

**Minutes of Regular Meeting  
of  
North Los Angeles County Regional Center  
Board of Trustees**

The Board of Trustees of North Los Angeles County Regional Center, Inc., a nonprofit corporation, held their regular board meeting at North Los Angeles County Regional Center, 9200 Oakdale Avenue, Chatsworth, California, on August 14, 2019.

Trustees Present

Manuel Alfaro  
Elizabeth Badger  
Adam Breall  
Elena Burnett  
Marianne Davis  
Melissa Ferman  
Anna Hamilton  
Sharoll Jackson  
Angelina Martinez  
Caroline Mitchell  
Debra Newman  
Jeremy Sunderland  
Curtis Wang  
Todd Withers

Trustees Absent

Lillian Martinez

Guests Present

Iliana Altamirano  
Raquel Armendariz  
Jaclyn Balanay  
Victoria Berrey  
Limoran Chipruy  
Bart Difner  
Anthony Fowler  
Loreena Garcia  
Shelley Hash  
May Hernandez  
Nelmonika Jones  
Liz Lyons  
Annabella Morales  
Maritza Pedro  
Claudia Picerni  
Ralph Stokes  
Destiny Ventura  
Decidra Williams

Staff Present

Ameenah Francois  
Marissa Gil  
Kermit Jackson  
Ruth Janka  
Jennifer Kaiser  
Michele Marra  
Georgia McLean  
Ivania Pineda  
Kim Rolfes  
Jesse Weller  
Jennifer Williamson  
Leonard Wilson, Jr.

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**1. Call to Order & Introductions**

Elena Burnett, president, called the meeting to order at 6:34 p.m. and introductions were made. Elena welcomed Adam Breall to the Board of Trustees.

**2. Public Input & Comments**

A. Union staff came to tonight's board meeting to express their desire for a living wage, affordable health care coverage, and a voice at work. Staff reported that union negotiations are ongoing, but there has been almost no progress at the bargaining table. It was further stated that NLACRC management is offering no

salary increases for the next 3 years and wants to freeze the management's contribution for employee healthcare. Several staff members got up and spoke on the issues and handouts listing their concerns and proposals were provided to the board.

- B. Liz Lyons welcomed Ruth Janka as the center's new executive director. She also wanted to bring to the staff's attention that the computers in the resource center need to be updated.
- C. Victoria Berry welcomed Elena Burnett, new board president, and Ruth Janka, new executive director. She announced that the center has a family focus resource center in each of its 3 offices. The resource center helps consumers and families with information and resources. The resource center will be holding its 7<sup>th</sup> annual special needs resource fair in October; fliers were made available.

### 3. Consent Items

- A. Approval of Revised Agenda (*Packet 2, page 70*)

Discussion on a personnel matter was added to the executive session.

M/S/C (A. Hamilton/M. Alfaro) To approve the revised agenda as modified.

- B. Approval of June 12<sup>th</sup> Meeting Minutes (*Packet 1, page 8*)

The following corrections (in italics) were made to Section 5.A.4.

- a. *Caring Family Supports (PL1789-062)*
- b. *Life's Golden Horizons (PL1782-110)*
- c. *Caring Family Supports (HL0866-862)*
- d. *Software Management Consultants, Inc.*

M/S/C (A. Martinez/C. Wang) To approve the minutes as corrected.

### 4. Group Photograph of the FY 2019-20 Board of Trustees

The board left the meeting room briefly to have a group photo taken in front of the building that will be posted on the center's website.

### 5. Executive Session (Legal Issue & Personnel Issue)

M/S/C (M. Ferman/C. Wang) To go into executive session at 7:00 p.m.

The session ended at 8:00 p.m. and the board meeting resumed.

**6. Committee Action Items** (*Packet 1, page 19*)

A. Administrative Affairs (Manuel Alfaro)

1. Approval of Contracts

- a. Mitel Cloud Services
- b. CalPERS 457 Plan Roth Adoption Form
- c. Master Board Resolution for Supplemental Rate Increase

M/S/C (A. Hamilton/C. Mitchell) To approve the 3 contracts listed above as presented.

B. Government & Community Relations Committee

1. Approval of Changes to Visit Policy

M/S/C (A. Hamilton/A. Martinez) To approve the changes to the board's visit policy as presented.

2. Approval of Changes to Visit Framework Policy

M/S/C (A. Hamilton/A. Breall) To approve the changes to the board's visit framework policy as presented.

3. Approval to Sponsor Thank You Event

M/S/C (A. Martinez/A. Hamilton) To approve sponsoring the August 23<sup>rd</sup> appreciation luncheon for Senator Henry Stern and Assembly Members Adrin Nazarian and Chris Holden with a donation of \$250.00.

**7. Additional Action Items** (*Packet 2, page 74*)

A. Administrative Affairs (Manuel Alfaro)

1. Desert Haven Enterprises (PL1819-055)
2. Tierra Del Sol Foundation (PL1761-062)

**M/S/C** (C. Mitchell/C. Wang) To approve the 2 contracts listed above as presented.

**8. Executive Director's Report** (Ruth Janka) (*Packet 2, page 79*)

Ruth Janka gave her director's report which included information on the allocation methodology, state budget, legislation, regional center operations, and community and systems activities. Attached to her report were the center's monthly quality assurance and special incident reports, and a legislative update prepared by staff. Also attached to her report was a legislative update.

**9. Association of Regional Center Agencies** (Debra Newman) (*Packet 2, page 119*)

A. Report on June 21<sup>st</sup> Board of Directors Meeting (Sacramento)

Debra announced that she was elected to serve as chair of the ARCA Board Delegates Group! The minutes from the June 21<sup>st</sup> meeting were included in the meeting packet; please see Debra with any questions.

B. Next Board of Directors Meeting: August 16<sup>th</sup> (Torrance)

**10. Administrative Affairs Committee** (Manuel Alfaro) (*Packet 2, page 129*)

A. Minutes of the July 31<sup>st</sup> Meeting

The minutes were included in the meeting packet; please see Manuel with any questions.

B. Unlawful Harassment & Retaliation Policy

Jennifer Williamson, policies & procedures manager, and Leonard Wilson, Jr., human resources director, presented the center's new Unlawful Harassment & Retaliation Policy to the board.

C. Financial Report

The June 2019 financial report showed that the center's operations budget for FY 2018-19 was \$52,115,168, the purchase of service (POS) budget was \$447,028,144, and the family resource center budget was \$207,187, for a total budget of \$499,350,499 at this point. The center is currently projecting a deficit in the POS budget between \$2.9 and \$4.9 million which will be resolved with

future funding allocations from the Department of Developmental Services (DDS).

D. 4<sup>th</sup> Quarter Human Resources Report

During the 4<sup>th</sup> quarter of FY 2018-19, the center had 1 position on hold, 20 new hires, 11 promotions, and 13 separations. For FY 2018-19, the center had 9 positions on hold, 130 new hires, 33 promotions, and 60 separations.

11. **Consumer Advisory Committee** (Caroline Mitchell) (*Packet 2, page 154*)

A. Minutes of the August 7<sup>th</sup> Meeting

The minutes were included in the meeting packet; please see Caroline with any questions.

12. **Consumer Services Committee** (Caroline Mitchell) (*Packet 1, page 32*)

A. Minutes of the July 17<sup>th</sup> Meeting

The minutes were included in the meeting packet; please see Caroline with any questions.

B. 4<sup>th</sup> Quarter Exceptions/Exemptions Report

The **exceptions** report lists requests from consumers and families for services that are outside of the center's service standards and whether those services were approved or denied. During the 4<sup>th</sup> quarter, the center approved 338 requests, 6 were alternate and 3 were denied.

The **exemptions** report lists requests made for services that have been suspended or reduced as a result of the trailer bill language. The report showed that during the past quarter, 1 exemption was approved and none were denied. This exemption was for camping services.

C. 4<sup>th</sup> Quarter Appeals/Hearings Report - *Deferred*

D. 4<sup>th</sup> Quarter Consumer Diagnosis Report

Copies of the report were provided to the committee for their review. The report showed diagnostic information about the center's consumers each quarter since

July 1, 2016. Of the 26,860 consumers that the center serves, the diagnosis breakdown is as follows:

1. Intellectual Disability: 8,873 (1.85% increase since July 1, 2016)
2. Autism: 11,459 (27.39% increase)
3. Cerebral Palsy: 560 (3.90% increase)
4. Epilepsy: 250 (5.04% increase)
5. Other developmental disability: 1,229 (11.22% increase)
6. Status 0, 1, 2: 4,489 (21.92% increase)

E. Self-Determination Program (SDP) Update

Per Ruth's director's report (Section 7 above), 183 are consumers allowed, 161 consumers are participating in the SDP, and approximately 22 consumers have voluntarily withdrawn. We have 39 consumers/families who are still in need of an orientation, which are regularly held. Staff is reaching out to identify barriers to attending an orientation. DDS has finalized the budget calculation tool and distributed it to regional centers. NLACRC's director of finance is working with our programmer to make the tool more user friendly. The training unit and SDP staff are conducting policy and procedures training, including the use of the budget calculation tool. NLACRC is fully staffed for the SDP with an SDP supervisor in the SFV office and 2 SDP specialists, one per branch. Local advisory committee meetings continue to be held on the third Thursday of each month, with the next meeting being held on August 15<sup>th</sup>. SDP informational meetings are held once per month across all three offices.

13. **Executive Committee (Elena Burnett)** (*Packet 2, page 159*)

A. Minutes of the July 31<sup>st</sup> Meeting

The minutes were included in the meeting packet; please see Elena with any questions.

B. Approved Board Primary Activities for FY 2019-20

The board approved 5 primary activities for this fiscal year. Copies of the approved list were included in the meeting packet.

C. DDS Board Composition Survey

Copies of the board's complete composition survey were included in the meeting

packet. The completed survey was submitted to DDS on August 1<sup>st</sup>.

D. DDS Board Oversight/NLACRC Contract Compliance

A grid was prepared showing the center's obligations under its contract with DDS. Along with the obligations were the responsible department and the board committee designated for oversight. The grid was prepared to enable the board to more easily oversee the center's compliance with its contract with DDS.

E. Review and Sign NLACRC Whistleblower Policy

The center's whistleblower policy for board members and employees was included in the meeting packet along with a policy acknowledgment form. Board members and employees are required to review this policy and sign an acknowledgment form on an annual basis.

**Action:** Board members will review the whistleblower policy, sign the acknowledgment form, and submit it to Jennifer Kaiser for filing.

F. Proposed Changes to Board's Transparency Policy

Changes are being proposed to this policy to reflect changes in statute. Board members should review the changes and provide any input or comments to Jennifer Kaiser prior to the August 28<sup>th</sup> Executive Committee. The policy will be presented at next month's board meeting for approval.

G. Action Taken to Approve 9 Contracts

The Executive Committee took action, on behalf of the Board of Trustees, to approve the following 9 contracts. Summaries of these contracts were included in the meeting packet.

1. ETHOS Therapeutics (PL1796-55)
2. California Psychcare (PL1799-605)
3. Holding Hands (PL1800-612)
4. Holding Hands (PL1801-615)
5. Dr. Barizo, DDS, Inc. (PL1721-715)
6. Needed Respite Care, Inc. (HL0868-862)
7. Creative Choices for Independent Living (PL1808-896)
8. CPES California (Bircher) NLACRC-1819-7 (IP-1819-9-999)
9. CPES California (C-14) NLACRC-1819-9 (HL0872-999)

H. Action Taken to Adjust Board Budget

The Executive Committee took action, on behalf of the Board of Trustees, to approve transferring funds between board budget line items to cover 2 shortfalls.

I. Board Member/Executive Director Contractual Screening Process

A new contractual requirement is that board members' full names must be disclosed for screening by the Office of Inspector General (OIG). If additional screening is needed, board members will be asked to provide their address, date of birth, and Social Security number. In addition, regional center executive directors must provide their full name, address, date of birth, Social Security number, and driver's license (or state identification) number for screening. This new requirement will be added to the board's critical calendar for the Executive Committee to address in July and for the board to address in August of each year.

J. New Board Member Orientation DVD

A DVD about board membership is shown to all new board members as part of their orientation. The DVD that we are currently using is very outdated and a new one is going to be developed. A survey will be sent to the board to get their input on the contents of the new board orientation DVD.

K. Board Training Ideas

The Executive Committee agreed with the suggestion that board members be given "micro trainings" for 10-15 minutes at the beginning of each board meeting. The following topics will be covered: Transparency policy; quality assurance activities; board governance; and The Lanterman Act. Micro trainings will begin next month.

L. 4<sup>th</sup> Quarter Report on the Center's Strategic Plan – Deferred

14. **Government & Community Relations (Jeremy Sunderland) (Packet 1, page 48)**

A. Minutes of the July 17<sup>th</sup> Meeting

Copies of the minutes were included in the meeting packet; please see Jeremy with any questions.

B. Legislative Educators' Report



Raquel Armendariz, one of the center's two legislative educators, was present to give a report on their recent activities. Copies of the report were included in the meeting packet.

**15. Nominating Committee (Curtis Wang) (*Packet 2, page 208*)**

**A. Minutes of the August 7<sup>th</sup> Meeting**

There are currently 7 open positions on the board that need to be filled. Per the board composition requirements, the committee will be looking to fill those vacancies with 5 Hispanic/Latino applicants, 1 consumer applicant, and 1 other. The minutes were included in the meeting packet; please see Curtis with any questions.

**B. Board Resignations**

Adelina Castellanos, Meagan Miller, and Elizabeth Pineda have resigned from the board.

**C. Volunteer to Serve as 1<sup>st</sup> Vice President**

With Meagan's resignation, we are left with no 1<sup>st</sup> vice president. Any board members interested in serving as 1<sup>st</sup> vice president should contact Jennifer Kaiser.

**D. Status of Board Recruitment/Response to Postcard**

The postcard designed to help recruit Hispanic/Latino board applicants was approved at the June board meeting and was mailed out and distributed. We have gotten a very good response from it: Jennifer has mailed out 23 board application packets and has received 6 completed board applications, 5 of them from Hispanic/Latino applicants. We also have 8 applications from non-Hispanic applicants on file.

**E. VAC Member Solicitation Notice**

From September 1<sup>st</sup> through December 15<sup>th</sup>, we will be recruiting for Vendor Advisory Committee applicants. The Nominating Committee will have 4 vacancies on the VAC to fill.

**16. Post-Retirement Medical Trust (Elena Burnett) (*Packet 2, page 214*)**

A. Minutes of the July 31<sup>st</sup> Meeting

The minutes were included in the meeting packet; please see Elena with any questions.

B. Statement on Current Trust Value

As of June 30, 2019, the value of the trust assets was \$25,409,272, an increase of \$2,657,045 since the last quarterly report. The increase was due to a gain in investments and a contribution of \$55,146. The rate of return for the quarter was 2.82 (net of fees) and for the last 6 months was 11.43 (net of fees). The annualized rate of return since the trust's inception (November 1, 2004) was 6.01% (gross of fees).

C. Continuation of Trust Investment Strategy

The committee did not change the trust's investment strategy; it continues to be a "balanced" portfolio which is reasonable for a long-term investment.

17. **Strategic Planning Committee** (Caroline Mitchell) (*Packet 2, page 219*)

A. Minutes of the August 5<sup>th</sup> Meeting

The minutes were included in the meeting packet; please see Caroline with any questions.

B. 4<sup>th</sup> Quarter Report on CIE and PIP Activities

The year-end report reflected the following information:

1. Competitive Integrated Employment (CIE)

- a. 36 consumers were approved for the program during the quarter and 71 consumers were approved during the year.
- b. No additional service providers approved for the program during the quarter, but 13 were vended during the year.
- c. Only 1 incentive payment was made during the quarter, but 60 payments were made during the year.

CIE incentive funds are paid to service providers after 30 days, 6 months, and 12 months of continuous employment of a consumer.

2. Paid Internship Program (PIP)

- a. 18 consumers approved for the program during the quarter and 41 were approved during the year.
- b. No service providers were approved for the program during the quarter, but 12 were approved during the year.
- c. 5 incentive payments made during the quarter but 48 payments were made during the year.

PIP incentive payments reimburse service providers or employers up to \$10,400 per year of wages and benefits for each consumer placed in an internship.

C. 4<sup>th</sup> Quarter Report on Program Closures

During FY 2017-18, the center had 31 program closures which impacted 184 consumers. During FY 2018-19, the center had 38 program closures which impacted 611 consumers.

D. 4<sup>th</sup> Quarter Report on New Vendorizations

The center had a total of 33 new vendorizations during the quarter.

18. **Vendor Advisory Committee (Sharoll Jackson)**

A. Minutes of the August 1<sup>st</sup> Meeting - Deferred

19. **Old Business/New Business (Packet 1, page 60)**

A. Board and Committee Meeting Attendance Sheets

Updated attendance sheets are always included in the meeting packet. Board members cannot miss 5 meetings in a 1-year period or 3 meetings in a row.

B. Visitation Reports

1. Elena Burnett, Raquel Armendariz, Jesses Weller, and Michelle Heid met with Congresswoman Katie Hills and 3 of her assistants to discuss current issues; they were quite knowledgeable about our system.
2. Caroline Mitchell went to a potluck at Jay Nolan Community Services and met lots of other consumers. She also met Wesley Witherspoon there who spoke about self-advocacy and invited him to NLACRC's next self-advocacy meeting.

C. Updated Acronyms Listing

An updated list of acronyms is always included in the board meeting packet.

D. Complete Meeting Evaluations

Elena asked the board members to please complete their evaluations after the meeting and submit them to her with any comments.

20. **Announcements/Information/Public Input**

A. Debra Newman is on a committee to develop an accessible playground in the Antelope Valley that will be called "Courtney's Court."


B. Raquel Armendariz announced that a town hall meeting will be held this Sunday from 3:30 to 5:00 p.m. at Eastside High School on Avenue J in Lancaster.

C. Next Board Meeting: Wednesday, September 11<sup>th</sup>, at 7:00 p.m. at Desert Haven Enterprises in Lancaster. The center will have a bus available to take anyone who does not want to drive up to Desert Haven and back. Please let Jennifer know if you would like to ride the bus.

21. **Adjournment**

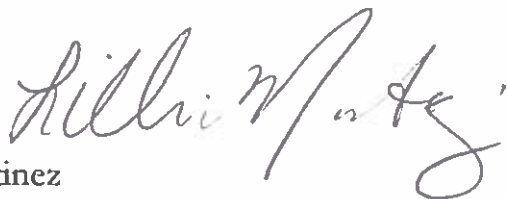
Elena adjourned the meeting at 9:30 p.m.

Submitted by,



Jennifer Kaiser  
Executive Assistant

for:



Lillian Martinez  
Board Secretary

