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, 25360 Magic Mountain Parkway, Suite 150, Santa Clarita, California, on January 10, 2018.

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

Debra Newman, president, called the meeting to order at 6:33 p.m. Introductions were made.

2. **Public Input & Comments**

   A. Lesly Forbes announced that she had a seasonal job with the Salvation Army; she shared the certificate she received from them with the board.

   B. Caroline Mitchell announced that she has been volunteering to help homeless children and adults through her church.
C. Ismael Maldonado announced that he was invited to the Department of Mental Health’s holiday luncheon and they surprised him by presenting him with a community partnership award!

3. Consent Items

A. Approval of the Revised Agenda

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

B. Approval of the November 8th Meeting Minutes

M/S/C (L. Forbes/I. Maldonado) To approve the minutes as presented.

4. Committee Action Items

A. Government/Community Relations (Tamar Witmer)

1. Approval of Change to Board Audit

   M/S/C (M. Miller/L. Forbes) To approve the change to the Government & Community Relations Committee’s section of the Board Audit, as presented.

B. Administrative Affairs (Dan Becerra)

1. Approval of Contract: Xerox Corporation
2. Approval of Contract: CBEM, LLC

   M/S/C (C. Wang/P. Grayson-DeJong) To approve the contracts with Xerox and CBEM, as presented.

5. Director’s Report

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 the center’s monthly quality assurance and special incident reports. George also provided the board with legislative calendars for calendar year 2018, information about the state’s Early Start program study, and a summary of the center’s responses to the recent local wildfires.
6. **Association of Regional Center Agencies (ARCA)**

   A. **Next Meetings:** January 18th & 19th (Sacramento)

   Debra Newman and George Stevens will be attending next week’s ARCA meetings and Debra will give the board a report at the next board meeting.

7. **Administrative Affairs Committee**

   A. **Minutes of the November 29th Meeting**

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

   B. **Financial Report**

   The November 2017 financial report showed that the center’s operations budget was $49,935,172 with no surplus or deficit projected. The purchase of service (POS) budget was $392,370,566 with a projected deficit of $27,748,286. The family resource center budget is $115,413, which makes the center’s budget for this fiscal year $442,421,151 at this point.

   C. **Presentation of Change to Travel Reimbursement Policy**

   Changes to the board’s travel reimbursement policy are being proposed to reflect that the center’s per diem rates are paid in accordance with the Internal Revenue Service not in accordance with the State of California Department of Personnel Administration regulations. The policy, with the proposed changes noted, was included in the meeting packet. The proposed changes will be presented at next month’s board meeting for approval.

8. **Consumer Advisory Committee**

   A. **Minutes of the January 2nd Meeting**

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

9. **Consumer Services Committee**
A. Minutes of the November 16th Meeting

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

B. 1st Quarter Consumer Diagnosis Report

The quarterly report was included in the meeting packet. The report showed that of the 24,515 consumers the center served, 9,849 have some kind of autism.

C. Update on the Self-Determination Program

This topic was covered previously during George’s director’s report.

10. Government & Community Relations

A. Minutes of the November 16th Meeting

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

B. Legislative Bill File

ARCA’s bill file was included in the meeting packet, showing each bill that they tracked including the number, author, description, their position, and the bill’s status.

C. Digital Democracy

Digital democracy is a new tool on the internet that gives you the power to easily track bills and engage in Sacramento policy debates.

11. Executive Committee

A. Minutes of the November 25th Meeting

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

B. Action Taken to Approve Contracts
1. Butterfly Effects Therapy  
2. California Spectrum Care  

The Executive Committee took action, on behalf of the board, to approve these 2 contracts. Summaries of both contracts were included in the meeting packet.

C. Presentation of Changes to Board Support Policy

Changes to the board support policy are being proposed to include additional board support options, such as using large print. The policy, with the proposed changes noted, was included in the meeting packet. The policy changes will be presented for approval at next month’s board meeting.

D. Changes to NLACRC’s Organizational Chart

The risk assessment unit and clerical support were transferred back into case management on January 1st. Copies of the updated organizational chart were included in the meeting packet.

12. Nominating Committee

A. Minutes of the January 3rd Meeting

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

B. Interest in Serving as a Board Office next Fiscal Year

The Nominating Committee will be discussing the slate of officers for next fiscal year. Any board members who are interested in serving as an officer, or continuing to serve as an officer, should contact Jeremy Sunderland or Jennifer Kaiser.

13. Post-Retirement Medical Trust - No Report

14. Strategic Planning Committee - No Report

15. Vendor Advisory Committee

A. Minutes of the January 4th Meeting
The minutes were included in the meeting packet and Michelle Heid provided the board with highlights from that meeting. Please see Michelle with any questions.

B. **Letter to the Board Requesting Minimum Wage Support - Handout**

Local LA County minimum wage law requires providers to raise their employee wages higher and faster than the State minimum wage requires. The impact in denying provider rate increases to cover the minimum wage increases could be disastrous for providers and the consumers and families they serve. The VAC has written a letter to the Board of Trustees outlining their concerns and asking the board to communicate the importance of rate adjustments to the Department of Developmental Services and to work with them and the provider community to develop written procedures for providers, regional centers, and DDS to follow in order for providers to receive rate adjustments to cover the annual minimum wage increases.

**Action:** After discussion, the board referred the letter to the Government & Community Relations Committee for discussion and recommendation to the board.

16. **Old Business/New Business**

A. **Attendance Sheets**

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

B. **Complete Meeting Evaluations**

Debra Newman asked the board to please complete their meeting evaluations and submit them to her with any comments.

C. **Visitation Reports**

1. Jessica Gould announced that Assembly Member Adrin Nazarian saw her on a plane and stopped to talk with her. She will be meeting with him in his office in a couple of weeks.

2. The annual Abilities Expo will be held at the LA Convention Center on February 23, 24, and 25.
17. **Announcements/Information/Public Input**

Debra Newman adjourned the meeting at 8:25 p.m.

Submitted by,

Jennifer Kaiser
Executive Assistant

for:

Tamar Witmer
Board Secretary

[bdmin.jan10.2018]