Present: Dan Becerra, Elena Burnett, Lillian Martinez, Debra Newman, and Lou Paparozzi – Committee Members
Archie Rucker – Guest
Ruth Janka, Jennifer Kaiser, Kim Rolfes, and George Stevens – Staff Members

Absent: Meagan Miller

I. Call to Order

Debra Newman, president, called the meeting to order at 6:51 p.m.

II. Public Input - There was no public input.

III. Consent Items

A. Approval of Revised Agenda

Item IV.G. was added to the agenda.

M/S/C (D. Becerra/E. Burnett) To approve the revised agenda as amended.

B. Approval of Minutes from August 29th Meeting

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

IV. Committee Business

A. 1st Quarter Status Report on the Center’s Strategic Plan

At this year’s annual board retreat, the center’s 5-year strategic plan was presented. After that presentation, the board requested that they be kept abreast of the center’s progress with the plan via quarterly reports. Copies of the center’s first quarterly report (draft) were provided to the committee and Ruth and Kim reviewed it with them page-by-page. After the presentation, the committee members congratulated the center on its many accomplishments to date.

Action: The following changes will be made to the report:

1. All acronyms will be spelled out the first time they are used in the report.
2. In addition to the annual orientation for new board members, the annual orientation for new board committee members will be included in the report.

3. All references to the self-determination program will be consolidated into one section.

**Action:** Kim will look into the idea of putting live-streaming or videos on the center’s website or providing links to youtube.

**Action:** Kim will look into the possibility of video-conferencing board committee meetings between the Chatsworth office (room 143) and the Antelope Valley office.

**Action:** Kim and Ruth will prepare an executive summary of the quarterly report for the November 14th board meeting.

B. Annual Report on Whistleblower Activity – *Deferred*

C. Board Budgets

1. **FY 2017-18 Board Budget vs. Expenses:** The board’s budget for last fiscal year has been closed as no further late bills are expected. The budget ended with a surplus of $18,240.50 which will be used for the center’s community education efforts.

2. **FY 2018-19 Board Budget vs. Expenses:** The board’s budget for this fiscal year is $94,000. At this point, only $3,069 (or 3.27%) has been spent.

D. Board Meeting Visitor Evaluation Sheet

At the last board meeting, the board agreed that meeting guests should have the opportunity to provide written feedback or comments on the meeting. The Executive Committee was asked to revise the board’s meeting evaluation sheet so it pertained more to a guest’s perspective and present it to the board for approval. After discussion, the Executive Committee felt that rather than an evaluation sheet, it would make more sense to provide a comment/feedback form; with optional name and contact information.

**Action:** Jennifer will draft the guest comment/feedback form and present it at the next Executive Committee meeting.
E. **Board Training Topics**

Trainings on the following 2 subjects will be provided to the board this fiscal year. Each training would be approximately 30 minutes long including a question and answer session afterwards. When would the committee like to see them scheduled?

1. **Transparency Policy**: This presentation will be scheduled for the November 14th board meeting.

2. **Quality Assurance Activities Monthly Report**: This presentation will be scheduled for the April 10th board meeting.

F. **Finalize Agenda for the Abbreviated October 10th Board Meeting**

The committee finalized the agenda for next month’s board meeting, which will include an executive session on union negotiations.

G. **Follow-up re: Christina Cannarella**

Ms. Cannarella came to the last board meeting, had several questions. She left her contact information and Kim and Ruth arranged to meet with her. Ms. Cannarella owns a nonprofit vocational program that helps consumers and others achieve work and she was interested in becoming a vendor. Kim and Ruth provided her with the information she needed.

V. **Center Operations**

A. **Collaborative Meeting**

Two weeks ago, a collaborative meeting was held with the Southern California regional center directors, their community services directors or Vendor Advisory Committee chairs, and the Los Angeles Coalition of Service Providers. The purpose of the meeting was to discuss issues facing the developmental disabilities system and how to work collaboratively to address them through the legislative process. It was an excellent meeting.

B. **ABX2-1 Funding**

The center again received $3.1 million for FY 2018-19 to augment staff wages and benefits. Due to the growing number of NLACRC employees, this amount went
from an 11% increase per employee to a 10% increase. This funding is being provided on a temporary basis until the state’s allocation methodology is revised.

C. Self-Determination

The center has 397 names on its interest list wanting to fill 1 of the 183 slots the center will have for the 3-year pilot. DDS will select applicants based on ethnicity, geography, disability, and age so the group’s composition adequately reflects the center’s catchment area. DDS will finalize their selections by October 1st and they are scheduled to release orientation materials for those participants chosen by October 30th. The center is waiting to receive regulations from DDS so we can begin preparing for the program’s implementation. The center’s Self-Determination Advisory Committee continues to meet at one of the center’s 3 offices at 7:00 p.m. on the 3rd Thursday of each month; the meetings are open to the public. Some guests at a recently advisory committee meeting wanted the center to move forward with the program, but we will not move forward without the formal materials from DDS.

VI. Announcements / Information Items

A. Next Meeting: Tuesday, October 30th, at 7:15 p.m.

VII. Adjournment

Debra adjourned the meeting at 8:30 p.m.

Submitted by,

Jennifer Kaiser
Jennifer Kaiser
Executive Assistant

[ecmin.sep26.2018]