



## **MINUTES**

### **REGULAR JOINT MEETING OF THE GOVERNING BOARD AND MENTAL HEALTH COMMISSION MAY 20, 2020 – 5:00 P.M.**

The Governing Board and the Mental Health Commission held its Regular Joint Meeting on Wednesday, May 20, 2020 at 5:10 p.m. via teleconference pursuant to California Governor Newsom Executive Order N-25-20 wherein he suspended certain provisions of the Brown Act to allow 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** Governing Board Chair Carder and Mental Health Commission Chair Watson called the meeting to order at 5:10 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  
Rubio R. Gonzalez, City of Pomona, Board Member  
Elizabeth Ontiveros-Cole, City of Pomona, Board Member  
Anne Turner, City of Claremont, Alternate Board Member  
Benita DeFrank, City of Pomona, Alternate Board Member

**ABSENT:** Ronald T. Vera, City of Claremont  
*Vacant*, Board Member

#### **MENTAL HEALTH COMMISSION**

**PRESENT:** Toni L. Watson, Chair  
Anne Henderson, Vice Chair  
Joan M. Reyes  
Wray Ryback  
Twila L. Stephens  
David J. Weldon

**ABSENT:** Ethel Gardner  
Daniel Rodriguez  
Alfonso "Al" Villanueva  
Davetta Williams

STAFF: Toni Navarro, Executive Director  
Darold Pieper, General Counsel  
Diana Acosta, Chief Financial Officer  
Nancy Gill, Chief Operations Officer  
Angela Igrisan, Chief Clinical Officer  
Seeyam Teimoori, Medical Director  
Rimmi Hundal, Director of MHSA & Ethnic Services  
Dana Barford, MHSA Projects Manager  
Mica Olmos, JPA Administrator/Clerk

## **PRESENTATION**

### **1. PROPOSED MENTAL HEALTH SERVICES ACT (MHSA) THREE-YEAR PROGRAM AND EXPENDITURE PLAN FOR FISCAL YEARS 2020-21, 2021-22, & 2022-23**

Executive Director Navarro stated that it is that time of the year when Tri-City's Three-Year MHSA plan is posted on Tri-City's website and the plan is in the 30-day comment period; that staff recently had made some adjustments based on new information resulting of the COVID-19 pandemic. Therefore, today Dana Barford will walk you through the revised draft of the Three-Year plan; and then explained the plan's approval process.

Director of MHSA & Ethnic Services Hundal stated that she was available to answer any questions and that Dana Barford was going to do the most of the presentation, noting that Dana is responsible for putting this impressive plan document. She then stated that the plan had been revised due to COVID-19; and that the plan will be presented today to allow the Board and Commission enough time to review the plan before presenting it for approval.

MHSA Projects Manager Barford stated that she would provide an overview of the Three-Year Program and Expenditure Plan, and also explain the different components of the plan document and where to find information; that the Three-Year Program and Expenditure Plan is a requirement under the WIC code and the Mental Health Services Act (MHSA); that this plan document includes projections financially over the next three years; and that staff prepares an annual update, which updates our community members, partners and stakeholders about what took place over that period of time. She then explained that the data and the information provided in the plan document represents Fiscal Year 2018-19, which is basically looking back at last year. She then acknowledged Hannah Sprague, Tri-City's Communications Coordinator, for helping her formatting the plan document. She then said that the plan is a result of the community planning process; that the community planning process typically takes place in August or September of each year, and then it culminates in May/June with this final document; that the stakeholder meetings are critical for the development of this plan because they share information with Tri-City about what is going on in the community, as well as what their thoughts and ideas are about some decisions that we need to make; that this year five stakeholder meetings were held, and for each meeting two were held, one in the evening and one in the daytime; that there were work groups to dive deeper into each of the programs and look at the success and challenges to help us make decisions about moving forward; then, in January/February staff puts together all the information received into the plan document, and in this year, it is Tri-City's Three-Year Program and Expenditure Plan; and that the plan is posted for a 30-day public comment to allow community members give us some feedback over that period of time.

She then said that, at that time, COVID-19 arrived and resulted in substantial financial changes to the plan; therefore, on April 29th it was presented again through the stakeholder process to share the concerns and the proposed recommendations; that the document was re-posted on May 8th for another 30-day public comment; that there will be a public hearing about the plan during the Mental Health Commission meeting in June; and that based on the Commission's recommendations, the plan will then presented to Tri-City Governing Board for adoption. She indicated that staff does not know at this point what the needs/support will be after the pandemic is over of Tri-City clients and the community, what programs and services are good, what is going to be developed or adapted to meet the needs of our clients and community members, and what that cost might be; therefore, with this in mind, we needed to evaluate the fiscal impact of COVID-19 in our county behavioral health, and it was determined that it was necessary to revise the proposed three year plan that was originally conceived; that two of the really important projects that were revisited and reconsidered by the stakeholders were the Workforce, Education & training (WET) and Capital Facilities and Technology Needs (CFTN), which originally it had been decided to transfer \$500,000 in unspent CSS and divided it between these two plans; thus, after COVID-19, the first recommendation was to retain the funds in the CSS Plan; the second recommendation was to delay the approval of the implementation of the two innovation projects since, as they were originally designed, would not fit into the COVID-19 world, and also allow time to reassess the needs of the community; thus, these projects were removed from the plan. She then talked about the plan document, noting that the first component is the introduction to Tri-City, the mental health authority for Pomona, Claremont and La Verne which its celebrating 60 years, and includes Tri-City values and its demographics, and the executive summary, which is a snapshot of the projects for Fiscal Year 2018-19; that the next component is the community planning process which includes information about stakeholder meetings, the work groups, who our community partners are, what our outreach and engagement efforts are; that the third component are the MHSA programs which are divided into five plans, and each plan has its different programs, proposals or projects, including data tracked using results based accountability that answers the questions: how much do we do? how well did we do? and is there anyone better off?; that the fourth component is the revenue and expenditure plan which outlines the cost per person for the different programs, including a summary and a comparison of all five programs over a three year period, and the individual budgets; that the last and fifth component is the Appendix or the attachments and innovations annual report. She then stated that Tri-City over the years had gone through some challenging times, such as the bankruptcy and other things; yet, we have continued, not only survive, but to thrive, because of looking back at where we have been and focusing on the present and making some really tough decisions; and expressed gratitude for the executive team because they have been able to not only keep all the staff employed, but also to continue to give staff the tools that are needed so we can do our job and continue to help the community. She then stated that for the early psychosis program, staff has identified the Portland Identification Early Referral Program, PIER Model, which focuses on identification, the diagnosis of age groups 12-25; that it will be implemented beginning on July 1st; and then she discussed the financial summaries. Lastly, she stated that she will be answering some questions that came up earlier: the first one had to do with Mental Health First Aid training, and if there was going to be a change in what our current approach is and how this is going to impact our community; she indicated that since its inception in 2010, Tri-City had trained almost 4,000 individuals in Mental Health First Aid, that over time, this area became saturated and there were fewer and fewer requests for training, and talked about the staff and community members that had to be trained, about the training being eight hours, thus, it became difficult for a lot organizations to be able to allocate that amount of time; that in response, Tri-City retired the program as it was, but reevaluated and revamped its training approach and expanded mental health trainings, noting that now staff across the agency have been trained in adverse childhood

experiences, motivational interviewing, our community resiliency model, and suicide prevention; that new marketing material was developed, and we have reached a point right now where we are going to hire a new mental health trainer; that in response to COVID-19, staff had to rethink all of these trainings and again, in order to reach our community members, transformed these trainings to be online, and continue to go on in English and in Spanish languages. She said that there was also a question about our TAY groups that were listed here and said that this information is from a year ago, that these TAY groups are Wellness Center groups; that TAY is one of the most difficult populations to engage; that when looking at the number of participants also consider who our volunteers are and who is facilitating these groups, noting that over 70% of these groups are led by volunteers and these are individuals from the community which some had lived experience; that we learned that most of these groups back in 2018-19 were offered in the morning and the time was changed to meet after three o'clock to make it more convenient for TAYs; that we are currently offering groups virtually and through phone calls and we are hoping that this is something that is going to increase our TAY connection. She stated that there was also a question about Parents and Teachers as Allies (PTA) versus Ending the Silence, and explained that NAMI Pomona Valley is one of Tri-City's strongest advocate and community partners; that in 2011, Tri-City partnered with them to support PTA in the community; however, last year NAMI National no longer supported PTA, but allowed local chapters to continue to do it if they wanted to, but Tri-City and NAMI agreed to implement Ending the Silence program in July 2019 instead of continuing with PTA; that it has the same budget; and explained the differences, noting that it also increases the focus on suicide prevention; and that next year everyone will learn more about how this year went with Ending The Silence program. That another question was about the challenges getting the tech suite started, now known as Help@Hand; she provided an update and stated that this project was approved by the Mental Health Services Oversight And Accountability Commission in September 2018; that the primary purpose of this project was to increase access to mental health care through the use of an entire suite of technology based on mental health services; that Tri-City joined 14 other counties, being in Cohort two; that 7 cups and Mindstrong were two applications vetted by the cohort, thus Tri-City started focusing on 7 cups because it had a peer chat; however, it was determined that 7 cups was not able to meet the standards and it didn't work, and Mindstrong had other deliverables; thus 7 cups contract was terminated in June and also there is no intention to move forward with MindStrong; that in September of 2019, as a collaborative with 14 groups, we found 93 technologies that were approved; that there is something called the digital mental health literacy training and video series; that Tri-City wanted to develop a training so we can train our community members to do what they would call 'staying safe online'; that COVID-19 came and staff had to look at what we currently have and how can it be shared with the community without having to do pilot programs; that applications were identified and many of them were made free to the public by the vendor and that these applications are listed in Tri-City's new website along with a lot of different resources; that Tri-City is one of four-five counties, out of the 14 counties, who was selected to do a pilot program for one of these approved applications; and talked over the different series of different things that Tri-City is going to be training on. She then reiterated that the Three-Year plan has been re-posted between May 8th through June 8th; that the MHSA public hearing will take place in June 9th during the regular meeting of Tri-City's Mental Health Commission wherein it will decide on a recommendation to Tri-City Governing Board who will meet on June 17th when they will consider the adoption of the Three-Year Plan.

Chair Carder thanked MHSA Projects Manager Barford for a beautiful presentation of the MHSA Three-Year Plan.

## **MENTAL HEALTH COMMISSION**

### **2. APPROVAL OF MINUTES – MENTAL HEALTH COMMISSION REGULAR MEETING OF MARCH 10, 2020**

Commission Chair Watson stated that the approval of the Minutes of the Mental Health Commission Meeting of March 10, 2020 was presented again for approval because there was a lack of a quorum at its April meeting.

There being no further comment, Commissioner Ryback moved, and Vice-Chair Henderson seconded, to approve the Mental Health Commission Minutes of its Regular Meeting of March 10, 2020. The motion was carried by the following vote: AYES: Governing Board Liaison Gonzalez; Commissioners Reyes, Ryback, Stephens, and Weldon; Vice-Chair Henderson; and Chair Watson. NOES: None. ABSTAIN: None. ABSENT: Commissioners Gardner, Rodriguez, Villanueva, and Williams.

## **CONSENT CALENDAR - GOVERNING BOARD**

There being no comment, Board Member Leano moved, and Board Member Ontiveros-Cole seconded, to approve the Consent Calendar. The motion was carried by the following vote: AYES: Board Members Cockrell, Gonzalez, Ontiveros-Cole; Vice-Chair Leano; and Chair Carder. NOES: None. ABSTAIN: None. ABSENT: Board Member Vera.

### **3. APPROVAL OF MINUTES - GOVERNING BOARD REGULAR MEETING OF APRIL 15, 2020**

Recommendation: “A motion to approve the Governing Board Minutes its Regular Meeting of April 15, 2020.”

### **4. APPROVAL OF RESOLUTION NO. 529 ESTABLISHING THE AEROSOL TRANSMISSIBLE DISEASES POLICY AND PROCEDURE NO. I.16 EFFECTIVE MAY 20, 2020**

Recommendation: “A motion to adopt Resolution No. 529 establishing the Aerosol Transmissible Diseases Policy and Procedure No. I.16, Effective May 20, 2020.”

## **NEW BUSINESS – GOVERNING BOARD**

### **5. APPROVAL OF RESOLUTION NO. 530 AUTHORIZING AN AMENDMENT TO ITS FISCAL YEAR 2019-20 BUDGET OF AN ADDITIONAL \$49,000 FOR AN EMERGENCY SEWER LINE REPAIR & CONNECTION PROJECT AT ITS PERMANENT SUPPORTIVE HOUSING PROPERTY LOCATED AT 956 W. BASELINE ROAD IN CLAREMONT, CA; AND RATIFYING THE ACTION OF THE EXECUTIVE DIRECTOR OF SIGNING ON BEHALF OF TRI-CITY AN AGREEMENT WITH CALIFORNIA PUMPING & SANITATION (CPS), INC.**

Executive Director Navarro reported that when Tri-City purchased this property back in November 2015, there was a septic tank in the property and there was some consideration about spending an additional hundred thousand dollars at that time to connect to the sewer line, but we hoped that we would be able to develop on this property much sooner than we have been able to.

As a result, the septic tank was failing and staff had to make emergency repairs and now the septic tank has to be connected to a sewer line to avoid an imminent failure; that staff was asking the Board to ratify the contract and budget to finish the repairs.

Chair Carder inquired if the money will come from the general fund. Chief Financial Officer Acosta replied that it would be funded through the MHSA housing supportive services.

There being no further comment, Board Member Leano moved, and Board Member Cockrell seconded, to adopt Resolution No. 530 ratifying the action of the Executive Director of signing on behalf of Tri-City an Agreement with CPS for sewer line emergency repair and connection at Permanent Supportive Housing property located at 956 W. Baseline Road in Claremont; and authorizing an Amendment to the FY 2019-20 budget of an additional \$49,000 to cover all related costs for this project and to comply with all City sewer connection requirements.. The motion was carried by the following vote: AYES: Board Members Cockrell, Gonzalez, and Ontiveros-Cole; Vice-Chair Leano; and Chair Carder. NOES: None. ABSTAIN: None. ABSENT: Board Member Vera.

**6. APPROVAL OF RESOLUTION NO. 531 AUTHORIZING THE EXECUTIVE DIRECTOR TO SIGN THE REQUIRED DOCUMENTS TO ANNEX ITS PERMANENT SUPPORTIVE HOUSING PROPERTY LOCATED AT 956 W. BASELINE ROAD IN CLAREMONT, CA TO COUNTY SANITATION DISTRICT NO. 21 OF LOS ANGELES COUNTY FOR SEWERAGE SERVICES**

Executive Director Navarro stated that this a companion resolution to Resolution No. 530, to complete the sewer connection project.

There being no further comment, Board Member Cockrell moved, and Vice-Chair Leano seconded, to adopt Resolution No. 531 authorizing the Executive Director to complete and execute any and all documents required or deemed necessary or appropriate to complete the Annexation of its Permanent Supportive Housing located at 956 W. Baseline Road in Claremont, CA to County Sanitation District No. 21 of Los Angeles County for sewerage services. The motion was carried by the following vote: AYES: Board Members Cockrell, Gonzalez, and Ontiveros-Cole; Vice-Chair Leano; and Chair Carder. NOES: None. ABSTAIN: None. ABSENT: Board Member Vera.

**MONTHLY STAFF REPORTS**

**7. TONI NAVARRO, EXECUTIVE DIRECTOR REPORT**

Executive Director Navarro talked about the COVID impact on behavioral health and stated that the letter from CBHDA was a wonderful demonstration of the advocacy we received from CBHDA, and a validation of what is to come for all of us in the next few years since we know that this pandemic is leading to a mental health crisis, unlike we have seen probably ever in our careers. She added that staff have been very vigilant on the fiscal side; that Tri-City's CFO and her team, have been doing a really good job of staying on top of all the changes and the projections to come; that the clinical team and all of our programs, services and MHSA have done a brilliant job; and expressed being proud and honored to be the leader of Tri-City; that the amount of people that we are reaching every week continues to increase in this pandemic; that staff has been more efficient, compassionate and more attentive; that it has been amazing.

She then reported that we currently have approximately 153 clients, in open cases, who are in need of affordable housing and/or need housing among our clinical programs; that 18 individuals were accepted into project RoomKey and pointed out that six of them are local and the other 12 were from throughout the rest of the Eastern part of LA County; and thanked the Pomona leaders on the Governing Board, Council Members Ontiveros-Cole and Gonzalez for their leadership; and said that we appreciate having project RoomKey close at hand for Tri-City clients. She then reported that LA County Supervisor Solis gave her a wonderful surprise by sending Tri-City 30 beautiful cloth face coverings, made by her sister, to be shared with staff and clients, and also a box of chocolates; that staff took a social distancing selfie to send to Supervisor Solis to thank her for the masks and chocolates; that from Tri-City's involvement at the quarantine center and project RoomKey, and Hope4Home shelter, Supervisor Solis has been hearing a lot from Tri-City and she continues to be really thankful and gracious about all the great work that Tri-City staff has been doing during this time.

Chair Carder stated that this is wonderful and asked Executive Director Navarro to share with staff that that the Governing Board knows that staff is so dedicated, and asked to convey to staff the Board's gratitude for their commitment and dedication to all of the clients that they deal with.

#### **8. DIANA ACOSTA, CHIEF FINANCIAL OFFICER REPORT**

Chief Financial Officer Acosta stated that the finance department staff is staying on top of the latest news on revenue projections, or where they might see declines; that finance staff is doing everything to 'tighten the belt' everywhere is possible and just overall preparing ourselves for what may come. She then referred to her monthly report noting that Tri-City is targeted to come in under budget overall for this current fiscal year, which is what we want; that currently the projections are that we may experience a little bit of a decrease next year, but that is because we are experiencing a reduction in certain revenues this year because of the extensions on tax filings for the millionaires, that it is sales tax in general, so we are going to experience a decrease in revenue; that we are experiencing it now, and will continue to experience it through the end of this fiscal year; that the hope and the expectation is that we will experience a slight increase next year, but we still need to prepare for the dip the following year; that even though it may appear that we will be receiving some funds next year, it will be savings for the next rainy day; that she will do her best to provide the Board with updated information every month.

#### **9. NANCY GILL, CHIEF OPERATIONS OFFICER REPORT**

Chief Operations Officer Gill reported that the electrical upgrade for 2001 North Garey that the Board approved on March 18th, staff is moving forward with the project; that regarding the COVID-19, she really wanted to praise the facilities department and the purchasing team, noting that Jude Anne Catayong, Jessica Arellano, and Alex Ramirez have stayed on top of all the five locations, and all the purchasing, making sure that we have PPE for staff and that our clients have masks for when they come in; also she gave a 'shout out' to the clinical team, finance, and everybody here; that also staff is working on a RFP for gardening services for five Tri-City locations.

#### **10. ANGELA IGRISAN, CHIEF CLINICAL OFFICER REPORT**

Chief Clinical Officer Igrisan reported that clinical is doing business as usual; that staff is seeing a great flow of clients and that the number of intakes leads completed are basically at our average from last year, noting that the word is out that Tri-City is open.

She then stated that staff also found out that the intakes with the phone and video format seems to work better for our clients because it is shortening the amount of time between when people call in and when we can give them an intake, which is pretty good news, pointing out that after this is over, staff might look at this as a model for a greater efficiency, resulting on a happy surprise. She then stated that for the past two weeks our billing has been like 90% of where we were pre COVID; that staff is working really hard and it is showing in our billing numbers, which definitely is a sense of relief; that staff is continuing with the strength based training and the peer training; that the children's intake is being scheduled and moving forward. She also reported that her team, in conjunction with Dr. Teimoori's team and Rimmi Hundal's team, staff has been working at the Sheraton isolation center; that there has been a high census of approximately 67 people, but today the census was a little bit lower, about 47; that most of these folks do not live in the Tri-City area, and some of them are homeless; that they have a variety of needs and Tri-City staff is doing their best to meet their needs.

#### **11. SEEYAM TEIMOORI, MEDICAL DIRECTOR REPORT**

Medical Director Teimoori reported that his team has been very active in the community; that the outreach team and the crisis team have been able to create a good flow for clients who need the clinical department and also our psychiatry; he shared that our services are actually picking up; that he has received feedback from our doctors who indicate that our patients are very thankful that we continue to provide services; that sometimes psychiatrists outreach to clients more often than when it is face to face.

#### **12. RIMMI HUNDAL, DIRECTOR OF MHSA AND ETHNIC SERVICES REPORT**

Director of MHSA and Ethnic Services Hundal reported that Tri-City has received 32 applications for the Community Wellbeing Grants; that 25 of the 32 applicants have been new communities that staff have been outreaching to; that interviews were held last week and former Commissioner Don Perez helped staff with the interview process; that 16 letters of acceptance will go out, meaning that 16 grants will be given out to the community. She then talked about the trainings that the PEI department is doing, noting that they are hosting a webinar every Tuesday at 11:00 am in English, and every Thursday at 11:00 am in Spanish; that staff is also doing a community connect talk at one o'clock on Thursdays for Tri-City staff and for community members; that the links for these webinars can be found in Tri-City's website; that the Wellness Center continues to do support groups and it is now averaging 23 virtual support groups every week; that the employment department has been one the busiest; that the summer camp will be a virtual summer camp this year; that two navigators assigned to the Sheraton quarantine center and are available to them 40 hours a week; that the navigators are receiving an average of a hundred calls a week from the community, and of those, more than 50 individuals are homeless.

#### **13. NATALIE MAJORS-STEWART, CHIEF COMPLIANCE OFFICER REPORT**

Executive Director Navarro stated that Chief Compliance Officer Majors-Stewart was unable to be with us today; and reported that the QA team has been doing a wonderful job of using telehealth technology to teach new staff the electronic health record; and concurred with Chief Clinical Officer Igrisan regarding how it is really amazing to see how many of our departments are literally conducting business as usual; noting that it has been wonderful and they are doing a great job.



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

### **GOVERNING BOARD/MENTAL HEALTH COMMISSION COMMENTS**

Board Member Cockrell said to keep up the good work; it is great to hear that everything has been going smoothly.

Executive Director Navarro stated that Sean Smith, Tri-City's Manager for crisis support and outreach services and med services, recommended placing signs on the side of Tri-City buildings indicating that Tri-City is open and to contact us; therefore, banners measuring approximately 3'x9' have been hung at each of our buildings with two slogans which simply say that we are here to help, that we are open, and to call us anytime for mental health support; she then thanked the City of Claremont because they are going to allow us to hang one of the signs on the front of the administration building on Indian Hill Boulevard and they are also going to hang it; and also thanked Jessica Arellano for ordering the banners and facilities staff for hanging the banners.

### **PUBLIC COMMENT**

There was no public comment.

### **ADJOURNMENT**

At 6:27 p.m., the Governing Board and Mental Health Commission Joint Meeting of May 20, 2020 was adjourned.

The next Regular Meeting of the Mental Health Commission will be held on Tuesday, June 9, 2020 at 3:30 p.m., via teleconference due to the COVID-19 pandemic.

The next Regular Meeting of the Governing Board will be held on Wednesday, June 17, 2020 at 5:00 p.m., via teleconference due to the COVID-19 pandemic.



Micaela P. Olmos, JPA Administrator/Clerk