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

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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)**

Kim reported that in August 2018, Aacres informed NLACRC that they planned to voluntarily surrender licensure for each of their 6 residential facilities and voluntarily close their supported living program. At the time that Aacres gave notice to terminate all of their services in NLACRC’s catchment area, 2 of the Aacres residential facilities were actively serving consumers. To prevent the disruption of services by displacing the consumers from these two facilities, NLACRC identified two vendors, ELWYN and CPES, to take over the 2 Aacres facilities that were actively serving consumers. Both ELWYN and CPES will be submitting requests for start-up funds as part of the transition of these 2 facilities from Aacres to ELWYN and CPES. This action by NLACRC did not follow our board-approved Request for Proposals (RFP) policy, which requires NLACRC to utilize the RFP process to select service providers to receive start-up funds. NLACRC did not follow the board policy because:

1. We did not want to disrupt services or displace consumers from their homes due to the change in service providers.
2. The timeline to identify service providers through the RFP process for the 2 facilities was not sufficient.

3. We required service providers that had an existing footprint and resources in our catchment area for which they had experience working with our local Community Care Licensing office; and for which NLACRC had experience working with them in order to provide a seamless transition between service providers.

4. We required the use of service providers that had experience working with consumers that had exited from the state developmental centers.

Currently, NLACRC is seeking start-up funding proposals from both ELWYN and CPES to submit to the Department of Developmental Services (DDS) related to the transition activities. This same information has been communicated with DDS. In fact, NLACRC staff have been engaged in weekly meetings with Aacres to ensure a successful transition of the 2 facilities from Aacres to ELWYN and CPES and updates on the transition activities are provided to DDS on a weekly basis.

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
Jennifer Kaiser
Executive Assistant