Board of Trustees Meeting

Wednesday, January 9, 2019
6:30 p.m.

NLACRC's Santa Clarita Valley Office
25360 Magic Mountain Parkway, Suite 150
Santa Clarita, CA 91355

Packet #1 – mailed
1. Purple: Board Calendars (page 1)
2. Green: Agenda & Minutes (page 4)
3. Yellow: Committee Action Items (page 17)
4. Blue: Administrative Affairs Committee (page 26)
5. Orange: Consumer Services Committee (page 31)
6. Yellow: Executive Committee (page 38)
7. Pink: Government & Community Relations (page 52)
8. Blue: Attendance Sheets, Acronym Listing & Meeting Evaluation (page 65)
Board Calendars
## NLACRC Board of Trustees Calendar
### Fiscal Year 2018-19

#### January 2019

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<td>New Year's Day (NLACRC closed)</td>
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<td>11:00 am-1:00 pm: Consumer Advisory Committee</td>
<td>9:30 am: Vendor Advisory Committee (full meeting)</td>
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- **January 2**nd: 11:00 am-1:00 pm: Consumer Advisory Committee, 5:30 pm: Nominating Committee
- **January 3**nd: 9:30 am: Vendor Advisory Committee (full meeting)
- **January 6**nd: 3:30 pm: Board Packet Review, 5:30 pm: Board Dinner, 6:30 pm: Board Meeting (Santa Clarita)
- **January 17**th: 3:15-5:30 pm: ARCA Executive Committee Meeting (Location TBD)
- **January 20**th: 10:00 am: Post-Retirement Medical Trust Committee, 6:15 pm: Administrative Affairs Committee, 7:15 pm: Executive Committee

**Notes:**
- **January 1**st: New Year's Day (NLACRC closed)
- **January 16**th: 6:00 pm: Consumer Services Committee, 7:00 pm: Government/Community Relations Committee
- **January 21**st: Martin Luther King Day (NLACRC closed)
- **January 27**th: 10:00 am: Antelope Valley Vendor Forum
- **January 28**nd: 5:30 pm: Post-Retirement Medical Trust Committee, 6:15 pm: Administrative Affairs Committee, 7:15 pm: Executive Committee
- **January 29**th: 7:00 am: Government/Community Relations Committee
- **January 30**th: 8:00 am-1:00 pm: ARCA Board of Directors Meeting (Location TBD)
# NLACRC Board of Trustees Calendar
**Fiscal Year 2018-19**

## February 2019

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<td>6:00 pm: Strategic Planning Committee Meeting</td>
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<td>11:00 am - 1:00 pm Consumer Advisory Committee Meeting</td>
<td>9:30 am: Vendor Advisory Committee Meeting (break-out groups)</td>
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<td>Presidents' Day (NLACRC closed)</td>
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<td>6:00 pm: Consumer Services Committee Meeting</td>
<td>10:00 am-2:00 pm ARCA Executive Committee Meeting (ARCA, Sacramento)</td>
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<td>Washington's Birthday</td>
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<td>7:00 pm: Government/Community Relations Committee Meeting</td>
<td>7:00 pm Self-Determination Advisory Committee (Santa Clarita Valley Office)</td>
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**Note:** All times are in Pacific Standard Time (PST).
Agenda & Minutes
North Los Angeles County Regional Center
Board of Trustees Meeting
NLACRC, 25360 Magic Mountain Parkway, Suite 150, Santa Clarita, CA 91355
Wednesday, January 9, 2019
6:30 p.m.

~ AGENDA ~

1. Call to Order & Introductions
   Debra Newman
   President

2. Public Input & Comments (3 minutes)

3. Consent Items (Packet #1, page 4)
   A. Approval of Agenda
   B. Approval of the November 14th Meeting Minutes

4. Demonstration: Auto-Attendant
   Pay Shapiro
   Facilities Manager

5. Training: Self-Determination Program

6. Committee Action Items (Packet #1, page 17)
   A. Government & Community Relations (Jeremy Sunderland)
      1. Approval of Revised Social Media Policy
      2. Approval of Social Media Plan
   B. Executive Committee (Debra Newman)
      1. Approval of AB 637 Proposal (Mileage Premium for Psychological Assessments in the Antelope Valley)
      2. Approval of Auto Attendants for Reception Areas

7. Director's Report
   George Stevens
   Executive Director

8. Association of Regional Center Agencies
   A. Next ARCA Board Meeting: Friday, January 18th
   Debra Newman
   ARCA Delegate

9. Administrative Affairs Committee
   A. Minutes of the November 28th Meeting (Packet #1, p. 26)
   B. Financial Report
   Dan Becerra
   Treasurer

10. Consumer Advisory Committee
    A. Minutes of the January 2nd Meeting
    Caroline Mitchell
    Chair

11. Consumer Services Committee (Packet #1, page 31)
    A. Minutes of the November 20th Meeting
    B. DDS Approval of IPP & Early Start Service Standards
    C. Self-Determination Program Update
    Anna Hamilton
    Chair
12. Executive Committee *(Packet #1, page 38)*
   A. Minutes of the November 28th Meeting
   B. Action Taken to Approve Changes to Transparency & Public Information Policy
   C. Action Taken to Approve Viatron Contract

13. Nominating Committee
   A. Minutes of the January 2nd Meeting
   B. Status of Board & VAC Recruitment
   C. Interest in Serving as a Board Officer in FY 2019-20

14. Post-Retirement Medical Trust – No Report
   A. Next Quarterly Meeting: January 30th

15. Government & Community Relations *(Packet #1, page 52)*
   A. Minutes of the November 20th Meeting
   B. Legislative Educators’ Report
      1. Monthly Activity Report
      2. Application for Legislative Academy
      3. Grass Roots Visits with Legislators

16. Strategic Planning Committee – No Report
   A. Next Quarterly Meeting: February 4th

17. Vendor Advisory Committee
   A. Minutes of the January 3rd Meeting

18. Old Business / New Business *(Packet #1, page 65)*
   A. Attendance Sheets
   B. Visitation Reports
   C. Acronyms Listing
   D. Complete Meeting Evaluations

19. Announcements / Information / Public Input
   A. Next Meeting: February 13th at 6:30 p.m. (Chatsworth)

20. Adjournment
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 November 14, 2018.

<table>
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<tr>
<th>Trustees Present</th>
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<td>Manuel Alfaro</td>
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<td>Elizabeth Badger</td>
<td>Louis Paparozzi</td>
<td>Jennifer Kaiser</td>
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1. Call to Order & Introductions

Debra Newman, president, called the meeting to order at 6:32 p.m. and introductions were made.

2. Public Input & Comments – There was no public input.

3. Consent Items

A. Approval of Revised Agenda (Packet #1, page 11)

M/S/C (C. Mitchell/C. Wang) To approve the revised agenda as presented.

B. Approval of October 10th Meeting Minutes

M/S/C (P. Grayson-DeJong/E. Burnett) To approve the minutes as presented.
4. Executive Session

A. Lease Negotiations

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

The executive session ended at 7:50 p.m. and the board meeting continued.

5. Committee Action Items (Packet #1, page 11)

A. Administrative Affairs Committee (Dan Becerra)

1. Approval of Report on Personnel Classifications

M/S/C (A. Martinez/A. Castellanos) To approve the report on personnel classifications, as presented.

2. Approval of Contracts

a. HOPE Main Funding Agreement
b. Nursecare Home Health, Inc.
c. Master Board Resolution: Home Health Agency Nursing Services

M/S/C (C. Wang/M. Miller) To approve the 3 contracts listed above, as presented.

B. Executive Committee (Debra Newman)

1. Approval of 637 Proposal: Infant Developmental Services for the AV

M/S/C (P. Grayson-DeJong/L. Martinez) To approve the 637 proposal, as presented.

2. Approval of Visitor Board Meeting Evaluation

M/S/C (J. Sunderland/A. Castellanos) To approve the visitor board meeting evaluation, as presented.

6. Additional Action Items (Packet #2, page 119)
A. Executive Committee (Debra Newman)

1. Approval of Board Member Conflict of Interest Resolution Plan

M/S/C (E. Burnett/A. Castellanos) To approve the conflict of interest resolution plan for Lillian Martinez, as presented.

B. Administrative Affairs Committee (Dan Becerra)

1. Approval of Contracts

   a. Software Management Consultants, Inc.
   b. Viatron Systems, Inc.
   c. Life Skills Treatment Programs (PL0209-055)

M/S/C (C. Mitchell/A. Hamilton) To approve the 3 contracts listed above, as presented.

7. Director's Report (Packet #2, page 139)

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, the recent election results, the center’s letter to the new self-determination program participants, a map of the recent fire area showing consumers, employees, and service providers who were affected by it, and a notice to families about possible bus route changes in the San Fernando Valley.

8. Association of Regional Center Agencies

A. ARCA Strategic Planning Retreat, held October 19th

The ARCA delegates and regional center directors met in San Diego last month for a strategic planning retreat. They broke into small groups for individual discussions. All input was recorded and will be discussed further at the next ARCA Board of Directors meeting on January 18th.

B. Next ARCA Board Meeting: Friday, January 18th

9. Administrative Affairs Committee (Packet #2, page 179)
A. **Minutes of the September 26th Meeting**

B. **Minutes of the October 30th Meeting**

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

C. **Financial Report**

The September 2018 financial report showed that the center's operations budget for FY 2018-19 was $51,334,004, the purchase of service (POS) budget was $428,871,915, and the family resource center budget was $207,187, for a total budget of $480,413,106 to date.

D. **1st Quarter Human Resources Report**

During the 1st quarter of this fiscal year, the center had 4 positions on hold, 38 new hires, 3 promotions, and 15 separations for a quarterly turnover rate of 0.09%.

10. **Consumer Advisory Committee**

A. **Minutes of the October 3rd Meeting (Packet #1, page 37)**

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

B. **Minutes of the November 7th Meeting – Deferred**

11. **Consumer Services Committee (Packet #1, page 41)**

A. **Minutes of the October 17th Meeting**

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

B. **DDS Approval of 637 Proposal for the use of SLPAs**

The Department of Developmental Services (DDS) has approved the center's 637 proposal for the use of speech-language pathology assistants (SLPAs). DDS also approved the same request by San Andreas Regional Center. Seeing that this is a trend that needs to be addressed, DDS is working to amend the regulations to
approve the use of SLPAs.

C. DDS Approval of 3 of the 5 Service Standard Revisions

DDS has approved the proposed revisions to the following 3 service standards:

1. Family supports & Living Arrangements
2. Educational & Vocational Services
3. Legal Status and Protections

We are still waiting to receive approval for proposed revisions to 2 additional service standards that were submitted to DDS last May.

D. 1st Quarter Exceptions/Exemptions Report

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 1st quarter of this fiscal year, the center approved 273 requests and denied 11.

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 1st quarter, the center approved 6 requests, denied 1, and suggested alternate resources for 2.

E. 1st Quarter Appeals/Hearings Report

Copies of the report were provided and reviewed. During the 1st quarter:

1. Eligibility: 370 Notices of Action (NOAs) were sent and 8 were returned (appealed); 10 additional hearings were requested from NOAs sent in previous quarters.

2. Service: 432 Notices of Action were sent and 6 were returned; 4 additional hearings were requested from NOAs sent in previous quarters.

3. Hearings: 8 fair hearings were held:
   • 5 eligibility hearings (3 denied, 1 dismissed and 1 pending a decision)
   • 3 service hearings (1 partially granted, 1 granted, and 1 pending a decision)

F. 1st Quarter Consumer Diagnosis Report
Copies of the report were included in the meeting packet. The report showed diagnostic information about the center’s consumers each quarter since July 1, 2016. Of the 25,778 consumers that the center serves, the diagnosis breakdown is as follows:

1. Intellectual Disability: 8,830
2. Autism: 10,759 (an increase of 19.6% since July 1, 2016)
3. Cerebral Palsy: 562
4. Epilepsy: 239
5. Other developmental disability: 1,174
6. Status 0, 1, 2: 4,214

Status 0 are clients in intake, Status 1 are clients in Early Start (at risk), and Status 2 clients are children over 3 that have been found eligible for regional center services.

G. Self-Determination Program Update

We are in the process of soliciting applications from individuals interested in serving on our Self-Determination Advisory Committee as we have 2 open positions to fill. DDS is going to start train-the-trainer sessions for regional center staff in November. All consumers and families who showed interest in participating in the 3-year pilot program have been notified by DDS as to their selection status.

12. Executive Committee

A. Minutes of the September 26th Meeting
B. Minutes of the October 30th Meeting

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

C. 1st Quarter Report on 5-Year Strategic Plan Objectives

Vini Montague, director of finance, gave the first quarterly report on the status of the center’s 5-year strategic plan objectives.

D. Resignation of Jessica Gould/Appointment of New ARCA CAC Alternate

Jessica Gould, board member and ARCA Consumer Advisory Committee Delegate, resigned from her position on the board. As such, Caroline Mitchell,
the ARCA CAC alternate has now become the delegate. We would like to have a consumer board member volunteer for serve as the new alternate. Melissa Ferman will think about it and get back to Jennifer Kaiser with her response.

E. Transparency & Public Information Policy

1. Review Proposed Revisions

Several revisions were made to the center’s transparency and public information policy as a result of SB 134. A copy of the policy with the proposed changes made were included in the packet for the board’s review and input.

2. Authorize Executive Committee to Approval Policy

Action: The board authorized the Executive Committee to approve the changes to the transparency and public information policy, on behalf of the board, at the November 28th Executive Committee meeting.

13. Government & Community Relations Committee (Packet #1, page 64)

A. Minutes of the October 17th Meeting

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

B. Proposed Changes to Social Media Policy (Handout)

Changes need to be made to the board’s social media policy in order to bring it current. The policy with the proposed changes noted were handed out. Please provide any input on the changes to Jeremy Sunderland or Jennifer Kaiser. The policy will be presented for approval at the next board meeting.

C. Proposed Social Media Plan

Tina Amit is the center’s new public information specialist. She is currently assessing what we are currently doing and crafting our plan for the future. Copies of the center’s proposed social media plan was included in the packet. The center’s social media plan is a living document that will evolve to keep up with changing times and goals. The plan will be presented at the next board meeting for approval.
D. Legislative Educators' Report

The center's legislative educators (Steve Miller, Michelle Heid, and Raquel Armendariz) provided a written report on their recent activities, including the candidates' forum, educational trainings, and disparity proposal development. Copies of the report were included in the packet.

E. Legislative Bill File

September 30th was the last day for the governor to approve or veto bills. All inactive bills have been removed from the bill file, so there are now only 18 bills listed in the file. The bill file was included in the packet.

14. Nominating Committee – No Report

15. Post-Retirement Medical Trust (Packet #2, page 212)

A. Minutes of the October 30th Meeting

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

B. Statement on Current Trust Value

As of September 30, 2018, the value of the trust assets was $24,801,108, an increase of $320,737 since the last quarterly report. The rate of return for the quarter was 2.84% (net of fees) and for the last 12 months was 6.47% (net of fees). The annualized rate of return since the trust's inception (November 1, 2004) was 6.16% (gross of fees). Unfortunately, the value of the trust assets as of October 26, 2018 was $23,359,646, a decrease of $1,441,462 since the end of September. The decrease was due to losses in investments.

16. Strategic Planning Committee (Packet #2, page 217)

A. Minutes of the November 5th Meeting

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

B. 1st Quarter Report on Program Closures
During the first quarter of this fiscal year, the center has had 12 program closures impacting 6 consumers.

C. New Program Development

Copies of the New Vendorization report were included in the packet. During the 1st quarter of this fiscal year, the center vendored 43 new programs, 12 of which were for residential facilities.

17. Vendor Advisory Committee

A. Minutes of the October 4th Meeting (Packet #1, page 94)
B. Minutes of the November 1st Meeting (Packet #2, page 226)

The minutes were included in the meeting packets; please see Sharoll Jackson with any questions.

18. Old Business / New Business (Packet #1, page 105)

A. Attendance Sheets

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

B. Visitation Reports

Lillian Martinez and Anna Hamilton visited Future Transitions in Lancaster and gave a report on their visit.

C. Acronyms Listing

An updated acronyms listing is always included in the meeting packet.

D. Complete Meeting Evaluations

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

19. Announcements / Information / Public Input
A. **Next Board Meeting:** Wednesday, January 9th, at 6:30 p.m. (Santa Clarita)

20. **Executive Session**

A. **Union Negotiations**

M/S/C (C. Mitchell/M. Ferman) To go into executive session at 9:47 p.m.

21. **Adjournment**

Debra Newman adjourned the meeting at 9:54 p.m.

Submitted by,

Jennifer Kaiser
Executive Assistant

for:

Lillian Martinez
Board Secretary

[bdmin.nov14.2018]
Committee Action Items
North Los Angeles County Regional Center  
Board of Trustees  

Social Media Policy

1. Scope
This policy applies to all North Los Angeles County Regional Center (NLACRC) employees, officers, and board members.

2. Purpose
Social media offers new ways to engage with the individuals we serve, our community, and the world at large. Social media can help build stronger, more successful relationships and contribute immensely to advancing NLACRC’s reputation and interests if used properly. NLACRC’s social media participants will also have an obligation to stay abreast of changes to these guidelines as new technologies and social networking platforms and tools emerge and as NLACRC guidelines evolve in response to these changes.

The primary purpose of NLACRC’s Social Media Policy is to provide outreach and to disseminate information to our consumers, families, service providers, business partners, and our diverse community at large, to help build stronger, more successful relationships with our community; and to advance NLACRC’s reputation and interests.

3. Responsibility
The NLACRC Board of Trustees shall have the overall responsibility to establish NLACRC’s guidelines for the use of NLACRC’s social media platforms. Annually, the board’s Government & Community Relations Committee shall review and update the Social Media Policy, as appropriate.

All material to be posted on social media sites shall be approved by the Public Information Supervisor or designee in consultation with other NLACRC departments, as appropriate.

4. Assumptions
A. Social media is a powerful way to provide outreach and communicate with our consumers, families, service providers, and business partners, and our community.
B. Social media provides a cost-effective means to share useful, interesting, important, and meaningful information with NLACRC's community.

C. Social media facilitates active participation and involvement of our community and other interested parties, such as community events, legislative updates, and information dissemination.

D. While NLACRC's official website offers up-to-date information, NLACRC's social media will seek to:

1. Provide immediate information to our users.
2. Redirect users to NLACRC's website.
3. Generate essential and complementary knowledge about NLACRC services.

5. Policy and Guiding Principles

A. The social media information and content shall support NLACRC's mission, vision, and values.

B. Information and content posted on social media will follow these guidelines and principles:

1. Information and content will be helpful or important to our consumers, families, service providers, business partners, employees, and community.

2. Information and content reinforces or enhances NLACRC's reputation.

3. Information and content will be professional and respectful and will adhere to standards of professional conduct at all times.

4. Information and content posted on social media shall not infringe or violate someone else's rights or otherwise violate laws, including those laws governing privacy, defamation, discrimination, harassment, copyright, and fair use.

5. Information and content will be transparent and avoid inadvertent misrepresentation.
6. Information and content will abide by all NLACRC applicable policies and posting frequency will respect NLACRC's time and property. NLACRC computers and individual work time are to be used only for NLACRC related business, which may include social media management as related to individual or work goals.

7. Information and content will respect proprietary information and content. NLACRC will not post copyrighted photos or written content without properly crediting the source or gaining permission from the source prior to use.

8. NLACRC will act judiciously to protect privacy rights, confidentiality, and reputation.

9. NLACRC will actively maintain its social media site to ensure that information and content is kept current, postings are made consistently, and responses are timely.

10. NLACRC shall prohibit any employee, officer, or board member to accept free services, products, or money in exchange for publishing information using NLACRC's social media services.

11. NLACRC's social media shall not be utilized to resolve issues, complaints, or provide suggestions about services or supports. This does not mean NLACRC does not want to know about such concerns or feedback. Instead, these types of concerns and feedback shall be directed to appropriate representatives of NLACRC to handle and manage.

12. NLACRC may in its sole discretion, delete information or content on its social media and reserves the right to block any user.

6. Definitions

A. By “social media” we mean the variety of available social media platforms, such as Facebook, Twitter, YouTube, and LinkedIn, by which NLACRC intends to provide outreach and to disseminate information to our consumers, families, service providers, business partners, and our community using social media platforms.
B. By "information" we mean facts and information about NLACRC, including actions taken by users and non-users who interact with the social media platforms selected by NLACRC.

C. By "content" we mean anything that NLACRC or others post on NLACRC's social media sites that would not be included in the definition of information.

D. By "post" we mean post, publish or announce on NLACRC's social media sites or otherwise make available by using social media platforms.

E. By "use" we mean use, run, copy, publicly perform or display, distribute, modify, translate, and/or create.

F. By "participant" we mean any employee, officer, or board member of NLACRC.

G. By "user" we mean any employee, consumer, family member, business partner, service provider, individual, entity, or company who accesses NLACRC's social media platforms.

H. By "officer" we mean NLACRC's executive director, deputy director/program services director, or chief financial officer.
NLACRC Social Media Plan

Social media is a long-term, evolving game plan that will be customized depending on our objectives and on how the social media landscape changes. NLACRC’s Social Media Plan is a living document that will evolve to keep up with changing times and goals.

Recommendations

NLACRC’s primary objectives are to provide information and education to assist our consumers and families increase legislative advocacy for those issues that matter and advertise NLACRC as a trusted resource and partner within our community.

To that end, we need to inspire, educate, and inform our community about who we are and how we can support them. On our Facebook page, our current audience is mostly females between the ages of 35 to 44 that are already invested in following NLACRC. We need their help and others to expand our reach to those who can support our objectives.

Facebook - Established

- Create short tutorials/webinars on process at NLACRC (practical advice), e.g., IPP
- Create short tutorials/webinars on consumers rights’ (practical advice)
- Create fun historical snippets of NLACRC and/or of the Lanterman Act (behind the scenes)
- Follow our legislators, and stay engaged with them
- Curated content that would interest the audience of NLACRC (breaking news)
- Motivational quotes and heartwarming stories (heartwarming/feel good)
- Post a link from the NLACRC website on a regular basis (practical advice)
- Short slideshows/videos of NLACRC behind the scenes posted directly to Facebook

Twitter – To Be Established

- Updates – whether from the website or email newsletters
- Motivational image-based posts
- Infographics (visual representation of data, information and knowledge)
- Recycled content – website updates, training guides, tutorials & webinars, how-to checklists
- Visuals – photos of employees, consumers, NLACRC’s building, people at events ...
- Behind-the-scenes

YouTube – To Be Established

- How-To Guides and Tutorials to assist consumers and families in obtaining services, supports and resources
- Educational videos on simple topics that affect consumers

LinkedIn – Established

- Develop a strategy to expand our usage of this tool, since the audience base of LinkedIn is vastly different from the typical audience of Facebook, Twitter and YouTube.
AB 637 Proposal
Instituting a Mileage Premium for Psychologist vendors
(Code 785) conducting assessments in the Antelope Valley

Executive Summary

Background or Problem

• According to the Lanterman Act, a developmental disability is defined as follows: A developmental disability includes conditions that are life-long or permanent, originate prior to age 18, and it constitutes a substantially handicapping condition for the individual. The following conditions are included:
  - Intellectual Disability
  - Autism Spectrum Disorder
  - Cerebral Palsy
  - Epilepsy
  - Condition similar to Intellectual Disability or requiring treatment similar to an individual with an Intellectual Disability

A developmental disability excludes conditions that are primarily due to a physical condition, learning disorder, or are primarily the result of a psychiatric disorder. The Lanterman Act stipulates that eligibility is established within 120 days of receipt of a request for intake services.

• The Intake and Early Start Departments of North Los Angeles County Regional Center conduct approximately 300 psychological assessments every month, across the San Fernando and Antelope Valley offices.

• Psychological assessments are designed to determine the presence of a developmental disability (Intellectual Disability and / or Autism Spectrum Disorder and / or potential substantial handicaps in association with Cerebral Palsy or Epilepsy), in an effort to determine Lanterman eligibility after age three. In addition, when Lanterman eligibility cannot be clearly established based on the results of psychological testing and a review of records, additional assessment may be necessary, including a school observation in the educational setting that the school-age applicant is currently attending. Other possible assessments that may be necessary in the community include testing in forensic settings (juvenile detention centers or prisons) or medical facilities when the applicant is either detained or too medically fragile to be assessed in our Regional Center offices.
AB 637 Proposal
Instituting a Mileage Premium for Psychologist vendors (Code 785) conducting assessments in the Antelope Valley

- The Clinical departments of the SF and AV offices also receive requests from case managers to conduct re-evaluations for existing consumers, in an effort to assist with program planning, complete forms pertaining to requests to assist with immigration, conservatorship, or in-home supportive services, or to evaluate potentially erroneous eligibility cases.

- Approximately one third of all requests for psychological assessments come from applicants and consumers in the Lancaster / Palmdale areas. The Regional Center currently vendors 10 psychologists however fewer than half of these vendors are willing to conduct psychological assessments in the Antelope Valley area on a needed weekly basis, due to additional driving time and gasoline charges that they do not incur when they conduct assessments in the San Fernando Valley office or area.

- Currently, there are no psychologist vendors residing in the Antelope Valley and not enough Psychologist vendors residing in the San Fernando Valley and other areas to conduct assessments for applicants, who are over age three or early start consumers residing in the Antelope Valley.

- Due to the limited number of psychologists available to evaluate consumers in the Antelope Valley, this may create delays in providing timely evaluations to determine program eligibly.

- Currently, Psychologist vendors may not bill separately for mileage or the travel time to the Antelope Valley. It is cost prohibitive for Psychologist vendors who reside in the San Fernando Valley to travel to the Antelope Valley due to the geographic distance and travel time between valleys. As such, the current rate of reimbursement is not sufficient to incentivize or maintain Psychologist vendors in the San Fernando Valley to travel to the Antelope Valley; therefore a travel premium is needed to compensate such service providers for the time it takes to travel to the Antelope Valley, with the goal to conduct required assessments in the Antelope Valley and to prevent existing vendors from discontinuing their previous commitment of conducting psychological assessments in the Antelope Valley area.
AB 637 Proposal
Instituting a Mileage Premium for Psychologist vendors
(Code 785) conducting assessments in the Antelope Valley

NLACRC Proposed Solution

- NLACRC is proposing a travel premium for use by Psychologist vendors in order to incentivize these same vendors to travel to the Antelope Valley and to assess early start consumers and intake applicants for the purpose of determining Lanterman eligibility.

- WIC, Section 4669.2, allows for Regional Centers to request approval from DDS to develop an alternative for service delivery ("637 Proposal"). NLACRC is seeking to provide a travel premium for Psychologist vendor travel time and mileage to travel from the San Fernando Valley to the Antelope Valley. The travel premium would be added to the MediCal flat rate of the first consumer appointment of the day.

- The amount of the travel premium would be determined in collaboration and partnership with NLACRC vended Psychologist providers. As such, NLACRC is seeking to establish a subcommittee at our next Vendor Advisory Committee (VAC), on February 7, 2019, to begin the discussion and the preparation of a cost statement to support and justify the proposed travel premium.

- NLACRC will continue to perform resource development in order to recruit qualified psychologist vendors who reside in the Antelope Valley.

NLACRC Proposed Timeline Plan

- November 20, 2018: Present Concept to Consumer Services Committee
- January 9, 2019: Executive Committee to authorize concept
- February 7, 2019: Presentation to Vendor Advisory Committee
- TBD: Schedule Vendors to develop travel rate
- TBD: Post Public Hearing Notice
- TBD: Public Hearing at AV Office
- TBD: Public Hearing at SFV Office
- TBD: Board Meeting Presentation for approval
Administrative Affairs Committee
Present: Dan Becerra, Elena Burnett, Lillian Martinez, Meagan Miller, and Debra Newman - Committee Members
Ruth Janka, Jennifer Kaiser, Michele Marra, Vini Montague, Kim Rolfes, and George Stevens – Staff Members

Absent: Lou Paparozzi

I. Call to Order & Introductions

Dan called the meeting to order at 6:07 p.m.

II. Public Input

Debra announced that there will be a special needs prom called “Night to Shine” held in the Antelope Valley in February 2018 that is free for the consumer participants. It includes hair, make-up, clothing, and transportation for people with special needs ages 14 and older. Nearly 600 churches from around the work are preparing for proms in their areas in February 2019. This event is held annually through the Tim Tebow Foundation.

III. Consent Items

A. Approval of Revised Agenda

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

B. Approval of Minutes from the October 30th Meeting

M/S/C (D. Newman/M. Miller) To approve the minutes as presented.

IV. Committee Business

A. Financial Report

The October 2018 financial report showed that the center’s operations budget for FY 2018-19 was $51,447,247, the purchase of service (POS) budget was $429,141,135, and the family resource center budget was $207,187, for a total budget of $480,736,092 at this point. The administrative expenses were at 13%, year to date, which is under the required 15% cost cap.
1. **CNB Interest Rate Increase from 0.30% to 0.60%, Effective 12/1/18:**
   City National Bank has increased their interest rates which has helped to reduce our operations budget deficit to $306,000.

B. **Approval of Contract: Viatron (Revised Board Resolution)**

   M/S/C E. Burnett/D. Newman) To recommend to the Executive Committee to approve the contract with Viatron, on behalf of the Board of Trustees, as presented.

C. **Executed Contracts by NLACRC**

1. **Office Expansion:** Since October 30, 2018, 2 contract amendments have been made:
   - Pinnacle Networking Services ($1,164.62)
   - Western Office LA ($8,852.28)

2. **Minimum Wage Increases – No Report**

3. **Contract Renewals – No Report**

D. **Intermediate Care Facility (ICF) State Plan Amendment (SPA) Summary**

   By fiscal year, the amount of cash disbursed by NLACRC but not reimbursed by ICF providers is:

   1. FY 2018-19: $2,589,751
   2. FY 2017-18: $ 399,625
   3. FY 2016-17: $ 347,359
   4. FY 2015-16: $ 19,503
   
   $3,356,238

   This total is $25,192 more than what was reported at last month’s committee meeting.

E. **Form 8868 for Form 990-T for Year 2017**

   Effective January 1, 2018, the Internal Revenue Service required employers to pay tax on employee/guest parking. Our certified public accountant filed a tax return of to pay the IRS $198. Going forward we will not this when negotiating our leases.
F. **Senate Bill 134 - Salaries, Wages, and Benefits Report**

Per SB 134, we must post our managerial salaries, wages, and benefits on our website. Copies of the report were provided to the committee for their review. This information will be posted on our website by the January 1, 2019 deadline.

G. **Personnel & Administrative Services Report**

The Department of Developmental Services (DDS) requires regional centers to provide them with a complete salary schedule for all personnel classifications used by them. In addition, there are required to report expenditures from the regional center operations budget for all administrative services, except for maintenance, repair, or purchase of equipment or property. This information is due to DDS by December 1st.

Also, regional centers are required to provide DDS with a listing of their administrative expenditures by January 1st.

Both of these reports have been completed and copies of them provided to the committee. The reports will be submitted to DDS by the deadlines.

H. **Human Resources Monthly Report**

Michele provided the committee with copies of the summary and reviewed it with the committee. The summary included the following information:

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<td>Open positions vacant</td>
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</tr>
<tr>
<td>4</td>
<td>Separations</td>
<td>-6</td>
</tr>
<tr>
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</tr>
<tr>
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<td>New hires</td>
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</tr>
<tr>
<td>7</td>
<td>Positions filled</td>
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</tr>
</tbody>
</table>

V. **Items for the Next Board Meeting**

The following items were identified for the committee’s section of the January 9th board meeting agenda:

A. Minutes of the November 28th Meeting
B. Financial Report

VI. Announcements/Information/Public Input
   A. Next Meeting: Wednesday, January 30\textsuperscript{th}, at 6:15 p.m.

VII. Executive Session (Lease)
   M/S/C (E. Burnett/D. Newman) To go into executive session at 6:23 p.m.

VIII. Adjournment
   Dan adjourned the meeting at 6:39 p.m.

Submitted by,

Jennifer Kaiser
Executive Assistant

[asmin.nov28.2018]
Consumer Services Committee
Present: Sharoll Jackson and Jeremy Sunderland – Committee Members
Orli Almog and Sonia Ojeda – Vendor Advisory Committee Representatives
Arnulfo Jackson and Steve Miller - Guests
Heike Ballmaier, Maria Bosch, Sheila Calove, Jamie DeWitt, Evan Ingber, Ruth Janka, Jennifer Kaiser, Michele Marra, George Stevens, and Jesse Weller – Staff Members

Absent: Marianne Davis, Melissa Ferman, Anna Hamilton, Angelina Martinez, and Caroline Mitchell

I. Call to Order & Introductions

The meeting began at 6:33 p.m., but could not be officially called to order as a majority of the members (quorum) were not present. Introductions were made.

II. Public Input – There was no public input.

III. Consent Items

A. Approval of Agenda
B. Approval of Minutes from the October 17th Meeting

The agenda and minutes could not be approved due to lack of a quorum.

IV. Committee Business

A. AB 637 Proposal: Mileage Premium for AV Assessments (Heike)

NLACRC conducts approximately 300 psychological assessment each month throughout the catchment area. About 1/3 of the requests for psychological assessments come from people in the Antelope Valley. Most of our psychologists are unwilling to drive to the AV and back because they are not compensated for mileage. In addition, appointments can sometimes be “no shows” which makes the journey even less inviting. We are proposing to provide our psychologists with a travel premium to provide an incentive for psychologists to travel to the AV. The amount of the travel premium would be determined in collaboration and partnership with our vendored psychologists. The proposal is being
presented to this committee so they can recommend support of it to the Board of Trustees.

Action: As there was no quorum, the committee could not recommend the concept for this AB 637 proposal to the Board of Trustees. As such, action on the proposal will be referred to the Executive Committee.

B. “Autism Live” Self-Determination Program Interview Invitation (Ruth)

Autism Live, in partnership with The Center for Autism and Related Disorders (CARD), produces a show regarding issues relevant to the Autism community and posts their show on YouTube. Autism Live has invited the NLACRC to make a guest appearance to discuss NLACRC’s implementation of the self-determination program. Given the need for information from the Department of Developmental Services (DDS) that is required before regional centers are able to implement the self-determination program, NLACRC and Autism Live agreed to wait for program implementation before doing a regional center interview.

C. DDS Approval of IPP and Early Start Program Service Standards

Last May, the Board of Trustees approved changes to 5 of the center’s services standards; the proposed changes were then submitted to DDS for their review and approval. On October 8th, DDS approved the changes to the 3 of the service standards (Family Supports and Living Arrangements, Educational and Vocational Services, and Legal Services). On November 16th, DDS gave their approval on our IPP and Early Start Program service standards. Now that they changes have been approved, the changes to the service standards can be finalized and disseminated to providers, consumers, and families.

D. Self-Determination Program Update

DDS has selected the original 2,500 consumers statewide to begin participating in the self-determination program, including the 184 consumers for NLACRC. We have sent welcome letters to our 184 consumers and their families. We have an internal self-determination committee that meets twice each month to help the center prepare for the program’s implementation. We are also trying to recruit for a supervisor and service coordinators for a new self-determination unit. However, due to lack of interest, we may not be able to have a separate unit for the program. In the meantime, the Self-Determination Advisory Committee (SDAC) continues to meet monthly at 1 of the center’s 3 officers (usually the 3rd
Thursday of the month at 7:00 p.m.), which are open to the public. Ruth reported that the SDAC had asked to have information about the center’s 184 consumers selected for the program so they could oversee their individual participation, but we felt this was beyond their scope and was an operations issue so we declined their request.

E. **Monthly Community Placement Plan (CPP) Report**

The center's goal for this fiscal year is to place our last consumer out of Fairview Developmental Center, 1 consumer out of acute crisis at Southern Star, 1 consumer out of Porterville DC, and 4 consumers out of Canyon Springs. These placements have been delayed because they were scheduled to move into homes from by the company AACRES and all AACRES homes have been suspended by DDS due to numerous serious incidents.

F. **Board Audit:** Review the center's mission, vision, and values statement to determine if they center is providing adequate guidance in establishing consumer services policy

Yes. The center’s service standards are written based on language taken straight from the Lanterman Act. We support people with individualized services and supports with a focus on person-centered planning.

V. **Board Meeting Agenda Items**

The following items were identified for the committee’s section of the January 9th board meeting:

A. Minutes of the November 20th Meeting
B. DDS Approval of IPP and Early Start Program Service Standards
C. Self-Determination Program Update

VI. **Announcements / Information Items / Public Input**

A. **Complete Meeting Evaluations**

This was not necessary as only 2 committee members were present.

B. **Next Meeting:** Wednesday, January 16th (no December meeting)
VII. Adjournment

The meeting ended at 7:08 p.m.

Submitted by:

Jennifer Kaiser
Executive Assistant

[csmin.nov20.2018]
November 16, 2018

George Stevens, Executive Director
North Los Angeles County Regional Center
9200 Oakdale Avenue, Suite 100
Chatsworth, CA 91311

Dear Mr. Stevens:

Thank you for submitting revisions to your regional center’s Purchase of Service (POS) policies, which were approved by the North Los Angeles County Regional Center (NLACRC) Board of Directors on October 10, 2017 and May 9, 2018. Pursuant to Welfare & Institutions (W&I) Code §4434, subd. (d), the Department of Developmental Services (Department) has reviewed NLACRC’s revisions for compliance with existing laws, regulations, and applicable court decisions.

The Department hereby approves the following POS policies contingent upon the regional center’s assurance that the policies are implemented so as to comply with applicable federal and state laws and regulations:

Individual Program Plan (IPP) Development Policy
Early Start Program Policy

In implementing these policies, the determination of which services and supports are necessary for each consumer shall be made through the Individual Program Plan (IPP) process or the Individualized Family Service Plan (IFSP) process for Early Start program eligible children. The determination shall be made on the basis of the needs and preferences of the consumer, or when appropriate, the consumer’s family and shall include consideration of a range of service options proposed by the IPP or IFSP team, the effectiveness of each option in meeting the goals stated in the IPP or IFSP, and the cost-effectiveness of each option. The IPP planning team shall consider the cost of providing services or supports of comparable quality by different providers, if available, and the least costly available provider of comparable service, including the cost of transportation, who is able to accomplish all or part of the consumer’s IPP, consistent with the particular needs of the consumer and family as identified in the IPP, shall be selected. In determining the least costly provider, the availability of federal financial participation shall be considered. The consumer shall not be required to use the least

“Building Partnerships, Supporting Choices”
costly provider if it will result in the consumer moving from an existing provider of services or supports to more restrictive or less integrated services or supports. [W&l Code §4512, subd. (b) and §4648 subd. (a)(6)(D), and 34 Code of Federal Regulations 303.344]

For any future changes in POS policies, please note that W&l Code §4434, subd. (d) requires the Department to “... review new or amended POS policies prior to implementation by the regional center to ensure compliance with statute and regulation.” Additionally, when posting policies to NLACRC’s website, please date each individual policy with the Department’s approval date.

Thank you for your cooperation. If you have any questions regarding this letter, please contact Alma Janssen, Community Program Specialist II, Regional Center Operations Section, at (916) 651-8818, or by email, at alma.janssen@dds.ca.gov.

Sincerely,

Original signed by

BRIAN WINFIELD
Deputy Director
Community Services Division

cc: Debra Newman, Board President
North Los Angeles County Regional Center, Inc.
Executive Committee
North Los Angeles County Regional Center
Executive Committee Meeting Minutes
November 28, 2018

Draft

Present: Dan Becerra, Elena Burnett, Lillian Martinez, Meagan Miller, and Debra Newman
- Committee Members
Israel Alfaro, Ruth Janka, Jennifer Kaiser, Michele Marra, Vini Montague, Kim Rolfes, and George Stevens - Staff Members

Absent: Lou Paparozzi

I. Call to Order

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

II. Public Input -- There was no public input.

III. Consent Items

A. Approval of Revised Agenda

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

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

B. Approval of Minutes from the October 30th Meeting

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

IV. Committee Business

A. Zoom Technology

Israel Alfaro, the center's IT manager, gave a presentation showing how zoom technology can connect various groups, on any device, so they can see one another face-to-face. This would be helpful for board members who live in the Antelope Valley because they would have the option to participate in committee meetings from their homes rather than having to drive all the way to the main office. Additional features include being able to select the background you would like, record the conversation, and close captioning.

Action: Zoom technology will be tested for the January 30th PRMT, Administrative Affairs, and Executive Committee meetings.

Action: Elena Burnett will bring her laptop with her to the meeting.
B. **Annual Report on Whistleblower Activity – Deferred**

C. **Locations for 2019 Board Retreat and Board Dinner**

**Action:** The Executive Committee would like the May 3rd & 4th board retreat to be held at the Universal City Sheraton and the June 22nd board dinner to be held at the Valencia Hyatt. Jennifer will make the arrangements.

D. **Discussion re: Possible Discussion Topics for the Board Retreat**

Two possible topics for the next board retreat would be the transition of the new executive director and board member responsibilities by the Center for Nonprofit Management.

**Action:** Further discussion on board retreat topics will be held at the next Executive Committee meeting in January.

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

The board’s budget for this fiscal year is $94,000; at this point, $11,026 (or 11.73%) has been spent. Most of the board’s large expenses occur later in the fiscal year.

F. **Follow-up on Start-up Funding** (Kim)

As DDS has prohibited regional centers from using Aacres to develop housing options for consumers in developmental centers or who are at risk for being placed in a developmental center, we will need to expenditure our process for getting new providers on board. As such, we will not be following the board’s Request for Proposals policy because we don’t have enough time.

G. **Proposed Change to Reception** (Auto-Attendant)

a. **Typical Number of Phone Calls Received by NLACRC** (Kim)

Kim reported the average number of calls to the center’s 3 offices are as follows:

1. San Fernando Valley: 440
2. Antelope Valley: 160-170
3. Santa Clarita Valley: 60
b. Implementation of Auto-Attendant

M/S/C (E. Burnett/D. Becerra) To recommend to the Board of Trustees to authorize the center’s use the auto-attendant program.

Action: Kim will ask Fay Shapiro, facilities manager, to provide a live demonstration on the proposed auto-attendant program at the January 9th board meeting.

H. Board Member Role and Responsibility Training (Ruth)

[See Section IV.D. above.]

Action: Ruth will present an outline of the Center for Nonprofit Management’s training on board member responsibilities at the January 30th Executive Committee meeting.

I. Approval of Revisions to Transparency & Public Information Policy

The proposed revisions were presented at the last board meeting for the board’s review. We are required to post the policy on our website by January 1st. As such, the Executive Committee is being asked to approve the revisions in order for us to meet that deadline.

M/S/C (D. Becerra/M. Miller) To approve the revisions to the board’s Transparency & Public Information Policy, on behalf of the board, as presented.

J. Approval of Contract with Viatron

The Administrative Affairs Committee is recommending that the Executive Committee approve this contract, on behalf of the board.

Action: A correction needs to be made to the value of the contract.

M/S/C (E. Burnett/M. Miller) To approve the contract with Viatron, on behalf of the board, as modified.

K. Finalize Agenda for the January 9th Board Meeting (Santa Clarita)

The committee finalized the January 9th board meeting agenda.
V.  Center Operations

A. Union Negotiations

We received a formal request for negotiating to begin; we are provided the union representatives with possible meeting dates.

B. Self-Determination

Ruth reported that the center’s Self-Determination Advisory Committee had asked to have information about the center’s 184 consumers selected for the program so they could oversee their individual participation, but we felt this was beyond their scope and was an operations issue so we declined their request. They also wanted a list of the participants’ names so they could help each consumers through the process. We felt this too was an operations issue (in addition to HIPAA-related concerns) and declined that request as well.

C. Annual Tree Lighting Ceremony in Sacramento

Each year, the governor and his wife have a tree lighting ceremony with one of the state’s consumers actually turning the lights on. This year, one of our consumers was selected. Ruth Janka and Debra Newman will be accompanying him and his family to Sacramento for the festivities, which will include a VIP tour of the State Capitol building. Media coverage is expected.

VI. Announcements / Information Items

A. Next Meeting: Wednesday, January 30th, at 7:15 p.m.

VII. Adjournment

Debra adjourned the meeting at 7:56 p.m.

Submitted by,

Jennifer Kaiser
Executive Assistant

[ecmin.nov28.2018]
1. General

The purpose of the Transparency and Public Information Policy is to establish guidelines for timely public access to information and records in accordance with Welfare and Institutions Code (WIC), Section 4629.5, 4640.6(k), 4639, the Internal Revenue Service (IRS), and the state's contract with the regional center Article 1, Section 19, Transparency and Access to Public Information.

2. Departments Affected

This policy applies to all NLACRC employees in the San Fernando Valley, Antelope Valley, and Santa Clarita Valley offices.

3. Responsibility

The center's publications information officer shall have the overall responsibility to monitor compliance of the Transparency and Public Information Policy. All NLACRC employees must ensure that they comply with the policy as outlined below.

4. Policy

A. To promote transparency, NLACRC shall include on its Internet website the following information:

• Annual independent audits (WIC 4629.5(b)(1)). NLACRC will maintain the two most current annual independent audit reports on its website.

• Biennial fiscal audits conducted by the Department of Developmental Services (DDS) (WIC 4629.5(b)(12)). NLACRC will maintain the two most current biennial fiscal audit reports conducted by DDS on its website.

• Current salary schedule for all personnel classifications (WIC 4629.5(b)(3) and (13)). NLACRC will maintain the most current personnel classification report on its website.

• Prior fiscal year expenditures from the regional center operations budget for all administrative services, including managerial, consultant,
accounting, personnel, labor relations, and legal services, whether procured under a written contract or otherwise (WIC 4629.5(b)(3) and (13). NLACRC will maintain the most current report of administrative expenditures on its website.

- The annual performance contract and year-end performance contract entered into with the department (WIC 4629.5(b)(9). NLACRC will maintain the most current annual performance contract and year-end performance contract on its website.

- The biennial Home and Community-Based Services (HCBS) waiver program review conducted by DDS and the state Department of Health Care Services (WIC 4629.5(b)(10). NLACRC will maintain the two most current biennial HCBS waiver program review on its website.

- Purchase of service policies (WIC 4629.5(b)(5).

- The names, type of service, and contact information of all purchase of service vendors, except consumers or family members of consumers (WIC 4629.5(b)(6).

- Contract awards, including the organization or entity awarded the contract, and the amount and purpose of the award (WIC 4629.5(b)(4). NLACRC will maintain the contract award information on its website for open contract years only.

- Bylaws of the regional center governing board (WIC 4629.5(b)(8).

- Board meeting agendas and approved minutes of open meetings of the board and all committees of the board, pursuant to WIC 4629.5(b)(7). NLACRC will maintain thirteen months of information on its website.

- The board approved Transparency and Public Information Policy (WIC 4629.5(b)(11).

- The board approved Conflict of Interest Policy (WIC 4629.5(b)(12).

- The board approved Request for Proposal Policy (WIC 4648.11 and Article 2, Section 2(b) of the state’s contract with NLACRC.

44
The board approved Service Provider Attendance File Policy.

The board approved Whistleblower Policy (Article 1, Section 18 of the state's contract with NLACRC).

The board approved Zero Tolerance Policy for Consumer Abuse or Neglect (Article 1, Section 17(b) of the state's contract with NLACRC).

Notice of privacy practices.

Purchase of Services Expenditure Data (WIC 4519.5). NLACRC will maintain the purchase of services expenditure data on its website for the prior fiscal year only.

The salaries, wages, and employee benefits for all managerial positions for which the primary purpose is the administrative management of the regional center including, but not limited to, directors and chief financial officers. (WIC 4629.5(b)(15).

B. To promote timely public access to information, NLACRC shall provide timely access to information, upon written request by a member of the public, that includes but is not limited to:

Service provider rates (WIC 4629.5(a).

Documentation related to establishment of negotiated rates for service providers (WIC 4629.5(a).

Department of the Treasury IRS Return of Organization Exempt From Income Tax, Form 990, for the past three (3) years (WIC 4629.5(a) and the IRS.

Management letter issued to NLACRC by NLACRC's independent audit firm (WIC 4639).

Employment contracts with regional center staff or contractors (WIC 4640.6(k).

Articles of Incorporation (IRS).
• IRS determination letter that established NLACRC as a non-profit corporation (IRS).

• Tax Exemption Application (if organization was formed after July 1, 1987) (IRS).

5. Procedure

A. Public records maintained by NLACRC are available for inspection in its San Fernando Valley office by members of the public during NLACRC’s regular business hours or on NLACRC’s website at www.nlacrc.org.

B. Requests by the public for inspection or copying of public records shall be made in writing unless the request involves records that are maintained on NLACRC’s website for the purpose of immediate public inspection.

C. NLACRC shall maintain the most current document or records required by WIC, Section 4629.5 on its website. All prior documents and records will be available on request by the public.

D. Written and email requests for records shall be directed to the public information officer at the center’s main office in the San Fernando Valley.

E. Written or e-mail requests may take up to ten days for NLACRC to review the request and inform the requestor whether or not the records are available and whether or not the records may be provided. All notifications by NLACRC will either be made in writing or by e-mail to the requestor. Additionally, NLACRC will notify the requestor, in NLACRC’s written response, of the amount of any applicable photocopying fees.

F. If the records are available on NLACRC’s website, the requestor shall be directed to NLACRC’s website to obtain the records.

G. If the records are available, and not on NLACRC’s website, NLACRC will either: 1) provide a copy of the records to the requestor; or 2) notify the requestor, in writing, the date that the records will be available. In some cases, NLACRC will require an extension of time to make the records available to the requestor due to “unusual circumstances.” Unusual circumstances may include, but are not limited to, the following:
• The need to search for and collect the requested records from off-site storage.

• The need to search for, collect, and appropriately examine a voluminous amount of separate and distinct records that are demanded in a single request.

• The need for consultation, which shall be conducted with all practicable speed, with another agency or legal counsel.

• The need to compile data.

H. If the records are not available or maintained, NLACRC will notify the requestor, in writing or e-mail, of the reasons for not providing the records requested.

I. NLACRC shall not disclose any records or information which is exempt from disclosure by statute or regulation or the disclosure of records or information violates WIC, Section 4514.

J. NLACRC shall not disclose to a member of the public the Social Security number reported in the employment contract between regional center and an employee or contractor. WIC 4640.6(k)(2) Therefore, Social Security numbers shall be redacted by NLACRC personnel from all employment contracts prior to inspection by the public.

K. NLACRC shall not disclose any records or information to a member of the public that contains confidential information about consumers or family members of consumers.

L. Requests by the public for inspection of records shall not interfere with the ordinary business of NLACRC.

M. The operational functions of NLACRC shall not be suspended to permit public inspection of records during periods in which such records are reasonably required by NLACRC personnel in the performance of their duties.

N. If the request requires review of numerous records, a mutually agreeable time will be established for the inspection of the records.
O. Requests by the public should be specific and focused. The request should sufficiently describe records so that the identification, location, and retrieval of the records can be achieved by NLACRC personnel. NLACRC personnel may assist a member of the public in making a focused request, based on the purpose of the request, by describing the information technology and physical location in which the records exist, and by providing suggestions for overcoming any practical basis for denying access to the records or information sought.

P. In those cases where the records exist in an electronic format, if the requestor elects to have the records e-mailed rather than photocopied, NLACRC will not charge a photocopying fee to the requestor for the records.

Q. In those cases where the records exist in an electronic format, the requestor may elect to provide NLACRC with their portable electronic device, such as thumb drive, and NLACRC will copy the records electronically to the requestor’s portable electronic device. NLACRC will not charge a photocopying fee to the requestor for records that are provided to the requestor electronically.

R. NLACRC will charge a rate of $0.20 per page for photocopying of records. A minimum charge of $10.00 will apply for photocopying fees. Payment must be received by NLACRC in advance from the requestor prior to photocopying the records (WIC 4725(a)).

S. When data compilation involving an electronic record is required, the requesting party must pay full costs, which will be estimated before the information is prepared by NLACRC. Payment of fees must be received by NLACRC in advance from the requestor prior to producing the records.
<table>
<thead>
<tr>
<th>No.</th>
<th>Description</th>
<th>Contract Summary</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Contract Overview: (New or Amendment) (POS or OPS)</td>
<td>Operations New Document Preparation Services Agreement</td>
</tr>
<tr>
<td>2</td>
<td>The Name of Vendor or Service Provider</td>
<td>Viatron Systems, Inc. (&quot;Viatron&quot;)</td>
</tr>
<tr>
<td>3</td>
<td>The Purpose of the Contract</td>
<td>Digitize paper consumer charts and records and prepare the digitized records for storage in NLACRC's electronic document management system (&quot;EDMS&quot;) known as &quot;Therefore&quot;.</td>
</tr>
<tr>
<td>4</td>
<td>The Contract Term</td>
<td>Thirteen (13) months December 1, 2018 through December 31, 2019</td>
</tr>
<tr>
<td>5</td>
<td>The Total Amount of the Contract</td>
<td>Estimated to be $362,004.00</td>
</tr>
<tr>
<td>6</td>
<td>The Rate of Payment or Payment Amount</td>
<td>$0.045 per page to be scanned &amp; digitized $3.00 for boxing records to be digitized $3.25 per banker's box The projected cost is based on approximately 7.4 million pages being scanned and digitized. Payment will be based on actual scanning services performed. Once NLACRC verifies the accuracy of the scanned paper documents, paper records will be destroyed by Viatron. Storage costs may apply if NLACRC should seek to have Viatron store paper records beyond 90 days.</td>
</tr>
<tr>
<td>7</td>
<td>Method or Process Utilized to Award the Contract</td>
<td>The IT Director solicited proposals from various vendors and determined that Viatron's proposal best met NLACRC's business needs and strategic plan goals.</td>
</tr>
<tr>
<td>8</td>
<td>Method or Process Utilized to Establish the Rate or the Payment Amount</td>
<td>Usual &amp; Customary Rate</td>
</tr>
<tr>
<td>9</td>
<td>Exceptional Conditions or Terms: Yes/No If Yes, provide explanation</td>
<td>Funding for the project is encumbered from FY2017-2018</td>
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</table>
The North Los Angeles County Regional Center's ("NLACRC") Administrative Affairs Committee reviewed and discussed the Revised Board resolution for the Document Preparation Services Agreement ("Agreement") and is recommending an action of the Executive Committee on behalf of the Board of Trustees to Approve the Agreement.

Daniel Becerra, Board Treasurer

November 28, 2018
Contract Summary and Board Resolution (Revised)

The North Los Angeles County Regional Center ("NLACRC") Executive Committee of the Board of Trustees reviewed and discussed the Document Preparation Services Agreement between NLACRC and Viatron Systems, Inc. ("Viatron")

RESOLVED THAT in compliance with NLACRC's Board of Directors Contract Policy, on November 28, 2018, the Document Preparation Services Agreement between NLACRC and Viatron was reviewed and discussed by the NLACRC Executive Committee on behalf of the Board of Trustees. The NLACRC Executive Committee on behalf of the Board of Trustees hereby authorizes and designates any Officer of NLACRC to execute and deliver the Document Preparation Services Agreement on behalf of NLACRC, in such form as NLACRC's legal counsel may advise, and on such further terms and conditions as such Officer may approve. The final terms of the Document Preparation Services Agreement shall be conclusively evidenced by the execution of the Document Preparation Services Agreement by such Officer. For purposes of this authorization, an "Officer" means NLACRC's Executive Director, Chief Financial Officer, Deputy Director, or Chief Organizational Developmental Officer, and no one else.

CERTIFICATION BY SECRETARY: I certify that: (i) I am the Secretary of the NLACRC; (ii) the foregoing Resolution is a complete and accurate copy of the Resolution duly adopted by Board of Trustees; and (iii) the Resolution is in full force and has not been revoked or changed in any way.

______________________________
Lillian Martinez, Board Secretary

November 28, 2018
Government & Community Relations Committee
Present: Shard Jackson and Jeremy Sunderland – Committee Members
Orli Almog & Sonia Ojeda – Vendor Advisory Committee Representatives
Arnulfo Jackson and Steve Miller - Guests
Evan Ingber, Sara Iwahashi, Ruth Janka, Jennifer Kaiser, Michele Marra, and George Stevens – Staff Members

Absent: Marianne Davis, Melissa Ferman, Anna Hamilton, Angelina Martinez, and Caroline Mitchell

I. Call to Order & Introductions

The meeting began at 7:14 p.m. but could not be officially called to order because a majority of members (quorum) were not present. Introductions were made.

II. Public Input – There was no public input.

III. Consent Items

A. Approval of Agenda
B. Approval of Minutes from the October 17th Meeting

The agenda and minutes could not be approved as a quorum of members was not present.

IV. Committee Business

A. Legislative Educators’ Report

1. Monthly Activity Report: Steve Miller provided everyone present with a copy of the monthly community and legislative educator project report, which included information about:

   a. The candidates’ forums that were held October 11th and 25th.
   b. Disparity-related activities.
   c. Upcoming events:
      - Festival Educacional: January 26th
      - ARCA Grassroots Day: April 2nd & 3rd (Sacramento)
• 12th Annual developmental disabilities public policy conference: March 18th – 20th (Sacramento)

d. Legislative calendar.

2. Grass Roots Visits for 2018: All members of the Board, Vendor Advisory Committee, and Consumer Advisory Committee have been assigned to a grass roots team and in the coming year visits will be planned on a rotating schedule.

3. Application for Legislative Academy

**Action:** Any Board, VAC, or CAC members interested in participating in ARCA’s Grassroots Day at the State Capitol or the developmental disabilities public policy conference should complete an application for the legislative academy and submit it to Jennifer Kaiser (who will forward them to Steve Miller and Michelle Heid).

B. Legislative Approach to Impact of Minimum Wage Increases

California’s Legislative Analysts’ Office has reported that the state is in the best financial position ever recording – which is an important starting point for us. We need to focus on rate reform; the Burns & Associates’ rate study is due to be submitted to the Legislature in March 2019. We need for providers to be able to hire and retain competent and qualified staff. Service providers have had their rates frozen since 2008 and many of them are in distress or must fundraise to supplement their budgets to keep from being in financial distress.

The Southern California Regional Center Directors (and their Vendor Advisory Committee chairs and/or directors of community services) held a meeting with the Los Angeles Coalition of Service Providers on September 13th at Harbor Regional Center. The purpose of the meeting was to prioritize issues and identify how to work together to address them. The number one issue was inadequate provider rates and the group decided to take the following actions prior to the development of the state budget for FY 2019-20, which will be drafted and released by the governor in January:

1. Organize support the Lanterman Coalition’s recommendation for an across-the-board rate increase of 8% as an initial “down payment” until rate reform is realized.
2. Organize all stakeholders to participate in grassroots meetings with our legislators carrying this message.

Kim Rolfes has been asked to create a simple 1-page graph to show how inadequate rates are affecting our system that can be shared with our legislators.

C. Publications Update

As reported at last month’s committee meeting, these publications are being re-drafted in a simpler language so the information is easier to understand.

1. Draft of the Center’s New General Brochure
2. Commonly Coordinated Services Guide by Age Group
3. Family Services Guide

D. Legislative Bill File

A legislative bill file was not prepared because the Legislature was in recess.

E. Board Audit: Are the methods identified in the center’s training and information plan in line with the mission, vision, and values statement?

Yes. Evan Ingber provided examples from the center’s training side and Sara Iwahashi provided examples from the center’s information side.

V. Board Meeting Agenda Items

The following items were identified for the committee’s section of the January 9th board meeting agenda:

A. Minutes of the November 20th Meeting
B. Legislative Educators’ Report
C. Approval of Revised Social Media Policy
D. Approval of Social Media Plan

VI. Announcements / Information / Public Input

A. Complete Meeting Evaluations

This was not necessary as only 2 committee members were present.
B. **Next Meeting:** Wednesday, January 16th (no December meeting)

VII. **Adjournment**

The meeting ended at 7:53 p.m.

Submitted by,

Jennifer Kaiser  
Executive Assistant

[germin.nov20.2018]
Community and Legislative Educator Project
Presented by Steve Miller, Michelle Heid, and Raquel Armendariz

Update 11/2018

Training and Advocacy Workshops
10-5 TASC Admin/supervisors approx. 20 people Train the Trainer
10-10 Pathpoint SFV workforce approx. 40
10-15 Jay Nolan (SFV) workforce approx. 30
10-23 Pathpoint (AV) workforce approx. 40 consumers and DSPs

We have also participated in planning for Festival Educacional being planned for January 26th

Candidates’ Forums
10-11 Santa Clarita/Antelope Valleys
10-25 San Fernando Valley

Local Grass Roots Visits
In October and November we met with Assemblymember Bloom and staff from Senator Stern’s office to share talking points developed in coordination with Southern California Regional Center Directors and LA Coalition of Service Providers. We would like to send out meeting requests to all other local legislators requesting meetings prior to the start of the new legislative year in January 2019. Following these visits, we would like to resume the rotation schedule of visits.

We also attended the VAC meeting on November 1st to coordinate grass roots efforts with the local vendor community. There was a large interest from providers to participate in upcoming meetings. Those that expressed interest were added to grass roots teams.

Grass roots teams – all members of the Board of Trustees, VAC, and CAC have been assigned to a grass roots team and during the coming year we will be planning visits on a rotating schedule.

Disparity Related Activities:
Participated in Disparity CBO meeting and presented information along with New Horizons and PathPoint at November VAC meeting.
Assisted with submission of Disparity funding proposal.
Attending the New Consumer Orientation (11/7) to provide feedback and assist with incorporation of legislative advocacy information and will attend next Spanish Orientation in early 2019.

Upcoming Events
Festival Educacional January 26th
ARCA Grassroots Day April 2nd & 3rd – need to draft cover letter and interest application
12th Annual DD Public Policy Conference March 18-20

Legislative Calendar
We will await final election results and send congratulatory letters to all those elected to represent NLA catchment area along with a request to meet prior to January 2019.
Application for Participation in NLACRC Legislative Academy

Board of Trustees, Vendor Advisory Committee, and Consumer Advisory Committee Members,

For the past two years as part of the NLACRC’s ongoing commitment to legislative advocacy we have facilitated participation in both the ARCA Grassroots Day and the Developmental Disabilities Public Policy Conference in Sacramento. These advocacy trips have been valuable learning experiences for those who have attended and to ensure participation of all those that would like to attend we have developed the following application.

Consideration will be based on responses, past participation in events, and availability. These are typically long days and Capitol visits include a lot of walking – please keep this in mind when planning. If selected to participate you will be invited to attend planning meetings prior to the event to ensure that all teams are prepared to participate.

Developmental Disabilities Public Policy Conference March 18th-20th
To meet the many complex challenges of navigating life with developmental disabilities this year we are bringing together leaders in the field of public policy and disability to tackle the theme "INTERSECTIONS - Where Disability & Life Meet."
Participants will travel to Sacramento on March 17th and will attend the Public Policy Conference on March 18th and 19th followed by visits in the Capitol with NLA legislators on March 20th. Participants will travel home on March 20th following the Capitol visits. The Conference will be held at the Holiday Inn Sacramento Downtown.

ARCA Grassroots Day April 2nd and 3rd
Participants will travel to Sacramento midday April 2nd for a dinner and training in Sacramento on the evening of the 2nd. On April 3rd teams will visit with NLA legislators and then fly home in the evening.

All travel arrangements will be coordinated by NLA including flights, travel to and from airport and Capitol, and travel to and from airport for those that need this assistance.

Please answer the following questions to the best of your ability. You may use additional space if needed. If you have questions please contact Michelle Heid at: mheid@abpathways.com or (661) 803-3586.

Please submit completed applications to Jennifer Kaiser at jkaiser@nlacrc.org.

<table>
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<th>Name:</th>
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I would like to participate in:

- Developmental Disabilities Public Policy Conference March 18th-20th
- ARCA Grassroots Day April 2nd and 3rd

If you selected both please let us know which would be your 1st and 2nd choice.
<table>
<thead>
<tr>
<th><strong>Why would you like to participate in legislative advocacy trips to Sacramento?</strong></th>
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<tr>
<th><strong>What would you like to share with legislators who you will meet?</strong></th>
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<tr>
<th><strong>What will do you with the information you learn upon your return?</strong></th>
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Thank you for your interest in participating in these important events.
North Los Angeles County Regional Center  
Grass Roots Visits 2018

Grass Roots Team Members,

We are excited to continue our local grass roots visits with our legislators. Before the end of 2018 we aim to make a big push to meet with all State Legislators to share the state of the community-based service system and need for assistance to avoid major health, safety, and quality of life hardships for some California’s most vulnerable citizens.

Our local community service organizations are beginning to fail because they simply cannot keep up with rising costs to recruit and retain the quality employees needed to meet people’s needs. Since 2001, the cost of living in California has increased 44% and state minimum wage has increased 76% but, reimbursement rates for most services have remained nearly flat - with only one modest increase in 2016. The reimbursements for services that most community providers receive doesn’t even recognize mandatory minimum wage ordinances in many Southern California regions. Many service providers are on the verge of closing their doors.

We are asking for your support and your leadership in the coming Legislative year to avert a collapse of our community safety net for people with developmental disabilities. To support this effort NLACRC will be attempting to meet with all local elected officials before they return to session in January 2019. We will reach out to all legislators following the upcoming election and request visits in their local offices. Each member of the Board of Trustees and Vendor Advisory Committee have been placed on at least one team and you may be asked to join another team if needed. During the November Vendor Advisory Committee meeting we also asked for provider representatives to participate in these meetings. As meetings are scheduled, teams will be flexible in that others might be added to the team including families and other constituents to provide a representative group to meet with the legislator.

Once meetings have been scheduled you will receive an email with the time, date, address, name of person who will be meeting with the group, and additional information. Please respond letting us know if you will be available to participate in the scheduled meeting. Preparation calls may be scheduled for your group prior to your scheduled meeting to ensure cohesion during the meeting. You will also receive information on the elected official you have been assigned to either a paper copy or electronic copy (whichever you opt for). Some meetings will be held with the elected officials and some meetings will be with staff.

Consideration was taken to create balanced teams with Board Members, VAC Members, and NLACRC Staff. Some teams may have more members than others and there are not alternates for all teams. Consideration was also taken to place people on teams of elected officials that represent them whenever possible. When participating in grass roots visits one of the most important things is that we are flexible to participate on teams and attend meetings at times the elected officials are available.

Attached is the list of teams and talking points for the upcoming meetings.

Meeting with our local elected officials is our chance to build relationships and let them hear the concerns of our community. We thank you for your participation and encourage you to let your voice be heard!

Please let Michelle Heid know if you have any questions at (661) 803-3586 or mheid@alpathways.com.

Thanks,

Steve Miller & Michelle Heid
Community and Legislative Educators
North Los Angeles County Regional Center
Grass Roots Visit Teams for 2018

CA STATE SENATORS
Bob Hertzberg (D)
State Senator, 18th District
6150 Van Nuys Boulevard, #400
Van Nuys, CA 91401
Phone (818) 901-5588

Adelina Castellanos – Board
Jessica Gould – Board
Pat Greyson-DeJong – Board
Melissa Ferman – Board
Fredlyn Berger – VAC
Bob Erio – VAC
Jon Francis – Provider
Erica Beall – Provider
Evelyn McOmie – Staff Lead

Anthony Portantino (D)
Shared with Lanterman Regional Center
State Senator, 25th District
1000 N. Central Avenue #240
Glendale, CA 91202
Phone (818) 409-0400

Todd Withers – Board
Daniel Becerra – Board
Don Lucas – VAC
Stella Dorian – Staff
Dr. Carlo De Antonio – Staff Lead

Henry Stern (D)
State Senator, 27th District
5016 N. Parkway Calabasas, Suite 222
Calabasas, CA 91302
Phone (818) 876-3352

Scott Wilk (R)
State Senator, 21st District
848 W. Lancaster Blvd., Suite 101
Lancaster, CA 93534
Phone (661) 729-6232

Elena Burnett – Board
Lou Paparozzi – Board
Lillian Martinez – Board
Staci Jordan – VAC
Kristin Laurino – VAC
Jenni Moran – VAC
Elisa Hill – Staff Lead

Ruth Janka – Staff (alternate)

Dana Kalek – VAC
Cynthia Fernandez – VAC
Shelly Briggs – VAC
Don Lucas – VAC
Lesly Forbes – Board
Elizabeth Badger – Board
Manuel Alfaro – Board
Leticia Leon – Provider
Stephani Anderson-Stott – UCP
Maria Bosch – Staff Lead

Sara Iwahashi – Staff (alternate)
CA ASSEMBLY MEMBERS

Tom Lackey (R)
Assemblymember, 36th District
41319 12th Street West, Suite 105
Palmdale, CA 93551
Phone (661) 267-7636

Luz Rivas (D)
Assembly Member, 39th District
9300 Laurel Canyon Blvd. 1st Floor
Arleta, CA 91331
Phone (818) 504-3911

Lillian Martinez – Board
Debra Newman – Board
Anna Hamilton – Board
Staci Jordan – VAC
Sharon Weinberg – Provider
Kathryn Watts – Staff
Mandy Flower – Staff Lead

Angelina Martinez – Board
Manuel Alfaro – Board
Adelina Castellanos - Board
Fredlyn Berger – VAC
Saud Bisogno – VAC
Rebecca Holik – Provider
Ruth Janka – Staff Lead

Dante Acosta (R)
Assemblymember, 43rd District
27441 Tourney Road, Suite 160
Valencia, CA 91355
Phone (661) 286-1565

Laura Friedman (D)
Shared with Lanterman Regional Center
Assemblymember, 43rd District
300 E. Magnolia Blvd. Suite 504
Burbank, CA 91502
Phone: (818) 558-3043

Meagan Miller – Board
Pat Greyson-DeJong – Board
Nick Vukotic – VAC
Kristin Laurino – VAC
Susie Pittman - Provider
Shawna Lubs – Staff
Sheila Calove – Staff Lead

Melissa Ferman – Board
Jeremy Sunderland – Board
Fredlyn Berger – VAC
Marina Pink – VAC
Sara Iwahashi – Staff Lead

Meagan Miller – Board
Pat Greyson-DeJong – Board
Nick Vukotic – VAC
Kristin Laurino – VAC
Susie Pittman - Provider
Shawna Lubs – Staff
Sheila Calove – Staff Lead

Stella Dorian – Staff (alternate)
CA ASSEMBLY MEMBERS
(continued)

Jesse Gabriel (D)
Assemblymember, 45th District
6150 Van Nuys Blvd. Suite 306
Van Nuys, CA 91401
Phone (818) 904-3840

Sonia Ojeda – VAC
Orli Almog – VAC
Angelina Martinez – Board
Jeremy Sunderland – Board
Hal Kirklin – Provider
Jaime DeWitt – Staff Lead
Maria Bosch – Staff Lead

Richard Bloom (D)
Shared with Westside Regional Center
Assembly District 50th District
2800 28th St., Suite 105
Santa Monica, CA 90405
Phone (310) 450-0041

Manuel Alfaro - Board
Caroline Mitchell - Board
Marianne Davis – Board
Deborah Cutter - VAC
Jesse Weller - Staff Lead

LA COUNTY SUPERVISORS

Kathryn Barger
Los Angeles County Supervisor, District 5
21943 Plummer Street
Chatsworth, CA 91311

Jessica Gould – Board
Elena Burnett – Board
Scott Shepard – VAC
Dr. Carlo De Antonio – Staff Lead
Jesse Weller – Staff Lead

Sheila Kuehl
Los Angeles County Supervisor, District 3
7555 Van Nuys Blvd. Suite 1
Van Nuys, CA 91405

Curtis Wang - Board
Elizabeth Badger - Board
Deborah Cutter - VAC
Kim Rolfes - Staff Lead
LA CITY COUNCILMEMBERS

Mitchell Englander
Council District 12
9207 Oakdale Drive
Chatsworth, CA 91311
Phone (818) 882-1212

Daniel Becerra - Board
Melissa Ferman - Board
Shelly Briggs - VAC
Maria Bosch - Staff Lead

Bob Blumenfield
Council District 3
19040 Vanowen Street
Reseda, CA 91335
Phone (818) 774-4330

Lesly Forbes – Board
Meagan Miller – Board
Ken Lane – VAC
Orli Almog – VAC
Kim Rolfes – Staff Lead
Attendance Sheets,
Acronym Listing
&
Meeting Evaluation
## North Los Angeles County Regional Center
### Board of Trustees
#### Board Meeting Attendance
##### FY 2018-19

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<tbody>
<tr>
<td>Manuel Alfaro</td>
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**X** = No board meeting held  
**P** = Present  
**Ab** = Absent

**Attendance Policy:** In the event a Trustee shall be absent from three (3) consecutive regularly-scheduled Board meetings or from three (3) consecutive meetings of any one or more committees on which he or she may be serving, or shall be absent from five (5) regularly-scheduled Board meetings or from five (5) meetings of any one or more Committees on which he or she may be serving during any twelve (12) month period, then the Trustee shall, without any notice or further action required of the Board, be automatically deemed to have resigned from the Board effective immediately. The secretary of the Board shall mail notice of each Trustee’s absences during the preceding twelve (12) month period to each Board member following each regularly-scheduled Board meeting. (policy adopted 2-10-99)
### North Los Angeles County Regional Center
### Board of Trustees

**Committee Meeting Attendance**

**FY 2018-19**

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X = No meeting held    P = Present    Ab = Absent    T = Transportation issue    * = Not a regularly scheduled meeting

**Attendance Policy:** In the event a Trustee shall be absent from three (3) consecutive regularly-scheduled Board meetings or from three (3) consecutive meetings of any one or more committees on which he or she may be serving, or shall be absent from five (5) regularly-scheduled Board meetings or from five (5) meetings of any one or more Committees on which he or she may be serving during any twelve (12) month period, then the Trustee shall, without any notice or further action required of the Board, be automatically deemed to have resigned from the Board effective immediately. The secretary of the Board shall mail notice of each Trustee's absences during the preceding twelve (12) month period to each Board member following each regularly-scheduled Board meeting. (policy adopted 02-10-99)

[attendmgs.1819]
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<td>Workforce Innovation and Opportunity Act</td>
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[alphabet soup] September 4, 2018
Meeting Evaluation

Name: __________________________________________

Comments: ______________________________________

1. Did the meeting follow the agenda? Yes ____ No ____
2. Did the meeting begin as scheduled? Yes ____ No ____
3. Did the meeting end as scheduled? Yes ____ No ____
4. Did you receive written or verbal information about the issues on the agenda? Yes ____ No ____
5. Did the information received enable you to make informed decisions? Yes ____ No ____
6. Did the issues concern:
   a. Consumers? Yes ____ No ____
   b. Board operations? Yes ____ No ____
   c. Committee business? Yes ____ No ____
   d. Center operations? Yes ____ No ____
   e. None of the above? (please specify below)

7. Did you feel prepared to participate in the meeting? Yes ____ No ____
8. What would you like more information about?

_______________________________________________