



**MINUTES  
REGULAR MEETING OF THE  
GOVERNING BOARD  
NOVEMBER 15, 2017 – 4:45 P.M.**

The Governing Board met in a Regular Meeting on Wednesday, November 15, 2017 at 4:48 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 4:48 p.m.

**ROLL CALL** A visual roll call was taken.

**PRESENT:** Robin Carder, City of La Verne, Chair  
Carolyn Cockrell, City of La Verne, Board Member (arrived at 4:52 p.m.)  
Rubio R. Gonzalez, City of Pomona, Board Member (arrived at 4:50 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

**ABSENT:** None.

**STAFF:** Diana Acosta, Chief Financial Officer  
Darold Pieper, General Counsel  
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

**CONSENT CALENDAR**

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

**1. APPROVAL OF MINUTES FROM THE OCTOBER 18, 2017 GOVERNING BOARD MEETING**

**Recommendation:** "A motion to approve the Minutes of the Governing Board of October 18, 2017."

**2. APPROVAL FOR THE DONATION OR DESTRUCTION OF SURPLUS FURNITURE AND APPLIANCE**

Recommendation: “A motion to approve the donation and destruction of surplus items on the Surplus Furniture and Appliance List for Disposal or Donation –November 2017.”

**3. APPROVAL OF RESOLUTION NO. 444 ADOPTING CLASS SPECIFICATION AND SALARY RANGE FOR THE POSITION OF CERTIFIED SUBSTANCE ABUSE COUNSELOR**

Recommendation: “A motion to approve and adopt Resolution No. 444 revising the Personnel Rules and Regulations to include the position of Certified Substance Abuse Counselor to the listing of classifications of General Service Employees.”

**NEW BUSINESS**

**4. ELECTION TO FILL VICE-CHAIR VACANCY AS REQUIRED BY THE JOINT POWERS AGREEMENT BETWEEN THE CITIES OF POMONA, CLAREMONT, AND LA VERNE**

There being no discussion, Board Member Lyons moved, and Board Member Ontiveros-Cole seconded, to nominate Ronald T. Vera to serve as Vice-Chair of the Governing Board. The motion was carried by the following vote: AYES: Board Members Gonzalez, Lyons, and Ontiveros-Cole; and Chair Carder. NOES: None. ABSTAIN: Board Member Vera. ABSENT: Board Member Cockrell.

**MONTHLY STAFF REPORTS**

**5. EXECUTIVE DIRECTOR REPORT**

Chief Financial Officer Acosta stated that, as announced during the Board's meeting in October, Executive Director Toni Navarro was not present at today's Board meeting because she was attending the Annual Strategic Planning Meeting of the California Behavioral Health Directors in northern California; that on November 3rd, Tri-City received notification from the Department of Housing and Community Development (HCD) that its application for the NPLH-TA funds had been approved; and that Tri-City staff is continuing to work in establishing a meeting with the Pomona Valley Hospital Medical Center (PVHMC) staff.

Vice-Chair Vera commented that he serves in the PVHMC Board and, that during its last meeting, the PVHMC staff had reported that the ER had seen a substantial number of people come with behavioral health problems; that the hospital did not have sufficient resources to address and diagnose those problems; that the PVHMC staff proposal included having a full-time psychiatrist and social workers working at the hospital to properly diagnose; that he had inquired if PVHMC staff had been in contact with Tri-City and that they had replied in the negative; and that afterwards, PVHMC staff said to him that a number of people that come the hospital are not eligible for Tri-City's services.

Therefore, he shared this information with Tri-City's Executive Director who indicated that Tri-City does have resources to assist the hospital; that it would be called the Behavioral Outreach Crisis Intervention Center located at the hospital; and that Tri-City's Executive Director worked immediately in scheduling a meeting with PVHMC staff; and that she is currently waiting to have communication established with the hospital staff.

## **6. CHIEF FINANCIAL OFFICER REPORT**

Chief Financial Officer Acosta stated the LACDMH delayed reimbursements to Tri-City have resumed and monies have been collected through October 24, 2017; that staff has not determined a bankruptcy payment amount to the California DHCS or the LA County DMH due to the expected future delays in cash flow as a result of the IBHIS transition.

Vice-Chair Vera inquired if the Governing Board had to approve any payments to the bankruptcy debt. Chief Financial Officer Acosta indicated that payments to the bankruptcy are in accordance to Tri-City's Agreement with LACDMH; that payments are based on Tri-City's ability to pay; and that this information is communicated to the Board through Tri-City's Budget, which indicates the amount of anticipated payments as long as cash flow is available.

Discussion ensued regarding the anticipated MHS funding in the sum of 10 million to be received during this fiscal year, of which 5.2 million has been received to date; and that funding available through Tri-City's reserves allows continued business operations even if no more funding was received during this fiscal year.

## **7. CHIEF OPERATIONS OFFICER REPORT**

Chief Operations Officer Gill reported that the 'active shooter' drill was successful; that a survey was distributed to all participants and they had provided positive feedback as they felt better prepared on how to respond during an active shooter situation. She noted that these drills will be held twice a year and discussed the use of robocall and intercom communication systems.

Chair Carder inquired if a police department had facilitated the active shooter training. Chief Operations Officer Gill indicated that the La Verne Police Department could not do it this time of year; in addition, Tri-City held the training agency-wide simultaneously in all five building locations and the Pomona Police Department could not accommodate training at all the buildings; however, Tri-City will contact the police department next year to ask them to provide training for staff. Ms. Gill then announced that HR Manager Eileen Martin will be retiring at the beginning of next year after nine years of employment with Tri-City, and that Tri-City will be conducting recruitment for the HR Manager position.

Discussion ensued regarding the debriefing process after the active shooter training.

## **8. DIRECTOR OF CLINICAL PROGRAM SERVICES REPORT**

Director of Clinical Program Services Owens reported that Tri-City had re-established a partnership with American Recovery and staff is currently having weekly meetings with them to discuss better client care; that Tri-City also re-established a partnership with Aurora Charter Oak Hospital for the purpose to communicate Tri-City protocols.

She also stated that as a result of the Employee Satisfaction Survey, staff is doing more fun team building activities in both clinical departments which focus on the staff's training on mental health; that approximately 80 families participated in the annual harvest festival in October and it was very successful; that the Clinical Wellness Advocates are doing a crucial service to the providers and 125 referrals have been received, noting that the program has been very successful and it currently it needs additional staff.

Discussion ensued regarding the role of the Clinical Wellness Advocate and training; about referral protocols and outreach for persons released to the Armory in Pomona; about services and resources available through the Coordinated Entry System (CES), Prop H, permanent supportive housing through Shelter Plus Care, and Family Solutions through Volunteers of America; and about the current status of services at the Homeless Shelter (Armory) in Pomona.

## **9. MEDICAL DIRECTOR STAFF REPORT**

Medical Director Teimoori reported that to address the large hepatitis A outbreak, on November 1st Tri-City hosted an event in collaboration with the Pomona Office of the Los Angeles Department of Public Health (LADPH) wherein the DPH provided vaccinations for Tri-City clients and staff.

Discussion ensued regarding the reasons for asking clients and staff vaccinate as a recommendation and not as a requirement.

## **10. DIRECTOR OF MHSA AND ETHNIC SERVICES REPORT**

Director of MHSA and Ethnic Services Hundal reported that the MHSA workgroups had started and staff has received low cost to no cost recommendations; that participants are looking very closely to PEI budget due to its nature of not being able to add to existing programming and to review programming to find out if they are still needed in the community; that workgroups are working on Tri-City's top 10 values; that Tri-City attended Career Day at Claremont High School and staff received positive feedback; that through Tri-City's W.I.S.H. program there are greeters at the clinic and now it has expanded through the Wellness Center, noting that this is the first step for employees with lived experience towards integrating into the work force; that Tri-City continues to host the Therapeutic Community Garden (TCG) at Cedar Springs Apartments; that the Housing Division staff attended a Community Residential meeting on October 26th hosted by John Stewart Management Company (JSC) at the Parkside Family Apartments, noting that it was well attended by residents and a presentation was given by Pomona P.D. about how to report a crime, neighborhood watch, and ways to keep the community safe; that staff has continued to work diligently with JSC property management by referring clients to the Holt Family Apartments; that the Housing Division assisted Shelter plus Care residents living at the Park Avenue Apartments with their first annual housing inspection conducted by the Pomona Housing Authority, noting that housing inspector was very impressed and provided good feedback; reported that the Wellness Center holds quarterly expungement workshop and in this quarter two participants had their records expunged; that the job fair was very successful noting that 162 persons out of 260 participants, received a job; that the family wellbeing team will host the annual tree lighting on December 8, 2017 and invited the Governing Board to attend; that Tri-City will be participating in the annual Great American smoke out campaign called 'Bye Bye Butts' in an effort to help improve the statistics of mental health consumers; and lastly, Tri-City staff will be participating in the Pomona Christmas Parade on December 9th.

Discussion ensued regarding the expungement workshops; and of the referral process for clients to participate in the workshops.

Board Member Gonzalez commented about how the State releases persons into the community with a tarnish background and with no support for local police departments; and that Pomona Council Member Torres is working with Congresswoman Norma Torres to address this issue. He also reported the City of Pomona will implement a tobacco fund wherein every retailer in the City of Pomona that sells tobacco products will be contributing financially to an anti-smoking campaign to prevent youth from smoking. He then stated that he has received positive comments about the Holt Family Apartments; that the Pomona PD no longer receive calls about gang related activities as they did when there was a trailer park at that location; that the calls they receive are routine in nature from the properties surrounding the Apartments; and that it is the City leaders' responsibility to clean that area which cast a negative light on the one positive thing which is the Holt Family Apartments.

Board Member Lyons inquired if Tri-City will be notified if an incident was to occur at the Holt Family Apartments wherein police presence was required. Director of MHSA and Ethnic Services Hundal replied in the affirmative, noting that Tri-City has on-call staff on duty.

#### **11. MANAGER OF BEST PRACTICES REPORT**

Manager of Best Practices Majors-Stewart reported that the Best Practices Division is moving into the final phases of some of its larger and longer term quality improvement and assurance projects that they have been working on this year; and provided an overview of some of the projects that are in process such as strengthening the service request documentation and tracking; implementing 2017 Meaningful Use within our Electronic Health Records (EHR); Outcomes Measures (OMA) Data Collection and Reporting Development; FY 2016-17 Annual Update Data; strengthening EHR backup process; and expressed satisfaction with the direction that these projects are heading and that she will provide updates on the outcomes once the projects are fully implemented or completed.

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

#### **GOVERNING BOARD COMMENTS**

Board Member Gonzalez reported that the City of Pomona has not yet received funding from the County's Measure H; therefore, the 24-hour homeless shelter will not fully completed and only one-half will be operational in March 2018, noting that when money is received, the other half of the project will be completed.

Board Member Lyons reported that 21 out 30 cities in the San Gabriel Valley Council of Governments (SGVCOG) had applied for planning grants under the City and Regional Support of the County's Measure H funding. He then commented that it is an exemplary effort by the City of Pomona to address the issue of homelessness. He also reported that the City of Claremont held a summit approximately a week and half ago to discuss local solutions to address homelessness.

Chair Carder reported that two representatives from Tri-City Wellness Center attended a youth and family event in the City of La Verne to educate parents how to work with their children and be informed about marijuana edibles, facts, effects, and symptoms of use; and then praised staff for doing a great job, and noted the City of La Verne will continue to invite Tri-City staff for presentations.

Board Member Ontiveros-Cole concurred with Board Member Gonzalez' comments, stating that unfortunately, the City of Pomona does not have the funds to complete the homeless shelter; however, services will not be delayed and the City will open the homeless shelter as scheduled, regardless that the kitchen will not be built, noting that the City is very excited about the shelter.

Council Member Vera inquired if Tri-City had MSHA funding available which could be used to assist the City of Pomona fill the financial gap and complete its homeless shelter project to make it fully operational.

Chief Financial Officer Acosta stated that Tri-City will be assisting by paying for certain number of beds. Director of MSHA and Ethnic Services Hundal added that MSHA funding can only be used to assist homeless persons suffering with a mental illness and cannot be used for homelessness alone.

Board Member Lyons recommended that staff research and present a report to the Board if Tri-City's MSHA funds have any flexibility to be used to supplement community based projects that are ongoing and are focused on homelessness. Director of MSHA and Ethnic Services Hundal stated that in order to use MSHA funding, it has to be approved through a community process which is the stakeholder process; and explained the process.

Chair Carder directed staff to place the issue for discussion at the next Governing Board meeting. She then encouraged the Governing Board to attend the Annual Employee Recognition Luncheon on December 14th.

#### **PUBLIC COMMENT**

There was no comment.

#### **ADJOURNMENT**

At 5:45 p.m., on consensus of the Governing Board its Regular Meeting of November 15, 2017 was adjourned. The Governing Board of Tri-City Mental Health Center's next regular meeting will be a Joint Meeting with the Mental Health Commission to be held on Wednesday, December 20, 2017 at 4:45 p.m. in the MSHA Office, 2001 N. Garey Avenue in Pomona, California.



Micaela P. Olmos, JPA Administrator/Clerk