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 March 14, 2018.

<table>
<thead>
<tr>
<th>Trustees Present</th>
<th>Trustees Absent</th>
<th>Staff Present</th>
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<tbody>
<tr>
<td>Elizabeth Badger</td>
<td>Manuel Alfaro</td>
<td>Helen Herrera</td>
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<tr>
<td>Elena Burnett</td>
<td>Daniel Becerra</td>
<td>Ruth Janka</td>
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<tr>
<td>Adelina Castellanos</td>
<td>Ismael Maldonado</td>
<td>Jennifer Kaiser</td>
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<td>Melissa Ferman</td>
<td>Debra Newman</td>
<td>Michele Marra</td>
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<td>Lesly Forbes</td>
<td>Todd Withers</td>
<td>Kim Rolfes</td>
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<tr>
<td>Jessica Gould</td>
<td>Tamar Witmer</td>
<td>George Stevens</td>
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<td>Pat Grayson-DeJong</td>
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<td>Jesse Weller</td>
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<td>Michelle Heid</td>
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<td>Erika Hernandez, Intern</td>
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<tr>
<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>Louis Paparozzi</td>
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<td>Reinwick Pole, Intern</td>
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<td>Jeremy Sunderland</td>
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<td>Curtis Wang</td>
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<table>
<thead>
<tr>
<th>Guests Present</th>
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<tbody>
<tr>
<td>Madison Badger</td>
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<td>Scott Cross</td>
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<td>Tom Huey</td>
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<td>Veronica Maio</td>
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1. **Call to Order & Introductions**

   Elena Burnett, 1st vice president, called the meeting to order at 6:33 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 78)**

   The agenda was revised to include some additional action items and to remove some items under the Consumer Services Committee’s report.

   **M/S/C** (C. Mitchell/C. Wang) To approve the revised agenda as presented.
The agenda was modified to reflect that Elena Burnett will be giving the reports for Debra Newman in Sections 1, 8, and 12.

**M/S/C (J. Sunderland/L. Forbes)** To approve the revised agenda as modified.

**B. Approval of February 14th Meeting Minutes** *(Packet #1, page 7)*

**M/S/C (P. Grayson-DeJong/B. Moss; Abstention: L. Paparozzi)** To approve the minutes as presented.

4. **Annual CPA Presentation of IRS Form 990** *(Packet #2, page 82)*

Copies of the completed IRS form 990 were included in the meeting packet and Tom Huey, certified public accountant with Windes, Inc., reviewed it with the board. Since some of the data reported in the form 990 comes from the FY 2016-17 audited financial statement, the form 990 will remain in draft form until we receive our actuarial report regarding our unfunded CalPERS retirement liability. Once the FY 2016-17 audited financial statement has been updated with the unfunded CalPERS retirement liability information, both the FY 2016-17 audited financial statement and the form 990 will be presented at the March 28th Executive Committee meeting for them to accept on behalf of the board. The FY 2016-17 audited financial statement is due to the Department of Developmental Services (DDS) by April 1st and the form 990 is due to the IRS on May 15, 2018.

5. **Committee Action Items** *(Packet #1, page 17)*

A. **Administrative Affairs**: Approval of Contracts (Kim Rolfes for Dan Becerra)

1. Accredited FMS, Inc. (PL119-490)
2. PathPoint (PL1182)
3. A Change in Trajectory, Inc. (PL1458-062)
4. Behavior Respite in Action, Inc. (HL0813-062)
5. People's Care Developmental Services (PL1674-113)
6. People's Care Developmental Services (PL1675-113)
7. People's Care Developmental Services (PL1676-109)
8. People's Care Developmental Services (PL1677-109)

**M/S/C (A. Castellanos/C. Wang; Abstention: M. Heid)** To approve the 8 contracts listed above, as presented.
9. Independent Living Services – 520 (Group)
10. Psychology Services – 785 (Group)

M/S/C (L. Paparozzi/P. Grayson-DeJong; Abstention: M. Heid) To approve the 2 contracts listed above, as presented.

B. Government & Community Relations (Tamar Witmer)

1. Approval to add Link to Digital Democracy Website & Facebook

M/S/C (B. Moss/M. Miller) To approve adding a link on the center’s website and Facebook page to the Digital Democracy website.

6. Additional Action Items (Packet #2, page 141)

A. Administrative Affairs: Approval of Contracts (Kim Rolfes for Dan Becerra)

1. Tydak Consulting Services, LLC – 2nd Amendment (Ops)

M/S/C (C. Mitchell/L. Paparozzi; Abstention: M. Heid) To approve the contract with Tydak Consulting Services, LLC, as presented.

2. Partners for Potential, Inc. – PL1569-055

M/S/C (B. Moss/C. Wang; Abstention: M. Heid) To approve the contract with Partners for Potential, Inc., as presented.

B. Vendor Advisory Committee (Michelle Heid)

1. Approval to ask ARCA to Update “On the Brink of Collapse” Report

M/S/C (L. Forbes/P. Grayson-DeJong) To approve asking ARCA if they would update their 2015 report called “On the Brink of Collapse.”

Action: George Stevens will ask Amy Westling, director of ARCA, if she would consider updating ARCA’s “On the Brink of Collapse” report.

7. Director’s Report (Packet #2, page 155)

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 ARCA’s budget positions and their summary of the recent budget hearing, a legislative update, and the center’s monthly
quality assurance, consumer statistics, and special incident reports. Also attached to his report was a flier for the center’s upcoming town hall meeting with legislators on Thursday, April 5th, at Sam’s Café at New Horizons.

After giving his report, George announced that Kim Rolfes was recognized by DDS for her work in developing an electronic solution for providers to use to document their use of ABX2-1 funding – thank you and congratulations Kim!

8. Association of Regional Center Agencies (Packet #2, page 180)

   A. Agenda for March 16th Meeting (Sacramento)
   B. Minutes from the January 19th Meeting

The minutes from the last ARCA Board of Directors meeting and the agenda for the next ARCA Board of Directors meeting were included in the meeting packet. Please see Debra Newman with any question.

9. Administrative Affairs Committee (Packet #2, page 192)

   A. Minutes of the February 27th Meeting

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

   B. Financial Report

The January 2018 financial report reflects that the center’s operations budget was $50,230,125 with no surplus or deficit projected. The purchase of service (POS) budget was $393,637,340 with a projected deficit (in the worst case) of $22,569,613. The family resource center budget is $115,413, which makes the center’s total budget for this fiscal year $443,982,878 at this point.

   C. 2nd Quarter Financial Graphs

The graphs show how the center’s POS deficit changed for the first 2 quarters of FY 2017-18 in the best case and worst case. There was no deficit reflected in the first quarter because we had not yet completed our first purchase expenditure projection (PEP). Starting in October, we began to report a deficit between $19.9 and $27.2 million. At the end of the 2nd quarter (December 30th), the POS deficit decreased and was ranging between $18.4 and $25.1 million.

10. Consumer Advisory Committee (Packet #2, page 209)
A. Minutes of the February 6th Meeting
B. Minutes of the March 6th Meeting

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

11. Consumer Services Committee  (*Packet #1, page 43*)

A. Minutes of the February 21st Meeting

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

B. 2nd Quarter Appeals/Hearings Report

Copies of the report were provided and reviewed. During the 2nd quarter:

1. **Eligibility:** 305 Notices of Action were sent and 0 were returned (appealed).
2. **Service:** 175 Notices of Action were sent and 7 were returned.
3. **Hearings:** 4 fair hearings were held:
   - 2 eligibility hearings (1 denied and 1 dismissed)
   - 2 service hearings (1 denied and 1 decision pending)

C. Update on the Self-Determination Program

George provided an update on the program in his director’s report, but Ruth Janka added that she is a member of the self-determination work group that includes representatives from ARCA, DDS, and regional centers. They are developing agreements for the self-determination independent facilitators and financial managers. The work group is also establishing mechanics for the program so that each regional center is consistent in the program’s implementation.

12. Executive Committee  (*Packet #2, page 218*)

A. Minutes of the February 27th Meeting

The minutes were included in the meeting packets; please see Debra Newman with any questions.
B. **Executive Director Evaluation Forms Due**

The blank executive director evaluation forms that were distributed at last month’s board meeting are due to be submitted to Debra Newman tonight.

C. **Action Taken to Approve FY 2017-18 Legislative Platform**

The Executive Committee took action, on behalf of the board, to approve the center’s FY 2017-18 legislative platform. The legislative platform issues were included in the meeting packet.

D. **Action Taken to Approve Letter to DDS re: Composition**

The Executive Committee took action, on behalf of the board, to approve the response to DDS about our current board composition so it could be sent to DDS by the February 28th deadline. A copy of the response was included in the board packets.

E. **Proposed Changes to Executive Director Evaluation Policy and Timeline**

The executive director’s evaluation timeline was updated to update the former titles of the chief organizational development officer and the director of finance. One change was made to the policy to match the language in the timeline. These changes will be presented next month for board approval.

F. **Annual Board Retreat:** May 18 & 19 (Sheraton, Universal City)

G. **Annual Board Dinner:** June 23, 2018 (Hyatt, Valencia)

13. **Government & Community Relations** *(Packet #1, page 59)*

A. **Minutes of the February 21st Meeting**

The minutes were included in the meeting packet; please see a member of the committee with any questions.

B. **Legislative Bill File**

Copies of the committee’s updated bill file were included in the meeting packets.

14. **Nominating Committee** *(Packet #2, page 247)*
A. **Minutes of the March 7th Meeting**

The minutes were included in the meeting packets; please see Bridget Moss with any questions.

B. **Resignation of Tamar Witmer, effective June 30th**

Tamar was going to leave the board at the end of this fiscal year, but unfortunately, due to attendance, her resignation is effective tonight.

C. **Resignation of Bridget Moss, effective June 30th**

Due to new work assignments, Bridget will be leaving the board at the end of this fiscal year.

D. **Volunteers Needed to fill Secretary & ARCA Alternate Positions**

With the resignations of Tamar and Bridget, we are looking for board members who would be interested in serving as board secretary and/or ARCA alternate.

**Action:** Any board members interested in serving as board secretary or ARCA alternate should contact Jennifer Kaiser.

E. **Erika Hernandez’s 2-year Internship ending June 30th**

Erika’s 2-year term as board intern will end on June 30th. Erika, Tamar, and Bridget will all be honored for their service at the annual board dinner in June.

F. **Status of Recruitment**

The committee has completed interviewing candidates for the board and Vendor Advisory Committee and they had a lot of really good applicants. The committee’s recommended nominees will be presented at the May board meeting.

15. **Post-Retirement Medical Trust – No Report**

16. **Strategic Planning Committee – No Report**

17. **Vendor Advisory Committee** *(Packet #2, page 252)*

A. **Minutes of the March 1st Meeting**
The minutes were included in the meeting packet; please see Michelle Heid with any questions.

18. **Old Business / New Business (Packet #1, page 73)**

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**

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

C. **Visitation Reports**

Jessica Gould announced that she has a meeting scheduled with Assembly Member Adrin Nazarian.

19. **Announcements / Information / Public Input**

A. Jeremy Sunderland suggested that a copy of the center’s acronym listing could be included in the monthly board meeting packets for reference; the board agreed with his suggestion.

**Action:** Jennifer will include copies of the center’s acronym listing in future board packets.

B. **Next Meeting:** April 11th, at 6:30 p.m. (Chatsworth)

20. **Adjournment**

Elena Burnett adjourned the meeting at 8:02 p.m.
Submitted by,

Jennifer Kaiser
Executive Assistant

For

Lou Paparozzi
Board Secretary

[bdmin.mar14.2018]