



MISSION

By understanding the needs of consumers and families, Tri-City provides high quality, culturally competent behavioral health care treatment, prevention and education in the diverse cities of Pomona, Claremont, and La Verne.

TRI-CITY MENTAL HEALTH AUTHORITY MENTAL HEALTH COMMISSION AGENDA

January 11, 2022
3:30 p.m.

MEETING LOCATION

There will be no in-person public meeting location. On September 16, 2021, the Legislature amended the Brown Act provisions regarding teleconferencing through Assembly Bill No. 361, codified under Government Code § 54953. Accordingly, the Mental Health Commission will hold this public meeting via teleconference and the public seeking to observe and to address the Mental Health Commission may participate telephonically or otherwise electronically.

To join the Mental Health Commission meeting click on the following link:

<https://tricitymhs-org.zoom.us/j/98525402837?pwd=N3kyT1dLem4xd2hDQ3dBbzRPVHFRUT09>

Passcode: mduX!&B8

Or Telephone: 1-213-338-8477

Webinar ID: 985 2540 2837

Passcode: 74520153

Posting of Agenda. The Agenda is posted 72 hours prior to each meeting on the Tri-City's website: <http://www.tricitymhs.org>

Public Participation. Section 54954.3 of the Brown Act provides an opportunity for members of the public to address the Mental Health Commission on any item of interest to the public, before or during the consideration of the item, that is within the subject matter jurisdiction of the Mental Health Commission. **The public can make a comment during the meeting by using the 'raised hand' feature, or by calling in, if they wish to address a particular agenda item or to make a general comment on a matter within the subject matter jurisdiction of the Mental Health Commission. The Chair will call on the member of the public at the appropriate time and allow the person to provide live comment. The public can also submit a comment by writing an email to molmos@tricitymhs.org.** All email messages received by 1:30 p.m. will be shared with the Mental Health Commission before the meeting. If you wish to speak on a matter which is not on the agenda, you will be given the opportunity to do so at the Public Comment section. No action shall be taken on any item not appearing on the Agenda. The Chair reserves the right to place limits on duration of comments.

Any disclosable public records related to an open session item on a regular meeting agenda and distributed by Tri-City Mental Health Authority to all or a majority of the Mental Health Commission less than 72 hours prior to this meeting are available for public inspection at <http://www.tricitymhs.org>

CALL TO ORDER

Chair Henderson calls the meeting to Order.

ROLL CALL

Anne Henderson – *Chair*
Wray Ryback – *Vice-Chair*
Carolyn Cockrell – GB Liaison
Clarence D. Cernal

Isabella A. Chavez
Nichole Perry
Joan M. Reyes
Twila L. Stephens

Alfonso Villanueva
David J. Weldon
Toni L. Watson

REGULAR BUSINESS

I. APPROVAL TO IMPLEMENT TELECONFERENCING REQUIREMENTS DURING A PROCLAIMED STATE OF EMERGENCY UNDER AB 361 (GOVERNMENT CODE SECTION 54953)

Recommendation: “A motion to ask the Executive Director, or designee, to perform all actions necessary to implement the Brown Act provisions regarding teleconferencing in compliance with Government Code § 54953.”

II. APPROVAL OF MINUTES FROM THE DECEMBER 15, 2021 GOVERNING BOARD AND MENTAL HEALTH COMMISSION REGULAR JOINT MEETING

III. CONSIDERATION OF A LEAVE OF ABSENCE REQUEST FROM MENTAL HEALTH COMMISSION MEMBER DAVID J. WELDON BEGINNING JANUARY 2022

Recommendation: “A motion to approve a Leave of Absence request from Commissioner Weldon from Tri-City’s Mental Health Commission beginning January 2022 through March 2022.”

IV. DISCUSSION REGARDING THE ROLE OF THE MENTAL HEALTH COMMISSION IN THE RECRUITMENT AND SELECTION PROCESS OF TRI-CITY’S NEW EXECUTIVE DIRECTOR

V. PRESENTATION - TRI-CITY’S WELLNESS CENTER OPERATIONS DURING COVID-19 PANDEMIC

VI. EXECUTIVE DIRECTOR MONTHLY REPORT

COMMISSION ITEMS AND REPORTS

Commissioners are encouraged to provide comments or ask questions about the community's mental health needs, services, facilities and special problems. In addition, this is an opportunity to provide reports on their activities.

PUBLIC COMMENT

The Public may speak regarding any Tri-City related issue. No action shall be taken on any item not appearing on the Agenda. The Chair reserves the right to place limits on duration of comments.

ADJOURNMENT

The next Regular Meeting of the Mental Health Commission will be held on **Tuesday, February 8, 2022 at 3:30 p.m.** via teleconference due to the COVID-19 pandemic.

MICAELA P. OLMOS
JPA ADMINISTRATOR/CLERK



**Tri-City Mental Health Authority
MONTHLY STAFF REPORT**

DATE: January 11, 2022

TO: Mental Health Commission of Tri-City Mental Health Authority

FROM: Jesse H. Duff, Interim Executive Director

BY: Mica Olmos, JPA Administrator/Clerk

SUBJECT: Approval to Implement Teleconferencing Requirements during a Proclaimed State of Emergency Under AB 361 (Government Code Section 54953)

Summary:

On September 16, 2021, the Legislature amended the Brown Act waiving certain provisions regarding teleconferencing through Assembly Bill No. 361 (AB 361.) Accordingly, public agencies are authorized to hold its public meetings via teleconference under a proclaimed state of emergency which makes it unsafe to meet in person, provided that it allows the public, seeking to observe and to address the legislative body, to participate in real time telephonically or an internet-based service option during a virtual meeting; and the legislative body makes additional findings every 30 days in order to continue such teleconferencing pursuant to AB 361.

Background

The Ralph M. Brown Act requires that all meetings of a legislative or advisory body of a local agency be open and public and that any person may attend and participate in such meetings; and allows for legislative bodies to hold meetings by teleconference, but imposes the following requirements for doing so:

1. The public agency must give notice of each teleconference location from which a member will be participating in a public meeting.
2. Each teleconference location must be specifically identified in the meeting notice and agenda, including full address and room number.
3. Each teleconference location must be accessible to the public.
4. Members of the public must be able to address the body at each teleconference location.

On March 17, 2020, Governor Newsom issued Executive Order No. N-29-20, suspending the Brown Act's teleconferencing requirements (enumerated above) in order to address the need for public meetings during the present public health emergency (COVID-19) and allow legislative and advisory bodies to meet virtually as long as certain notice and accessibility requirements were met; and on June 11, 2021, Governor Newsom issued Executive Order No. N-8-21 continuing the suspension of the Brown Act's teleconferencing requirements through September 30, 2021.

AGENDA ITEM NO. I

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On September 16, 2021, the State Legislature amended the Brown Act through Assembly Bill No. 361 (AB 361), codified under Government Code § 54953, waiving certain provisions of the Brown Act in order to allow local agencies to continue to meet using teleconferencing without complying with the regular teleconferencing requirements of the Brown Act when a legislative or advisory body holds a meeting during a proclaimed state of emergency and it unsafe to meet in person.

In addition, Government Code section 54953 adds new procedures and clarifies the requirements for conducting remote (virtual) meetings, including the following:

- Public Comment Opportunities in Real Time – a legislative or advisory body that meets remotely pursuant to AB 361, must allow members of the public to access the meeting via a call-in option or an internet-based service option, and the agenda for the remote meeting must provide an opportunity for members of the public to directly address the body in real time. A legislative body cannot require public comments to be submitted in advance of the meeting.
- No Action During Disruptions – in the event of a disruption that prevents the local agency from broadcasting the remote meeting, or in the event of a disruption within the local agency’s control that prevents members of the public from offering public comments using the call-in option or internet-based service option, AB 361 prohibits the legislative body from taking any further action on items appearing on the meeting agenda until public access is restored.
- Periodic Findings – Government Code § 54953(e)(B) requires the legislative body to hold a meeting during a proclaimed state of emergency for the purpose of determining, by majority vote, whether as a result of the emergency, meeting in person would present imminent risk to the health or safety of attendees.

The Commission must make these findings no later than 30 days after the first teleconferenced meeting is held after September 30, 2021, and must also make these findings every 30 days thereafter, in order to continue to allow teleconference accessibility for conducting public meetings (Government Code § 54953(e)(3).) AB 361 will sunset on January 1, 2024.

Tri-City Mental Health Authority (TCMHA) has already implemented the above stated requirements for conducting public meetings and is in full compliance with AB 361, thus there will be no change of the currently established procedures. Teleconference accessibility is available via call-in option or through via RingCentral Webinars platform (internet-based service option) and both the telephone number and meeting link are listed on the published agenda for each meeting as well as on TCMHA’s website.

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The JPA Administrator/Clerk monitors public comment submitted via email correspondence (as published on the agenda); and designated staff monitors comment via teleconference throughout each public meeting and provides access for public comment opportunities in real time both verbally and in writing in the 'chat' option.

Funding

None required.

Recommendation:

Staff recommends that the Mental Health Commission (MHC) of Tri-City Mental Health Authority finds, determines, and declares by a majority of vote, the following:

1. That a state of emergency as a result of the threat of COVID-19 still exists and continues to impact the ability of members of the Mental Health Commission, Tri-City staff, and public to meet safely in person.
2. The State of California and the TCMHA continue to follow safety measures in response to COVID-19 as ordered or recommended by the Centers for Disease Control and Prevention (CDC), California Department of Public Health (DPH), California Occupational Safety and Health Administration (Cal/OSHA), and/or County of Los Angeles, as applicable, including facial coverings when required and social distancing.
3. That the MHC will make these findings every 30 days in order to continue such teleconferencing pursuant to AB 361.
4. That, pursuant to the findings listed in this Report, the Executive Director or her designee, continue to utilize teleconferencing accessibility to conduct MHC meetings and implement teleconference requirements in compliance with AB 361 (Stats. 2021, ch. 165) and Government Code § 54953 (as amended), effective immediately.

Attachments

None.



MINUTES

GOVERNING BOARD / MENTAL HEALTH COMMISSION REGULAR JOINT MEETING

DECEMBER 15, 2021 – 5:00 P.M.

The Governing Board and the Mental Health Commission held on Wednesday, December 15, 2021 at 5:03 p.m. its Regular Joint Meeting Via Teleconference pursuant to Government Code § 54953, which allows the continuation to hold meetings without gathering in a room in an effort to minimize the spread and mitigate the effects of COVID-19 (Corona Virus Disease of 2019).

CALL TO ORDER Chair Carder called the meeting to order at 5:00 p.m.

ROLL CALL Roll call was taken by JPA Administrator/Clerk Olmos.

GOVERNING BOARD

PRESENT: Robin Carder, City of La Verne, Chair
Jed Leano, City of Claremont, Vice-Chair
Carolyn Cockrell, City of La Verne, Board Member (joined at 5:08 pm)
Paula Lantz, City of Pomona, Board Member
John Nolte, City of Pomona, Board Member (joined at 5:36 p.m.)
Elizabeth Ontiveros-Cole, City of Pomona, Board Member
Ronald T. Vera, City of Claremont, Board Member
Benita DeFrank, City of Pomona, Alternate Board Member

ABSENT: None.

MENTAL HEALTH COMMISSION

PRESENT: Anne Henderson, Chair (joined at 5:10 p.m.)
Wray Ryback, Vice-Chair (joined at 5:13 p.m.)
Carolyn Cockrell, GB Member Liaison (joined at 5:08 pm)
Clarence D. Cernal (joined at 5:23 p.m.)
Joan M. Reyes
Twila L. Stephens
Alfonso "Al" Villanueva (joined at 5:15 p.m.)
Toni L. Watson

ABSENT: Isabella A. Chavez
Nichole Perry
David J. Weldon

AGENDA ITEM NO. II

STAFF: Jesse Duff, Interim Executive Director
Darold Pieper, General Counsel
Diana Acosta, Chief Financial Officer
Liz Renteria, Chief Clinical Officer
Seeyam Teimoori, Medical Director
Rimmi Hundal, Director of MHSA & Ethnic Services
Natalie Majors-Stewart, Chief Compliance Officer
Ken Riomales, Chief Information Officer
Kitha Torregano, HR Manager
Mica Olmos, JPA Administrator/Clerk

Chair Carder made announcement regarding how the public can participate and provide live comment during the meeting in compliance with AB 361.

At 5:08 p.m. Board Member Carolyn Cockrell joined the meeting.

PRESENTATIONS

1. AWARD OF RECOGNITION TO ANTONETTE NAVARRO, FOR HER 13 YEARS OF LEADERSHIP AND DEDICATED SERVICE TO TRI-CITY SINCE 2008

Chair Carder expressed appreciation for the years that she had worked with former Executive Director Toni Navarro; shared a story when they met 13 years ago and noted that her leadership has been wonderful guiding Tri-City through so much; that it is hard to be in charge, but Ms. Navarro had the stability to handle all circumstances; and expressed admiration for everything she had done, such getting Tri-City out of bankruptcy, that we are moving forward with so many different projects which is really impressive; she then shared a few of Ms. Navarro's most notable accomplishments during her career at Tri-City: 1) established Tri-City's original Top 10 Values that served to organize the agency staff and community around a central mission and set tone for vision and transformation forward; 2) identified quality assurance needs and gaps then recruited and implemented quality assurance/best practices department that resulted in billing system transformation that corrected significant payment distribution delays and improved cash flow and led to reduction of disqualified claims due to documentation errors from 50% to less than 6% in first 2.5 years; 3) reorganized clinical services infrastructure and created and implemented Full Service Partnerships, Field- Capable Services for Seniors and Supplemental Crisis program to serve more people; which significantly contributed to Tri-City being able to fully resolve its bankruptcy in 2021; 4) had the vision and oversaw initial implementation of the Therapeutic Community Garden (TCG); 5) established Pomona's Promise Health Access Committee in October 2020; and 6) established the partnership with LA County Public Health Dept. Pomona Center and created a colocation of Tri-City staff in what is called Pomona Wellness Complex to expand prevention and early intervention services to persons/families at risk of or experiencing co-occurring disorders.

At 5:10 p.m., Commission Chair Anne Henderson joined the meeting.

Vice-Chair Leano then presented to Ms. Navarro and plaque which read: *"The Governing Board of Tri-City Mental Health Authority wish to express their appreciation to Antonette (Toni) Navarro, Executive Director for her 13 years of dedicated service to the residents of the Cities of Pomona, Claremont, and La Verne, from August 18, 2008 – December 7, 2021"*

At 5:13 p.m., Vice-Chair Wray Ryback joined the meeting.

Former Executive Director Navarro thanked the Board for the plaque and shared a Certificate of Recognition presented to her by Mayor Jed Leano (Tri-City's Vice-Chair of the Governing Board) on behalf of the City of Claremont which stated that it was presented "*in recognition and appreciation of her dedicated service and significant contributions throughout the years as Executive Director for Tri-City, and that the Claremont community wished her all the best with her future endeavors*"; she then expressed appreciation for Jed Leano and the City of Claremont, noting that both plaque and proclamation are proudly displayed in her new office.

At 5:15 p.m., Commissioner Al Villanueva joined the meeting.

Board Member Vera said that he had mentioned at the last meeting about the great job that Ms. Navarro has done; that he happened to stop by when Jed Leano was presenting the City of Claremont Certificate of Recognition, and at that time he wished her well; and again, it is hard to believe she is in Santa Barbara so quickly and that he is looking forward to working with her again, somehow.

Commissioner Watson expressed gratitude for Ms. Navarro' encouragement through her personal journey of getting to good mental health; and that she will do great things as she did great things at Tri-City.

Former Executive Director Navarro expressed gratitude for all the learning she gained from all commissioners and board members, and of a lot of different ways; that all of them were her mentors, guides, and teachers; that it is been comforting to know, as she sits in many meetings in Santa Barbara, that what they are doing and talking about rhymes and resonates with things that we have already done, or are in the process of implementing at Tri-City, noting that it feels really wonderful and it makes her feel comfortable and exciting to see just how incredible and successful they are at Tri-City; and that she really believes that over the next few years Tri-City is going to be a model for Cal-Aim implementation, not just for LA County region but for the state because Tri-City is uniquely positioned as an agency to do that; and expressed excitement for seeing staff present at state conferences about all the great things Tri-City is doing.

Chief Financial Officer Acosta shared that Tri-City is starting a new tradition of having former executive directors hand print and placed in our new TCG.

MENTAL HEALTH COMMISSION

2. APPROVAL OF MINUTES – MENTAL HEALTH COMMISSION REGULAR MEETING OF NOVEMBER 9, 2021

Commissioner Watson moved, and Commissioner Reyes seconded, to approve the Minutes of the November 9, 2021 Mental Health Commission Regular Meeting.

Chair Henderson opened the meeting for public comment; and there was no public comment.

There being no comment, the motion was carried by the following vote: AYES: Board Member Liaison Cockrell; Commissioners Reyes, Villanueva, and Watson; and Vice-Chair Ryback. NOES: None. ABSTAIN: Commissioner Stephens; and Chair Henderson. ABSENT: Commissioners Cernal, Chavez, Perry, and Weldon.

At 5:23 p.m., Commissioner Clarence Cernal joined the meeting.

3. “RECOVERY MOMENTS” STORY

Gamaliel Polanco, Wellness Center Manager, shared the story of Ben who has been participating in employment services available at the Wellness Center with the goal to obtain a full-time employment with benefits; that he was able to do so through a job fair held at the Wellness Center; and discussed Ben’s current job and the sense of pride he has for the services he provides.

Director of MHS&A and Ethnic Services Hundal shared that the Wellness Center, under the leadership of Gamaliel Polanco, has a lot support groups for employment services which include conducting mock job interviews, assist in the computer lab to write and submit resumes, and provide clothing and makeup to dress for job interviews. She then recommended that the Board and the Commission visit and tour the Wellness Center.

CONSENT CALENDAR – GOVERNING BOARD

At the request of Board Member Lantz, Chair Carder pulled Agenda Item No. 4 and 6, and at the request of Board Member Vera, Chair Carder pulled Agenda Item No. 7, from Consent Calendar for discussion.

There being no further comment, Vice-Chair Leano moved, and Board Member Ontiveros-Cole seconded, to approve Consent Calendar Agenda Items Nos. 5, 8, and 9 only. The motion was carried by the following vote: AYES: Alternate Board Member DeFrank; Board Members Cockrell, Lantz, Ontiveros-Cole, and Vera; Vice-Chair Leano; and Chair Carder. NOES: None. ABSTAIN: None. ABSENT: Board Member Nolte.

5. APPROVAL OF MINUTES FROM THE NOVEMBER 17, 2021 GOVERNING BOARD REGULAR MEETING

Recommendation: “A motion to approve the Minutes of the Governing Board Regular Meeting of November 17, 2021.”

8. CONSIDERATION OF RESOLUTION NO. 628 ADOPTING CLASSIFICATION AND SALARY SCHEDULE TO COMPLY WITH THE NEW STATE MINIMUM WAGE REQUIREMENTS EFFECTIVE JANUARY 1, 2022

Recommendation: “A motion to adopt Resolution No. 628 establishing a revised Classification and Salary Schedule for Tri-City Mental Health Authority effective January 1, 2022 to comply with the new State Minimum Wage requirements.

9. CONSIDERATION OF RESOLUTION NO. 629 ESTABLISHING CLIENT AND PARTICIPANT SERVICES AND SUPPORTS FUNDS: REQUESTS, APPROVALS, AND DISBURSEMENTS POLICY AND PROCEDURE NO. VII.9, EFFECTIVE DECEMBER 15, 2021

Recommendation: “A motion to adopt Resolution No. 629 establishing Client and Participant Services and Supports Funds: Requests, Approvals, and Disbursements Policy and Procedure No. VII.9, Effective December 15, 2021.”

NEW BUSINESS – GOVERNING BOARD

4. CONSIDERATION OF RESOLUTION NO. 625 AUTHORIZING THE IMPLEMENTATION OF TELECONFERENCING REQUIREMENTS DURING A PROCLAIMED STATE OF EMERGENCY UNDER GOVERNMENT CODE SECTION 54953 (AB 361)

Board Member Lantz pointed out that the Governing Board meets on the third Wednesday of the month and expressed concern with Tri-City not maintaining the 30-day requirement under AB 361 to authorize conducting public meetings via teleconference, since often times there are not 30, or less days, between the Board's regularly scheduled meetings.

At 5:36 p.m., Board Member John Nolte joined the meeting.

Tri-City Counsel Pieper said that the problem stated by Board Member Lantz is very real because the legislature did not remember that there are more than 30 days in some months; that the other agencies that he is dealing with, are having actually a five-minute special meeting to bridge that gap; and that, thus far, they have not had any trouble finding a moment when they can get a quorum together for a very short five-minute meeting to pass the resolution.

Discussion ensued regarding the possibility of conducting the meetings in person again; however, government regulations regarding distancing, prevents holding the meetings in person because the agency does not have a large conference room where the Board, the Commission, staff, and the public six-feet apart from each other to comply with the distance mandate.

There being no further discussion, Vice-Chair Leano moved, and Board Member Lantz seconded, to adopt Resolution No. 625 finding and declaring that it unsafe to meet in person during the proclaimed state of emergency as a result of the continued threat of COVID-19, and authorizes the Executive Director, or her designee, to continue utilizing teleconferencing accessibility to conduct the Authority's public meetings pursuant to Government Code § 54953. The motion was carried by the following vote: AYES: Board Members Cockrell, Lantz, Nolte, Ontiveros-Cole, and Vera; Vice-Chair Leano; and Chair Carder. NOES: None. ABSTAIN: None. ABSENT: None.

6. CONSIDERATION OF RESOLUTION NO. 626 OF THE GOVERNING BOARD OF TRI-CITY MENTAL HEALTH AUTHORITY ADOPTING ITS 2022 MEETING SCHEDULE

There being no further comment, Vice-Chair Leano moved, and Board Member Ontiveros-Cole seconded, to adopt Resolution No. 626, establishing the Governing Board & Mental Health Commission 2022 Meeting Schedule. The motion was carried by the following vote: AYES: Board Members Cockrell, Lantz, Nolte, Ontiveros-Cole, and Vera; Vice-Chair Leano; and Chair Carder. NOES: None. ABSTAIN: None. ABSENT: None.

7. CONSIDERATION OF RESOLUTION NO. 627 AUTHORIZING THE EXECUTIVE DIRECTOR TO SUBMIT ON BEHALF OF TRI-CITY A COMPETITIVE FUNDS ROUND 4 APPLICATION TO PARTICIPATE IN THE NO PLACE LIKE HOME (NPLH) PROGRAM

Board Member Vera stated that he recalls the Governing Board approving a resolution last year to provide some monies to this project; and it appears that in addition to what we have approved, plus this that we're going to put in, it is now close to \$5 million to this project.

Interim Executive Director Duff explained that the Governing Board had authorized staff in December of 2020 to submit an application for round 3 competitive funds, and we were not successful, thus, we never received round three money; and that this application is for round 4.

Discussion ensued about non-competitive funds under NPLH available to Tri-City have been allocated to the Claremont project; and that these competitive funds will be for a different project.

Board Member Vera referred to the amount that we may be entitled under the competitive allocation which is approximately \$2.4 million, and inquired the reason that other counties with similar population to Tri-City are going to receive more money than what Tri-City is entitled to, noting that the funding is based on what they call PIT counts.

Interim Executive Director Duff explained that PIT is Point In Time, which refers to a homeless count conducted annually in December; that the formula is based on these numbers; and that Tri-City's was lower than the other counties with similar populations, which affects the amount that Tri-City is entitled to.

There being no further comment, Board Member Vera moved, and Vice-Chair Leano seconded, to authorize Tri-City to partner with the Cesar Chavez Foundation for 8 units of permanent supportive housing in the West End Village Housing Project; and adopt Resolution No. 627 authorizing the Executive Director to file on behalf of Tri-City a NPLH Competitive Allocation Round 4 Application for an amount not to exceed \$2,455,488. The motion was carried by the following vote: AYES: Board Members Cockrell, Lantz, Nolte, Ontiveros-Cole, and Vera; Vice-Chair Leano; and Chair Carder. NOES: None. ABSTAIN: None. ABSENT: None.

10. REVIEW OF THE ISSUANCE OF THE AUDITED FINANCIAL STATEMENTS FOR FISCAL YEAR ENDED JUNE 30, 2021

Chief Financial Officer Acosta apologized for the late submittal of the audited financial statements noting that there were some unexpected circumstances; however, staff was able to get them finalized for tonight's meeting for the Board to receive the file.

Phillip White, partner with Eide Bailly, LLP, the external auditors, indicated that the Board has received two different items related to the audit for the year ended June 30 2021, and referred to the governance letter, which includes a summary of the significant aspects of the audit of the financial statements. He explained that the letter starts with the auditors responsibility in relation to the financial statement audit, and what their role is, which is to express an opinion on the presentation of Tri-City's financial statements; that they consider the internal controls of the agency in order to design their audit procedures; that county estimates are included in the financial statements; that the most significant estimates deals with the pension amounts that are included; that their role regarding those estimates is to consider the inputs to arrive at those balances, and they were able to determine that those estimates are reasonable based on the known information at the time; that there are some footnotes that are significant, noting that one that has been in there awhile deals with the bankruptcy which is finally gone to zero; however, that the Board will not see that footnote in the financial statements next year at all. He also reported that they did not have any significant difficulties in completing their procedures; that they did not have disagreements with management concerning financial matters as they went through the process; and that they were also able to obtain a list of representations from management to close out the audit.

He then referred to the financial statements and pointed out that there are two deliverables that the Board has from the external auditors: 1) the independent auditor's report based on their audit of the financial statements, which is indicative of an unmodified audit opinion or a clean audit opinion, meaning that the different financial statements that are included, the balance sheet, the income statement, the statement of cash flows, and the related notes, are all fairly presented in accordance with GASP (Governmental Accounting Standards Board); and that under in the assets section of the balance sheet, there are notes receivables, liabilities, footnotes, and the change in net position there was a positive \$3.1 billion for the entire year ending June 30 2021. He then expressed excitement to see that the bankruptcy liabilities are zero. He then referred to the second deliverable, their report on internal control and compliance, and under the caption internal control over financial reporting, there were no instances of significant deficiencies, or material weaknesses, in internal control that were identified during the audit; that there were no instances of non-compliance identified through the audit this year.

Chief Financial Officer Acosta thanked Mr. White for his presentation, noting that the payoff of the bankruptcy was a huge accomplishment, as well as the subsequent event footnote of having the mortgage paid off shortly after, which it will also be off of our books next year.

There being no further discussion, Board Member Nolte moved, and Vice-Chair Leano seconded, to accept and file the final issued audited Financial Statements for Fiscal Year ended June 30, 2021. The motion was carried by the following vote: AYES: Board Members Cockrell, Lantz, Nolte, Ontiveros-Cole, and Vera; Vice-Chair Leano; and Chair Carder. NOES: None. ABSTAIN: None. ABSENT: None.

11. TCMHA EXECUTIVE DIRECTOR RECRUITMENT UPDATE AND TIMELINE

Kitha Torregano, HR Manager, reported that at the last governing board meeting in November the Governing Board appointed an AdHoc Committee to review and select a recruiting firm to assist with recruitment process of a new executive director; that on December 1st she met with the AdHoc Committee to review the top three recruiting firms and they decided on Wendy Brown Creative partners, and discussed their qualifications, noting that Wendi Brown is available during the timeline that we need; that her proposal includes a timeline of a 3-month recruitment process, with a 24-month guarantee; meaning, if the candidate leaves the agency before that 24-month deadline, she will perform all the same recruiting services all over again free of charge.

Vice-Chair Leano thanked HR Manager Torregano and the entire staff for coordinating the AdHoc Committee, noting that the meetings were very efficient and swift; that they have heard from their colleagues on the Governing Board that experience in behavioral health was a real priority; and explained the particulars that helped the AdHoc Committee decide on recommending Wendi Brown to the Board.

Agency Counsel Pieper indicated that normally a contract of this size would be returned to the Board, and in this case in January; and inquired whether the AdHoc Committee is approving going ahead to negotiate and bring a contract back in January, or if they were anticipating that we would execute a contract based on this recommendation, even though it would normally exceed the authority of the executive director.

Discussion ensued regarding whether or not moving forward with authorizing the executive director to execute the agreement with Wendi Brown Creative Partners, and not wait until January.

There being no further discussion, Board Member Vera moved, and Vice-Chair Leano seconded, to acquire the services of Wendi Brown, of Wendi Brown Creative Partners, and authorize the Interim Executive Director to execute the agreement, to conduct the Executive Director recruitment. The motion was carried by the following vote: AYES: Board Members Cockrell, Lantz, Nolte, Ontiveros-Cole, and Vera; Vice-Chair Leano; and Chair Carder. NOES: None. ABSTAIN: None. ABSENT: None.

MONTHLY STAFF REPORTS

12. JESSE DUFF, INTERIM EXECUTIVE DIRECTOR REPORT

Interim Executive Director Duff provided an update on the onsite work requirement at Tri-City, indicating that staff was coming one day a week on site for some period of time, and in October, it was increased to two days on site; that the intention was to move to three days on site in early January; however, with the spread of the new COVID variant and per the direction from the state and other organizations, we are going to stay with the two days, and postpone the three days in the spring.

13. DIANA ACOSTA, CHIEF FINANCIAL OFFICER REPORT

Chief Financial Officer Acosta announced that the finance team is gearing up for the next season of preparing Tri-City's annual operating budget, noting that they will be heavily involved with that the first quarter of the year.

Board Member Vera inquired if there was any information from the state in terms of the allocation of MHSA dollars and whether it is going to change in any significant way for Tri-City. Chief Financial Officer Acosta replied that staff are still hearing to expect a decline in MHSA revenues in 2023; however, so far Tri-City has actually been receiving funds slightly higher, and sometimes increasingly higher, than we originally expected; and indicated that staff continues to monitor closely the revenues that are coming in.

14. LIZ RENTERIA, CHIEF CLINICAL OFFICER REPORT

Chief Clinical Officer Renteria stated that the issues that we are discussing in the clinical department are optimistic and hopeful, and pointed out that a current staff member has been promoted to be the new program manager and will start January 24th overseeing the adult program services, noting that she is very pleased that we were able to do this. She then discussed creating a pathway internally for staff members to promote within the agency and get the appropriate training so that we can continue to provide services in a more timely manner and retain our clinicians and other staff members.

15. SEEYAM TEIMOORI, MEDICAL DIRECTOR REPORT

Medical Director Teimoori was absent and no report was presented.

16. RIMMI HUNDAL, DIRECTOR OF MHSA AND ETHNIC SERVICES REPORT

Director of MHSA & Ethnic Services Hundal reported that this is the time of the year when staff is starting to work in collecting data for the MHSA Plan Update for 2022-23; and encouraged the Commission and Board to become a stakeholders.

She then indicated that staff continue to do trainings based on the community needs and requests, and discussed webinars that were hosted. She then announced that the Wellness Center will be doing a tree lighting event on Friday at 3:30 p.m.; that staff is collecting ideas for the next Innovations Plan and invited those who have ideas to share, to attend tomorrow's meeting from 5:00 p.m. - 6:00 p.m.

Board Member Vera stated that it was his understanding that that one of the innovation projects that Tri-City had was rejected by the department. Director of MHSA and Ethnic Services Hundal replied in the affirmative and added that the money reverted back to the state; and that we are in the next cycle. Board Member Vera indicated that perhaps she can send out a note to the Board Members regarding what has been discussed and what the Board can provide in the way of innovative ideas that might be considered worthy projects. Director of MHSA and Ethnic Services Hundal indicated that a survey is on Tri-City's website to collect ideas, and explained that the innovation project has to have a mental health piece and a learned edge to it (research focused). Board Member Vera further inquired how much money is eligible for this innovation project. Director of MHSA and Ethnic Services Hundal replied approximately \$500,000.

17. NATALIE MAJORS-STEWART, CHIEF COMPLIANCE OFFICER REPORT

Chief Compliance Officer Majors-Stewart reported that staff is continuing to prepare for the January 2022 implementation of the revised criteria for accessing the Service Delivery System, which is basically the new language for medical necessity criteria for specialty mental health services. She explained that the new set of access criteria will broaden the eligibility parameters for clients seeking services with Tri-City and across the state of California; that the new criteria will create some changes with our current evaluation process, and it could increase the number of clients that will be enrolled in services and that we end up retaining and clinical services, noting that the implementation plan is on target to implement in January, and the impact of the implementation will be monitored and any plan adjustments will be made as needed.

18. KEN RIOMALES, CHIEF INFORMATION OFFICER REPORT

Chief Information Officer Riomales reported that staff is currently on track to still go live in June of 2022 with the Cerner project, which will be ongoing between now and then for the agency and for the team that is working on that project. He then stated that IT received approximately 2615 support tickets requests, which are the measurement of how much need there is the agency relative to technical support in operations for the past year to date; that they are averaging about 259 tickets per month and this represents approximately 25% increase in the need for the agency for the last three months that coincides with staff coming back into the office. He stated that the agency is very productive and there is a constant need for IT support; that they are doing their best to meet the need; and that they are still in the process of looking for an additional resource to add to the IT team to assist with that.

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

GOVERNING BOARD / MENTAL HEALTH COMMISSION COMMENTS

Commissioner Watson reported that she facilitates a support group through the phone; that she also facilitates a creative writing group at the Wellness Center, and noted that attendance was at its maximum the last couple of times; that she was thrilled that they are able to meet in person; and that people seem like they are very eager as well to meet in person.

Chair Carder concurred with Commissioner Watson's comment, noting that people are eager to get out and see one another, but in a safe way to do it; and said that she heals quickly, and thanked her for joining the meeting today.

Commissioner Villanueva shared that he participates on the Monday DRA group and stated that there is a preponderance of approximately 40% of group participants who do not have transportation, and he was asked to express a request to continue with the teleconferencing because it is very convenient for the people who do not have cars to participate in these meetings.

PUBLIC COMMENT

There was no public comment.

ADJOURNMENT

At 6:33 p.m., on consensus of the Governing Board and Mental Health Commission, its Joint Meeting of December 15, 2021 was adjourned. The next Regular Meeting of the Mental Health Commission will be held on Tuesday, January 11, 2022 at 3:30 p.m. via teleconference due to the COVID-19 pandemic, pursuant to Government Code § 54953. The next Regular Meeting of the Governing Board will be held on Wednesday, January 19, 2022 at 5:00 p.m., via teleconference due to the COVID-19 pandemic, pursuant to Government Code § 54953.

Micaela P. Olmos, JPA Administrator/Clerk



**Tri-City Mental Health Authority
AGENDA REPORT**

DATE: January 11, 2022

TO: Mental Health Commission of Tri-City Mental Health Authority

FROM: Jesse H. Duff, Interim Executive Director

BY: Mica Olmos, JPA Administrator/Clerk

SUBJECT: Consideration of a Leave of Absence Request from Mental Health Commission Member David Weldon beginning on January 2022

Summary:

Commissioner David Weldon has been an active and participating member of the Tri-City Mental Health Commission since June 12, 2018 representing the City of Pomona; and he is requesting a 3-month leave of absence from the Mental Health Commission to commence immediately.

Background:

On December 11, 2021, Commissioner Weldon notified the JPA Administrator/Clerk that he would not be attending the December 15, 2021 Joint Meeting of the Governing Board and Mental Health Commission. On January 3, 2022, Commissioner Weldon notified JPA Administrator/Clerk that he cannot fulfill his current duties as a Commissioner, due to a family member having medical issues, and is requesting that the Mental Health Commission consider granting him a 3-month leave of absence in order to tend to his family member. Commissioner Weldon plans to return in April 2022.

Under the Mental Health Commission Bylaws, Article IV, Section H, A leave of absence can be requested and is subject to the approval of the Mental Health Commission.

Recommendation:

Staff recommends that the Mental Health Commission grant a 3-month leave of absence to Commissioner David Weldon effective January 2022 and conclude in March 2022.

Attachments

None.



**Tri-City Mental Health Authority
AGENDA REPORT**

DATE: January 11, 2022

TO: Mental Health Commission of Tri-City Mental Health Authority

FROM: Jesse H. Duff, Interim Executive Director

BY: Mica Olmos, JPA Administrator/Clerk

SUBJECT: Discussion on the Role of the Mental Health Commission in the Recruitment and Selection Process of Tri-City's New Executive Director

Summary:

Former Executive Director Toni Navarro accepted a position as the Director of Behavioral Wellness for Santa Barbara County and resigned her position effective December 7, 2021. Accordingly, Tri-City is currently conducting a recruitment for Tri-City's next permanent Executive Director.

Background:

Pursuant to WIC 5604.2, local mental health boards (Tri-City Mental Health Commission) should be included in the selection process for the mental health director (Executive Director) of mental health services prior to the vote of the governing body (Tri-City Governing Board).

The California Association of Local Behavioral Health Boards & Commissions (CALBHB/C) recommends that the MHC can participate in the selection process through an AdHoc Committee made up of two Commissioners, typically the Chair and Vice-Chair, and act according to the recommendations of the MHC.

Per WIC 5607, the local mental health services shall be administered by a local director of mental health services (Executive Director) to be appointed by the governing body (Governing Board). In addition, the code also discusses the required standards of training and experience required by the State Department of Health Care Services for the Executive Director position.

Recommendation:

Staff recommends that the Mental Health Commission discuss their role in the selection process of Tri-City's new Executive Director.

Attachments

None.



V. PRESENTATION

TRI-CITY'S WELLNESS CENTER OPERATIONS DURING COVID-19
PANDEMIC

Presenter: Gamaliel Polanco, Wellness Center Manager



**Tri-City Mental Health Authority
MONTHLY STAFF REPORT**

DATE: January 11, 2022

TO: Mental Health Commission of Tri-City Mental Health Authority

FROM: Jesse H. Duff, Interim Executive Director

SUBJECT: Executive Director's Monthly Report

EXECUTIVE DIRECTOR RECRUITMENT UPDATE

At December's Governing Board meeting, the Governing Board approved the sub-committees selection of Wendi Brown Creative Partners (WBCP) as the recruitment firm to provide recruitment services for the selection of the Executive Director position. Wendi Brown of Wendi Brown Creative Partners was the recruiter for the Santa Barbara County Behavioral Health Director, which our former Executive Director, Toni Navarro, was selected from. Wendi Brown comes with a vast variety of executive level public agency recruitment experience including behavioral health positions.

Currently, Tri-City is reviewing agreement terms with WBCP with plans to begin the official introductory phase of the Executive Director Recruitment process this month. The first task for Ms. Brown and her team is to discuss with the Governing Board members on the characteristics, qualifications and expectations that the ideal Executive Director candidate should have. Should all phases of the recruitment go as planned, the completion timeframe for this recruitment will be roughly 12 weeks.