

North Los Angeles County Regional Center  
**Executive Committee Meeting Minutes**  
January 30, 2019

**Present:** Dan Becerra, Elena Burnett, Lillian Martinez, Meagan Miller, and Debra Newman – Committee Members  
Ruth Janka, Jennifer Kaiser, Malorie Lanthier, Michele Marra, Kim Rolfes, George Stevens, and Jesse Weller – Staff Members

**Absent:** Lou Paparozzi

---

**I. Call to Order**

Debra Newman, president, called the meeting to order at 7:25 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 amended.

B. Approval of Minutes from the November 28<sup>th</sup> Meeting

**M/S/C** (E. Burnett/D. Becerra) To approve the minutes as presented.

**IV. Committee Business**

A. Zoom Technology Test

Malorie Lanthier, IT director, showed Elena Burnett how to use Zoom technology to participate in meetings remotely.

**Action:** Elena will test the Zoom technology on her lap top at next month's Executive Committee meeting by using an adjoining conference room.

B. Annual Report on Whistleblower Activity (Kim)

Kim provided copies of the service provider whistleblower report for FY 2017-18. There were 28 whistleblower allegations submitted last fiscal year and all but 1 of them have been resolved.

C. Center for Nonprofit Management's Training Outline (Ruth)

Ruth provided copies of an outline from The Center for Nonprofit Management's training "Responsibilities of Nonprofit Boards" as requested by this committee in consideration for this year's annual board retreat.

D. Continued Discussion re: Possible Retreat Topics

At last month's meeting, 2 suggestions were made:

1. The Center for Nonprofit Management's "Responsibilities of Nonprofit Boards" training
2. The executive director transition plan

**M/S/C** (D. Becerra/L. Martinez) To recommend to the Board of Trustees to recommend these 2 topics for this year's annual board retreat on May 3<sup>rd</sup> & 4<sup>th</sup>.

E. FY 2018-19 Board Budget vs. Expenses

The board's budget for this fiscal year is \$94,000. As of January 17<sup>th</sup>, \$24,876 (or 24.46%) has been spent. Two large expenses come later in the year with the annual board retreat in May and the annual board dinner in June.

F. 2<sup>nd</sup> Quarter Report on Center's Strategic Plan

Copies of the report were provided and Ruth and Michele reviewed it with the committee page-by-page.

G. Executive Director's Evaluation: Negotiating Committee requests external compensation data from the CODO

As the current executive director will be retiring in July, Michele will provide the Negotiating Committee with external compensation data that will pertain to the new incoming executive director.

H. Executive Director Evaluation

The blank executive director evaluation forms will be disseminated at next month's board meeting; completed evaluation forms must be submitted to the board president before the March board meeting.

I. Approval of Contract: Nonresidential Negotiated Rate Adjustments

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

**M/S/C** (M. Miller/E. Burnett) To approve the Nonresidential Negotiated Rate Adjustments contract, as presented, on behalf of the board.

J. Approval to Cancel the February 6<sup>th</sup> Consumer Advisory Committee Meeting

Jose Rodriguez, our consumer advocate, is the liaison for the CAC and is responsible for putting together their monthly discussion topics. Jose went on an unexpected leave of absence and was not able to secure a speaker for the next CAC meeting. As such, we are recommending that the Executive Committee approve canceling the February CAC meeting, on behalf of the board.

**M/S/C** (D. Newman/D. Becerra) To approve canceling the February 6<sup>th</sup> CAC meeting, on behalf of the board.

K. Finalize Agenda for the February 13<sup>th</sup> Board Meeting

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

**V. Center Operations**

A. Program Implementation Committee

George has established an internal Program Implementation Committee to oversee the implementation of the self-determination program, community integrated employment, and the paid internship program because it will take a great deal of collaboration between staff, consumers, providers, and families to make these programs work.

B. Purchase of Service (POS) Disparity

Our POS disparity information has been posted on our website. We have 2 public meetings scheduled to present the information to our community:

1. Thursday, March 7<sup>th</sup>, 6:30-8:00 p.m. (San Fernando Valley office)
2. Thursday, March 14<sup>th</sup>, 6:30-8:00 p.m. (Antelope Valley office)

In addition, we submitted proposals to reduce POS disparity to the Department of Developmental Services (DDS) and they were supposed to respond to them by the end of January; we haven't heard from them yet.

C. The Center' Strategic Plan

Everyone is exceedingly busy implementing the center's strategic plan!

**VI. Announcements / Information Items**

A. "Night to Shine" Prom

Night to Shine is a prom for people with disabilities that is held nationwide on February 8<sup>th</sup>. Debra asked if we could send a photographer to the prom in our area to take photos and post them on our Facebook page. It was noted that we would need to get signed release forms from anyone whose picture was taken. Various ideas were discussed and it was recommended that release forms be provided to Debra that would be available at the event. Debra would provide the signed release forms to NLACRC and individuals wishing to have their photograph posted on the center's Facebook page would provide the photographs directly to the center so we would be able to verify that releases had been obtained.

**Action:** Michele will follow up on this with Sara Iwahashi.

B. Next Meeting: Wednesday, February 27<sup>th</sup>

**VII. Executive Session**

**M/S/C** (D. Becerra/M. Miller) To go into executive session at 8:21 p.m.

A. Personnel Matter

B. Annual Report on Whistleblower Activity: Employee Matters (Michele)

**VIII. Adjournment**

Debra adjourned the meeting at 8:44 p.m.

Submitted by,

*Jennifer Kaiser*

Jennifer Kaiser  
Executive Assistant