

North Los Angeles County Regional Center  
**Executive Committee Meeting Minutes**  
July 25, 2012

**Present:** Yolanda Bosch, Craig Girard, Jenean Glover Sharoll Jackson, Eric Leh, and Katie Mead – Committee Members  
Jennifer Kaiser, Michele Marra, Kim Rolfes, and George Stevens – Staff Members

**Absent:** All present

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**I. Call to Order**

The meeting was called to order by Yolanda Bosch, president, at 8:15 p.m.

**II. Public Input** - There was no public input.

**III. Consent Items**

**A. Approval of Agenda**

Several items were added to the agenda. The agenda was approved as modified.

**B. Approval of Minutes from May 30<sup>th</sup> Meeting**

The minutes were approved as presented.

**IV. Committee Business**

**A. Annual Committee Orientation**

1. Committee policies & procedures
2. Committee's Board Audit section
3. Committee's bylaws section
4. Officer policy statements

Copies of the committee-related documents above were sent with the meeting packets. Committee members should become familiar with these documents so they fully understand the committee's purpose and their role as committee members. Also, this committee can act on behalf of the board, when necessary, so it's important that members are clear on how and when to do that.

**B. Finalize the Board's Primary Activities for FY 2012-13**

The committee generated ideas on what they thought the board's primary activities should be for this fiscal year.

**Action:** George will put together the committee's recommendations for the board's primary activities for this fiscal year and will have Jennifer e-mail them to the Executive Committee for their review and input prior to the next board meeting.

**C. Board Expenses for FY 2011-12 /Projected Expenses for FY 2012-13**

1. FY 2011-12: Copies of the board budget for last fiscal year were provided to the committee and reviewed. The total projected budget was \$52,400 and the actual expenses (to date) are \$46,507, so the board is under-budget by \$5,892.
2. FY 2012-13: Several of the budget categories are going to be combined, so that the expenses are easier to track. The project budget for FY 2012-13 is \$55,950.

**M/S/C** (J. Glover/E. Leh) To recommend the proposed board budget for FY 2012-13, as presented, to the Board of Trustees for approval.

**D. Finalize Agenda for the August 8<sup>th</sup> Board Meeting (Van Nuys)**

1. Identify a discussion topic: Board Member "Meet & Greet!"
2. Board action log for FY 2011-12
3. Executive director's evaluation process
4. Review Whistleblower Policy and sign the acknowledgment

The committee finalized the agenda for next month's board meeting.

**E. Complete Meeting Evaluations**

Yolanda asked the committee members to please complete evaluation forms after the meeting and submit them to her with any comments.

**F. E-Mail Encryption**

The center will be sending a notification that effective September 1, 2012, the center will begin to encrypt email that is sent from the center to outside parties to protect confidential, sensitive, and/or personal information regarding our

consumers or service providers. We will be utilizing an easy-to-use, convenient email encryption system provided by Microsoft that will allow us to send confidential communications in a secure manner. Further, it will allow receivers to reply to encrypted e-mails from NLACRC using the same encryption system.

**G. Supported Life Institute Request**

The institute sent us a letter asking us if we would like to help co-sponsor their conference that will be held in Sacramento on October 4<sup>th</sup> and 5<sup>th</sup>. Due to budget constraints, the Executive Committee has had to refuse these kinds of offers and there is no money allocated in the board budget for such an expense. They are asking for an amount between \$700 and \$900.

**Action:** Jennifer was asked to respond to the Supported Life Institute with a letter explaining why the board cannot offer funds to help co-sponsor their conference.

**H. ARCA Conference:** September 18 & 19, 2012 (Pasadena Hilton)

Jennifer has sent out 2 notices to the board members asking them if they were interested in participating in ARCA's conference. So far, no one has responded.

**Action:** Jennifer will send out a final communication to the board asking for participation in the ARCA conference. If there are no or very few takers, then George will offer the pre-paid registration spots to Vendor Advisory Committee members and regional center staff.

**I. Change to August 29<sup>th</sup> Executive Committee Agenda**

As discussed at the Administrative Affairs Committee, the auditors will be coming to the next Administrative Affairs Committee meeting for about an hour's time. As such, reports will be provided at the next Executive Committee meeting, but not reviewed, due to time constraints.

**M/S/C** (S. Jackson/C. Girard) To recommend to the Board of Trustees to change the August 29<sup>th</sup> Executive Committee agenda.

**V. Center Operations**

**A. Report on Meeting with Terri Delgadillo, Director of DDS**

George gave a report on the meeting Yolanda had with Terri Delgadillo, director of DDS and other DDS staff. (George and Jeremy participated in the meeting via conference call.) Although other issues were discussed, the main issue was to address DDS's lack of communication with us about when we will receive our allocations. Overall, it was a good meeting.

**B. Caseload Ratio Meeting**

The center did not meet its required caseload ratios for 2 reporting periods in a row. As such, the DDS required us to hold a public meeting for the purpose of obtaining input from the community on how we can better meet our ratios. It is our belief that if DDS had given us the \$426,000 in operations money earlier in the fiscal year, we would have been able to hire enough service coordinators to meet our ratios, but they delayed giving us that allocation. The public meeting was held on June 27<sup>th</sup>. Very few people attended.

**C. Trailer Bill Language/Diversity**

Trailer bill language now requires DDS and the regional centers to work together to compile data, on annual basis, relating to the purchase of services broken down by each consumer's age, race, ethnicity, primary language spoken, and other details. This is to address some people's perceived inequity of service. An article was recently published in the L.A. Times citing this, and Richard Dier contacted us this morning saying that he heard a reporter was trying to get information related to this. George does not believe that there is any truth to this allegation.

**D. Board Composition**

The center was recently contacted by DDS stating that they had finally reviewed the board composition summary that we submitted last year, and they found that we had too few Hispanic members on our board. George responded to DDS with a letter explaining how much work we put into recruiting board members who will also reflect the community that we serve. He has not heard back from them as yet. However, a new board composition report will need to be completed and submitted to DDS by August 16<sup>th</sup>, as DDS requires them to be submitted on an annual basis.

**E. Possible Precedent-Setting Lawsuit**

Harbor Regional Center was involved in a lawsuit by someone who had been denied eligibility for regional center services. After the suit was over, the individual was found to be eligible, and now that individual is seeking

reimbursement for their attorneys' costs. Harbor denied the request and now this matter is now coming before the California Supreme Court. If they rule that the regional center must reimburse the individual's legal costs, this would have a very detrimental effect on the centers.

**F. Reimbursement for Rent Costs**

In the past, DDS has provided regional centers the full cost of their rents. Just recently, they indicated that they are not obligated to pay the full rent costs. Kim is looking into this. More to come.

**VI. Association of Regional Center Agencies (ARCA) Report**

**A. Report on June 21 & 22, 2012 Meetings (Sacramento)**

Jeremy will give a report on the ARCA meetings and the next board meeting.

**B. Next Meetings: August 16 & 17, 2012 (Sacramento)**

**VII. Announcements / Information Items**

A. Next Meeting: Wednesday, August 29<sup>th</sup>, at 7:00 p.m.

**VIII. Executive Session (Status Report on Whistleblower Complaints Received)**

The committee went into executive session at 9:02 p.m.

**VIII. Adjournment**

Yolanda adjourned the meeting at 9:10 p.m.

Submitted by,

*Jennifer Kaiser*

Jennifer Kaiser  
Executive Assistant

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