

Tricitymhs.org

**Tri-City Mental Health Services
Administration Office**
1717 North Indian Hill Boulevard, Suite B,
Claremont, CA 91711-2788
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*Founded by Pomona, Claremont, and La Verne
in 1960*



Paula Lantz (Pomona), Chair
Chuck Leeb, Ph.D. (Claremont), Vice-Chair
Robin Carder (La Verne), Board Member
Carolyn Cockrell (La Verne), Board Member
Joseph M. Lyons, Ph.D. (Claremont), Board Member
Edina Martinez, Psy.D. (Pomona), Board Member
John Nolte (Pomona), Board Member

GOVERNING BOARD AGENDA

WEDNESDAY, APRIL 20, 2016

ADMINISTRATION BUILDING

1717 N. INDIAN HILL BLVD, SUITE B, CLAREMONT, CA

4:45 P.M.

Public Participation. Section 54954.3 of the Brown Act provides an opportunity for members of the public to address the Governing Board on any item of interest to the public, before or during the Governing Board's consideration of the item, that is within the subject matter jurisdiction of the Governing Board. Therefore, members of the public are invited to speak on any matter on or off the agenda. If the matter is an agenda item, you will be given the opportunity to address the legislative body when the matter is considered. If you wish to speak on a matter which is not on the agenda, you will be given the opportunity to do so at the Public Comment section.

Any disclosable public records related to an open session item on a regular meeting agenda and distributed by Tri-City Mental Health Center to all or a majority of the Tri-City Governing Board less than 72 hours prior to this meeting are available for public inspection at 2008 N. Garey Avenue in Suite 1C during normal business hours.

In compliance with the American Disabilities Act, any person with a disability who requires an accommodation in order to participate in a meeting should contact Executive Assistant Mica Olmos at (909) 451-6421 at least 48 hours prior to the meeting.

Regular meetings are held on the 3rd Wednesday of every month.

CALL TO ORDER

ROLL CALL

Board Member Carder, Board Member Cockrell, Board Member Lyons, Board Member Martinez, Board Member Nolte, Vice-Chair Leeb, and Chair Lantz.

POSTING OF AGENDA

The Agenda is posted 72 hours prior to each meeting at the following Tri-City locations: Administrative Office, 1717 N. Indian Hill Blvd. #B in Claremont; Clinical Facility, 2008 N. Garey Avenue in Pomona; Wellness Center, 1403 N. Garey Avenue in Pomona; Royalty Offices, 1900 Royalty Drive #180/280 in Pomona; and on the Tri-City's website: <http://www.tricitymhs.org>

CONSENT CALENDAR

All items listed under the Consent Calendar are considered to be routine and will be enacted at one time by one motion. Governing Board members may pull an item for discussion and remove the item from the Consent Calendar for separate consideration. Anyone wishing to speak to items on the Consent Calendar, whether a member of the Board or public, is requested to do so at this time.

1. APPROVAL OF MINUTES FROM THE MARCH 16, 2016 GOVERNING BOARD MEETING

Recommendation: “A motion to approve the Minutes of March 16, 2016.”

2. APPROVAL OF RESOLUTION NO. 419 ADOPTING REVISED PERSONNEL RULES AND REGULATIONS MANUAL

Recommendation: “A motion to adopt Resolution No. 419 approving amendments to the Personnel Rules and Regulations Manual.”

3. APPROVAL OF RESOLUTION NO. 420 ADOPTING REVISED JOB DESCRIPTIONS ADOPTING REVISED JOB DESCRIPTIONS FOR THE HUMAN RESOURCES MANAGER, SENIOR HUMAN RESOURCES ANALYST AND EXECUTIVE ASSISTANT

Recommendation: “A motion to adopt Resolution No. 420 revising the job descriptions for the Human Resources Manager, Senior Human Resources Analyst and Executive Assistant.”

4. APPROVAL OF REVISED TCMHA CONFLICT OF INTEREST CODE

Recommendation: “A motion to adopt the revised Conflict of Interest Code.”

NEW BUSINESS**5. APPROVAL TO RE-APPOINT CITY OF POMONA RESIDENTS TONI L. WATSON AND TWILA L. STEPHENS, AS MEMBERS TO THE TRI-CITY MENTAL HEALTH COMMISSION**

Recommendation: “A motion to re-appoint for a 3-year term Toni L. Watson and Twila L. Stephens, as members to the Mental Health Commission.”

MONTHLY STAFF REPORTS

6. **EXECUTIVE DIRECTOR REPORT**
7. **CHIEF FINANCIAL OFFICER REPORT**
8. **CHIEF OPERATIONS OFFICER REPORT**
9. **DIRECTOR OF CLINICAL PROGRAM SERVICES REPORT**
10. **MEDICAL DIRECTOR REPORT**
11. **DIRECTOR OF MHSA AND ETHNIC SERVICES REPORT**
12. **MANAGER OF BEST PRACTICES REPORT**

Recommendation: “A motion to receive and file the month of April staff reports.”

GOVERNING BOARD COMMENTS

Members of the Governing Board may make brief comments or request information about mental health needs, services, facilities, or special problems that may need to be placed on a future Governing Board Agenda.

PUBLIC COMMENT

The Public may at this time speak regarding any Tri-City related issue, provided that no action shall be taken on any item not appearing on the Agenda. The Chair reserves the right to place limits on duration of comments.

ADJOURNMENT

The Governing Board of Tri-City Mental Health Center will meet next in a Joint Meeting with the Mental Health Commission to be held on **Wednesday, May 18, 2016 at 4:45 p.m.** in the MHSA Office, 2001 N. Garey Avenue in Pomona, California.

The next Regular Meeting of the Governing Board will be held on **Wednesday, June 15, 2016 at 4:45 p.m.** in the Administration Building, 1717 North Indian Hill Boulevard #B, Claremont, California.

MICA OLMOS
EXECUTIVE ASSISTANT