

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

October 19, 2011

ATTENDANCE

Governing Board Present: Paula Lantz, City of Pomona
Chuck Leeb, Ph.D., City of Claremont
Robin Carder, City of La Verne
Joseph M. Lyons, MS, PhD, City of Claremont
Edina Martinez, Psy.D, City of Pomona

Guests: Mark Lazzaretto, City of Pomona
Kristin Turner, City of Claremont
Darold Pieper, General Counsel
Diana Acosta, Vavrinek, Trine, Day & Co., LLP
Dick Bunce, NAMI Pomona Valley
Betsey Coffman, League of Women Voters
Eric Hanson, Inland Productivity Solutions
Christina Vera, Community Member

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, QA Manager
Rimmi Hundal, MHSA Manager
Don Whitney, IT Manager
Kally Russell, MHSA Administrative Assistant
Nancy Day, Executive Assistant

CALL TO ORDER

Paula Lantz called the meeting to order at 4:47 p.m.

ROLL CALL

A visual roll call was taken.

Paula Lantz announced that Ginna Escobar from Pomona had resigned her appointment to the Tri-City Governing Board and the City would soon appoint a new representative to serve in this position.

Jesse Duff announced the recent appointment of Carolyn Cockrell from La Verne to complete the term of Bertha Washington, plus two additional years. Ms. Cockrell will be installed at the next meeting of the Governing Board.

1. CONSENT CALENDAR

- A. Approval of Minutes from September 19, 2011 Governing Board Meeting
- B. Approval of Clinical Policy: On-Call Services

Robin Carder motioned that the Governing Board approves the Consent Calendar as herein submitted; Chuck Leeb, Ph.D. seconded. Without objection, the Consent Calendar was approved.

2. AUDITED FINANCIAL STATEMENTS FOR FISCAL YEAR 2010-2011

Diana Acosta from Vavrinek, Trine Day & Company LLP provided members with the (final) audited financials statements for fiscal year 2010-2011, and provided information on the successful completion of this report.

Robin Carder motioned that the Governing Board “accept and file” the audited financial statements for fiscal year 2010-2011 as provided here today; Dr. Chuck Leeb seconded. Without objection, motion was approved.

3. APPROVAL OF CONSULTING SERVICES CONTRACT WITH INLAND PRODUCTIVITY SOLUTIONS, INC. FOR INFORMATION TECHNOLOGY (IT) TECHNICAL SUPPORT FOR 2011-2012 FISCAL YEAR

Nancy Gill provided information on the agency’s effort to secure the services of Inland Productivity Solutions, Inc. to assist the IT Department with the planning and development of IT infrastructure for the Wellness Center.

Following a brief discussion, Joseph M. Lyons motioned that the Governing Board approves the contract between Tri-City Mental Health and Inland Productivity Solutions, Inc., as herein submitted in the amount of \$60,000 for services through June 30, 2012; Edina Martinez, Psy.D, seconded. Without objection, motion was approved.

4. APPROVAL OF INDEPENDENT CONTRACTOR AGREEMENT WITH SADLON & ASSOCIATES, INC. FOR FACILITATING THE DEVELOPMENT OF THE INNOVATION PLAN AND PROGRAMS AND ASSIST IN OTHER VARIOUS MENTAL HEALTH SERVICE ACT PLANNING PROCESSES

Jesse Duff presented information on services to be provided under this contract relative to the MHSa Innovation planning process, meetings of the delegates, and preparation for the MHSa annual update.

Joseph M. Lyons motioned that the Governing Board approves an independent contractor agreement with Sadlon & Associates, Inc. as herein submitted in the amount of \$36,630 for services through June 30, 2012; Dr. Chuck Leeb seconded. Without objection, motion was approved.

5. APPROVAL OF COMMUNITY SUPPORT WORKER PAY GRADE ADJUSTMENT AND JOB DESCRIPTION REVISION FOR FISCAL YEAR 2011-2012

Edina Martinez, Psy.D motioned that the Governing Board approves Resolution 355 as herein submitted; Robin Carder seconded. Without objection, motion was approved.

6. APPROVAL OF NEW LOGO DESIGN FOR TRI-CITY MENTAL HEALTH CENTER

Jesse Duff presented members with two versions of a newly designed letterhead for consideration and approval.

Following a brief discussion, Robin Carder motioned that the Governing Board approves a new letterhead design for Tri-City Mental Health that includes a watermark in the middle of the page; Dr. Chuck Leeb seconded. Without objection, motion was approved.

7. REPORTS

A. Executive Director

- **Garey Clinic**
 - The clinic project is 95% completed with only parking lot renovations to finish.
 - A tour of Tri-City facilities is being planned for members of the Governing Board and Mental Health Commission before the end of the year.
- **MHSA Updates**
 - Tri-City will host a Grand Opening of the Wellness Center at 4:00 p.m. on November 3, 2011 that will include tours of the new Center, along with appetizers and refreshments.
 - Discussions have been held with a property owner adjacent to the Wellness Center facility that has expressed concerns relating to the construction on this site, among other things. This owner has chosen not to permit Tri-City access to any portion of their property to allow for the completion of some work planned on the exterior of our building.
 - Planning for Innovation funds commenced on October 5. Six workgroups were formed to review proposed programs in advance of the next delegates meeting on November 2.

- 2011 NAMIWALKS

Tri-City took pride in the efforts of its staff that raised over \$5,000 for NAMI during the 2011 event on October 1.

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.

8. GOVERNING BOARD DISCUSSION ITEMS

Joseph M. Lyons – Spoke in detail on the benefits of Cognitive Enhancement Therapy and events (discussions) from the October 5 delegates meeting relating to this form of services. Mr. Lyons comments led to a significant discussion on this topic which involved a number of different persons in attendance.

9. PUBLIC COMMENT

Dick Bunce, NAMI Pomona Valley – Recognized Tri-City and its staff for all of their fundraising efforts and participation in a very successful 2011 NAMIWalks event. Mr. Bunce related that NAMI Pomona Valley performed much better than in 2010 which is directly related to Tri-City's involvement.

Governing Board Meeting of October 19, 2011

Minutes

Page 5

Christina Vera, Community Member – Expressed extreme disappointment from today's discussion on Cognitive Enhancement Therapy that was started by Joseph Lyons, including her anger relating to Tri-City not actively taking steps to implement these services due to what she believes is a lot of mis-information. A number of persons in attendance offered responses to Ms. Vera's comments including one from Dick Bunce that Dr. Marv Southard (LAC DMH) had recently informed NAMI that Kaylene Gilbert would be going to Ohio in early November to further research CET services.

10. ADJOURNMENT

Dr. Chuck Leeb motioned that the meeting be adjourned; Robin Carder seconded. Without objection, the meeting adjourned at 5:51 p.m.