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 August 15, 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>Elena Burnett</td>
<td>Ruth Janka</td>
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<tr>
<td>Elizabeth Badger</td>
<td>Marianne Davis</td>
<td>Jennifer Kaiser</td>
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<tr>
<td>Daniel Becerra</td>
<td>Jessica Gould</td>
<td>Michele Marra</td>
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<td>Adelina Castellanos</td>
<td>Angelina Martinez</td>
<td>Evelyn McOmie</td>
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<td>Melissa Ferman</td>
<td>Todd Withers</td>
<td>Kim Rolfes</td>
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<td>Pat Grayson-DeJong</td>
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<td>George Stevens</td>
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<td>Anna Hamilton</td>
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<tr>
<td>Sharoll Jackson</td>
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<td>Lillian Martinez</td>
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<td>Guests</td>
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<tr>
<td>Meagan Miller</td>
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<td>Christina Cannarella</td>
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<td>Caroline Mitchell</td>
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<td>Julie Eby-McKenzie</td>
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<td>Debra Newman</td>
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<td>Lesly Forbes</td>
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<td>Louis Paparozzi</td>
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<td>Araceli Gomez &amp; Son</td>
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<td>Jeremy Sunderland</td>
<td></td>
<td>Alma D. Janssen</td>
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<td>Curtis Wang</td>
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<td>Steve Miller</td>
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1. Call to Order & Introductions

Debra Newman, president, called the meeting to order at 6:35 p.m. and introductions were made.

2. Public Input – There was no public input.

3. Consent Items

A. Approval of Revised Agenda (Packet #2, page 102)

Item 5., the group photo, was deferred until more board members were present.

M/S/C (C. Mitchell/A. Castellanos) To approve the revised agenda as modified.
B. Approval of June 13th Meeting Minutes (Packet #1, page 8)

M/S/C (C. Wang/D. Becerra) To approve the minutes as presented.

4. Executive Session

M/S/C (M. Alfaro/C. Mitchell) To go into executive session at 6:37 p.m.

A. Legal Issue
B. Personnel Matter

The executive session ended at 7:45 p.m. and the board meeting continued.

5. Board Group Photo for the Website – Deferred

6. Committee Action Items (Packet #2, page 19)

A. Administrative Affairs (Dan Becerra)

1. Approval of Contracts:
   a. Foundation for Advocacy, Conservatorship and Trust (FACT)
   b. Nonresidential Negotiated Rate Agreements for Service Code 109 (Group)
   c. Specified Transportation Services for Service Code 880 (Group)

M/S/C (L. Paparozzi/P. Grayson-DeJong; Abstention: S. Jackson) To approve the 3 contracts listed above, as presented.

B. Consumer Services (Anna Hamilton)

1. Approval of FY 2018-19 Priorities

M/S/C (C. Wang/M. Miller) To approve the Consumer Services’ Committee’s priorities for FY 2018-19, as presented.

C. Government & Community Relations (Jeremy Sunderland)

1. Approval of FY 2018-19 Priorities
M/S/C (S. Jackson/M. Ferman) To approve the Government & Community Relations Committee’s priorities for FY 2018-19, as presented.

D. Post-Retirement Medical Trust (Debra Newman)

1. Approval of Recommended Investment Strategy

M/S/C (D. Becerra/M. Miller) To approve the committee’s recommendation to continue using a balanced strategy for the PRMT.

7. Additional Action Items (Packet #2, page 106)

A. Administrative Affairs (Dan Becerra)

1. Approval of Contract: Software Management Consultants

M/S/C (C. Mitchell/C. Wang; Abstention: S. Jackson) To approve the contract with Software Management Consultants, as presented.

B. Strategic Planning Committee (Caroline Mitchell)

1. Approval of FY 2018-19 Priorities

M/S/C (M. Alfaro/M. Miller) To approve the Strategic Planning Committee’s priorities for FY 2018-19, as presented.

C. Vendor Advisory Committee (Sharoll Jackson)

1. Approval of FY 2018-19 Priorities

M/S/C (D. Newman/A. Castellanos) To approve the Vendor Advisory Committee’s priorities for FY 2018-19, as presented.

8. Director’s Report (Packet #2, page 111)

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 a legislative update prepared by staff, written testimony given by ARCA at the August 7th
Assembly Committee on Intellectual & Developmental Disabilities hearing, and a copy of SB 134 (Hernandez).

9. **Association of Regional Center Agencies (Packet #2, page 172)**

   A. **Report on June 22nd ARCA Board of Directors Meeting**

      Minutes from the meeting were included in the meeting packet and Debra Newman provided highlights.

   B. **Next ARCA Board Meeting: Friday, August 17th (Torrance)**

10. **Administrative Affairs Committee (Packet #2, page 182)**

    A. **Minutes of the July 25th Meeting**

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

    B. **Financial Report**

       The June 2018 financial report showed that the center’s operations budget was $50.5 million with no surplus or deficit projected. The purchase of service (POS) budget was $410.2 million with a projected surplus ranging from $1.3 to $2.9 million. The center’s budget for FY 2017-18 was a total of $460.9 million.

    C. **4th Quarter (Year End) Human Resources Report**

       During the 4th quarter of last fiscal year, the center had 14 positions on hold, 19 new hires, 8 promotions, and 13 separations for a quarterly turnover rate of 0.08%. For FY 2017-18, the center had a total of 14 positions on hold, 62 new hires, 20 promotions, and 51 separations, and an annual turnover rate of 0.08%.

    D. **Presentation of Proposed Change to Board Audit**

       The committee is recommending that a change be made to their section of the Board Audit to replace reference to the Sufficiency of Allocation Report (SOAR) with the Purchase of Service Expenditure Projection (PEP) report, which is what it is now called.

11. **Consumer Advisory Committee (Packet #2, page 198)**
A. **Minutes of the August 1st Meeting**

The minutes were included in the meeting packet; please see Caroline Mitchell with any questions.

**12. Consumer Services Committee (Packet #1, page 32)**

A. **Minutes of the July 18th Meeting**

The minutes were included in the meeting packet; please see Anna Hamilton with any questions.

B. **4th Quarter Exceptions/Exemptions Report**

1. 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 4th quarter of last fiscal year, the center approved 754 requests and denied 0.

2. 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 4th quarter, 4 exemptions were approved and none were denied.

C. **4th Quarter Consumer Diagnosis Report**

Of the 25,408 consumers that the center serves, the diagnosis breakdown is as follows:

1. Intellectual Disability: 8,798 (3.3% increase since July 1, 2015)
2. Autism: 10,547 (30.4% increase)
3. Cerebral Palsy: 562 (6.2% increase)
4. Epilepsy: 239 (3% increase)
5. Other developmental disability: 1,174 (12% increase)
6. Status 0, 1, 2: 4,088 (24.8% increase)

D. **4th Quarter Appeals/Hearings Report**

1. **Eligibility:** 393 Notices of Action were sent and 20 were returned (appealed).
2. **Service:** 308 Notices of Action were sent and 14 were returned.
3. **Hearings:** Three fair hearings were held (2 for eligibility and 1 for service denial); 1 was granted, 1 were denied and 1 was dismissed.

E. **Self-Determination Program Update**

The proposed timeline is as follows:

1. **September 17th:** The deadline for interested consumers/families to submit their names so they can be considered for participation in the pilot.
2. **October 1st:** The Department of Developmental Services (DDS) to select the initial participants.
3. **October 19th:** The State Council to review the orientation materials, but to date it is not on their agenda.
4. **October 31st:** DDS to release the training curriculum to the regional centers.

The job descriptions for the self-determination service coordinator positions have been finalized and we are preparing for their recruitment. However, we are still waiting to receive final instructions on how to implement the program from DDS.

13. **Executive Committee** *(Packet #2, page 202)*

A. **Minutes of the July 25th Meeting**

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

B. **DDS Board Composition Survey**

Each year, DDS asks the regional centers to complete a composition chart on their Board of Trustees. According to the Lanterman Act, regional center boards should reflect the composition of their community. NLACRC's completed board composition survey was included in the meeting packet. For the past 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 a little short. We will continue our outreach efforts with the next recruitment period, which runs September 1st through December 15th.

C. **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. As the first CAC meeting of the fiscal year was going to be held on August 1st, the Executive Committee took action, on behalf of the board, to elect Caroline Mitchell as CAC chair for FY 2018-19.

D. **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 finalized primary activities list were included in the meeting packet for the board’s reference.

E. **Action Taken to Approve CBEM Contract**

The Executive Committee took action, on behalf of the board, to approve a contract with CBEM. A copy of the contract summary was included in the meeting packet.

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

The Executive Committee took action, on behalf of the board, to approve moving $342.13 in category 8 to category 9 of the FY 2017-18 board budget to cover a shortfall.

G. **Executive Director Evaluation Responsibilities & Process — Deferred**

H. **Whistleblower Policy & Acknowledgment**

The center’s whistleblower policy for board members and employees was included in the meeting packet along with a policy acknowledgment form. Board members and employees are required to review this policy and sign an acknowledgment form on an annual basis.

**Action:** Board members will review the whistleblower policy, sign the acknowledgment form, and submit it to Jennifer Kaiser for filing.

14. **Nominating Committee** (*Packet #2, page 228*)

A. **Minutes of the August 1st Meeting**
The minutes were included in the meeting packet; please see Pat Grayson-DeJong with any questions.

B. Board and VAC Recruitment Notices

The annual recruitment period for soliciting applicants for the board and Vendor Advisory Committee begins September 1st and ends on December 15th. Copies of the recruitment notices were included in the meeting packet. We are especially in need of Spanish/Hispanic and consumer applicants for the board. Please refer any interested individuals to Jennifer Kaiser at (818) 756-6118 or jkaiser@nlacrc.org.

C. Proposed Changes to Board Audit Section

D. Proposed Changes to Policies and Procedures

As the Nominating Committee will no longer be responsible for recruiting members to serve on the Consumer Advisory Committee, the committee is recommending that references to that committee be omitted from the Nominating Committee policies and procedures and board audit section. Copies of both documents with the language stricken was included in the meeting packet. The changes will be presented at next month's board meeting for approval.

15. Post-Retirement Medical Trust Committee (Packet #2, page 245)

A. Minutes of the July 25th Meeting

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

B. Statement of Current Trust Value

The value of the trust assets as of July 19, 2018 was $24,480,371, an increase of $585,270 since the last quarterly report. The increase was due to a gain in investments and by a deposit for the fees charged during the prior quarter. The annualized rate of return since the trust’s inception (November 1, 2004) was 6.05% (gross of fees).

16. Government & Community Relations Committee (Packet #1, page 54)

A. Minutes of the July 18th Meeting
The minutes were included in the meeting packet; please see Jeremy Sunderland with any questions.

B. Legislative Bill File

Copies of the committee’s legislative bill file were included in the meeting packet. The committee is currently tracking 31 different bills.

17. Strategic Planning Committee (Packet #2, page 251)

A. Minutes of the August 6th Meeting

The minutes were included in the meeting packet; please see Caroline Mitchell with any questions.

B. Quarterly Report on CIE And PIP Activities

Copies of the quarterly report on the center’s competitive integrated employment (CIE) and paid internship program (PIP) activities report were included in the meeting packet. The center’s Community Services Department continues to spread awareness about our job initiative with service providers and potential employers. We currently have 8 vendored providers for the CIE, 9 vendored providers for the PIP, and 12 consumers utilizing their services; we anticipate that 14 more consumers will be approved for CIE next month.

C. Quarterly Report on Program Closures

To date, this fiscal year, the center has had 5 program closures which had no effect on any consumers. Since FY 2008-09, the center has had a total of 263 program closures which affected 2,448 consumers.

18. Vendor Advisory Committee

A. Minutes of the June 7th Meeting (Packet #1, page 88)
B. Minutes of the August 2nd Meeting (Packet #2, page 269)

Sharoll Jackson provided the board with highlights from the VAC’s August 2nd meeting. Copies of the minutes were included in the meeting packets; please see Sharoll with any questions.

19. Old Business / New Business (Packet #1, page 95)
A. Attendance Sheets

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

B. Visitation Reports

Board members are encouraged to visit the center’s program for educational purposes (please see the board visitation policy for details). Any board members who want to make a visitation should contact Jennifer Kaiser to make the necessary arrangements.

C. Acronym Listing

An acronym listing is included in the monthly board meeting packet for the board’s reference.

D. Complete Meeting Evaluations

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

20. Announcements / Information / Public Input

A. Public Input

Christina Cannarella, parent, community representative for Leichman Career and Technical Center (CTC) made the following comments:

1. The CTC is a school in LAUSD for students with disabilities, ages 18-22 years. It is a wonderful program where students learn many different skills from different areas with the hope of gaining enough training to be able to work in the community. They have culinary, television/film, auto-detailing, horticulture, retail, building/grounds-keeping, and laundry services to name a few. Please take the time to check out the website for more information: https://leichman-lausd-ca.schoolloop.com/

2. Christina attended one of the center’s recent self-determination information meetings and learned of the center’s need for more Spanish/Hispanic consumers to sign up for the program. Christina
offered to help in this regard by inviting someone from the center to come to a Leichman CTC meeting to talk about the self-determination program; their consumer population is mostly Hispanic and she would like them to learn more about it.

3. Christina wanted to gain more understanding as to how vendors for day programs determine which consumers are allowed to participate in which activities they offer, and if the consumer has any medical condition, such as a g-tube, and they need a nurse to assist them, can a vendor exclude them from a program based on their medical needs? If so, what criteria is involved in making this decision? Also, how can we support consumers who require nursing services to be able to participate fully in community-based programs?

**Action:** Ruth Janka and Kim Rolffes will get Christina Cannarella’s contact information so they can meet to answer Christina’s questions. Debra Newman also wanted to be included in that meeting.

**B. Diversity Inclusion Subcommittee**

George Stevens announced that he would like to put together a board subcommittee to review the center’s mission, vision, and values statement, and recommend any needed revisions in order to make sure it is inclusive from a diversity perspective.

**Action:** Sharoll Jackson, Caroline Mitchell, Anna Hamilton, Curtis Wang, and Pat Grayson-DeJong volunteered to serve on the diversity inclusion subcommittee.

**C. Next Meeting:** September 12th, at 7:00 p.m. (Desert Haven, Lancaster)

**21. Adjournment**

**M/S/C (D. Becerra/A. Hamilton)** To adjourn the meeting at 8:58 p.m.
Submitted by,

Jennifer Kaiser
Executive Assistant

for:

Lillian Martinez
Board Secretary