MINUTES
REGULAR MEETING OF THE
GOVERNING BOARD
OCTOBER 18, 2017 – 4:45 P.M.

The Governing Board met in a Regular Meeting on Wednesday, October 18, 2017 at 4:50 p.m. in the Administrative Office, 1717 N. Indian Hill, Suite B, Claremont, California.

CALL TO ORDER Chair Carder called the meeting to order at 4:50 p.m.

ROLL CALL A visual roll call was taken.

PRESENT: Robin Carder, City of La Verne, Chair
Edina Martinez, PsyD, City of Pomona, Vice-Chair
Rubio R. Gonzalez, City of Pomona, Board Member (arrived at 5:05 p.m.)
Joseph M. Lyons, MA, PhD, City of Claremont, Board Member
Elizabeth Ontiveros-Cole, City of Pomona, Board Member
Ronald T. Vera, City of Claremont, Board Member
Bill Aguirre, City of La Verne, Alternate 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
Nancy Gill, Chief Operations Officer
Elizabeth Owens, Director of Clinical Program Services
Seeyam Teimoori, Medical Director
Rimmi Hundal, Director of MHSA and Ethnic Services
Natalie Majors-Stewart, Manager of Best Practices
Trevor Bogle, Controller
Jesse Duff, Special Projects Consultant
Mica Olmos, JPA Administrator/Clerk

PRESENTATION

AN AWARD OF RECOGNITION PRESENTED TO OUTGOING GOVERNING BOARD VICE-CHAIR DR. EDINA MARTINEZ FOR HER LEADERSHIP AND DEDICATED SERVICE TO TRI-CITY SINCE 2008

Chair Carder announced that it was a sad and happy evening because Tri-City will recognize Dr. Edina Martinez for her nine years of service to Tri-City.

City of Pomona Mayor Tim Sandoval thanked Vice-Chair Martinez for the services she provided to the communities of the three cities and wished her the best in her future endeavors, noting that she will always a home in Pomona. He and Board/Council Member Ontiveros then presented Dr. Martinez a Certificate of Recognition, on behalf of the City of Pomona, for her contributions during the last 9 years.

Chair Carder presented an Award on behalf of Tri-City's Governing Board for her contributions, unwavering commitment, and leadership.

Vice-Chair Martinez stated that staff's work in the community inspired her to be as involved as she has been as part of Tri-City's Governing Board; thanked everyone for their efforts, noting that Tri-City would have not made it as far if everyone had not been working as a team; and thanked everyone for acknowledging her.

At 4:55 p.m., the Governing Board recessed to celebrate, congratulate, and wish farewell to Vice-Chair Martinez.

At 4:59 p.m., the Governing Board reconvened its meeting.

CONSENT CALENDAR

There being no comment, Board Member Lyons moved, and Vice-Chair Martinez seconded, to approve the Consent Calendar. The motion was carried by the following vote: AYES: Board Members Lyons, Ontiveros-Cole, and Vera; Vice-Chair Martinez; and Chair Carder. NOES: None. ABSTAIN: None. ABSENT: Board Members Cockrell and Gonzalez.

1. APPROVAL OF MINUTES FROM THE SEPTEMBER 20, 2017 GOVERNING BOARD MEETING

Recommendation: "A motion to approve the Minutes of the Governing Board of September 20, 2017."

2. APPROVAL OF REVISED TRI-CITY'S HIPAA SECURITY RULE POLICIES AND PROCEDURES MANUAL

Recommendation: "A motion to approve the Revised TCMHA HIPAA Security Rule Policies and Procedures Manual effective October 18, 2017."

3. APPROVAL OF RESOLUTION NO. 443 ADOPTING REVISED JOB DESCRIPTION FOR PROGRAM ANALYST AND ADDING THE POSITIONS OF PROGRAM ANALYST II AND PROGRAM ANALYST III TO THE PERSONNEL RULES AND REGULATIONS

Recommendation: "A motion to approve and adopt Resolution No. 443 Revising the Program Analyst Job Description and adding the positions of Program Analyst II and Program Analyst III to the Personnel Rules and Regulations."

NEW BUSINESS

4. REVIEW OF THE ISSUANCE OF THE AUDITED FINANCIAL STATEMENTS FOR FISCAL YEAR ENDED JUNE 30, 2017

David Showalter, of Vavrinek, Trine, Day & Co., LLP (VTD), stated that VTD is the external auditor for Tri-City and thanked the Governing Board for selecting VTD as Tri-City's auditor.

He then said that the Financial Statements being presented were for Fiscal Year ended June 30, 2017 and that it includes an audit opinion which is VTD's report on the Financial Statements; that it conveys to the reader Tri-City's management responsibilities with respect to the audit; VTD's responsibilities with respect to the audit; and the results of the audit which indicate that the Financial Statements present fairly, in all material respects, the financial position of Tri-City; and that it is a clean opinion which is the best opinion which Tri-City can have for its Financial Statements. He also reported that includes a communication letter to the Board that outlines various aspects of the audit, including whether there has been any significant changes in accounting practices or policies; noting that this year was consistent with prior years regarding the accounting policies and practices; that there were no new accounting pronouncements; that this was year three of the net pension liability pronouncement and it was becoming a more consistent accounting practice. He noted however, that it is highlighted because pension liability is a very significant estimate in the Financial Statements as a result of actuarial estimates from the California Public Employees' Retirement System (CalPERS) that get pushed down to Tri-City; and that the accounting estimates of Third Party Payor Settlements, based on estimated collection and audit completed by the State, were also audited. He then explained that VTD focused on these estimates because they are very subjective and as well as the sensitive disclosure of the bankruptcy settlement because it is an ongoing matter. He continued to say that VTD: did not encounter any difficulties when performing the audit, did not have any disagreements with management, signed off on the audit on October 6, 2017; that management did not consult with other accounting agencies relating to accounting matters; that there were not any other audit findings to bring to the Board's attention; and reiterated that it was a clean or unmodified audit opinion.

Board Member Lyons inquired with respect to the CalPERS liability, how accurate were their projections and estimates. Mr. Showalter explained that are several projections that make up the total pension liability such as the expected benefits that are going to be paid out, the experience, and the investment returns; noting that CalPERS had estimated a 7.65% rate of return and it had actually been less than 1%; therefore, the difference is amortized over five years, then obtained from CalPERS members which has an immediate impact on the required contribution to bring the plan's fund level back up.

Discussion ensued about CalPERS rates and the impact on contributions.

At 5:05 p.m. Governing Board Member Rubio Gonzalez arrived at the meeting.

Board Member Vera referred to Note #7 –Bankruptcy- on Page 36 of the Financial Statements, stating that according to the plan, payments on allowed claims will terminate concurrent with the termination of Tri-City's contractual relationship with Los Angeles County of Department of Mental Health (LAC DMH), and inquired if it referred to only secured claims or all of the claims. Chief Financial Officer Acosta indicated that if Tri-City was to terminate its contract with LACDMH, any unpaid obligation remaining would cease to exist.

Board Member Vera inquired which was the management representation letter dated October 6, 2017 that was referenced in the Financial Statements. Mr. Showalter stated that there is another report issued on Pages 56 & 57, which conveys to the reader that VTD conducted the audit according to generally accepted governing auditing standards, and that this report is also a clean report.

He explained that the management representation letter is not included in the financial statements and management provides it to VTD wherein management signs attesting that the financial statements are fairly presented as well.

There being no further discussion, Board Member Vera moved, and Board Member Lyons seconded, to accept and file the final issued audited Financial Statements for Fiscal Year ended June 30, 2017. The motion was carried by the following vote: AYES: Board Members Gonzalez, Lyons, Ontiveros-Cole, and Vera; Vice-Chair Martinez; and Chair Carder. NOES: None. ABSTAIN: None. ABSENT: Board Member Cockrell.

MONTHLY STAFF REPORTS

5. EXECUTIVE DIRECTOR REPORT

Executive Director Navarro reported that NPLH's technical assistance call for the month of October had been cancelled because there was nothing to report since they are still waiting for court validation. She then provided a Measure H update, stating that staff had obtained clarification from the Department of Mental Health (DMH) team and the Department of Health Services (DHS) and had indicated that the county had created an integrated team approach with the mental health services piece; that they will be using LACDMH as the primary provider of mental health services for permanent supportive housing; that it will only encompass clients who move into any new permanent supportive housing that gets billed starting now, and not for clients going into projects that have already been built; that at this time there is no new building plans from DHS, DMH nor Tri-City; that they had agreed that any permanent supportive housing built in the next 10 years will be allocated to Tri-City; and that it will enter into a contract to provide mental health services under Measure H. She also provided a leadership team training update; employee annual survey results; announced that the executive team will have a retreat on November 13th; announced that she will not be attending the Governing Board Meeting in November because she will be attending the Annual Strategic Planning Meeting of the California Behavioral Health Directors in northern California, stating that Diana Acosta, Chief Financial Officer, will be present in her place; that a new Vice-Chair will be elected at the Board's meeting in November; and that Don Pruyn had fully retired.

Chair Carder presented a Certificate of Recognition to Don Pryun for his experience, professionalism, unwavering commitment to Tri-City, and his vision to develop 64 units of permanent supportive housing which have resulted in helping the less fortunate in each of Tri-City's three cities.

Don Pryun thanked former Tri-City Executive Director Jesse Duff, Toni Navarro, and the Board for their support during his six-year tenure and for the housing program. He also stated that it had been a great privilege working for Tri-City because it is a great organization.

Discussion ensued regarding Assembly Bill 470, which expands the outcome measures to become more uniform to include all eligible Medi-Cal beneficiaries; and how it will affect Tri-City services.

6. CHIEF FINANCIAL OFFICER REPORT

Chief Financial Officer Acosta stated that Tri-City received in October $4.8 million which brings the budget up to date; indicated that there is another payment in process for 2017-18 services provided; and announced that she will hold from making any bankruptcy payments to maintain the current cash flow because there will be a delay in processing claims by LACDMH due to the implementation of its new IBIS system.

7. CHIEF OPERATIONS OFFICER REPORT

Chief Operations Officer Gill reported that it was the time of the year to look at employee benefits; that there will be an annual benefits fair for employees; that the safety committee will conduct an active shooter drill next Wednesday and will involve staff only, not clients, to ensure Tri-City's internal communication protocols are working as they should; and that the HIPAA/HITECH Security Risk Assessment concluded that Tri-City's system did not have any risk areas, noting that IT staff had worked diligently making sure that Tri-City's infrastructure is secure and it protects client information electronically.

Discussion ensued regarding active shooter drills conducted for Tri-City staff, and security measures and protocols.

Executive Director Navarro referred to the demographics reports and noted that they only capture information of those clients who are formally enrolled in treatment and that they do not reflect how many people Tri-City services in the PEI programs nor in the Wellness Center programming; explained that it is a public document and should not be misconstrued as actual data; and asked the Board for direction regarding providing a different report that accurately depicts the information sought. She pointed out that actual data is presented annually during the MSHA planning process and that data from the outpatient programs from the 1991 Realignment can also be included which will be accurate.

Board Member Lyons expressed support for receiving a more accurate report. There was Board consensus to receive a quarterly report on demographics.

Chief Operations Officer Gill inquired if the Board wished to continue to receive the monthly staff language capacity report. There was Board consensus to eliminate this report.

8. DIRECTOR OF CLINICAL PROGRAM SERVICES REPORT

Director of Clinical Program Services Owens stated that she continues to meet with staff by program to review the staff satisfaction and clinical department surveys given earlier this year; as a result, she accompanied the Intensive Outreach and Engagement Team (IOET) in the field during the second week in October to gain a better understanding of the important work of the IOET; she reported all the areas visited to outreach an engage the homelessness community noting that it was very heartfelt for her.

Discussion ensued about resident concerns around the Garfield Park and current efforts by Pomona PD and Tri-City staff; and about services available at the Armory in Pomona.

Alternate Board Member Aguirre thanked Director of Clinical Program Services Owens and her staff for meeting with him and the Bonita High School Principal regarding the school counseling program and commented that it was well received by the principal and the BHS staff.

9. MEDICAL DIRECTOR STAFF REPORT

Medical Director Teimoori reported that there was a recent Hepatitis A outbreak in the Los Angeles area and discussed what preventive measures are being implemented to minimize the risk of infection and also to increase awareness.

10. DIRECTOR OF MHSA AND ETHNIC SERVICES REPORT

Director of MHSA and Ethnic Services Hundal announced that this year was the 10th year anniversary of the implementation of Tri-City's MSHA plan; that the first two Stakeholders meetings took place, pointing out that there were 72 attendees, the highest since its inception; that through WET of the Southern Counties Regional Partnership, Tri-City is developing a staff recruitment video wherein some of Tri-City staff will be participating; that Cal Poly Pomona Veteran Center, recipient of Community Wellbeing Grant, celebrated its 5th year; that the Wellness Center staff attended NAMI Walks in Los Angeles and provided crosswalk safety, noting that Tri-City staff had raised $793 and donated it to NAMI; that there will be a Job Fair on October 27th and 21 employers will be attending; and provided a housing update.

11. MANAGER OF BEST PRACTICES REPORT

Manager of Best Practices Majors-Stewart reported that there will be some upcoming changes to the best practices process to help strengthen both improvement and compliance agency-wide as a result of the outcomes requirement at both the state and government level and of the enhanced monitoring at the state level that will be happening within the next few years; discussed the various ideas to implement new processes. She also stated that that it will be more intensive to focus on the outcomes that the state requires because there will a greater compliance component; that it will be a necessity to have data of its outmost accuracy; that staff has to develop data reporting to meet the requirement expected of Tri-City; and that staff starting to prepare for it now.

Discussion ensued regarding what might be the information that the state will require from the outcomes data.

There being no further discussion, Board Member Lyons moved, and Board Member Ontiveros-Cole seconded, to receive and file the month of October 2017 staff reports. The motion was carried by the following vote: AYES: Board Members Cockrell, Gonzalez, Lyons, Ontiveros-Cole, and Vera; Vice-Chair Martinez; and Chair Carder. NOES: None. ABSTAIN: None. ABSENT: None.

GOVERNING BOARD COMMENTS

Board Member Vera commented that he was sorry that Dr. Martinez was leaving and that he wished her well.

Board Member Lyons provided a Measure H update and noted that the County Board of Supervisors added to the available funds for city and regional engagement at the COG level; that 24 out of 31 SGVCOG cities submitted applications; and commented that he hopes that there are good plans at the local level to help implement Measure H strategies.

Board Member Ontiveros-Cole reported that the City of Pomona submitted a bid to have the Amazon 2nd Headquarters in Pomona, noting that it had met all the requirements.

Board Member Gonzales reported that the Pomona Homeless Shelter will be approving contractor bids and that the projected opening date is in March 2018.

Board Member Vera commented he attended the Stakeholder meeting and complimented staff for being very engaging and for doing a great job.

PUBLIC COMMENT

There was no comment.

ADJOURNMENT

At 6:07 p.m., on consensus of the Governing Board its Regular Meeting of October 18, 2017 was adjourned. The next Regular Meeting of the Governing Board will be held on Wednesday, November 15, 2017 at 4:45 p.m., in the Administration Building, 1717 North Indian Hill Boulevard #B, Claremont, California.

Micaela P. Olmos, JPA Administrator/Clerk