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>
<th>Trustees Absent</th>
<th>Staff Present</th>
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<tr>
<td>Manuel Alfaro</td>
<td>Sharoll Jackson</td>
<td>Sara Iwahashi</td>
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<td>Elizabeth Badger</td>
<td>Louis Paparozzi</td>
<td>Jennifer Kaiser</td>
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<td>Daniel Becerra</td>
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<td>Vini Montague</td>
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<td>Elena Burnett</td>
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<td>Fay Shapiro</td>
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<td>Adelina Castellanos</td>
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<td>George Stevens</td>
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<td>Marianne Davis</td>
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<td>Dr. Jesse Weller</td>
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<td>Melissa Ferman</td>
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<td>Pat Grayson-DeJong</td>
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<td>Anna Hamilton</td>
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<td>Angelina Martinez</td>
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<td>Lillian Martinez</td>
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<td>Meagan Miller</td>
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<td>Madison Badger</td>
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<td>Caroline Mitchell</td>
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<td>Brian Davies</td>
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<td>Debra Newman</td>
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<td>Elena Iglesias</td>
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<td>Jeremy Sunderland</td>
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<td>Cristina Newman</td>
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<td>Curtis Wang</td>
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<td>Becky Tanouye</td>
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<td>Todd Withers</td>
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<td>Marcie Werman</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

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[signatures]

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[Lillian Martinez]
Board Secretary

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