

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

**September 21, 2011**

**ATTENDANCE**

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

**Guests:** Darold Pieper, General Counsel  
Betsey Coffman, League of Women Voters  
Donald Pruyn, Housing Consultant  
Elizabeth Sadlon, Sadlon & Associates  
Kim Tso, Consultant

**Staff:** Jesse Duff, Executive Director  
Toni Navarro, LMFT, Director of Clinical Program Services  
Nancy Gill, Director of Operations  
Rimmi Hundal, MHSA Manager  
Nancy Day, Executive Assistant

**CALL TO ORDER**

Chuck Leeb, Ph.D., called the meeting to order at 4:46 p.m.

**ROLL CALL**

A visual roll call was taken.

**1. CONSENT CALENDAR**

- A. Approval of Minutes from Governing Board Meeting of July 20, 2011
- B. Approval of Clinical Policy: Legal Responsibility for Uniform Clinical Records
- C. Recycling of Surplus Furniture / Equipment

Bill Aguirre motioned that the Governing Board approves the Consent Calendar as herein submitted; Edina Martinez, Psy.D seconded. Without objection, the Consent Calendar was approved by a vote of five in favor and one absent. *(Escobar)*  
*(5-0-1-0)*

**2. APPROVAL FOR TRI-CITY MENTAL HEALTH CENTER TO ESTABLISH MEMBERSHIP IN THE CA MENTAL HEALTH SERVICES AUTHORITY, A JOINT POWERS AUTHORITY**

Following a brief discussion, Bill Aguirre motioned that the Governing Board approves Tri-City's membership in the CA Mental Health Services Authority including the designation of the MHSA Manager as an alternate representative for Tri-City relative to this membership; Mark Lazzaretto seconded. Without objection, the motion was approved by a vote of five in favor and one absent. *(Escobar) (5-0-1-0)*

**3. REVIEW AND APPROVAL OF COMPREHENSIVE HOUSING MASTER PLAN**

Jesse Duff provided background information on development of the Comprehensive Housing Master Plan and Donald Pruyn answered questions from the floor. Following discussion, Dr. Edina Martinez motioned that the Governing Board approves the Comprehensive Housing Master Plan as herein presented; Kristin Turner seconded. Without objection, the motion was approved by a vote of five in favor and one absent. *(Escobar) (5-0-1-0)*

**4. APPROVAL OF INDEPENDENT CONTRACTOR AGREEMENT WITH DONALD PRUYN**

Bill Aguirre motioned that the Governing Board approves an independent contractor agreement with Donald Pruyn to act in the capacity of MHSA Housing Project Manager as herein presented; Dr. Edina Martinez seconded. Without objection, the motion was approved by a vote of five in favor and one absent. *(Escobar) (5-0-1-0)*

**5. REPORTS**

**A. Executive Director**

- Resignations
  - Chris Dranfheldt chose not to pursue reappointment to the Mental Health Commission due to employment obligations. His appointment expires October 2011.
  - Bertha Washington submitted her resignation from the Governing Board due to time limitations caused by her return to school.
- MHSA Updates
  - The Director introduced consultants Elizabeth Sadlon and Kim Tso who will be assisting in future planning efforts (including annual updates) relative to Mental Health Services Act funding.

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- The Wellness Center is anticipated to be completed by early November. A small reception (grand opening) is being planned; more information on this event will be provided as available.
- In accordance with AB 100, Tri-City has received 50% of its 2010-11 allocation of MHSA funds, with the remaining monies to be paid during April, May and June of 2012. Some of these funds will not be available for expenditure until the required planning processes and approvals have been completed.

- **Payment to Bankruptcy Class 2 Unsecured Creditors**

Tri-City completed a \$1.25 million distribution to Class 2 creditors in August 2011. The agency has now paid 78.3% of the Class 2 Unsecured Allowed claims.

- **League of Women Voters**

The observer assigned to Tri-City Mental Health Center submitted a report to the League of Women Voters dated May 2011, which is included within the agenda materials for your review.

**B. Chief Financial Officer**

*Refer to report.*

**C. Director of Clinical Program Services**

*Refer to report.*

**D. Director of Operations**

*Refer to report.*

**E. Quality Assurance Manager**

*Refer to report.*

**F. MHSA Coordinator**

*Refer to report.*

**6. GOVERNING BOARD DISCUSSION ITEMS**

None.

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**7. PUBLIC COMMENT**

None.

**8. ADJOURNMENT**

Bill Aguirre motioned that the meeting be adjourned and without object, the meeting adjourned at 5:14 p.m. (5-0-1-0)