them is to increase stakeholder involvement, including more unserved and underserved individuals. She also stated that there are several different components to this project, including peer support which this project is all about; that staff engaged different peer support groups to apply and participate in a selection process, and that PRPSN was selected, who will conduct outreach to identify needs in the community.

Board Member Lantz inquired if PRPSN is familiar with the community. Executive Director Hundal replied in the affirmative. MHSA Program Coordinator Ale added that PRPSN is active and engaged in the City of Pomona and is present at the Wellness Center.

Vice-Chair Nolte opened the meeting for public comment; and there was no public comment.

There being no further discussion, Board Member Lantz moved, and Board Member Vera seconded to adopt Resolution No. 749 approving a two-year agreement with Project Return Peer Support Network (PRPSN) in an amount not to exceed \$80,000 for consulting services for the Community Planning Process and authorizing the Executive Director to execute the agreement and any amendment thereafter. The motion was carried by the following vote: Alternate Board Member Wand; Board Members Cockrell, Lantz, Lau, Ontiveros-Cole, and Vera; and Vice-Chair Nolte. NOES: None. ABSTAIN: None. ABSENT: Chair Leano.

**7. CONSIDERATION OF RESOLUTION NO. 750 AWARDED A THREE-YEAR AGREEMENT TO NIGRO & NIGRO, PC FOR AUDIT SERVICES FOR FISCAL YEARS ENDING JUNE 30, 2024, 2025 AND 2026, IN THE AMOUNT OF \$108,000, WITH AN OPTION TO EXTEND AN ADDITIONAL TWO YEARS; AND AUTHORIZING THE EXECUTIVE DIRECTOR TO EXECUTE THE AGREEMENT AND ANY AMENDMENTS THEREAFTER**

Chief Financial Officer Acosta stated the contract with the former audit firm had expired and a wide search was conducted through an RFP (Request for Proposals), and explained the RFP process, noting that three audit firms were interviewed and Nigro & Nigro was selected. She added that representative Paul Kaymark was present via video conference to answer any questions.

Board Member Vera inquired about the difference in pricing between Nigro & Nigro and the other firms, and if anybody from the Board or the Commission was invited to sit in on the interview panel for the audit firms. Chief Financial Officer Acosta replied in the negative, noting that in order to have the audit completed in time, the interviews had to take place and there was not enough time to invite the Board to sit in on the interview; however, almost the entire finance department participated in the interview panel including she and the Controller who are CPAs and have extensive experience as external auditors, the accounting manager and the revenue manager; and stated that Nigro & Nigro was selected for their experience with governmental agencies.

Board Member Lau inquired why the pricing stayed the same for each fiscal year whereas the other firm's quotes did not.

Paul Kaymark, of Nigro & Nigro, stated the costs will be spread out over the course of the contract, and during the first year the funds will be spent fast because more time will be dedicated on documenting, understanding, and getting to know the agency better; however, these documents will be updated in future years, and the pricing will level out in the following years.

Board Member Lantz expressed concern over the issues that took place during the previous audit and asked if that had been considered and if provisions were made to avoid the same situation in the future. Chief Financial Officer Acosta responded in the affirmative.

General Counsel Flower clarified the prior firm sought to renegotiate contract terms while the audit was being conducted.

Vice-Chair Nolte opened the meeting for public comment; and there was no public comment.

There being no further discussion, Vice-Chair Nolte moved, and Board Member Lau seconded to adopt Resolution No. 750 awarding a three-year contract to Nigro & Nigro, PC for audit services for Fiscal Years ending June 30, 2024, 2025, and 2026, in the amount of \$108,000 with an option to extend an additional two years; and authorizing the Executive Director to execute the agreement and any amendments thereafter. The motion was carried by the following vote: Alternate Board Member Wand; Board Members Cockrell, Lantz, Lau, Ontiveros-Cole, and Vera; and Vice-Chair Nolte. NOES: None. ABSTAIN: None. ABSENT: Chair Leano.

**8. CONSIDERATION OF RESOLUTION NO. 751 APPROVING AN INTERIM EXECUTIVE DIRECTOR EMPLOYMENT AGREEMENT WITH DIANA ACOSTA**

Executive Director Hundal stated on July 1, 2024, she submitted her resignation from TCMHA and on July 10, 2024, a Special Meeting of the Governing Board was held to appoint an Interim Executive Director and that Chief Financial Officer Diana Acosta was selected; thereafter, an employment agreement was negotiated and it was being presented for approval to appoint Diana Acosta as the Interim Executive Director for six months or until the a new Executive Director is

appointed; and that her salary will be Step 1 of the Executive Director salary range with the same benefits she currently receives as the Chief Financial Officer.

General Counsel Flower added that per the Brown Act the Governing Board is required to provide an oral report and post compensation of an executive director prior to final action proving that compensation, and that part of the Resolution recommendation is that the Governing Board adopt the oral report. He then then provided the oral report and stated that this is an Interim Executive Director contract; the term is six months; the salary is set at the executive director range, the equivalent to \$145.27 cents per hour based on a 40-hour work, and that as an exempt employee she may be required to work an excess of eight hours without additional compensation; and she would maintain the same benefits as she currently holds in her position as CFO.

Board Member Vera stated there were some typographical errors under Section 9 (TCMHA Representation) of the Agreement. Staff stated they will be corrected.

Vice-Chair Nolte opened the meeting for public comment; and there was no public comment.

There being no further comment, Board Member Lantz moved, and Board Member Cockrell seconded to adopt Resolution No. 751 approving the Interim Executive Director Employment Agreement with Diana Acosta. The motion was carried by the following vote: Alternate Board Member Wand; Board Members Cockrell, Lantz, Lau, Ontiveros-Cole, and Vera; and Vice-Chair Nolte. NOES: None. ABSTAIN: None. ABSENT: Chair Leano.

Chief Financial Officer Acosta stated she is honored to take on this role and accepts the responsibility.

Vice-Chair Nolte assured her the Governing Board has full confidence in her.

## **9. GOVERNING BOARD DISCUSSION ABOUT THE RECRUITMENT PROCESS FOR THE EXECUTIVE DIRECTOR POSITION**

Executive Director Hundal stated the recruitment for Executive Director can be conducted either internally, through a recruitment firm or a headhunter, noting that TCMHA Human Resources department is very capable and would be able to conduct the recruitment process in a shorter time than a recruitment firm.

Board Member Lantz commented that the last recruitment took a long time and inquired about Human Resources' capabilities for the recruitment and their preference. Executive Director Hundal stated that Human Resources Director Kitha Torregano is very capable and she would be the lead on the recruitment, that her team would work with the Governing Board, and pointed out that if the recruitment was conducted internally, it would be more cost effective; and recommended that the recruitment should include two rounds of interviews of potential candidates, the first being held with TCMHA's Executive Team and the second being held with the Governing Board. She explained that if the recruitment is conducted through a recruitment firm, an RFP would need to be conducted first, then the firm selected would still be working closely with HR Director Torregano.

Board Member Vera inquired about the reason an RFP needs to be conducted.

General Counsel Flower stated that it is the Board's policy, clarifying it is not state law.

Discussion ensued regarding the cost of a recruitment by an external firm, which it was thirty-eight thousand dollars three years ago; about the possibility of this being an added burden to the HR team, but it was established that the HR team would work together to share the workload; about the difference in reach between internal and external recruitment, which external typically have a further reach and can advertise to passive candidates, and that an agreement would not be able to be approved until September for the firm to commence any work, and that if the recruitment was in-house there will be no need to wait; about checking references of applicants through a third-party company; about the desired qualifications from a candidate who preferably lives in the state of California and understands public government regulations; and if recruitment is conducted in-house, staff would verify first that candidates meet minimum qualifications.

Vice-Chair Nolte opened the meeting for public comment; and there was no public comment.

There being no further discussion, Vice-Chair Nolte moved, and Board Member Lantz seconded to approve TCMHA Human Resources Department to proceed with the recruitment process for the Executive Director position. The motion was carried by the following vote: Alternate Board Member Wand; Board Members Cockrell, Lantz, Lau, Ontiveros-Cole, and Vera; and Vice-Chair Nolte. NOES: None. ABSTAIN: None. ABSENT: Chair Leano.

**10. CONSIDERATION OF RESOLUTION NO. 752 ADOPTING TRI-CITY MENTAL HEALTH AUTHORITY'S PROPOSED OPERATING BUDGET & CASH FLOW BUDGET FOR FISCAL YEAR 2024-25**

Chief Financial Officer Acosta and Controller Bogle presented the Operating Budget and Cash Flow Budget for Fiscal Year 2024-25. Controller Trevor stated that the Consolidated Operating Budget includes Realignment and MHSA funds, and referred to a line item called *Unique MHSA Program Related Costs* under the TCMHA Clinic column stating that it does not belong there and it should be listed under the *Grant* line of \$200,000, noting that this error occurred because a link was placed in the wrong line item and that it will be corrected.

Chief Financial Officer Acosta reported there is a team of five accountants that work on the budget and provided an overview of Budget stating that the very first few pages provide general information about TCMHA as an agency, then referred to the Agency Total stating that it contains the data of all the sections combined; that the next section has the consolidating schedules that combine the activity for the general TCMHA Clinic and all of the segregated MHSA programming; that following those schedules are the general or Realignment funded Clinic Operations and the MHSA funds. She then stated that the Agenda Report contains a comparison by major group of expenses from year-to-year and budget-to-budget; and that 80% of the budget is salaries and benefits and the remainder is operations, facilities, and grants. She added that there was a Board request to show a line item explaining the reason some schedules showed expenses exceeding revenues which was the result of the timing of our revenue recognition, noting that it was revenues that had already been recognized and they were not going to be presented as revenues in that year; therefore, on page 51 of the Budget a line item was added to show the beginning balance less activity equals pending balance estimated.

Board Member Vera inquired about the reason for the liability insurance is being reduced to \$200,000 from \$320,000. Controller Bogle explained that the liability insurance is not going down and this decrease is probably the result of a classification error and that it would be corrected.

Board Member Vera referred to the *Unique State Program Related Costs*, noting that for this year it has a \$2.3 million budget, but last year there was only \$1,670 allocated, and he inquired about the reason for the high increase. Controller Bogle stated that this was due to the linking error he mentioned before and that this will be corrected. He explained that the \$1.148 million currently under the Tri-City column belongs under MHSA.

Discussion ensued regarding funds not being listed as being allocated to purchase a building and it was noted that this would not be reflected in the budget since the Board has not yet approved the purchase of any particular building; however, the funds to purchase a building are currently allocated in the CFTN Plan under the MHSA Budget.

Chief Financial Officer Acosta reported that the cash for this Fiscal Year is projected to be a total of \$47.5 million, that \$11.5 million is budgeted for the Tri-City Clinic and \$35 million for MHSA programming. She then talked about the cash flow and pointed out how much it is expected to be collected on behalf of patients, how much it is expected to pay suppliers and contractors, and payments to employees, noting that cash flow is a focal point because it shows how much is actually in the bank. She then talked about grants received, how much will be spent, and how much it is expected to bring revenue related to those grants; about the salaries and benefits which are largest expense of the entire agency, noting that there is a significant increase from last year due to the completion of the comprehensive Classification and Compensation Study.

Board Member Vera commented that the cash flow projections for this year are rather conservative since it looks like MHSA funds will be reduced by \$3 million by the state which is based on the projected income tax filings. Chief Financial Officer Acosta stated that last Fiscal Year 2023-24, there was an additional influx because of a one-time adjustment, and also there was also a delay in tax returns from the previous year, which delayed and postponed the collection of taxes in 2023 and resulted in \$20 million received; also, the latest projections as of May, they came in a lot higher than expected; so this is what state projects TCMHA will collect which is very close to what we have already collected, noting that this is what it can be relied on and does not want to inflate what we expect to receive, so it is preferable to be conservative.

Vice Chair Nolte inquired when the Prop 1 changes will take place. Chief Financial Officer Acosta replied in 2026. Executive Director Hundal added that the state recommends that any changes that are required under the MHSA Plan are done according to Proposition 1 changes.

Chief Financial Officer Acosta commented that the taxes for this year will be received as MHSA funds two years from now, noting that sometimes they fluctuate.

Vice-Chair Nolte opened the meeting for public comment; and there was no public comment.

There being no further discussion, Board Member Vera moved, and Vice Chair Nolte seconded to adopt the Tri-City Mental Health Authority's Operating Budget & Cash Flow Budget for Fiscal Year 2024-25. The motion was carried by the following vote: Alternate Board Member Wand; Board Members Cockrell, Lantz, Lau, Ontiveros-Cole, and Vera; and Vice-Chair Nolte. NOES: None. ABSTAIN: None. ABSENT: Chair Leano.

## **MONTHLY STAFF REPORTS**

### **11. RIMMI HUNDAL, EXECUTIVE DIRECTOR REPORT**

Executive Director Hundal stated implementation of Senate Bill No. 525 has been delayed to October 15, 2024. She stated the TCMHA Human Resources as identified nine departments and a total of approximately thirty staff members who will be affected by this bill, approximately a 13.75% increase in salaries; reviewed the ongoing TCMHA Loan repayment program; provided an updated on the Baseline Project in Claremont, noting that a gap on funding still exists and there is no estimated end date for closing escrow; however, that it is predicted to be before the end of the calendar year, and pointed out that the delay is not due to TCMHA's actions. She also announced that July is BIPOC Awareness Month and TCMHA is endeavoring to reduce stigma in the community; and also provided an HR report; and stated that this was her final report to the Board and expressed her confidence in the TCMHA Executive Team in continuing on.

Board Member Vera inquired about when Executive Director Hundal will start her new position. Executive Director Hundal replied August 1, 2024.

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

Chief Financial Officer Acosta stated that her team is currently working on making the table more user-friendly to show the funding subject to reversion; that her Staff Report showed Fiscal Year 2021-22 displayed the amount of \$628K in unencumbered funds, and that all other funds have been budgeted for; that currently \$675K have been budgeted for INN, a community planning project; thus, the funds are not at risk for reversion. She then provided an update for Facilities, stating the office remodel is going well; and that the Garden project is near completion and a Grand Opening will be scheduled.

She stated Board Member Lantz inquired about the new building at the June Governing Board Meeting. She stated TCMHA is still inspecting.

Board Member Lantz inquired if an appraisal had been conducted.

Chief Financial Officer Acosta responded in the affirmative and suggested holding a closed session meeting to discuss the next step.

Executive Director Hundal stated Congresswoman Norma Torrez came to Wellness Center and met with the TCMHA Executive Team.

### **13. LIZ RENTERIA, CHIEF CLINICAL OFFICER REPORT**

Chief Clinical Officer Renteria spoke about Point and Time Count conducted in January 2024. Ethnicity and provided a summary of the findings.

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

Medical Director Teimoori provided the final report for the outreach team, noting that due to a change in MHSA funding the team had to be reorganized and now it is under Chief Clinical Officer Renteria.

Discussion ensued regarding Proposition 1, which redistributed MHSA funding; that the clinical navigators were doing both outreach and crisis care, but moving forward a Mobile Crisis Care Unit (MCCU) will be handling crisis care; that everyone that was employed in the program continue to be employed at TCMHA; that this was part of stakeholder process; that the community will see a dedicated team whereas as before, the team had also other responsibilities; that the MCCU will be doing global crisis response for TCMHA open clients, engagement and outpatient clients, linking community members that are not open and trying to triage the person; and also be responding to all calls from schools and the police departments; and that the MCCU will try to fill the current gap in crisis responses; and that MCCU outcomes will be tracked.

#### **15. DANA BARFORD, DIRECTOR OF MHSA AND ETHNIC SERVICES REPORT**

Director of MHSA and Ethnic Services Barford spoke on Innovations and thanked the Governing Board for approving the Peer Group that will work with TCMHA. She then reported that the Department of Healthcare Services (DHCS) had the latest deadline in January of 2025 to provide new guidelines for the counties to start preparing the next Three-Year MHSA integrated plan, which will show every program, every funding source, everything all integrated into that plan.

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

Chief Compliance Officer Majors-Stewart provided a summary of the Consent for Treatment Services that went into effect on July 1, 2024, stating the law now permits minors 12 years of age or older to consent for outpatient mental health services, without parental consent, if in the opinion of the attending professional person, the minor is mature enough to participate intelligently in the services. She stated TCMHA is updating protocols and training are being provided.

Discussion ensued regarding middle school students being outreached and educated on this new law and having access to care; about services being provided wherever they are needed, including being provided in the school setting; about the electronic healthcare system being updated and that no additional budget is needed to implement this law.

#### **GOVERNING BOARD COMMENTS**

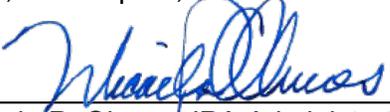
There was no comment.

#### **PUBLIC COMMENT**

MHSA Program Coordinator Paulina Ale stated staff is currently accepting new ideas for projects under Innovation, and distributed a flyer with detailed information on how to submit these ideas.

#### **ADJOURNMENT**

At 6:40 p.m., on consensus of the Governing Board, its meeting of July 17, 2024, was adjourned. The next Regular Meeting of the Governing Board will be held on Wednesday, September 18, 2024, at 5:00 p.m., in the Wellness Center, 1403 North Garey Avenue, Pomona, California.

  
Micaela P. Olmos, JPA Administrator/Clerk