

**TRI-CITY MENTAL HEALTH CENTER  
GOVERNING BOARD  
MINUTES**

**January 19, 2011**

**ATTENDANCE**

**Governing Board Present:** Chuck Leeb, Ph.D., City of Claremont  
Bill Aguirre, City of La Verne  
Mark Lazzaretto, City of Pomona  
Edina Martinez, Psy.D, City of Pomona  
Mercy Santoro, City of Claremont  
Bertha Washington, City of La Verne

**Guests:** Darold Pieper, General Counsel  
Dick Bunce, NAMI of Pomona Valley  
Cristina Carrizosa, Council Member, City of Pomona  
Betsey Coffman, League of Women Voters  
Eric Hanson, Inland Productivity Solutions, Inc.  
Christina Vera, Community Member  
Tim Watkins, NAMI of Pomona Valley

**Staff:** Jesse Duff, Executive Director  
Margaret Harris, Chief Financial Officer  
Toni Navarro, LMFT, Director of Clinical Program Services  
Nancy Gill, Director of Operations  
Elizabeth Owens, Quality Assurance Manager  
Rimmi Hundal, MHSA Manager  
Don Whitney, IT Manager

**CALL TO ORDER**

Chuck Leeb called the meeting to order at 4:49 p.m.

**ROLL CALL**

A visual roll call was taken.

**1. INSTALLATION OF NEWLY APPOINTED GOVERNING BOARD MEMBER**

Installation of Ginna Escobar was continued until the February 2011 meeting, as she was not available to attend today's meeting.

**2. CONSENT CALENDAR**

- A. Approval of Minutes from Joint Governing Board / Mental Health Commission Meeting of December 15, 2010
- B. Recycling of Surplus Equipment
- C. Approval of Operational Policy: Cell Phone / Blackberry Usage

Bill Aguirre *abstained* from voting on Item A as he was not in attendance on December 15, 2010. These Minutes will be presented for approval at a future meeting.

Edina Martinez, PsyD, motioned that the Governing Board approves Item(s) B and C of the Consent Calendar as herein presented; Bertha Washington seconded. Without objection, motion was approved by a vote of six in favor and one absent. (6-0-1-0) (Escobar)

**3. APPOINTMENT OF GOVERNING BOARD MEMBER TO TRI-CITY MENTAL HEALTH COMMISSION**

Without objection this item was continued until the February 2011 meeting.

**4. ELECTION OF OFFICERS FOR THE 2011 CALENDAR YEAR**

Without objection this item was continued until the February 2011 meeting.

**5. REPORTS**

A. Executive Director

- Clinic Operations – Garey Location
  - The Garey clinic reconfiguration and constructions plans cleared the *first check* at Pomona's building and safety department. Plans with the requested corrections will be submitted to Pomona the week of January 17. Costs of improvements are estimated at approximately \$480,000.
- MHSAs Updates
  - Wellness Center

The construction documents went out to bid via public notice on December 27, 2010. Approximately 20 contractors attended a walk-through of the location on January 21, 2011. Tri-City hopes to award the winning Bid by mid-February.

– Annual Plan Update

Staff is working on the 2011-12 MHSA Annual Update which is anticipated to be filed with the CA Department of Mental Health by April 15, 2011. Board members were asked to calendar two upcoming meetings involving this process:

Delegates' Meeting on February 10, 2011  
Public Hearing on April 7, 2011

▪ Governor Brown's FY 2011-12 State Budget Proposal

Included within the agenda materials was a letter that briefly discussed some of the Governor's proposals and how they may affect mental health programs and funding; however, there are many questions on how his proposals will be initiated. Tri-City will keep the Governing Board up-to-date on any additional information and clarifications received from the CA Mental Health Directors Association or the State.

B. Chief Financial Officer

Members were provided with the financial statements for period ended November 20, 2010 that were not available at the time the agenda materials were distributed. Margaret Harris related that no FFP has been received from the state for any services provided over approximately the past seven-months. The state is in process of reviewing 2010-2011 claims from Los Angeles County and approvals are being noticed; however, the "clinic cash" is very much affected by this delay. Realignment dollars have been received for the current fiscal year and are about the same as the 2009-2010 fiscal year.

C. Director of Clinical Program Services

*Refer to report.*

D. Director of Operations

Nancy Gill introduced the recently promoted IT Manager, Don Whitney, and Eric Hanson from Inland Productivity Solutions, Inc. Mr. Hanson provided significant help in correcting the recent outage (phones, computers) at the agency. Tri-City will continue to utilize the consulting services of Inland Productivity Solutions, Inc. to review options and provide recommendations toward improving the existing IT infrastructures, including an evaluation of existing vendor relationships.

E. Quality Assurance Manager

*Refer to report.*

F. MHSA Coordinator

Applications for persons interested in participating in the training of instructors for the Community Mental Health First Aid Program will be placed on the Tri-City website the week of January 24.

Applications for the initial Peer-to-Peer training (targeting senior volunteers ages 60+) will be posted by the end of January.

**6. GOVERNING BOARD DISCUSSION ITEMS**

Jesse Duff acknowledged Cristina Carrizosa and expressed appreciation for her support of Tri-City and the services it provides. Ms. Carrizosa offered her “thanks” to everyone at Tri-City for their continuing efforts in providing services to the community and offered her assistance in anyway necessary.

**7. PUBLIC COMMENT**

*Dick Bunce, NAMI of Pomona Valley* – Inquired as to the agency’s plans (going forward) in seeking additional MHSA dollars from the state. Staff responded that based on recommendations made to Tri-City, preliminary plans are to pursue Capital Facilities and Technology funds. However, more discovery is now underway on how best to proceed.

**8. ADJOURNMENT**

Bill Aguirre motioned that the meeting be adjourned; Mark Lazzaretto seconded. Without objection, the meeting was adjourned at 5:33 p.m. (6-0-1-0) (*Escobar*)