



## MINUTES

### **SPECIAL MEETING OF THE GOVERNING BOARD AUGUST 21, 2024 – 5:00 P.M.**

The Governing Board Regular Meeting was held on Wednesday, August 21, 2024, at 5:00 p.m. in the Administrative Building located at 1717 North Indian Hill Boulevard, Suite B, Claremont, California.

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

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

#### GOVERNING BOARD

**PRESENT:** Jed Leano, City of Claremont, Chair  
John Nolte, City of Pomona, Vice-Chair (arrived at 5:04 p.m.)  
Carolyn Cockrell, City of La Verne, Board Member (arrived at 5:23 p.m.)  
Paula Lantz, City of Pomona, Board Member  
Wendy Lau, City of La Verne, Board Member  
Ronald T. Vera, City of Claremont, Board Member  
Beverly Johnson, City of Pomona, Alternate Board Member

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

#### STAFF

**PRESENT:** Diana Acosta, Interim Executive Director  
Steven L. Flower, General Counsel  
Kitha Torregano, Human Resources Director  
Mica Olmos, JPA Administrator/Clerk

#### **CLOSED SESSION**

- 1. THE GOVERNING BOARD WILL RECESS TO A CLOSED SESSION PURSUANT TO GOVERNMENT CODE 54957 – PUBLIC EMPLOYMENT**

Position to be Filled: Executive Director

The Governing Board decided not to meet in closed session and cancelled it.

#### **OPEN SESSION**

- 2. GOVERNING BOARD DUSCUSSION ABOUT THE RECRUITMENT PROCESS FOR THE EXECUTIVE DIRECTOR POSITION**

At 5:04 p.m., Vice-Chair John Nolte arrived at the meeting.

Human Resources Director Torregano provided an overview of the recruitment process for Executive Director position; and referred to the Executive Director recruitment binder that she distributed to each Board Member, and pointed out that it was divided into four sections; 1) the newly edited Executive Director job description; 2) the current job description of the Executive Director; 3) a summary of ongoing projects from the Executive Team; and 4) the recruitment plan which has four phases. She explained that Phase I is where we all are and a Bulletin was drafted for the Governing Board review and feedback; that Phase II would be the marketing and advertisement phase, when TCMHA posts the recruitment and advertise in various external resources and provided a list, noting that it is being recommended at minimum of a 30-day advertisement window beginning on August 30<sup>th</sup> with a deadline to apply; that Phase III would be when a final assessment on resumes is conducted to determine which ones are the most highly qualified candidates, also that time candidates will be notified about the timeline for the interviews.

Discussion ensued regarding the interview panels, its composition, and the times when they should be held, which is anticipated to have the first round of interviews on the week of October 14<sup>th</sup> or the week of October 21<sup>st</sup>.

Board Member Lantz inquired about the reason the information was not provided ahead of the Special Meeting, stating she did not have enough time to review the material to provide feedback.

Human Resources Director Torregano stated it was her understanding this meeting was when the information should be provided to the Board.

General Counsel Flower stated there was still time to provide feedback before the recruitment started.

Board Member Vera acknowledged the work put into the information but stated that he could not accurately review it in the time frame provided.

Chair Leano inquired what the procedure was for suggested revisions to the recruitment brochure.

General Counsel Flower stated if there were comments the Board wished to share with TCMHA staff, he recommended the comments be directed only to Interim Executive Director Acosta to avoid a violation of the Brown Act. He stated that he had previously not suggested sharing the recruitment material prior to the meeting to avoid Brown Act Violations.

Chair Leano praised the recruitment brochure but stated he felt the education qualifications felt too narrow.

Board Member Lau stated she desired the candidate have history in the mental health field.

Human Resources Director Torregano referred to Section Two and stated there are six qualifications for the candidate. She stated the reason of the initial qualification is per state code.

General Counsel Flower stated candidates can be considered outside of these guidelines, but TCMHA would have to consult with the state.

Board Member Lau inquired where the recruitment states if the qualifications are not met, there are alternative methods.

General Counsel Flower stated that verbiage can be added in to the recruitment.

Board Member Vera commented on the verbiage of “public sector” in the Ideal Candidate page, stating he did not want to rule out private sector candidates.

Board Member Lantz stated the private and public sectors are very different.

Board Member Lau suggested using the verbiage “with a preference”.

Board Member Vera agreed with that verbiage.

Board Member Vera stated the verbiage of the Executive Director “expanding” TCMHA’s services should not be the first criteria listed.

Human Resources Director Torregano asked if he preferred the word “expand” be removed.

Chair Leano suggested striking the word.

Board Member Vera suggested “maintaining and continuing”.

Board Member Lantz suggested the phrase “continuing to improve”.

Chair Leano referenced the Ideal Candidate section and stated because TCMHA is a Joint Powers Authority, experience working with public agency communication and collaboration is desirable.

Board Member Lantz stated that had been problematic in prior years.

Board Member Vera inquired the Board’s opinion on the hybrid work schedule.

Board Member Lau stated she was satisfied with the option.

Board Member Vera stated initially the candidate should be onsite instead of hybrid.

Human Resources Director Torregano stated verbiage can be added to the job offer clarifying thirty to ninety days will be in office, dependent on the Board’s decision.

Board Member Vera stated he prefers the employee be on site. He also requested amending the verbiage regarding initial interviews to be virtual but subsequent interviews be conducted in person.

Human Resources Director Torregano responded in the affirmative.

Board Member Lantz stated the interview conducted with the Commission and Community Stakeholders be held in person.

At 5:23 p.m., Board Member Carolyn Cockrell arrived at the meeting.

Board Member Lau proposed the initial interview be held virtually and the second interview be held in person. Human Resources Director Torregano expressed the possible scenario of a candidate moving to California from out of state, an initial virtual interview may be beneficial with the understanding of the second interview being held in person.

Chair Leano expressed concern of candidates being different between first and second interview. He suggested one to two Board Members be present at both interviews.

Board Member Lau requested clarification on how many candidates would reach interview stages and stated she preferred no more than three candidates reach interviews.

Board Member Lantz requested the candidate's applications be provided to the Board so their input can be provided but also requested the Mental Health Commission also be involved.

Human Resources Director Torregano summarized HR hiring process, stating HR reviews the applications at the deadline and divide them into yes, no, or maybe; then the applications are presented to hiring managers for decision on what they want to review. She posed that as a possibility to the Board.

Board Member Lau expressed her preference for the Governing Board and MHC review and rate the same people instead of a candidate being ruled out by one before it reaches the other.

Human Resources Director Torregano stated the initial interview is designed to narrow down the candidate pool.

Board Member Vera stated he preferred the Board have more input on the process.

Chair Leano stated the Board sat in on two interviews for the previous Executive Director Recruitment.

Board Member Lau stated she preferred having the Board present for two interviews, clarifying only some members needed to be present, not all.

JPA Administrator/Clerk Olmos stated the recruitment when former Executive Director Navarro was hired, the city managers sit in on interviews, and that the recruitment for previous Executive Director Hundal did not have community involvement.

Board Member Vera suggested deferring the process dependent on the quantity of candidates received.

Human Resources Director Torregano suggested targeting dates and timeframes for candidate planning. She also suggested community members, board members, and executive team members be present on the first interview. She also confirmed she will present the yes and maybe candidates to the Board.

JPA Administrator/Clerk Olmos confirmed a quorum can be called for final interview and it can be held in closed session.

Chair Leano requested the Board to decide who would be present for the initial interview stages. He suggested the MHV Chair and another member, at least one of them being a resident of Pomona.

Board Member Lau suggested City Managers or Assistant City Managers.

Board Member Vera suggested a staff person from each city.

Board Member Cockrell suggested a clinical perspective be present as opposed to strictly management perspective.

At 5:41 p.m., Board Member Paula Lantz left the meeting.

Human Resources Director Torregano suggested two panelists from the Executive Team, two from the Governing Board, and two from the community, one being from the MHC and one from city management.

Board Member Lau requested the panel be diverse.

Board Member Cockrell stated she would like to be involved in some capacity.

Chair Leano and Board Member Lau stated they would be able to make themselves available in some capacity.

Board Member Lau inquired how much time is blocked per candidate.

Human Resources Director Torregano stated in the past, one hour has been allotted to each candidate.

Vice-Chair Nolte clarified this would apply to the first round, second round of interviews would be in front of the Board.

Chair Leano clarified the goal is a representation of jurisdiction and expertise. He stated if the suggested panelists are not available then Interim Executive Director Acosta may decide who can replace them. He suggested Claremont City Hall as it has room for the closed session interview and room for adjournment. He inquired if there is a Brown Act violation if City Hall is closed on Friday, but the interview is conducted Friday, October 25, 2024.

General Counsel Flower responded there would be no violation if the public could access the location for open session.

The Governing Board decided to conduct second round of interviews on Tuesday, October 29, 2024.

Board Member Lau inquired when comments would need to be submitted on the recruitment. Human Resources Director Torregano stated no later than August 27, 2024.

Board Member Vera requested the GB Chair be allowed to review recruitment materials before publishing.

Chair Leano praised Human Resources Director Torregano and her team on their work in the recruitment to date.

Board Member Vera inquired where the materials will be published.

Human Resources Director Torregano stated it will be posted on all the resources listed under the recruitment plan, including TCMHA's website, an email will be sent to anyone on an interest list, and social media. She offered to email it to the Governing Board as well.

### **GOVERNING BOARD COMMENTS**

There was no comment.

### **PUBLIC COMMENT**

There was no comment.

### **ADJOURNMENT**

At 5:58 p.m., on consensus of the Governing Board its special meeting of August 21, 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.

  
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Micaela P. Olmos, JPA Administrator/Clerk