I. Call to Order

Debra Newman, president, called the meeting to order at 8:00 p.m.

II. Public Input - There was no public input.

III. Consent Items

A. Approval of Revised Agenda

Items IV.L. and IV.M. were added to the agenda.

M/S/C (D. Becerra/L. Paparozzi) To approve the revised agenda as modified.

B. Approval of Minutes from the September 26th Meeting

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

IV. Committee Business

A. Resignation of Jessica Gould/Appointment of ARCA CAC Alternate

Jessica Gould’s new college schedule does not allow her the ability to continue to attend the Wednesday night board and committee meetings. As such, she had to resign from her position on the board. Caroline Mitchell, the ARCA Consumer Advisory Committee (CAC) alternate will now take Jessica’s place and become the delegate, but a new ARCA CAC alternate will need to be identified.

Action: Interest in serving as ARCA CAC alternate will be added to the November 14th board meeting agenda.

B. 637 Proposal: Infant Development Services for the Antelope Valley
Currently, the center does not have enough providers to serve Early Start consumers living in the Antelope Valley. The reason behind this is that there is no incentive for providers to drive up there and back. In addition, many times providers experience “no shows” for the appointments they have scheduled. We would like to present a 637 proposal to DDS to offer mileage reimbursement to Early Start service providers; the exact amount of mileage reimbursement has not yet been established. Dr. Jesse Weller provided the committee with an executive summary of this proposal along with a proposed timeline. The Consumer Services Committee is recommending that the Executive Committee approve the center seeking a 637 proposal for mileage reimbursement for Early Start service providers.

M/S/C (D. Becerra/L. Martinez) To recommend to the Board of Trustees to seek a 637 proposals for mileage reimbursement for Early Start service providers traveling to the Antelope Valley.

C. Proposed Revisions to Transparency & Public Information Policy

Kim presented changes to this board policy in order to keep it current with new regulations. In addition, references have been included to various sections to state where that information can be found in the center’s contract with DDS. The center’s updated policy needs to be approved by the board and posted on the center’s website by January 1st. Normally policy changes are presented to the board one month for their review and then presented the following month for their approval. In order to meet the deadline, the Executive Committee will need to approve the policy, on behalf of the board, at their November 28th meeting.

M/S/C (D. Becerra/M. Miller) To present the proposed changes to the policy to the Board of Trustees for their review and input.

D. Follow-up from Strategic Plan Presentation (Michele)

a. Possibility for Video-Conferencing Committee Meetings: Video-conferencing board committee meetings between the San Fernando Valley and the Antelope Valley are possible, staff just need to know in advance so they can make the necessary arrangements.

b. Possibility for Posting Videos/Live Streaming on Website: The Government & Community Relations Committee will be presented the center’s draft social media plan to the board at the next board meeting. The plan includes the use of YouTube for posting educational videos.
Also, the center is considering options for consumers to post their videos on our website (subject to our approval).

E. **Annual Report on Whistleblower Activity – Deferred**

F. **Plans for Board Holiday Party on November 14th**

This will be the first time the board will have a holiday party; how would the Executive Committee like it to be held?

**Action:** The party will begin with hors d’oeuvres served prior to the board meeting and dinner served after the board meeting in a separate room. A white elephant gift exchange will be held. Board members’ significant others are welcome to participate. The theme will be “A Winter Soiree.” Jennifer will decide upon the food and music.

G. **FY 2018-19 Board Budget vs. Expenses**

The board’s budget for this fiscal year is $94,000; at this point, $9,931 (or 10.57%) has been spent.

H. **Visitor Board Meeting Evaluation (Draft)**

At the last Executive Committee meeting, Jennifer was asked to draft an evaluation form to provide guests the opportunity to provide input or comments on the board meetings. The draft evaluation was presented and reviewed. Meagan suggested that a place for the meeting date be added and the committee agreed.

**M/S/C** (D. Becerra/L. Paparozzi) To recommend to the Board of Trustees to approve the visitor board meeting evaluation, as modified.

I. **Service Provider Update**

1. **Valley Village:** is talking with their board about closing their 21 adult day health programs which would impact 137 of our consumers with significant physical and mental health needs. We will be meeting with Valley Village next week and working with DDS to try and find other options; NLACRC currently has no other options for these consumers.
2. **Easter Seals**: Three of their residential homes and an independent living program are in distress; they will be seeking health and safety waivers for these consumers from DDS.

3. **Accredited Nursing**: They are having trouble due to the local minimum wage increases.

4. **The Caring Connection**: They are also having trouble due to the local minimum wage increases.

5. **Keolis Transit**: They are having trouble recruiting drivers because their rates have been frozen since 2008. When they can recruit drivers, often times after the drivers have been trained and licensed they leave Keolis to get a higher paying driving job elsewhere. This month, Keolis had to cancel routes because they did not have sufficient drivers to cover some of their routes which affected consumer services and programs. We are working with Keolis and R&D Transportation on solutions.

The center has established a health and safety waiver committee that will meet monthly to expedite requests from our service providers. We will also continue to develop 637 proposals to address needs where we can.

J. **Zero Tolerance Policy Mailing**

Our contract with DDS requires us to send out our Zero Tolerance Policy for Consumer Abuse or Neglect, on an annual basis, to our service providers. We will sending out the policy next month.

K. **Proposed Changes to Reception**

Kim presented a plan to the center to begin using an automated answering system where the caller could choose their option from a menu rather than being put on hold until an operator could take their call. This is going to be implemented to reduce caller hold times. There will also be an option to choose to hear the options in Spanish.

**Action:** Kim will find out how many calls the regional center gets in 1 day and will report back to the committee.

L. **Resubmission of Conflict of Interest Resolution Plan for Lillian Martinez**
Lillian’s daughter provides respite services to her brother; DDS considers this to be a potential conflict of interest. As such, we must submit a conflict of interest resolution plan to DDS each year which outlines activities Lillian must refrain from (e.g. voting on contracts for respite services).

**M/S/C (D. Newman/D. Becerra)** To recommend to the Board of Trustees to approve the submission of Lillian Martinez’s conflict of interest resolution plan to DDS.

**M. Self-Determination Update**

We are seeking legal opinion as to find out if our service providers can serve as independent facilitators. Our service coordinators are responsible for coordinating their consumers’ services and don’t have the skill set to coordinate services and negotiating rates.

**N. Finalize Agenda for the November 14th Board Meeting**

The committee finalized the agenda for next month’s board meeting.

**V. Center Operations**

**A. Candidates’ Forums**

The candidates’ forums were very successful with most of the candidates attending and a great turnout.

**B. Health & Safety Waivers**

George plans on meeting with Assembly Member Dante Acosta after the elections to talk with him about how the health and safety waiver process isn’t working.

**C. Intakes**

George is speaking with Amy Westling, director of ARCA, about how DDS counts intakes.

**D. Clothing with Tracking Devices**

We are preparing to vendor a provider that will sell clothing that contains
tracking devices. This type of clothing is usually used by people with Alzheimer’s or dementia, but can also be used by our consumers if it is identified as a need on their IPP.

VI. Announcements / Information Items

A. Next Meeting: Wednesday, November 28th, at 7:00 p.m.

VII. Executive Session

A. Lease Negotiations
B. Union Negotiations

M/S/C (D. Becerra/L. Paparozzi) To go into executive session at 9:08 p.m.

VIII. Adjournment

Debra adjourned the meeting at 9:14 p.m.

Submitted by,

Jennifer Kaiser
Jennifer Kaiser
Executive Assistant

[ecmin.oct30.2018]