

**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, 25360 Magic Mountain Parkway, Suite 150, Santa Clarita, California, on January 9, 2019.

**Trustees Present**

Manuel Alfaro  
Daniel Becerra  
Elena Burnett  
Adelina Castellanos  
Melissa Ferman  
Pat Grayson-DeJong  
Anna Hamilton  
Sharoll Jackson  
Angelina Martinez  
Lillian Martinez  
Meagan Miller  
Caroline Mitchell  
Debra Newman  
Louis Paparozzi  
Jeremy Sunderland  
Curtis Wang  
Todd Withers

**Trustees Absent**

Elizabeth Badger  
Marianne Davis

**Staff Present**

Carlo DeAntonio  
Ruth Janka  
Jennifer Kaiser  
Michele Marra  
Kim Rolfes  
Fay Shapiro  
George Stevens

**Guests Present**

Adam Breall  
Christina Cannarella  
Julie Eby-McKenzie  
Ben Vail  
Marcie Werman

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**1. Call to Order & Introductions**

Debra Newman, president, called the meeting to order at 6:30 p.m. and introductions were made.

**2. Public Input & Comments**

Julie Eby-McKenzie, from the local State Council on Developmental Disabilities office, provided fliers for a self-determination facilitator training that will be held from 8:30 a.m. to 4:30 p.m. on January 11<sup>th</sup> (in English) and on January 12<sup>th</sup> (in Spanish) at CSUN. Anyone interested in becoming a facilitator is encouraged to attend. The training is free, but space is limited but you must register at [Marina.Bchtikian@scdd.ca.gov](mailto:Marina.Bchtikian@scdd.ca.gov).

**3. Consent Items**

A. Approval of Revised Agenda (Packet #2, page 75)

Item 10.C. was added to the agenda.

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

B. Approval of the November 14<sup>th</sup> Meeting Minutes (*Packet #1, page 7*)

M/S/C (C. Mitchell/A. Martinez; Abstention: L. Paparozzi) To approve the minutes as presented.

4. **Demonstration: Auto-Attendant**

The center would like to implement an auto-attendant for people who call the center. This would reduce wait time for the callers. Fay Shapiro, the center's facilities manager, gave a demonstration on what the new answering service would sound like. The board liked the idea of routing callers more expeditiously using the auto-attendant system.

5. **Training: Self-Determination Program - Handout**

Ruth Janka, the center's deputy director, provided copies of an executive summary of the center's self-determination implementation plan and reviewed it with those present.

6. **Committee Action Items** (*Packet #1, page 17*)

A. Government & Community Relations (Jeremy Sunderland)

1. Approval of Revised Social Media Policy

M/S/C (P. Grayson-DeJong/A. Hamilton) To approve the revised Social Media Policy as presented.

2. Approval of Social Media Plan

M/S/C (C. Mitchell/C. Wang) To approve the Social Media Plan as presented.

B. Executive Committee (Debra Newman)

1. Approval of AB 637 Proposal: Mileage Premium for Psychological Assessments in the Antelope Valley

**M/S/C** (L. Martinez/A. Martinez) To approve the center pursuing the AB 637 proposal as presented.

2. Approval of Auto Attendant for Reception Areas

**M/S/C** (D. Becerra/A. Hamilton) To approve the center using the auto attendant system demonstrated earlier in this meeting at all offices.

7. **Additional Action Items** (*Packet #1, page 17*)

A. Administrative Affairs: Approval of Contracts (Dan Becerra)

1. CPES California, Inc. (PL1748-113)
2. CPES California, Inc. (PL1747-109)
3. WellBe Home, Inc. (PL1735-096)
4. Institute for Effective Behavioral Interventions (PL1736-028)
5. Nursecare Home Health (PL1737-062)
6. A Change in Trajectory, Inc. (PL1743-055)
7. KDAD (PL1745-109)
8. Developmental Pathways, Inc. (PL1739-615)
9. Developmental Pathways, Inc. (PL1738-612)

**M/S/C** (A. Martinez/A. Castellanos) To approve the 9 contracts listed above as presented.

8. **Director's Report** (*Packet #2, page 98*)

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. A legislative update was also attached.

9. **Association of Regional Center Agencies (ARCA)**

A. Next ARCA Board of Directors Meeting: Friday, January 18<sup>th</sup>

Debra Newman, board president and ARCA delegate, will give a report on the January 18<sup>th</sup> meeting at next month's board meeting.

10. **Administrative Affairs Committee**

A. Minutes of the November 28<sup>th</sup> Meeting (Packet #1 page 26)

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

B. Financial Report (Packet #2, page 150)

NLACRC's operations budget is \$51,477,247, our POS budget is \$429,084,330, and the family resource center budget is \$207,187 for a total budget, at this point, of \$480,768,764. We are currently projecting a deficit in our POS budget of \$33,416,979 – the highest POS deficit of all 21 regional centers. However, we are an entitlement program so all this means is that the Department of Developmental Services (DDS) will have to allocate us additional funds in order to cover our shortfall.

C. Change in Timeline for the Audited Financial Statement and the 990 Tax Return

Kim Rolfes, the center's chief financial officer, explained that an actuarial evaluation of our pension funds needs to be included in our audited financial statement; we obtain that information directly from CalPERS. In order to include this information in our audited financial statement, we will need to change our previous timeline for presenting the audited financial statement and 990 tax form to the board. Kim is suggesting that the audited financial statement be presented to the board in March for approval (rather than February) and the 990 tax return to the board for approval in April (rather than March). The statutory due date for the audited financial statement is April 1<sup>st</sup>, and the due date for the tax return is May 15<sup>th</sup>, so we would still meet the statutory guidelines if this new timeline was approved.

M/S/C (L. Paparozzi/M. Alfaro) To approve the center using the new timeline for presenting the center's audited financial statement and 990 tax return to the board for approval.

11. Consumer Advisory Committee (Packet #2, page 160)

A. Minutes of the November 7<sup>th</sup> and January 2<sup>nd</sup> Meetings

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

**12. Consumer Services Committee** (*Packet #1, page 31*)

A. Minutes of the November 20<sup>th</sup> Meeting

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

B. DDS Approval of the IPP and Early Start Service Standards

DDS approved the last 2 service standard changes that we presented to them. The updated service standards can now be distributed.

C. Self-Determination Program Update

Ruth Janka gave a full program update earlier in this meeting.

**13. Executive Committee** (*Packet #1, page 38*)

A. Minutes of the November 28<sup>th</sup> Meeting

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

B. Action Taken to Approve Changes to Transparency & Public Information Policy

The Executive Committee took action, on behalf of the Board of Trustees, to approve changes to the board's Transparency contract with Viatron. A copy of the policy, with the approved changes noted, was included in the meeting packet.

C. Action Taken to Approve Viatron Contract

The Executive Committee took action, on behalf of the Board of Trustees, to approve the center's contract with Viatron. A copy of the contract was included in the board meeting packet.

**14. Nominating Committee** (*Packet #2, page 167*)

A. Minutes of the January 2<sup>nd</sup> Meeting

The minutes were included in the meeting packet; please see Pat Grayson-DeJong with any questions.

B. Status of Board and VAC Recruitment

There are 3 open board positions to fill and 4 open Vendor Advisory Committee positions to fill. Board applicants will be interviewed on the evenings of February 5<sup>th</sup> and 6<sup>th</sup>; VAC applicants will be interviewed on March 5<sup>th</sup> and 6<sup>th</sup>.

C. Interest in Serving as a Board Officer in FY 2019-20

Any board members interested in serving as a board officer next fiscal year should contact Jennifer Kaiser at [jkaiser@nlacrc.org](mailto:jkaiser@nlacrc.org).

15. **Post-Retirement Medical Trust Committee – No Report**

A. Next Quarterly Meeting: January 30<sup>th</sup> at 5:30 p.m.

16. **Government & Community Relations Committee (Packet #1, page 52)**

A. Minutes of the November 20<sup>th</sup> Meeting

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

B. Legislative Educator's Report

1. Monthly Activity Report
2. Application for Legislative Academy
3. Grass Roots Visits with Legislators

The monthly activity report was included in the meeting packet along with an application for the legislative academy and information about the upcoming grass roots visits with local legislators.

**Action:** Any board members interested in going to Sacramento as part of the Arc/UCP public policy conference or the ARCA Grass Roots Day activities at the State Capitol should complete an application for the legislative academy and submit it to Jennifer Kaiser.

17. **Strategic Planning Committee - No Report**

A. Next Quarterly Meeting: February 4<sup>th</sup> at 6:00 p.m.

**18. Vendor Advisory Committee**

A. Minutes of the January 3<sup>rd</sup> Meeting – Deferred

At the last VAC meeting, Sharoll Jackson told the service providers about board visitations and encouraged them to contact Jennifer Kaiser if they would like their programs to be visited by NLACRC board members. So far, 2 service providers have contacted Jennifer and visitations are being scheduled!

**19. Old Business/New Business (Packet #1, page 65)**

A. Attendance Sheets

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

B. Visitation Reports

1. Debra Newman announced that she was interviewed to provide input that would affect changes in the MediCal system. She strongly believes that appropriate services through MediCal should be easier and quicker to access.
2. Sharoll Jackson visited Desert Haven Enterprises in Lancaster and gave a report on her visit.

C. Acronyms Listing

An updated list of frequently used acronyms is included in the meeting packet each month.

D. Complete Meeting Evaluations

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

**20. Announcements/Information/Public Input**

A. Next Board Meeting: February 13<sup>th</sup> at 6:30 p.m. (Chatsworth)

- B. CalABLE: Has finally launched! Julie Eby-McKenzie brought informational booklets about CalABLE called, "Achieving a Better Life Experience: How to save money and keep your benefits." This will be a game changer for people on SSI and other benefits. For more information, you can contact Julie at the State Council or you can go to the main website at [www.CalABLE.org](http://www.CalABLE.org).
- C. Sacramento Tree-Lighting Ceremony: Debra Newman reported that she and Ruth Janka, along with a NLACRC consumer and his family, were invited by DDS to go to Sacramento for the annual tree lighting ceremony and were given a VIP tour of the Capitol. Our consumer lit the tree with the governor and his wife. Debra circulated a card she received from the consumer's family along with a photo that was taken at the event.

## 21. Adjournment

Debra Newman adjourned the meeting at 7:54 p.m.

Submitted by,

Jennifer Kaiser  
Executive Assistant

for:



Lillian Martinez  
Board Secretary

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