Present: Elena Burnett (via teleconference), Lillian Martinez, Meagan Miller, Debra Newman, and Lou Paparozzi (via teleconference) – Committee Members
Ruth Janka, Jennifer Kaiser, Michele Marra, Kim Rolfes, and George Stevens – Staff Members

Absent: Dan Becerra

I. Call to Order

Debra Newman, president, called the meeting to order at 8:38 p.m.

II. Public Input - There was no public input.

III. Consent Items

A. Approval of Agenda

A new Item IV.H. was added to the agenda.

M/S/C (M. Miller/E. Burnett) To approve the agenda as modified.

B. Approval of Minutes from May 30th Meeting

M/S/C (E. Burnett/L. Martinez) To approve the minutes as presented.

IV. Committee Business

A. Annual Committee Orientation

1. Policies & Procedures
2. Officer Policy Statements
3. Board Audit Section

These documents were provided and reviewed so that the committee members understood the purpose of this committee and their role as a member.

B. Approved Board Primary Activities for FY 2018-19
The board’s proposed primary activities were approved at the June 13th board meeting. Copies of the primary activities list were provided.

C. DDS Board Composition Survey

Each year, the Department of Developmental Services asks each regional center to complete a composition chart on their Board of Trustees for their review. According to the Lanterman Act, regional center boards should reflect the composition of their community. NLACRC’s completed board composition survey was provided and reviewed. For the last several years, DDS has asked us to increase the number of Hispanic/Latino members on our board. Our Nominating Committee and staff have been doing outreach to that demographic and our numbers are closer, but we are still short.

**Action:** Meagan moved to the Santa Clarita Valley, so her geographic representation will be corrected on the board composition summary.

D. Appointment of Caroline Mitchell as CAC Chair

The Consumer Advisory Committee chair must be a consumer board member. The only consumer board member interested in chairing the CAC was Caroline Mitchell. The first CAC meeting of the fiscal year will be held August 1st.

**M/S/C** (M. Miller/L. Martinez) To elect Caroline Mitchell to serve as CAC chair for this fiscal year, on behalf of the Board of Trustees.

E. Board Budget

1. **FY 2017-18 Board Budget vs. Expenses:** The board expense report showed that to date $59,706 of the board’s $87,750 budget has been spent, although we are still anticipating several late bills. Kim asked the committee to approve a transfer of funds from category 8 to category 9 in order to cover a shortfall in that line item of $342.13.

   **M/S/C** (M. Miller/L. Paparozzi) To approve moving $342.13 in category 8 to category 9 of the board budget to cover a shortfall, on behalf of the Board of Trustees.

2. **FY 2018-19 Board Budget vs. Expenses:** The board’s budget for this fiscal year is $94,000; no bills have been come in as yet.
F. **Enright & Ocheltree Opinion: Application ADA for Regional Centers**

We requested an opinion from our attorney in response to an ADA complaint by one of our consumer board members. In their opinion, Title II of the ADA applies to us, which includes the following regulations:

1. Accessibility to the meeting room and a restroom.
2. Equally effective communication with those with and without disabilities.

As such, we are in compliance with the ADA. Our attorney recommended that we review disability-related requests on a case-by-case basis, using creativity but without accruing any excessive costs.

G. **Mileage Reimbursement for Self-Determination Committee Members**

ARCA and DDS have both confirmed that there are no funds available to cover the mileage costs of the Self-Determination Advisory Committee members; we can only cover mileage for staff and board members.

H. **Approval of Contract with CBEM**

**M/S/C (M. Miller/L. Martinez)** To approve adding 6 sub-codes to the CBEM contract so they can track the consumers they are serving, on behalf of the Board of Trustees.

I. **Finalize Agenda for the August 15th Board Meeting**

The committee finalized the agenda for the August 15th board meeting.

V. **Center Operations**

A. **Caseload Ratio Public Meeting**: We received notice from DDS that they had reviewed our caseload ratio report; as we did not meet the required caseload ratios, we will need to hold a public meeting. We knew this was coming and have already held our public meetings. We will complete our plan of correction and submit it to DDS within the required time line.

B. **Diversity & Inclusion Manager**: Helen Herrera, our diversity and inclusion manager, resigned from the position and we are currently recruiting to fill that position. In the meantime, we would like to contract with her to work with a small board subcommittee to review and ensure diversity and inclusion language in our mission, vision, and values statement and make recommendations to the Board.
VI. Announcements / Information Items

A. Next Meeting: Wednesday, August 29th, at 7:00 p.m.

VII. Executive Session

M/S/C (M. Miller/L. Paparozzi) To go into executive session at 9:04 p.m.

A. Executive Director Hiring Committee

VIII. Adjournment

Debra adjourned the meeting at 9:23 p.m.

Submitted by,

Jennifer Kaiser
Executive Assistant

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