

**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 February 13, 2019.

Trustees Present

Manuel Alfaro
Elizabeth Badger
Elena Burnett
Adelina Castellanos
Marianne Davis
Melissa Ferman
Pat Grayson-DeJong
Sharoll Jackson
Angelina Martinez
Lillian Martinez
Meagan Miller
Caroline Mitchell
Debra Newman
Louis Paparozzi
Jeremy Sunderland
Curtis Wang
Todd Withers

Trustees Absent

Daniel Becerra
Anna Hamilton

Staff Present

Ruth Janka
Jennifer Kaiser
Kim Rolfes
George Stevens
Dr. Jesse Weller

Guests Present

Christina Cannarella
Julie Eby-McKenzie
Scott Frost
Shelly Hatch
Arnulfo Jackson
Jennifer Koster
Marcie Werman

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

- A. Debra Newman reported that the "Night to Shine" prom for people with disabilities was held in Lancaster on February 8th and it was a great success! Night to Shine proms are held nationwide but must be hosted by a church.
- B. Caroline Mitchell announced that she was just elected to serve as the president of the student council at the Student Skills Center!
- C. Julie Eby-McKenzie reported that the recent independent facilitator training (for the self-determination program) that was held by the Family Focus Resource Center was

a resounding success with over 140 people in attendance. Additional such trainings will be held at Eastern Los Angeles Regional Center in March and at San Gabriel/Pomona Regional Center in April. For more information, please go to the State Council's website: scdd.ca.gov.

3. Consent Items

A. Approval of Revised Agenda (*Packet #2, page 81*)

An executive session was added to the agenda before adjournment.

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

B. Approval of January 9th Meeting Minutes (*Packet #1, page 7*)

M/S/C (P. Grayson-DeJong/L. Paporozzi) To approve the minutes as presented.

4. Committee Action Items (*Packet #1, page 15*)

A. Administrative Affairs Committee (Dan Becerra)

1. Approval of Contracts

- a. Integrated Resources Institute
- b. Therapeutic Time, Inc.

M/S/C (C. Mitchell/C. Wang) To approve the 2 contracts listed above, as presented.

B. Executive Committee (Debra Newman)

1. Approval of Board Retreat Topics

- a. Center for Nonprofit Management "Responsibilities of Nonprofit Boards"
- b. Executive Director Transition Plan

The board also asked to add "any other pertinent issues" for discussion at the board retreat.

M/S/C (C. Wang/A. Castellanos) To approve the board retreat topics as amended.

5. **Additional Action Items** (*Packet #2, page 83*)

A. Administrative Affairs Committee (Dan Becerra)

1. Approval of Contract: Software Management Consultants
2. Approval of Contract: Valley Village (PL1753)

M/S/C (A. Martinez/P. Grayson-DeJong) To approve the 2 contracts listed above as presented.

6. **Director's Report** (*Packet #2, page 88*)

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 were:

- A. A copy of a letter from Assembly Members Frazier and Holden to the Senate and Assembly Budget Committees by Assembly Members Frazier and Holden supporting an immediate 8% increase in provider rates to help stabilize the system until the formal rate reform is implemented.
- B. A copy of Assembly Bill 261 (Mathis/Frazier) which would restore camp and social recreation services.
- C. A legislative update, including a list of bills that took effect January 1st.

7. **Association of Regional Center Agencies**

A. Report on January 18th Board of Directors Meeting

Debra Newman reported that she will try and get a copy of the meeting minutes to include in future board meeting packets.

B. Next ARCA Board Meeting: Friday, March 22nd

8. **Administrative Affairs Committee** (*Packet #2, page 118*)

A. Minutes of the January 30th Meeting

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

B. Financial Report

NLACRC's operations budget is \$51,477,247, the purchase of service (POS) budget is \$428,810,560, and the family resource center budget is \$207,187 for a total budget, at this point, of \$480,494,994. We are currently projecting a deficit in our POS budget of \$29,442,296 – 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. Draft Disbursement of Start-Up Funding Policy

Copies of the draft policy were included in the meeting packet for the board's review and input. The draft policy will be presented at next month's board meeting for approval.

Action: Board members should provide any input they have on the draft policy to Jennifer Kaiser prior to the February 27th Executive Committee meeting.

D. Discussion re: Board Travel and Insurance

The center requires its staff to provide proof of their current auto insurance coverage along with a copy of their current driver's license. However, our board members who drive to and from board meetings and events are not required to show proof of a driver's license or auto insurance coverage to the center. In discussion with the center's insurance broker (to determine if the center had any exposure when board members were traveling) Kim Rolfes was informed that there is no exposure for the center if a board member should be involved in an auto accident on the way to/or from a board meeting or event. However, should the board member be involved in an auto accident traveling from/to the center's business location to a board activity or an activity related to the center's business activities, the center would have exposure. The committee is bringing this to the attention of the full board for discussion.

Action: The board felt that because the risk is so low, that board members should not be required to provide proof of their current auto insurance coverage along with a copy of their current driver's license.

9. Consumer Advisory Committee - No Report

10. **Consumer Services Committee** (*Packet #1, page 21*)

A. Minutes of the January 16th Meeting

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

B. 2nd 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 past quarter, the center approved 251 requests and 6 were denied.

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 past quarter, 2 exemptions were approved and none were denied. Both exemptions were for educational services.

C. 2nd Quarter Appeals/Hearings Report

During the 1st quarter:

1. Eligibility: 496 Notices of Action were sent and 13 were returned (appealed).
2. Service: 402 Notices of Action were sent and 9 were returned.
3. Hearings: 3 fair hearings were held:
 - 1 eligibility hearings (denied)
 - 2 service hearings (1 dismissed and 1 pending)

D. 2nd Quarter Consumer Diagnosis Report

The report showed diagnostic information about the center's consumers each quarter since July 1, 2016. Of the 26,140 consumers that the center serves, the diagnosis breakdown is as follows:

1. Intellectual Disability: 8,849
2. Autism: 11,046
3. Cerebral Palsy: 561
4. Epilepsy: 247
5. Other developmental disability: 1,207
6. Status 0, 1, 2: 4,230

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. Although most of the consumer diagnoses are fairly stable, consumers with autism have increased nearly 23% since July 1, 2016.

E. Self-Determination Program Update

Out of the 184 NLACRC consumers selected by the Department of Developmental Services (DDS) to participate in the program, 8 have opted out, 3 of those 8 opted out because they were moving out of our area. Out of the 173 remaining participants, the geographical breakdown is as follows: 99 from the San Fernando Valley; 44 from the Santa Clarita Valley; and 30 from the Antelope Valley. We are currently recruiting for a self-determination program supervisor, resource developer, and service coordinators. We are still waiting to receive training materials from DDS. The next Self-Determination Advisory Committee meeting will be held Thursday, February 21st, at 7:00 p.m. at the center's main office in Chatsworth.

11. **Executive Committee** (*Packet #2, page 138*)

A. Minutes of the January 30th Meeting

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

B. Action Taken to Approve Contract

The Executive Committee took action, on behalf of the Board of Trustees, to approve a contract for nonresidential negotiated rate agreements. Copies of the contract were included in the meeting packet.

C. Action Taken to Cancel Meeting

The Executive Committee took action, on behalf of the Board of Trustees, to cancel the February 6th Consumer Advisory Committee meeting. The meeting was cancelled because the staff liaison went on an unexpected leave of absence and a speaker was not able to be secured for that meeting.

D. Executive Director Evaluation

Each board member is required to complete an evaluation of the executive director each year as part of their board responsibilities. A blank evaluation form was

provided to each board member along with an envelope addressed to the board president.

Action: Board members must complete the executive director's evaluation and submit it to Debra Newman, board president, **prior to the March 13th board meeting.**

E. 2nd Quarter Report on the Center's Strategic Plan

Copies of the 35-page report were included in the meeting packet. Debra Newman asked the board members to review the report on their own time, noting the many accomplishments that staff have made.

12. **Government & Community Relations** (*Packet #1, page 39*)

A. Minutes of the January 16th Meeting

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

B. Legislative Educators' Report

Copies of the report were included in the meeting packet.

C. Legislative Bill File

Copies of the bill file were included in the meeting packet; the committee is currently tracking 8 different bills.

13. **Nominating Committee** (*Packet #2, page 190*)

A. Minutes of the February 5th & 6th Meetings

Pat Grayson-DeJong reported that the committee interviewed board applicants at their last 2 meetings. The center received a letter from DDS stating that the board is out of composition compliance for the 8th year in a row – we need more Hispanic/Latino members. The Nominating Committee will be interviewing Vendor Advisory Committee applicants next month. The meeting minutes were included in the meeting packet; please see Pat with any questions.

B. Interest in Serving as the Board's 2nd Vice President

As the other officers move up, the 2nd vice president position on the board will be vacant.

Action: Any board members interested in serving as the board's 2nd vice president next fiscal year should contact Jennifer Kaiser.

14. **Post-Retirement Medical Trust Committee** (*Packet #2, page 195*)

A. Minutes of the January 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 December 31, 2018, the value of the trust assets was \$22,752,227, a decrease of \$2,048,881 since the last quarterly report. The rate of return for the quarter was -8.37 (net of fees) and for the last 12 months was -5.36 (net of fees). The quarter that ended December 31, 2018 saw a sharp correction in the stock market, driven by rising interest rate concerns, escalating risk of a trade war, geopolitical turmoil, and the government shutdown. The annualized rate of return since the trust's inception (November 1, 2004) was 5.41% (gross of fees).

15. **Strategic Planning Committee** (*Packet #2, page 200*)

A. Minutes of the February 4th Meeting

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

B. 2nd Quarter Report on CIE and PIP Activities

The 2nd quarter report reflected the following information:

1. Competitive Integrated Employment (CIE)

- a. 51 consumers approved for the program
- b. 10 service providers approved for the program
- c. 21 incentive payments made in FY 2017-18

- d. 10 incentive payments made in FY 2018-19

CIE incentive funds are paid to service providers after 30 days, 6 months, and 12 months of continuous employment of a consumer.

2. Paid Internship Program (PIP)

- a. 25 consumers approved for the program
- b. 10 service providers approved for the program
- c. 2 incentive payments made in FY 2017-18
- d. 1 incentive payment made in FY 2018-19

PIP incentive payments reimburse service providers or employers up to \$10,400 per year of wages and benefits for each consumer placed in an internship.

C. 2nd Quarter Report on Program Closures

Since 2016-17, the center has had 87 program closures which impacted 375 consumers.

D. 2nd Quarter Report on New Vendorizations

The center had a total of 15 new vendorizations during the 2nd quarter of this fiscal year.

16. **Vendor Advisory Committee** (*Packet #1, page 59*)

A. Minutes of the January 3rd Meeting

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

B. Minutes of the February 7th Meeting – Deferred

17. **Old Business/New Business** (*Packet #2, page 71*)

A. Attendance Sheets

Updated board and board committee 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

Sharoll Jackson, Elena Burnett, and Manuel Alfaro visited The Adult Skills Center and gave a report on their visit.

C. Acronyms Listing

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

D. Complete Meeting Evaluations

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

18. Announcements/Information/Public Input

A. Elena Burnett announced that she recently attended 2 NLACRC workshops one on Medicare and the other on medical trusts; she found out about them from the center's "News You Can Use" bulletin.

B. Next Board Meeting: March 13th at 6:30 p.m. (Chatsworth)

19. Executive Session

A. Personnel Issue

M/S/C (J. Sunderland/E. Badger) To go into executive session at 7:54 p.m.

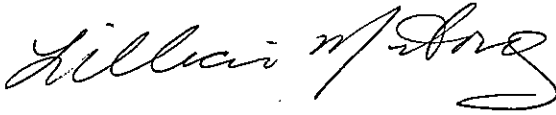
20. Adjournment

Debra adjourned the meeting at 8:10 p.m.

Submitted by,


Jennifer Kaiser
Executive Assistant

for:

A handwritten signature in cursive script, appearing to read "Lillian Martinez".

Lillian Martinez
Board Secretary

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