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 June 13, 2018.

Trusted Present
Manuel Alfaro
Elizabeth Badger
Daniel Becerra
Elena Burnett
Adelina Castellanos
Melissa Ferman
Lesly Forbes
Jessica Gould
Pat Grayson-DeJong
Michelle Heid
Lillian Martinez
Caroline Mitchell
Bridget Moss
Debra Newman
Louis Paparozzi
Curtis Wang
Todd Withers

Trustees Absent
Meagan Miller
Jeremy Sunderland

Staff Present
Arsho Garlanian
Elisa Hill
Ruth Janka
Jennifer Kaiser
Michele Marra
Kim Rolfes
George Stevens
Jesse Weller

Guests Present
Erica Beall
Victoria Berrey
Jann & Kent Carter
Scott Cross

1. Call to Order & Introductions

Debra Newman, president, called the meeting to order at 6:43 p.m. and introductions were made.

2. Public Input & Comments

A. Victoria Berrey, from the Family Focus Resource Center, announced that the FFRC is wrapping up all of their activities for this fiscal year. Also, they are now taking sign-ups for their annual special needs resource fair which will be held at CSUN on Sunday, October 21st. The fair usually has over 1,000 attendees and the exhibition spaces always sell out.

B. Michele Linares, from The Learning Grove speech pathology agency, announced that they are providing free hygiene classes. Please contact her at (818) 758-9180 for more information.
C. Julie Eby-McKenzie, from the local State Council office, announced that they will be holding a special education conference in September at the California Endowment Center. For more information, contact the State Council office at (818) 543-4631.

3. Consent Items
   A. Approval of Revised Agenda (Packet #2, page 164)
      
      M/S/C (D. Becerra/L. Forbes) To approve the revised agenda as presented.

   B. Approval of the May 9th Meeting Minutes (Packet #1, page 8)
      
      M/S/C (P. Grayson-DeJong/C. Wang) To approve the minutes as presented.

4. Executive Session
   A. Executive Director's Evaluation
      
      M/S/C (P. Grayson-DeJong/E. Burnett) To go into executive session at 6:49 p.m.
      
      The executive session ended at 7:10 p.m. and the board meeting resumed.

5. Committee Action Items (Packet #1, page 17)
   A. Administrative Affairs (Dan Becerra)
      
      1. Approval of Contracts
         
         a. Aacres: PL 1703-109
         b. Christopher B. Choi Dental Corporation: PL1699-715
         c. CrossRoads Institute: PL1698-605
         d. ETHOS Therapeutics: PL1702-999
         e. Glenpark at Valley Village: PL0284-096
         f. Pathpoint: PL1205-055 (5 year)
         
         M/S/C (B. Moss/D. Becerra; Abstention: M. Heid) To approve the 6 contracts listed above as presented.
         
         g. HCBS Compliance Contracts
M/S/C (D. Becerra/L. Martinez; Abstention: M. Heid) To approve the HCBS compliance contracts as presented.

h. Master Board Resolutions for Contract Renewals

M/S/C (J. Gould/L. Paparozzi; Abstention: M. Heid) To approve the master board resolutions for contract renewals as presented.

2. Authorize an Officer to Secure Insurance in June

M/S/C (M. Alfaro/B. Moss) To authorize George and Kim to secure insurance for the center for next fiscal year.

3. Approval of Credit Line Documents

Copies of the corrected version of the corporate resolution for disbursement instructions were handed out.

M/S/C (D. Becerra/P. Grayson-DeJong) To approve the 3 credit line documents, including the corrected disbursement instructions, as presented.

B. Consumer Services (Jessica Gould)

1. Approval to Submit 637 Proposals to the Department of Developmental Services (DDS)

(This agenda item was moved to Section 6.D.)

C. Executive Committee (Debra Newman)

1. Approval of FY 2018-19 Master & Critical Calendars

M/S/C (C. Wang/A. Castellanos) To approve the FY 2018-19 board master and critical calendars as presented.

2. Approval of FY 2018-19 Committee Assignments

One correction was made: Curtis Wang will take Lillian Martinez’s position on the Strategic Planning Committee.
M/S/C (C. Wang/E. Burnett) To approve the FY 2018-19 committee assignments, as corrected.

3. Approval of Board’s FY 2018-19 Primary Activities

M/S/C (J. Gould/C. Wang) To approve the board’s FY 2018-19 primary activities as presented.

4. Approval of FY 2018-19 Board Budget

M/S/C (E. Burnett/C. Mitchell) To approve the FY 2018-19 board budget as presented.

5. Appointment of Lillian Martinez to the Self-Determination Advisory Committee

M/S/C (B. Moss/J. Gould) To approve the appointment of Lillian Martinez to take the place of Debra Newman as the board’s representative on the Self-Determination Advisory Committee.

6. Approval to Continue Community/Legislative Educator Project - Handout

M/S/C (E. Burnett/P. Grayson-DeJong; Abstention: M. Heid) To approve continuing the community & legislative educator project in FY 2018-19.

7. Consumer Advisory Committee

a. Approval of Changes to Bylaws

M/S/C (C. Wang/L. Forbes) Seventeen of the 19 board members were present and all 17 voted to approve the changes to the bylaws as presented.

b. Approval of Changes to Policies and Procedures

M/S/C (E. Burnett/P. Grayson-DeJong) To approve the changes to the CAC’s policies and procedures as presented.

c. Approval of Informational Flier
M/S/C (A. Castellanos/L. Forbes) To approve the CAC informational flier as presented.

D. Government & Community Relations Committee (Meagan Miller)

1. Approval to Support AB 1596 (Gloria)

M/S/C (P. Grayson-DeJong/E. Burnett) To approve sending a letter to Assembly Member Gloria supporting his bill AB 1596.

2. Approval of Digital Democracy Plan

M/S/C (C. Mitchell/M. Alfaro; Abstention: M. Heid) To approve the center’s Digital Democracy implementation plan as presented.

E. Nominating Committee (Jeremy Sunderland)

1. Election of Nominees & Re-Nominees for FY 2018-19

M/S/C (C. Mitchell/L. Martinez) To group the candidates for voting rather than voting for each candidate individually.

a. Vendor Advisory Committee

M/S/C (C. Mitchell/A. Castellanos) To elect Suad Bisogno, Dana kalek, and Sonia Ojeda to the Vendor Advisory Committee.

M/S/C (P. Grayson-DeJong/C. Mitchell) To re-elect Fredlyn Berger, Deborah Cutter, Marina Pink, and Nick Vukotic to the Vendor Advisory Committee.

b. Board of Trustees

M/S/C (J. Gould/L. Martinez) To elect Marianne Davis, Angelina Martinez, and Anna Hamilton to the Board of Trustees.

M/S/C (L. Forbes/C. Wang) To re-elect Caroline Mitchell, Jeremy Sunderland, and Curtis Wang to the Board of Trustees.

c. Slate of Officers
M/S/C (L. Forbes/C. Mitchell) To elect the following slate of officers for FY 2018-19 as presented:

- Immediate Past President: Lou Paparozzi
- President: Debra Newman
- 1st Vice President: Elena Burnett
- 2nd Vice President: Meagan Miller
- Treasurer: Dan Becerra
- Secretary: Lillian Martinez
- ARCA Delegate: Debra Newman
- ARCA Alternate: Elizabeth Badger
- ARCA CAC Delegate: Jessica Gould
- ARCA CAC Alternate: Caroline Mitchell

6. Additional Action Items (Packet #2, page 168)

A. Approval of Contract: Steve Miller
B. Approval of Contract: Xerox (Operations)
C. Approval of Contract: Agape Residential Home (PL1706-109)

M/S/C (C. Mitchell/C. Wang; Abstention: M. Heid) To approve the 3 contracts listed above as presented.

D. Approval to Submit 637 Proposals to DDS

1. Speech and Language Pathology Assistants
2. Community-Based Integrated Support Services

M/S/C (L. Forbes/L. Martinez) To approve submitting the two 637 proposals to DDS as presented.

7. Director's Report (Packet #2, page 207)

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, consumer statistics, and special incident reports. Also attached to the report was information on budget bill and trailer bill language, a legislative update prepared by staff, and information about the recent Stone and South fire incidents.
8. Association of Regional Center Agencies (ARCA)
   A. Next Meetings: June 21st and 22nd (Sacramento)
      Debra Newman and Elizabeth Badger will be attending the ARCA Board of Directors meeting on June 22nd and will give a report on it at the August board meeting.

9. Administrative Affairs Committee (Packet #2, page 287)
   A. Minutes of the May 30th Meeting
      The minutes were included in the meeting packet; please see Dan Becerra with any questions.
   B. Financial Report
      The April 2018 financial report showed that the center’s operations budget is $50,230,125 with no surplus or deficit projected. The purchase of service (POS) budget is $410,109,997 with a projected deficit of $294,295 (in the worst case) and a surplus of $2,623,052 in the best case. The family resource center budget is $115,413, which makes the center’s total budget for this fiscal year $460,455,535 at this point.
   C. Windes Engagement Letter
      We received an engagement letter from Windes, our CPA firm letting us know that they will be conducting our annual audit in October. The engagement letter requires the signature of our executive director and board president.

10. Consumer Advisory Committee - No Report

11. Consumer Services Committee (Packet #1, page 104)
   A. Minutes of the May 30th Meeting
      The minutes were included in the meeting packet; please see Jessica Gould with any questions.
   B. Self-Determination Program Update
DDS submitted the waiver application to the Centers for Medicare and Medicaid Services (CMS) who approved it. We are expecting to receive a timeline from DDS for the program's implementation later this month. In the interim, the center is building an infrastructure for the program. The Self-Determination Advisory Committee continues to meet at one of the center’s 3 locations on the 3rd Thursday of each month, at 7:00 p.m. The next meeting will be held Thursday, June 21st, at the center’s Santa Clarita Valley office. Visitors are welcome to attend.

12. Executive Committee (Packet #2, page 303)

A. Minutes of the May 30th Meeting

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

B. Completion of NLACRC Confidentiality Statements

Each year, board members are asked to sign these statements which assure that when board members review any sensitive information that they will keep that information confidential. A statement was provided to each board member for their review and signature.

**Action:** All board members should sign the statements and return them to Jennifer for filing.

C. Completion of DDS Conflict of Interest Forms

The Lanterman Act requires all regional center board members to sign a complete and sign a conflict of interest form by August 1st of each year. Copies of the form were included in the meeting packet and were also handed out.

**Action:** Board members must complete the conflict of interest form and return it to Jennifer as soon as possible so they can be reviewed, signed off, and filed.

D. Discussion re: Board Retreat, held May 18th & 19th

In general, the board felt the retreat was fun and informative and that the staff did a great job putting the presentations together.

E. Consumer Board Members Interested in Serving as FY 2018-19 CAC Chair
Now that the Consumer Advisory Committee is going to be re-formed, we will need a consumer board member to serve as committee chair for next fiscal year.

**Action:** Any consumer board members wishing to serve as CAC chair next fiscal year should contact Jennifer and let her know. The new CAC chair will be announced at the August board meeting.

F. **Action Taken to Adjust the FY 2017-18 Board Budget**

The committee took action, on behalf of the board, to transfer $1,425 from category #1 of the board budget to new category #11 (board meeting translations). A copy of the budget, with the transfer amount noted, was included in the board meeting packet.

G. **Action Taken to Approve Contracts**

The Executive Committee took action, on behalf of the Board of Trustees, to approve the following contracts. Summaries of the contracts were included in the board packet.

1. SMCI: Project Management for EDMS
2. SMCI: IT Operational Support
3. SMCI: Technical Writer & Trainer for EDMS
4. PathPoint: PL1205-055 (8th amendment)

13. **Nominating Committee – No Report**

14. **Post-Retirement Medical Trust Committee – No Report**

15. **Government & Community Relations Committee** (Packet #1 page 110)

A. **Minutes of the May 16th Meeting**

The minutes were included in the meeting packet; please see Meagan Miller with any questions.

B. **Legislative Educators Report**

The full report was included in the meeting packet; please review and see Meagan with any questions. Planning for the grassroots visits with local Assembly members and Senators is underway!
C. **Legislative Bill File**

The committee’s legislative bill file was included in the meeting packet; the committee is currently tracking 29 different bills.

16. **Strategic Planning Committee** (Packet #1, page 149)

A. **Minutes of the May 7th Meeting**

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

17. **Vendor Advisory Committee** (Packet #2, page 255)

A. **Minutes of the June 7th Meeting – Deferred**

This is Michelle Heid’s last board meeting as she has served her full 6 years on the Vendor Advisory Committee and will be terming out at the end of this month. She thanked the board for their support during her 3-year term on the board. She also thanked the board for their support of the vendor community. She plans to continue to come to the monthly board meetings as a guest.

18. **Old Business / New Business** (Packet #1, page 154)

A. **Attendance Sheets**

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

B. **Visitation Reports**

1. Jessica Gould announced that she spoke at a national conference last week and was complimented by one of the attendees on NLACRC’s Board of Trustees!

2. Debra Newman and her team visited Assembly Member Tom Lackey. Debra encouraged other board members to meet with their local legislators and begin developing a relationship with them.

C. **Acronym Listing**
Per the board’s request, an acronym listing is now included in the monthly meeting packets for the board’s reference.

**D. Complete Meeting Evaluations**

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

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

**A. Annual Board Dinner:** Saturday, June 23rd (Hyatt Valencia)

We will be honoring the following outgoing board members: Lesly Forbes, Michelle Heid, Bridget Moss, Tamar Witmer, Marcia Leija, and Ismael Maldonado. We will also be honoring outgoing board intern Erika Hernandez.

**B. Next Meeting:** Wednesday, August 15th, at 6:30 p.m. (Chatsworth)

**20. Adjournment**

**M/S/C (C. Wang/L. Forbes)** To adjourn the meeting at 8:55 p.m.

Submitted by,

Jennifer Kaiser
Executive Assistant

for:

Lou Paparozzi
Board Secretary

[bdmin jun13.2018]