



**MINUTES
REGULAR MEETING OF THE
MENTAL HEALTH COMMISSION
APRIL 10, 2018 – 3:30 P.M.**

The Mental Health Commission met in a regular meeting on Tuesday, April 10, 2018 at 3:36 p.m. in the Administration Building, 1717 N. Indian Hill Blvd. # B, Claremont, California.

CALL TO ORDER Vice Chair Perez called the meeting to order at 3:36 p.m.

ROLL CALL A visual roll call was taken.

PRESENT: Donald R. Perez, Vice-Chair
Arny Bloom
Cheryl Berezny
Rubio R. Gonzalez
Anne Henderson
Twila L. Stephens
Alfonso "Al" Villanueva
Davetta Williams

ABSENT: Toni L. Watson, Chair

STAFF: Elizabeth Owens, Director of Clinical Program Services
Nancy Gill, Chief Operations Officer
Kitha Torregano, Human Resources Manager
Kally Russell, Administrative Assistant

I. APPROVAL OF MINUTES FROM THE MARCH 13, 2018 MENTAL HEALTH COMMISSION MEETING

Due to Mica Olmos' absence, minutes from February will be approved at May meeting.

There being no comment, Commissioner Berezny moved, and Commissioner Henderson seconded, to approve the Minutes of March 13, 2018. The motion was carried by the following vote: AYES: Commissioners Bloom, Berezny, Gonzalez, Stephens, Villanueva, Williams and Henderson; and Vice -Chair Perez. NOES: None. ABSENT: Chair Watson.

II. PRESENTATION

AGENCY STAFFING INCLUDING RECRUITING, HIRING, NEW EMPLOYEE ORIENTATION AND RETENTION STRATEGIES AND PROTOCOLS CONDUCTED BY THE HUMAN RESOURCES DEPARTMENT

Kitha Torregano, HR Manager, has been with Tri-City for two months. She shared that she was impressed with Tri-City's New Employee Orientation process. After 30 days, new employees attend a 3-day training at Claremont Administration Building and 2 days at other Tri-City locations.

She provided a copy of the New Employee Orientation agenda packet to the Commission. She shared that as a new employee you get a whole picture of the agency through this orientation. New staff get to meet all departments and have tours of the other locations. Additionally, there is safety training incorporated with the tours and orientation. Orientations can be small groups or very large depending on when the hiring took place. All new staff also evaluate and provide feedback of their experience with this process. A copy of the survey from the last New Employee Orientation was provided to the Commission.

Chief Operations Officer Gill added that new staff members are given the opportunity to provide feedback via a survey given to them at 3 months, 9 months and 1 year to look at what's working and what Tri-City can improve on.

HR Manager Torregano shared some new changes to improve the recruitment process. The career page is being updated. She shared a new job posting flyer with the Commission. This kind of job bulletin will be on the website and is more user friendly.

Vice-Chair Perez thanked them for the presentation. He was unaware that the orientation process was so in-depth. That is beneficial to the agency and the employees.

Commissioner Perez asked about the staff turnover rate for Tri-City. Chief Operations Officer Gill stated that it continues to vary and we do have vacancies but it is considerably lower than the standard average for staff turnover in the field of Mental Health which is 25-30%. Commissioner Perez asked why the average is 25-30%. Clinical Director Owens stated that some staff just find that it is not for them and with the addition of the Managed Care Act there are more jobs available. Other agencies are going through similar challenges. Tri-City's benefits are comparable with other agencies; however there may be some improvement in the future. PERS is a selling point and our salaries are competitive. Human Resources are responsible for advertising. They have talked to staff about schools and career centers to get recommendations for job postings. They have found that people apply for what they know. Potential applicants don't always know what other jobs are out there. Suggestion to maybe start at the high school level.

III. EXECUTIVE DIRECTOR REPORT

In Executive Director Navarro, Director of Clinical Program Services Elizabeth Owens shared Executive Director Navarro's email regarding the new Data Notebook. Below is the email that was read to Commission.

"Thank you to commissioners, Arny Bloom and Anne Henderson, for their time and effort in helping Tri-City to complete their first ever Data Notebook! The Data Notebook is a statewide project that while voluntary, is strongly encouraged by State Advocates and California Mental Health Planning Council that county behavioral health programs complete annually. Each year the Notebook focuses on a different population and/or program services area and gives counties/two cities the opportunity to really focus in on one aspect of their system of care to enhance and improve or modify as needed.

With so much of our work in stakeholder process and MHSA plan updates addressing the entire system of care at the same time, Tri-City's Executive Director, MHSA Director, and MHSA Projects Manager found this process and its outcomes/the information this project revealed to be extremely helpful. Copies of the Notebook are available here for your review or can be sent to you electronically. Any questions and comments can be sent to Rimmi and Dana and during the Public Hearing in May, the Notebook will be presented to the public with all your feedback"

Commissioner Berezny asked for an update regarding partnership with Pomona Valley Hospital. Clinical Director Owens shared that Dr. Teimoori and Shawn Smith attend those meetings, but she believes they are on track. She can get the information and email to the Commission.

Commissioner Rubio read Executive Director Navarro report regarding MHSOAC out loud for Commissioners that had not had time to review it.

COMMISSION ITEMS AND REPORTS

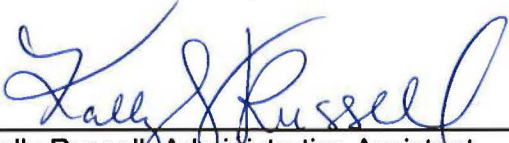
Commissioner Henderson shared Pomona's Promise has a meeting the first Wednesday of the month on community safety. It is held on the third floor of Lewis Outpatient building. She wants to know who from Tri-City will attend. She would like more than a Navigator. This workgroup focuses on domestic violence, homelessness and violence prevention. Clinical Director Owens asked what population is the focus. Commissioner Henderson stated it is on Adult population. Clinical Director Owens will look at her calendar.

PUBLIC COMMENT

None.

ADJOURNMENT

At 4:04 p.m., on consensus of the Mental Health Commission its Regular Meeting of April 10, 2018 was adjourned. The Mental Health Commission will meet next in a Regular Joint Meeting with the Governing Board to be held on Wednesday, May 16, 2018 at 4:45 p.m. in the MHSA Office, 2001 N. Garey Avenue in Pomona, California.



Kally Russell, Administrative Assistant

