

**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 March 13, 2019.

Trustees Present

Manuel Alfaro  
Elizabeth Badger  
Daniel Becerra  
Elena Burnett  
Adelina Castellanos  
Marianne Davis  
Melissa Ferman  
Anna Hamilton  
Sharoll Jackson  
Angelina Martinez  
Lillian Martinez  
Meagan Miller  
Caroline Mitchell  
Debra Newman  
Louis Papparozzi  
Jeremy Sunderland  
Curtis Wang  
Todd Withers

Trustees Absent

Pat Grayson-DeJong

Staff Present

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

Guests

Raquel Armendariz  
Jaclyn Balanay  
Adam Breall  
Michelle Heid  
Jessica Kober  
Steve Miller  
Sonia Ojeda  
Shirley Rosen  
Benjamin Vail

**1. Call to Order & Introductions**

Debra Newman, president, called the meeting to order at 6:35 p.m. and introductions were made.

**2. Public Input & Comments**

A. Shirley Rosen, an advocate, reported that regulations have changed over the years in regards to protective supervision and she offered to provide free training to the center's service coordinators on this subject.

**Action:** Ruth Janka will follow-up with Ms. Rosen after the board meeting.

- B. Jessica Kober, from Windes, Inc., announced that she will be presenting the center's audited financial statement this evening. Jessica congratulated NLACRC on its excellent accounting staff. She also wanted the board to know that she is always available to them to talk with them and answer any questions they may have.

### 3. Consent Items

- A. Approval of Revised Agenda (Packet 2, page 56)

A new item 6 was added to the agenda.

**M/S/C** (A. Martinez/D. Becerra) To approve the revised agenda as modified.

- B. Approval of February 13<sup>th</sup> Meeting Minutes (Packet 1, page 7)

**M/S/C** (A. Castellanos/S. Jackson) To approve the minutes as presented.

### 4. Presentation of Audited Financial Statement

Copies of the draft audited financial statement were included in the board packet. Jessica Kober reviewed the center's FY 2017-18 audited financial statement with the board. The center had an excellent audit with no audit findings or management letter. Dan Becerra reported that Tom Huey, a partner with Windes, Inc., reviewed the audited financial statement with the Administrative Affairs Committee page-by-page and afterwards, staff left the room giving the committee members the opportunity to speak freely with Mr. Huey without staff present.

### 5. Committee Action Items (Packet 2, page 59)

- A. Administrative Affairs (Dan Becerra)

- 1. Approval of Board Resolution for Audited Financial Statement

**M/S/C** (A. Hamilton/M. Miller) To approve the board resolution stating that the board has reviewed the audited FY 2017-18 financial statements that were prepared by Windes, Inc., and such reports were accepted by the board.

- 2. Approval of Disbursement of Start-Up Funding Policy

**M/S/C** (M. Alfaro/A. Martinez) To approve the Disbursement of Start-Up Funding Policy as presented.

3. Approval of Contracts:

- a. Liberalis, LLC DBA 123 Home Care (HL0489-862)
- b. People's Care Los Angeles, LLC (HL0848-880)
- c. Elwyn California (IP-1819-11, Service Code 999)
- d. CPES California (Vendor #TBD, Service Code 999)

**M/S/C** (A. Hamilton/M. Miller) To approve the 4 contracts listed above as presented.

- e. Viatron Systems, Inc. (Operations)

The first amendment amount was corrected from \$237,215 to \$237,312.

**M/S/C** (A. Hamilton/M. Miller) To approve the contract with Viatron Systems, Inc. as corrected.

B. Executive Committee (Debra Newman)

1. Approval of Executive Director Retirement Function

**M/S/C** (E. Burnett/M. Alfaro) To approve holding an "exclusive" function at the Odyssey restaurant to celebrate George Stevens' retirement.

**Action:** The amount of the dinner cost and how much of it would be covered by the center was referred to the Executive Committee for further discussion and a recommendation.

C. Nominating Committee (Manuel Alfaro for Pat Grayson-DeJong)

1. Approval to Continue Recruiting for Hispanic/Latino Board Applicants

As the board is aware, the center received a letter from the Department of Developmental Services (DDS) informing us that we need to have more Hispanic/Latino representation on our board. There are currently 3

openings on the board. As one of the board composition requirements is to have 25% representation from consumers, the committee is going to recommend filling 2 of the 3 positions with a Hispanic applicant and a consumer. As the other board applicants were Caucasian, the Nominating Committee is asking for board approval to continue recruiting for Hispanic/Latino applicants to fill the remaining opening.

**M/S/C** (C. Wang/A. Martinez) To approve the Nominating Committee to continue recruiting for board applicants who are Hispanic/Latino to fill the remaining opening on the board.

**Action:** George and Jennifer will draft a recruitment notice in English and Spanish announcing the need for board applicants who are Hispanic/Latino and need to speak and read English and provide it to Raquel Armendariz for dissemination.

6. **Legislative Educators' Report** (Steve Miller, Michelle Heid, and Raquel Armendariz)

A. Proposed Rate Reform

Steve Miller reported that this is the first time in 25 years that DDS has convened a study on service provider rates. Burns & Associates was hired to conduct the study as they have conducted rate studies in other states. However, Burns & Associates did not engage with our community so their model is not consistent with our system. The proposed rate reform proposals were released on February 25<sup>th</sup> and the package is over 2,000 pages long. Our initial assessment of the proposed rate model convinces us that we must seriously evaluate its core assumptions and its consequences to services, before they are acted upon. The proposed rate models are especially unfair and potentially lethal to many services currently being provided by regional centers. To that end, we would like to urge our legislators to make sure that the proposed rate models receive careful scrutiny and undergo necessary adjustments before they are implemented next year. In addition, we continue to support the 8% increase for all services this year to help stabilize the system in the meantime.

**M/S/C** (L. Papparozzi/S. Jackson) The board asked Steve Miller to draft a letter from the board to Senator Hertzberg, senate majority leader, that will encourage a thorough examination of the proposed rate models and continued support for the 8% increase in rates and for regional center operations to help stabilize the system in the meantime.

B. Los Angeles Rally

Service providers and regional center staff are helping to organize a local rally on Friday, April 5<sup>th</sup>, from 12:00 to 1:30 p.m. This is not a protest rally, it is being held to bring our issues to the attention of our legislators. The rally will include a march around the Van Nuys state office building, followed by letter signing, and inspirational speakers. We are hoping the legislators who have offices in the state building will come out to meet with us.

7. **Executive Session**

- A. Lease Update
- B. Personnel Issue

M/S/C (C. Wang/A. Martinez) To go into executive session at 8:07 p.m.

M/S/C (A. Hamilton/M. Miller) To end the executive session at 8:28 p.m.

8. **Director's Report (Packet 2, page 11)**

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 legislative update prepared by staff.
- B. A list of the center's caseload ratios for 2019.
- C. An email message sent to staff re: case assignments to office of the day and floater positions.
- D. An anonymous whistleblower complaint sent by staff to DDS.

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

- A. Next ARCA Board Meeting: Friday, March 22<sup>nd</sup>

Debra Newman reported that as the board's ARCA delegate, she will try to make sure the ARCA board meeting minutes are included in the center's monthly board meeting packets.

10. **Administrative Affairs Committee (Packet 2, page 166)**

A. Minutes of the February 27<sup>th</sup> Meeting

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

B. Financial Report

The January 2019 financial report showed that the center's operations budget for FY 2018-19 was \$51,763,350 the purchase of service (POS) budget was \$430,498,817, and the family resource center budget was \$207,187, for a total budget of \$482,469,354 at this point. The center is currently projecting a deficit in the POS budget between \$20.1 and \$26.1 million which will be resolved with future funding allocations from DDS.

11. **Consumer Advisory Committee**

A. Minutes of the March 6<sup>th</sup> Meeting – Deferred

12. **Consumer Services Committee (Packet 1, page 18)**

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

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

B. Self-Determination Program Update

The center sent several staff to the train-the-trainer training conducted by DDS. We learned that DDS is developing a budgeting tool for regional centers to use to establish budgets for those participants with no prior expenditures over the last 12 months. We also learned that it is up to the participant to invite regional center staff to their person-centered planning meeting. Finally, we continue to develop our plan for the full implementation of the SDP, including developing training materials and writing procedures to ensure that the program is implemented consistent with the statute and for all the participants.

13. **Government & Community Relations Committee (Packet 1, page 23)**

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

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

B. Legislative Educators' Report

[See Section 6. above.]

14. **Executive Committee** (Packet 2, page 181)

A. Minutes of the February 27<sup>th</sup> Meeting

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

B. Completed Executive Director Evaluations Due

Board members are required to complete an evaluation of the executive director; the completed evaluations are due to the board president tonight.

C. Action Taken to Approve Elwyn Contract

The Executive Committee took action, on behalf of the Board of Trustees, to approve a contract with Elwyn. The contract summary was included in the meeting packet.

D. Board Composition

1. ARCA Statewide Board Composition Results: The statewide board composition chart showed that most of the regional centers were out of compliance with at least one component of their board composition; only 6 regional centers met all of the composition criteria. The chart was included in the meeting packet.

2. DDS Board Composition Letter: As reported earlier in this meeting, DDS sent the center a letter informing us that we need to have more Hispanic/Latino representation on our board. A copy of that letter was included in the meeting packet.

3. Action Taken to Approve NLACRC's Response to DDS's Board Composition Letter: The Executive Committee took action, on behalf of

the Board of Trustees, to approve a letter responding to DDS board composition letter. A copy of the finalized letter was included in the meeting packet.

**15. Nominating Committee**

A. Minutes of the March 5<sup>th</sup> and 6<sup>th</sup> Meetings

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

**16. Post-Retirement Medical Trust – No Report**

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

**18. Vendor Advisory Committee (Packet 2, page 212)**

A. Minutes of the February 7<sup>th</sup> Meeting (Packet 1, page 38)

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

B. Minutes of the March 7<sup>th</sup> Meeting – Deferred

**19. Old Business/New Business (Packet 1, page 47)**

A. Attendance Sheets

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

B. Visitation Reports

No visitations were reported.

C. Acronyms Listing

An updated list of frequently used acronyms is always included in the meeting packet for the board's reference.



D. Complete Meeting Evaluations

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


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

A. Next Meeting: Wednesday, April 10<sup>th</sup>, at 6:30 p.m. (Chatsworth)

21. **Adjournment**

Debra adjourned the meeting at 8:56 p.m.

Submitted by,

  
Jennifer Kaiser  
Executive Assistant

for:



Lillian Martinez  
Board Secretary

[bdmin.mar13.2019]

