

North Los Angeles County Regional Center
Executive Committee Meeting Minutes
August 28, 2019

Present: Manuel Alfaro, Elena Burnett, Lillian Martinez, and Debra Newman –
Committee Members
Ruth Janka, Jennifer Kaiser, Michele Marra, Vini Montague, and Jesse Weller –
Staff Members

Absent: Melissa Ferman

I. Call to Order

Elena Burnett, president, called the meeting to order at 7:23 p.m.

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

III. Consent Items

A. Approval of Revised Agenda

M/S/C (D. Newman/M. Alfaro) To approve the revised agenda as presented.

B. Approval of Minutes from the July 31st Meeting

M/S/C (D. Newman/M. Alfaro) To approve the minutes as presented.

IV. Committee Business

A. FY 2018-19 Committee Action Log

All of the actions taken by each board committee are compiled into an annual log. Copies of the log were provided to the committee so they are aware of what actions this committee took last fiscal year.

B. Proposed Changes to Board Calendar

Due to scheduling conflicts, Ruth is unable to attend the October 16th and November 13th board meetings and Kim Rolfes is unable to attend the November 13th board meeting as well. As such, she asked the Executive Committee if they would seek board approval to switch those 2 board meetings with the Consumer Services & Government/Community Relations Committee meetings in those 2 months.

1. CS/GCR meetings on Wednesday, October 16th
2. Board meeting on Wednesday, October 23rd
3. CS/GCR meetings on Wednesday, November 13th
4. Board meeting on Wednesday, November 20th

M/S/C (D. Newman/M. Alfaro) To recommend to the Board of Trustees to switch the board meetings with the CS/GCR meetings in October and November, 2019.

5. Board Holiday Party

After discussion, the committee decided they would like to hold the next board holiday party on Sunday, December 8th, with a lunch buffet.

Action: Jennifer will explore various possible venues for the board holiday party and report back at next month's Executive Committee meeting.

C. Conflict of Interest Resolution Plan for Adam Breall

Our new board member Adam Breall works as the receptionist for one of our service providers (ETTA); as such, a conflict of interest exists. A conflict of interest resolution plan will need to be developed and presented to the Department of Developmental Services (DDS) and the State Council for their approval. The plan would prevent Adam from voting on any matters pertaining to ETTA.

M/S/C (L. Martinez/M. Alfaro) To authorized Michele Marra to develop a conflict of interest resolution plan for Adam Breall, meet with him so he understands how the plan will work, and present the plan at next month's board meeting for approval.

D. FY 2018-19 Board Budget vs Expenditures (adjustments needed)

To date, the board has spent just over 89.4% of their \$94,000 budget. Kim is recommending that the Executive Committee approve a transfer of \$4,518 from line item 2 and that it be moved to line items 3, 4, 5, and 7 to cover shortfalls in those areas.

M/S/C (L. Martinez/M. Alfaro) To approve transferring funds between board budget line items to cover 2 shortfalls, on behalf of the Board of Trustees.

E. FY 2019-20 Board Budget vs Expenditures

The board budget for this fiscal year is slightly higher than last fiscal year; it increased from \$94,000 to \$98,000. To date, just .94% of the budget has been spent.

F. Schedule Board Trainings

6. Lanterman Act
7. DDS Contract
8. Transparency Policy
9. Quality Assurance Activities

M/S/C (M. Alfaro/D. Newman) To recommend the following board trainings to the Board of Trustees for approval:

Action: Ruth will put together a training with major components of the Lanterman Act and how they are tied to our contract with DDS.

Action: Michele offered Ruth the support of Evan Ingber with her task as he recently completed an instructional design class.

G. 4th Quarter Report on the Center's Strategic Plan – Deferred

H. Finalize Agenda for the September 11th Board Meeting (Lancaster)

The committee finalized the agenda for the next board meeting which will be held at Desert Haven Enterprises.

V. **Center Operations**

A. Performance Contract Schedule (Ruth)

DDS has established the following timeline for regional center performance contracts:

1. November 1, 2019: Regional centers must submit their CY 2020 performance contract to DDS.
2. January 31, 2020: Regional centers must submit their locally-developed public policy measures listed in the CY 2019 year-end report to DDS, if applicable.

3. February 28, 2020: DDS provides draft CY 2019 year-end reports to regional centers.
4. March 17, 2020: DDS and regional centers post final CY 2019 year-end reports on their websites.
5. After May 1, 2020: Regional center governing boards shall hold one of more public meetings regarding its prior year's contract performance objectives and outcomes.

NLACRC's performance contract will be presented to the Board of Trustees at the October board meeting.

B. Trailer Bill Language (Ruth)

We have created a spreadsheet matrix on what the center needs to do in order to implement the trailer bill language.

C. Update on the Self-Determination Program (Jesse)

DDS gave NLACRC 183 spots to fill for the SDP; 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 15th. Michelle Heid is the new advisory committee chair. SDP informational meetings are held once per month across all three offices.

D. CalFresh (Jesse)

DDS is partnering with the California Department of Social Services (DPSS) to help connect consumers and families with the new CalFresh food stamp program. DDS has provided us with \$50,000 to help connect consumers and families with this new program. Eligible families can apply to get up to \$193 for an individual and up to \$353 for 2 individuals (based on income). The approval process is

fairly simple. Our services coordinators will be trained on how to help families connect with this program. The Family Focus Resource Center will be providing outreach, training, and data collection.

E. Transportation Update (Kim)

Keolis continues to struggle to keep their drivers from leaving to get higher paying jobs. We are working with them to try and minimize the impact on our consumers and families while trying to get a rate increase for their drivers. Families have begun sending formal complaints and have contacted the media.

F. Appreciation Event for Legislators

NLACRC and the LA Coalition of Service Providers held an appreciation luncheon on August 23rd at New Horizons to honor Assembly Member Adrin Nazarian and Senator Henry Stern for their strong leadership and support of our system. The luncheon was well attended and the legislators were genuinely touched by the outpouring of appreciation.

G. Town Hall Meeting in November

The Government & Community Relations Committee is going to ask for board approval to hold a town hall meeting in November to demonstrate to our local legislators the importance of service coordination in the lives of consumers and families. It would also serve to show how the regional centers need adequate operations funding in order to hire all of the service coordinators they need.

Action: If the board approves holding a town hall meeting, it should be held on Thursday, November 14th.

VI. Announcements / Information Items

A. Next Meeting: Wednesday, September 25th, at 7:00 p.m.

VII. Executive Session (Personnel Matter)

M/S/C (M. Alfaro/D. Newman) To go into executive session at 8:25 p.m.

VIII. Adjournment

Elena adjourned the meeting at 8:43 p.m.

Submitted by,

Jennifer Kaiser

Jennifer Kaiser
Executive Assistant

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