

*Capital Facilities and Technological Need means projects for the acquisition and development of land and the construction or renovation of buildings or the development, maintenance or improvement of information technology for the provision of Mental Health Services Act administration, services, and supports. (9 C.C.R. § 3200.022).*

**Subject:**

Tri-City Mental Health Authority respectfully requests approval for the expenditure of Capital Facilities and Technological Needs (CFTN) funds in an amount not to exceed five million seven hundred ninety thousand dollars (\$5,790,000), for property acquisition and technology enhancements.

**Summary:**

1. Property Acquisition – Authorization to purchase an existing building/property located within the cities of Pomona, Claremont, or La Verne, in an amount not to exceed four million dollars (\$4,000,000), to serve as the new administrative office.
2. Technology Enhancements – Allocation of funds to support upgrades to current and future technology projects, in an amount not to exceed one million seven hundred ninety thousand dollars (\$1,790,000).

**Background:**

**1) Property Acquisition:**

For more than a decade, Tri-City Mental Health Authority's main administrative office has been located at 1717 North Indian Hill Blvd., Suite B, Claremont, CA 91711, under a lease agreement with the City of Claremont. The building provides approximately 4,000 square feet of space and currently accommodates 15 administrative staff, including personnel from Administration, Human Resources, Information Technology, Compliance, and Finance. This space is no longer adequate, requiring staff to share offices and coordinate on-site work schedules based on space availability.

With the lease set to expire in September 2025, Tri-City plans to relocate its administrative offices to a larger facility that can better meet current needs and support projected growth. Over the next 1–2 years, Tri-City anticipates adding 6 to 10 administrative positions. Additionally, there is a growing need for expanded meeting areas to support new hire orientations, staff trainings, and team meetings.

On May 21, 2025, during a joint session of Tri-City's Mental Health Commission and Governing Board, a study session was held in which the Executive Director outlined the critical need and urgency of this request. To date, more than 21 buildings have been reviewed

and considered as potential locations, and the vetting process is ongoing. However, given the time-sensitive nature of the situation—particularly with the upcoming expiration of the lease on the current administrative building—it is essential that Tri-City has funds readily available to act swiftly when an appropriate property becomes available. The proposed allocation of funds is based on the estimated costs associated with purchasing an existing building, its surrounding parking area, and the anticipated expenses for necessary improvements to the facility and its supporting spaces.

## 2) Technology Enhancements:

In June of 2022, Governing Board approved a Capital Facilities and Technology Plan (CFTN) for IT Infrastructure Upgrades that included various anticipated needs and projects to be completed. While many of the original projects and goals were accomplished or completed, there are still various projects that need completion along with additional projects identified as noted below. In order to keep up with the ever-changing technology landscape, Tri-City is required to ensure robust ability to remain technologically relevant in relation to the services we offer and as such Tri-City has identified the following overall technology projects to be completed over the course of 3 to 5 years:

Project	Approximate Amounts
TC MH Network Infrastructure Refresh	\$ 420,000
TC MH Agency Security Upgrades	\$ 245,000
TC MH Staff Equipment Upgrades	\$ 475,000
TC MH EHR Platform	\$ 450,000
TC MH ERP or Equivalent Technology	\$ 200,000
	<u>\$ 1,790,000</u>

### TCMH Network Infrastructure Refresh

Tri-City Mental Health is undertaking a comprehensive network infrastructure refresh to modernize and secure the foundation of our digital operations. This initiative includes replacing outdated switches, improving building wiring, expanding wireless access with modern access points, and deploying high-availability servers and backup systems. Additionally, a secure edge solution will ensure that remote staff benefit from the same firewall protections as those working onsite.

This upgrade is essential to support the reliability, security, and scalability of our services—particularly as we cloud-based Electronic Health Record systems and expand mobile care capabilities. By investing in this infrastructure, we are ensuring uninterrupted, HIPAA-compliant connectivity across all service locations, ultimately enhancing the quality and consistency of care for the community we serve.

### **TCMH Agency Security Upgrades**

As part of the Workplace Violence Prevention Plan adopted by the Governing Board in 2024, Tri-City Mental Health is pursuing a series of security upgrades to ensure a safer and more responsive environment for staff, clients, and visitors across all agency locations. These upgrades include expanding access control to all buildings, enhancing surveillance systems, and implementing a centralized emergency messaging and paging system integrated with our existing communication platforms.

These efforts reflect our continued commitment to workplace safety, staff well-being, and operational readiness—particularly in behavioral health settings. By proactively strengthening our physical security infrastructure, we are supporting the safe and uninterrupted delivery of essential public health services to the communities we serve.

### **TCMH Staff Equipment Upgrades**

To maintain a secure, efficient, and modern workplace, Tri-City Mental Health is upgrading staff laptops and essential peripherals on a planned five-year replacement cycle. This project includes deploying new HP EliteBook laptops, docking stations, monitors, accessories and software to support staff in both onsite and remote work environments.

Routine equipment refreshes reduce hardware failures, improve system performance, and ensure compatibility with evolving software and security standards. By providing staff with reliable, up-to-date tools, we are strengthening productivity, and ultimately improving the quality and consistency of services delivered to our community.

### **TCMH EHR Platform**

Tri-City Mental Health is exploring a transition to a new Electronic Health Record (EHR) platform to better support the continued growth and complexity of our behavioral health services. While our current system has served us to this point, we are seeking a solution that offers greater flexibility, improved workflow alignment, and enhanced integration with other healthcare and reporting systems.

A modern, purpose-built EHR will enable our staff to work more efficiently, reduce administrative overhead, and strengthen our ability to deliver timely, coordinated care. This

investment supports our long-term commitment to service excellence, regulatory compliance, and better health outcomes for the communities we serve.

### **TCMH ERP or Equivalent Technology**

TCMH ERP Platform Implementation – As Tri-City grows, the need to integrate disparate system and departments in order to work cohesively with one another becomes more evident. An enterprise resource planning platform, or accounting system or equivalent technology system that will allow departments to properly document their workflows more seamless while providing opportunities to better collaborate with previously siloed departments.

### **Stakeholder Involvement:**

Under State MHSA Regulations (9 C.C.R. § 3315(b)), any update to the MHSA Program—outside of the required annual update—must undergo a local review process that includes a 30-day public comment period, although a public hearing is not expressly required. This project proposal was made available for public review from June 12, 2025, through July 16, 2025, via Tri-City’s website and social media platforms, including Facebook, Instagram, and X (formerly Twitter). In addition, the proposal was distributed to various community locations such as city halls, libraries, and community centers. Any feedback received will be shared with staff and considered, as appropriate.

The plan will be presented to the Mental Health Commission on July 8, 2025. Final review and potential adoption by the Tri-City Governing Board is scheduled for July 16, 2025, following the close of the public comment period.

### **Fiscal Impact:**

The total amount required to complete the projects is estimated to be approximately five million seven hundred ninety thousand dollars (\$5,790,000). Utilizing these funds will also help mitigate the risk of future reversion if the funds remain unexpended within the next seven years. If approved, this project proposal will take effect on July 16, 2025.