

North Los Angeles County Regional Center
Executive Committee Meeting Minutes
November 28, 2012

Present: Yolanda Bosch, Craig Girard, Jenean Glover Sharoll Jackson, and Katie Mead – Committee Members
Richard Dier - Board Member
Linda Dier - Guest
Jennifer Kaiser, Michele Marra, Kim Rolfes, and George Stevens – Staff Members

Absent: Eric Leh

I. Call to Order

The meeting was called to order by Yolanda Bosch, president, at 7:07 p.m.

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

III. Consent Items

A. Approval of Agenda

Two additions were made to the agenda. The agenda was approved as modified.

B. Approval of Minutes from October 24th Meeting

The 11th line on page 4 should include the word “funding” not “fundraising.”
The agenda was approved as corrected.

IV. Committee Business

A. Letter from DDS Regarding NLACRC’s Board Composition

The center received a letter from DDS, dated November 13, 2012, thanking us for submitting our board composition survey, and then telling us that we were not in compliance because our board does not appear to completely reflect the ethnic characters of the community we serve (the Hispanic community appears under-represented). This is the same issue they had with us last year.

They want us to respond to them in writing, by December 14th, on how we plan to address this issue; they also want us to send them a status report by March 29th. The Lanterman Act requires regional center board to “reflect” the ethnic

characteristics of the communities they serve, but does not mention anything about quotas or exact percentages. We are doing the best we can to recruit board applicants. Our recent Call of Applications, which was sent to all consumers and their families last month, emphasized the fact that we were particularly looking for applicants who were Hispanic. But we are looking for qualified individuals, not just people with the correct ethnic background.

Action: George will write a response to DDS similar to the one we wrote to DDS last year.

B. Conflict of Interest Resolution Plans

DDS finally issued their regulations in regards to conflict of interest, but the language was unclear to us. We asked our corporate counsel to review them and provide us with their opinion on them. They determined that “decision making authority” includes service coordinators. Michele and George met with union representatives to discuss the center’s compliance with the conflict of interest regulations, as 5 of our staff members seem to have a conflict. Michele met with these 5 staff members and their supervisors and worked out resolution plans. Michele outlined each of the 5 plans with the Executive Committee. The next step is to submit these plans to DDS for their approval. Once we receive DDS’s approval, we will implement the plans.

C. Finalize Agenda for the January 9th Board Meeting

The committee finalized the agenda for the January board meeting.

D. Monthly Board Expenditures Report for FY 2012-13

The board’s budget for this fiscal year is \$55,950.00. So far, only \$12,136.45 has been spent, so the board still has \$43,813.55 remaining in their budget.

E. Approval of Contract with Easter Seals

This contract was discussed at the Administrative Affairs Committee meeting.

M/S/C (C. Girard/K. Mead) To approve the contract with Easter Seals as presented.

F. Approval of Letter to DDS

This letter was discussed at the Administrative Affairs Committee meeting.

M/S/C (J. Glover/C. Girard) To approve the letter to DDS regarding the center's POS deficits as presented.

V. Center Operations

A. Meetings with Staff

George, Diane, Kim, and Michele have been meeting with the center's various units to update them on the budget situation, service changes, and other current issues and to answer any questions the staff have. At a recent meeting at the Antelope Valley, staff shared their concerns about high caseloads and low morale. George has asked Diane Ambrose and Joan Daniels to become more involved with the Antelope Valley staff and to offer them support. It is important to have leadership present at each of our offices to provide consistency.

B. Caseload Ratios

If we were to maintain the required caseload ratios, we would have to hire 90 service coordinators. To make the caseload ratios reasonable, we would need to hire about 50 service coordinators. We don't know if that is doable but we need to move in that direction. We are committed to keeping any staff that we hire. We will know more about what we can do once we see the Governor's proposed budget for next fiscal year which should be released in early to mid-January.

C. Clinical Staff

We have had significant issues trying to fill our open nurse position because our salary is not adequate. Michele is conducting a salary survey that will initially look at the center's clinical department and make a recommendation regarding compensation.

D. Santa Clarita Valley Office

The lease for our Santa Clarita Valley office will expire and the end of July 2013. We recently met with our realtor and looked at some alternative properties.

E. Electronic Charts

We are moving forward with making sure all of our consumers' charts are in an electronic format. We will begin this process with all new incoming consumers. We will probably need to hire temporary staff, possibly consumers, to do all of the needed scanning for us.

F. Electronic Intake System

We are finalizing our electronic intake process. Families can now go to our website, complete the intake form online, and submit it electronically. And staff can then download the information on the intake form directly into SANDIS!

VI. Association of Regional Center Agencies (ARCA) Report

A. Next ARCA Meetings: January 17 & 18, 2013 (Sacramento)

Both Craig Girard and Yolanda Bosch are planning to attend the January ARCA meetings.

VII. Announcements / Information Items

A. Complete Meeting Evaluations

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

B. Next Meeting: Wednesday, January 30th, at 7:15 p.m.

C. Yolanda thanked everyone for a good first half of the fiscal year and is looking forward to beginning the second half after the holidays.

VIII. Adjournment

Yolanda adjourned the meeting at 7:40 p.m.

Submitted by,

Jennifer Kaiser

Jennifer Kaiser
Executive Assistant

