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 February 14, 2018.

<table>
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<tr>
<th>Trustees Present</th>
<th>Trustees Absent</th>
<th>Staff Present</th>
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<tr>
<td>Manuel Alfaro</td>
<td>Pat Grayson-DeJong</td>
<td>Ruth Janka</td>
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<tr>
<td>Elizabeth Badger</td>
<td>Michelle Heid</td>
<td>Jennifer Kaiser</td>
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<tr>
<td>Daniel Becerra</td>
<td>Meagan Miller</td>
<td>Michele Marra</td>
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<td>Elena Burnett</td>
<td>Louis Paparozzi</td>
<td>Vini Montague</td>
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<td>Adelina Castellanos</td>
<td>Tamar Witmer</td>
<td>Kim Rolfes</td>
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<td>Melissa Ferman</td>
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<td>George Stevens</td>
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<td>Lesly Forbes</td>
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<td>Jessica Gould</td>
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<td>Erika Hernandez, Intern</td>
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<td>Ismael Maldonado</td>
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<td>Lillian Martinez</td>
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<td>Caroline Mitchell</td>
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<td>Bridget Moss</td>
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<td>Debra Newman</td>
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<td>Reinwick Pole, Intern</td>
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<tr>
<td>Jeremy Sunderland</td>
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<td>Curtis Wang</td>
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<td>Todd Withers</td>
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1. Call to Order & Introductions

Debra Newman, president, called the meeting to order at 6:30 p.m. and introductions were made.

2. Public Input & Comments – There was no public input.

3. Consent Items

A. Approval of Revised Agenda (Packet #2, page 85)

M/S/C (D. Becerra/C. Mitchell) To approve the revised agenda as presented.

B. Approval of January 10th Meeting Minutes (Packet #1, page 8)

M/S/C (D. Becerra/C. Wang) To approve the minutes as presented.
4. **Audited Financial Statement for FY 2016-17 - Handout**

Tom Huey, from Windes, Inc., provided copies of the center’s draft audited financial statement for FY 2016-17 and reviewed the document page-by-page with the board. Kim explained that it was a good audit, but an issue has come up this year that has to do with the center’s unfunded liability with CalPERS and how we report it. If all of our staff were to retire tomorrow, our unfunded liability would be $62 million. Historically, we note the amount of our unfunded liability in our audited financial statement. However, this year, in order to a clean (unmodified) audit, we need to post it on our balance sheet. This would not be a problem except the center must complete its audit within 9 months of our fiscal year ending and CalPERS does not release the unfunded liability amount until the year is completed, so it’s a timing issue problem. One option is that we could pay CalPERS to get the information ahead of time so we could include it in our audit. It’s very important for the center to have a clean audit, especially if we need to access a credit line. All of the other regional centers in CalPERS are facing the same situation. We have contacted the Department of Developmental Services (DDS) and are waiting for direction from them. We will keep the board posted on DDS’s response and NLACRC’s course of action.

5. **Committee Action Items (Packet #1, page 15)**

A. **Administrative Affairs (Dan Becerra)**

1. **Acceptance of Annual Audited Financial Statement**

   The acceptance of the audit was deferred, but the board did take the following action.

   **M/S/C** (E. Badger/D. Becerra; Abstentions: J. Sunderland and I. Maldonado) To recommend that the center pursue purchasing the unfunded liability information from CalPERS.

2. **Approval of Contracts**
   - Behavior Respite in Action
   - Global HCM Corporation
   - SAILS Los Angeles – Fallbrook
   - SAILS Los Angeles – Newcastle
   - Valley Village
   - AAcreas CA, LLC
   - Easter Seals of So. CA – North Hills
• Easter Seals of So. CA – Granada Hills
• Easter Seals of So. CA – Van Nuys
• Ridgewood Residential Care – Dearborn
• Ridgewood Residential Care – Exeter

M/S/C (D. Becerra/B. Moss) To approve the 11 contracts listed above, as presented.

B. **Executive Committee** (Debra Newman)

1. **Approval of Changes to Board Support Policy**

M/S/C (C. Wang/I. Maldonado) To approve the changes to the board’s Support Policy, as presented.

C. **Government & Community Relations** (Tamar Witmer)

1. **Approval of Support Position on AB 11** (McCarty)

M/S/C (L. Martinez/T. Withers) To approve taking a support position on AB 11 (McCarty).

2. **Approval of Support Position on AB 1801** (Nazarian)

M/S/C (M. Alfaro/C. Wang) To approve taking a support position on AB 1801 (Nazarian).

6. **Director’s Report** *(Packet #2, page 89)*

George Stevens addressed the following areas in his report: allocation methodology; state budget, legislation; and regional center operations. Copies of the director’s report were included in the meeting packet along with a legislative update, and the center’s monthly quality assurance, consumer statistics, and special incident reports.

7. **Association of Regional Center Agencies**

A. **Report on January 18th & 19th Meetings**

Debra Newman reported that the ARCA board delegates group is taking time at each meeting to review each section of the Lanterman Act. At the last meeting,
they reviewed the section related to caseloads. High caseloads are a big concern for all of the regional centers; they all need additional funding in order to hire more service coordinators.

B. **Next Meetings:** March 15th & 16th (Sacramento)

8. **Administrative Affairs Committee** *(Packet #2, page 127)*

   A. **Minutes of the January 31st Meeting**

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

   B. **Financial Report**

   The November 2017 financial report was included in the meeting packet in error. The December 2017 financial report reflects that the center’s operations budget is $50,230,125 with no surplus or deficit projected. The purchase of service (POS) budget is $393,842,612 with a projected deficit of $25,148,139. The family resource center budget is $115,413, which makes the center’s budget for this fiscal year $442,188,150 at this point.

   C. **2nd Quarter Human Resources Report**

   During the 2nd quarter, the center had no positions on hold, 11 new hires, 3 promotions, and 13 separations, for a quarterly turnover rate of 0.08%.

9. **Consumer Advisory Committee**

   A. **Minutes of the February 6th Meeting – Deferred**

10. **Consumer Services Committee** *(Packet #1, page 38)*

    A. **Minutes of the January 17th Meeting**

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

    B. **DDS Letter re: NLACRC’s Respite Policy**

    DDS sent us a letter in response to the changes to our respite policy we submitted to them with a request that we also include an expanded definition of
what would constitute an exception to the policy and a statement that the center will only consider services, such as in-home supportive services, a generic resource when that service meets the family’s respite needs. We will make those additional changes and bring them to the board.

C. 1st Quarter Appeals/Hearings Report

During the 1st quarter:

1. Eligibility: 311 Notices of Action were sent and 13 were returned (appealed).
2. Service: 238 Notices of Action were sent and 2 were returned.
3. Hearings: 7 fair hearings were held:
   - 3 eligibility hearings (all 3 denied)
   - 4 service hearings (1 granted, 1 partially granted, and 2 dismissed)

D. 2nd Quarter Consumer Diagnosis Report

Copies of the report were included in the meeting packet. As of December 31st, the center was serving 24,787 consumers; the majority of which (10,091) have autism.

E. 2nd 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 past quarter, the center approved 484 requests and none were denied. The highest number of exceptions (86) were for 1:1 support for a day program. 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, 7 exemptions were approved and none were denied. Five of the 7 exemptions were related to respite services that exceeded the service cap; the cap was removed effective January 1st.

F. Update on Self-Determination Program

DDS plans to re-submit the federal funding waiver to the Center for Medicaid and Medicare Services (CMS) in the next couple weeks. If CMS accepts the waiver application as submitted, the center could begin the program as early as this May. The center has begun holding informational meetings on the self-determination program at all 3 offices. In the meantime, staff are in the process
of being trained, fliers continue to be provided at IPP meetings, and the center’s Self-Determination Advisory Committee continues to meet on a monthly basis.

11. Executive Committee (Packet #2, page 141)

A. Minutes of the January 31st Meeting

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

B. DDS Letter Approving Conflict of Interest Plan

DDS approved Lillian Martinez’s conflict of interest resolution plan! Copies of the approval letter were included in the meeting packet. The main restriction is that Lillian must abstain from voting on any issues pertaining to respite services.

C. DDS Denial of POS Disparity Proposals

DDS did not approve any of the center’s new POS disparity proposals or our request for continued funding for social media outreach.

D. 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.

E. Action Taken on Letters to Budget Chairs re: Bridge Funding

Per the recommendation of the Government & Community Relations Committee, the Executive Committee took action, on behalf of the board, to send letters to the 4 budget chairs supporting Assembly Member Holden’s request for $25 million in bridge funding for service providers. A copy of the letter was included in the meeting packet.

F. Action Taken on Letter to DDS re: Minimum Wage Funding

Per the recommendation of the Vendor Advisory and Government & Community Relations Committees, the Executive Committee took action, on
behalf of the board, to send a letter to DDS urging them to develop written procedures for providers, regional centers, and DDS to follow in order for our providers to receive a rate adjustment for each scheduled minimum wage increase. A copy of that letter was included in the meeting packet.

G. **Action Taken to Approve Contracts**

Per the recommendation of the Administrative Affairs Committee, the Executive took action, on behalf of the board, to approve the following contracts. The contract summaries were included in the meeting packet.

1. Software Management Consultants
2. Keolis Transit Services
3. Glen Park at Valley Village

H. **Blank Executive Director Evaluation Forms are Distributed for Completion**

Each board member and board intern were provided with a blank evaluation form and a self-addressed stamped envelope to Debra Newman, board president. Board members must complete an evaluation and submit it to Debra before the next board meeting. Continued membership on the board depends upon it.

12. **Government & Community Relations** *(Packet #1, page 58)*

A. **Minutes of the January 17th Meeting**

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

B. **Valley Industry & Commerce Association Dinner**

The center recently became a member of this group. As part of the membership fee, the center was given 2 free tickets to a “State Officeholders” dinner on March 9th. Lillian Martinez and Yolanda Bosch will be going to that dinner and networking with the legislators there.

C. **Recommendation re: Board’s Annual Legislative Event**

The committee is recommending that the board’s annual legislative event be the town hall meeting scheduled for Thursday, April 5th and the board agreed. A planning committee will be formed.
D. **Recommended 2018 Grass Roots Topic: Bridge Funding**

The committee is recommending that the main topic for our legislative visits this year be the $25 million bridge funding proposed by Assembly Member Holden; the board agreed.

E. **Legislative Bill File**

Copies of the bill file were included in the packet; the committee is currently following 19 different bills.

13. **Nominating Committee** *(Packet #2, page 172)*

A. **Minutes of the February 6th & 7th Meetings**

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

B. **Status of Recruitment**

The committee is in the process of interviewing applicants to fill 2 board positions and 4 Vendor Advisory Committee positions.

14. **Post-Retirement Medical Trust** *(Packet #2, page 177)*

A. **Minutes of the January 31st Meeting**

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

B. **Statement on Current Trust Value**

The value of the trust assets as of January 29, 2018 was $23,390,405, an increase of $1,248,208 since the last quarterly report. The increase was due to a gain in investments. The annualized rate of return since the trust’s inception (November 1, 2004) was 6.23% (gross of fees).

15. **Strategic Planning Committee** *(Packet #2, page 182)*

A. **Minutes of February 5th Meeting**
The minutes were included in the meeting packet; please see Jeremy Sunderland with any questions.

B. **Quarterly Report on Program Closures**

Copies of the report were included in the meeting packet. There have been only 7 program closures so far this fiscal year; 6 were due to the provider failing to maintain an office in our catchment area, which is a regulatory requirement, and 1 was because the licensee deceased. Since FY 2008-09, there has been a total of 239 program closures affecting 2,267 consumers.

16. **Vendor Advisory Committee** *(Packet #2, page 194)*

A. **Minutes of the February 1st Meeting**

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

17. **Old Business / New Business** *(Packet #1, page 80)*

A. **Attendance Sheets**

Updated board and board committee attendance sheets are always included in the meeting packet. Board members cannot miss 3 meetings in a row or 5 meetings in a 12-month period.

B. **Complete Meeting Evaluations**

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

C. **Visitation Reports** – No visitations were reported.

18. **Announcements / Information / Public Input**

A. Carolyn Mitchell announced that Steve Miller will be coming to the next Self-Advocacy Group meeting on Tuesday, February 20th, to talk about legislative advocacy.

B. **Next Meeting:** March 14th, at 6:30 p.m. (Chatsworth)
19. **Adjournment**

M/S/C (D. Becerra/T. Withers) To adjourn the meeting at 8:11 p.m.

Submitted by,

Jennifer Kaiser
Executive Assistant

for:

Tamar Witmer
Board Secretary

[badmin.feb14.2018]