Present: Dan Becerra, Elena Burnett, Bridget Moss, Debra Newman, Lou Paparozzi, and Tamar Witmer (via teleconference) – Committee Members
Ruth Janka, Jennifer Kaiser, Michele Marra, Kim Rolfes, and George Stevens – Staff Members

Absent: All present

I. Call to Order

Debra Newman, president, called the meeting to order at 8:21 p.m.

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

III. Consent Items

A. Approval of Revised Agenda

An executive session was added to the revised agenda.

M/S/C (D. Becerra/B. Moss) To approve the revised agenda as modified.

A new item IV.K. was added to the revised agenda.

M/S/C (D. Becerra/B. Moss) To approve the revised agenda as modified.

B. Approval of Minutes from November 29th Meeting

M/S/C (D. Becerra/B. Moss) To approve the minutes as presented.

IV. Committee Business

A. Lillian Martinez Conflict of Interest Resolution Plan Approval Letter

The Department of Developmental Services (DDS) approved Lillian’s conflict of interest resolution plan. Copies of the approval letter were provided which included the restrictions placed on Lillian pertaining to voting and respite.

B. Approval of Letter to Assembly Member Holden and Budget Chairs
The Government & Community Relations Committee is asking that the Executive Committee approve sending letters to the four budget chairs supporting bridge funding for service providers. The draft letter was provided and reviewed. Debra asked that her title be changed from board chair to board president.

**M/S/C** (D. Becerra/B. Moss) To approve the letters to the four budget chairs, supporting bridge funding for service providers, as modified, on behalf of the Board of Trustees.

C. **Draft Letter to DDS Supporting Minimum Wage Funding**

The Government & Community Relations Committee is recommending that the Executive Committee approve a letter to DDS requesting a viable solution to provide bridge funding for service providers. The draft letter was provided and reviewed. Debra asked that her title be changed on this letter as well from board chair to board president.

**M/S/C** (D. Becerra/B. Moss) To approve the letters to the four budget chairs, supporting bridge funding for service providers, as modified, on behalf of the Board of Trustees.

D. **DDS Denial of POS Disparity Proposals**

The center submitted the following proposals to DDS to receive funding to reduce purchase of service (POS) disparity:

1. Cultural and linguistic competency training.
2. Community legislation and education project.
3. Translation equipment.
4. Publication: Commonly coordinated services brochure.
5. Publication: Consumer and family service guide.

DDS did not approve funding for any of our proposed projects. In addition, we also requested continued funding for social media outreach – which they also did not approve. Copies of DDS’s letter were provided to the committee.

**Action:** George will provide the Executive Committee with a summary of proposals that were approved by DDS.

E. **DDS Board Composition Letter**
We received a letter from DDS thanking us for completing our annual board composition survey but again noting that the Hispanic/Latino community is under-represented on our board for the 7th consecutive year. Although DDS does acknowledge the efforts that center had made to improve its Hispanic/Latino numbers, they have asked the center take additional actions to come into compliance. We have 30 days in which to respond to their letter.

F. Ismael Maldonado Grievance

Ismael feels that not enough is being done to accommodate his request for accommodation and he sent a grievance on the matter to George. Copies of Ismael’s e-mail message were provided to the committee for their review. George respects Ismael’s right to advocate for himself and Jennifer has been actively working with him to make sure he has what he needs. The Executive Committee suggested that we buy him a magnifier.

**Action:** Jennifer will continue to work with Ismael, to accommodate his low vision needs, and will look into purchasing him a magnifier.

**Action:** George will forward the grievance and the board’s newly revised support policy to corporate counsel for a response.

G. FY 2017-18 Board Budget vs. Expenses

As of January 19th, the board has spent $10,838 (12%) of its $89,750 budget; most of the board’s large expenses come towards the end of the fiscal year.

H. Locations for Annual Board Retreat and Board Dinner

**Action:** The Executive Committee would like the board retreat held at the Sheraton Universal and the board dinner held at the Valencia Hyatt.

**Action:** Jennifer will make the arrangements for the board retreat and board dinner.

I. Possible Topics for Annual Board Retreat

The following topics were suggested:

1. Revisit the center’s mission, vision, and values statement.
2. Everyone knows that! Or do they?
3. General board responsibilities.
5. A talk by Nancy Bargmann, director of DDS.

**Action:** George will follow-up on the suggested topics and report back.

Debra asked if the board could meet for dinner in December to celebrate the holidays.

**Action:** Debra’s suggestion for a board holiday party will be added to next month’s Executive Committee meeting agenda for discussion.

J. Negotiating Committee requests external compensation date from the HR director

Michele reported that she met with the Negotiating Committee earlier today and the process has been started.

K. Approval of Contracts

The Administrative Affairs Committee is recommending that the Executive Committee approve the following contracts on behalf of the Board of Trustees:

1. Software Management Consultants, Inc. (SMCI)
2. Keolis Transit Services, LLC (HL0810-875)
3. Glen Park at Valley Village (PL0284-096)

**M/S/C** (D. Becerra/B. Moss) To approve the contracts with SMCI, Keolis Transit, and Glen Park, as presented, on behalf of the Board of Trustees.

L. Finalize Agenda for the February 14th Board Meeting

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

VI. Center Operations

A. Unit Meetings

George and Ruth have been meeting with each of the center’s unit at their monthly unit meetings to open a dialogue with them and to foster communication. The meetings have been positive.
B. Valley Industry & Commerce Association

The center recently became a member of this group. As part of the membership fee, the center has been given 2 free tickets to a “state officeholders” dinner on **Friday, March 9th**, in Hollywood. Many legislators will be there, including Senator Holly Mitchell, one of the two senate budget chairs. Lillian Martinez, board member, and Yolanda Bosch, director of community services, will be representing the center at that dinner, introducing themselves, providing their 2-minute elevator speeches, and networking with legislators and others.

C. The ARC/UCP Public Policy Forum

The annual public policy forum will be held **March 11-13** in Sacramento. Last year, Debra, Lou, Jeremy, and Tamar participated. We would like some new board members to go this year.

**Action:** Jennifer will send an e-mail message to the board with information about the public policy forum and asking for volunteers to participate.

D. ARCA Grass Roots Day

This year Grass Roots Day will be held **Tuesday, March 20th**, in Sacramento. We would like to send 2 teams up again this year. Participants would fly up the night before to get prepared and then meet with legislators at the State Capitol the next day. Our 2 staff leads will be Elisa Hill and Evelyn McOmie, new supervisors.

E. NLACRC’s 44th Anniversary

On **Tuesday, March 13th**, the center’s Leadership Group will be serving a bagel breakfast to staff at all 3 offices to celebrate the center’s 44th anniversary!

F. Town Hall Meeting

Steve and Michelle are compiling the data from the needs assessment survey and will summarize the results in a report. A town hall meeting will be held on the evening of **Thursday, April 5th**, at New Horizons, to report on the survey results and to bring representatives from each level of government to discuss the issues that were identified with our community.

VII. Executive Session
The committee went into executive session at 9:12 p.m. to discuss a consumer issue. The executive session ended at 9:16 p.m. and the meeting resumed.

VIII. Announcements / Information Items

A. **Next Meeting**: *Tuesday*, February 27th, at 7:00 p.m.

IX. Adjournment

Debra adjourned the meeting at 9:17 p.m.

Submitted by,

*Jennifer Kaiser*

Jennifer Kaiser
Executive Assistant

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